

## SESSION TEN

### COMMITTED BROKEN SERVANT SERVICE

#### I. SERVING GOD AT FFC

You may have noticed that we do not have a lot of programs, planning committees, and boards. This is intentional, for we do not desire to be defined by programs and organized activities. Success of the church is not defined by the number of people participating in a program, but by the extent to which its members **live out** Scriptural principles. That does not mean we have no organization or administration, but that we are not defined by such.

One practical way you can serve is by **hospitality**. Come early to greet people and stay late to fellowship. We celebrate with other members who are married, and we mourn at funerals of those in the church. We are all encouraged to visit the sick, pray for them, and provide meals. Invite people into your homes for meals (and not always the same people!) When people in the body move, or let's say need a roof, we help them. There are also meals and special events at FFC where people are needed to serve in preparation and clean up. Each Committed Broken Servant becomes part of a Family Care Group, which meets together in homes during the less busy months for the purpose of building relationships based on God's Word.

We seek to be a church that recognizes and reaches **needs**. We do this in a variety of ways including the food pantry, sports ministries, compassion ministries, and being active in local homeless shelters. We are committed to offering help to those in need through free counseling by certified Biblical counselors at the Biblical Counseling Center, but we are not a church with a Biblical counseling Center, we are a Biblical Counseling Church. That means we take every chance we get to build relationships with people, and when they ask how to handle difficulties in their lives, we tell them that God's Word has the answers, and that the Biblical Counseling Center is available to help free of charge. As a body, we host three annual Biblical Counseling Training seminars that reach into the community.

Our church gives 12 % of our budget to **missions**. We try to be involved more than just writing checks. We desire to offer housing or vehicle needs while they are in the US, and we organize meetings with them as they pass through. We offer biblical counseling training conferences that are a great encouragement to them. Our Family Care groups are all actively involved in the life of one missionary.

All are expected to serve. The following page is a copy of the ministry questionnaire that those who decide to join FFC will receive at their interview with an elder.

## II. MINISTRY QUESTIONNAIRE

Those involved in the ministry at Faith Fellowship Church are required to be Committed Broken Servants of Jesus Christ. The purpose of this questionnaire is two-fold. First of all, you have an opportunity to see the different areas available for service at FFC. God has gifted everyone in different ways for the purpose of edifying the body. Paul addresses spiritual gifts in 1<sup>st</sup> Corinthians 14. In verse 26 he states, “*When you assemble, each one has a psalm, has a teaching, has a revelation, has a tongue, has an interpretation. Let **all** things be done for **edification**.*” As members of the Body of Christ we should be serving in ministry. Secondly, the leadership of this church would like to be able to connect you with the person overseeing the ministry God is calling you to. Your responses to this questionnaire will help ministry leaders to be aware of the areas you are best equipped to serve in.

### ASSIMILATION:

- Greeters
- Ushers
- Brownie Brigade

### CHILD & YOUTH MINISTRIES:

- Sunday School Teacher
- \_\_\_\_\_ Age/grade preferred
- Sunday School Helper
- \_\_\_\_\_ Age/grade preferred
- Sunday School Nursery
- Worship Service Nursery
- Worship Service 2's & 3's
- Worship Service Pre-K
- Jr. Church (K – 6<sup>th</sup>)

Only 1 of above 4

- Wed. Eve Nursery
- Wed. Eve 2&3's
- Wed. Eve Pre-K
- Wed. Eve Kidz Klub (K – 6<sup>th</sup>)

Only 1 of above 4

- Child Care Tuesday Ladies Bible Study
- Sunday Evening Nursery
- Youth Junior High
- Youth Senior High
- Vacation Bible School

### FACILITIES:

- Snow Removal
- Landscaping/Gardening
- Carpentry
- Automotive Repair
- Plumbing
- Cleaning
- Drywall
- Painting (Building)

### HOSPITALITY & OUTREACH:

(Banquets/Luncheons / Picnics/ Showers)

- Planning & Development
- Set up and/or clean up
- Games & Activities
- Decorating for Events & Holidays
- Food Preparation & Planning
- Meal Service
- Baking for Events
- Promotion & Advertisement

### MUSIC:

- Choir
- Vocalist
- Instrumental – Piano
- Instrumental – Guitar
- Instrumental – Drums
- Instrumental – Other \_\_\_\_\_
- Orchestra
- Worship Team

### DRAMA:

- Production & Coaching
- Acting
- Lighting/Camera
- Stage Crew
- Costume/Makeup

### TECHNICAL/MEDIA PRESENTATION:

- CD Ministry
- Computer Help
- Powerpoint
- Audio Ministry
- Graphic Design
- Website

### OTHER:

- Library
- Office Help – collating, copying, etc.
- Van Driver for Broadway House
- Sewing/alterations
- Floral design
- Calligraphy/Card or Favor Designing
- Art/Painting

### **III. CHILD PROTECTION POLICY**

All who join FFC are required to complete this child protection policy, developed by the FFC Elders and adopted on January 10, 2005.

#### **A. Why a Child Protection Policy?**

Ministry to children and youth is an important aspect of church life at Faith Fellowship Church (FFC). “But Jesus said, Let the little children come to Me, and do not forbid them; for of such is the kingdom of heaven.” Matthew 19:14 NKJV. Jesus further clarifies His intent when He said, “It would be better for him if a millstone were hung around his neck, and he were thrown into the sea, than that he should offend one of these little ones.” Luke 17:2 NKJV. As a body of believers, we must take this area of ministry very seriously.

In today’s society, child abuse and child abuse accusations are occurring daily. Therefore, it is important that FFC takes steps to protect the children to whom we minister and to protect our workers from false accusations. It is naïve and irresponsible to believe “it could never happen here”.

It is our goal to enact a policy and procedures that will help safeguard our continued ministry to our young people of all ages. Our desire is to protect:

1. Our Children – by having an approval process and training requirements for potential workers, thereby minimizing the possibility of potential problems.
2. Our Workers – by attempting to shield them from false accusations, and to keep them from being placed in compromising situations.
3. Our church – by maintaining a high standard of education and loving care, so that the integrity of the body of Christ and testimony remain unblemished.

#### **B. Church Position Statement: On child safety and protection**

FFC desires to provide a friendly and safe nurturing environment where families can feel comfortable in allowing their children and youth to receive spiritual training and guidance. The church takes very seriously its responsibility to safeguard children and youth from abusive situations. This is why FFC denounces and deplores any and all forms of child abuse including sexual and physical abuse. This is also why all who join the church are required to complete a church worker’s application which includes specific questions regarding sexual abuse, to submit references, and to undergo training for child abuse awareness.

The church has implemented these procedures to maximize child and youth protection. FFC intends to cooperate with all civil and legal authorities to investigate any and all allegations of misconduct on the part of its workers, paid or volunteer.

### C. Definitions

1. “FFC” – Faith Fellowship Church
2. “CBS” – Committed, broken servant – an individual who has:
  - a) made a profession of faith in the Lord Jesus Christ
  - b) given testimony of baptism by immersion
  - c) acknowledged agreement with the Church Covenant, Articles of Faith and the Church Constitution
  - d) attended the “Introduction to FFC” class
  - e) had approval of the board of Elders
3. “Jr. CBS” – any CBS between the ages of 12-18.
4. “Preschooler”, “child”, “children”, “youth”, and “minor” shall be defined as any individual under the age of eighteen (18) (or whose mental capacity is that of a minor).
5. “Adult” shall be defined as any CBS at least eighteen (18) years of age.
6. “Worker” shall be defined as any adult Committed Broken Servant (CBS), paid or unpaid, who has been given the responsibility of working with or caring for minors.
7. “Teenage Worker” shall be defined as any worker, at least Jr. CBS age, enlisted to assist with the care of minors.
8. “Criminal Background Check” (CBC) is the procedure used to check the background of adult CBS(s) for criminal activity.
9. “Elder” is a lay person or pastor(s) appointed by elder board to oversee the spiritual matters of the church
10. “Ministry Leader” refers to any CBS put into the position of overseeing a ministry and other CBSs performing that ministry as approved by the elder board.

### D. Definitions of Child Abuse

Child abuse is defined as any verbal or physical abuse or exploitation of a minor. It also includes serious physical injury, which is not explained by medical history as being accidental. Abuse includes non-physical contact such as sexually explicit verbal comments or innuendoes, displaying of pornographic images, obscene messages, exhibitionism, or allowing children to witness sexual activity.

Examples of verbal abuse include excessive yelling, berating, ridicule, or verbal assault intentionally directed at a child. Examples of physical abuse include corporal punishment (other than reasonable, controlled punishment by a parent of their own child), striking, shoving, or other use of excessive physical force.

Sexual abuse of minors (less than 18 years old) is any contact or interaction between a minor and an adult in which the minor is being used for the sexual stimulation of the adult or another person.

## **E. Prohibited Contact**

Any worker who is providing care for a youth/child shall not engage in any of the following conduct with or towards the latter, whether consensual or non-consensual:

- Sexual conduct
- Sexual contact
- Demonstration of any romantic or sexual interest
- Kissing on the lips or in an intimate area (i.e. neck).
- Extended or inappropriate hugging or embracing
- Removal of any clothing, unless and only to the extent reasonably necessary under the circumstances (i.e. winter coats).
- Sleeping in the same bed/bedding
- Remaining alone in any private location (room, motor vehicle), or denying access to same of any person who is not a threat to a child to extent necessary to protect the youth/child.

## **F. Worker Qualifications**

- 1) All youth/children/nursery workers must currently display a personal relationship with Jesus Christ and compassion for children and youth, and must be a current Committed Broken Servant.
- 2) All workers shall be properly screened:
  - a) Submit a completed signed application form, agreeing to follow the policies and procedures concerning child abuse protection and reporting as outlined in this document. References listed may be contacted.
  - b) Be available for a personal interview to clarify the application as necessary by one or more of the Elders.
  - c) Must complete the FFC initial Child Protection Training class before approval.
- 3) Anyone who has been convicted of either sexual or physical abuse should not serve in any church-sponsored activity or program for children or youth. Any such person will not be approved for working in these programs.
- 4) Teens who meet the above qualifications may assist adult workers, but only as a helper, and NEVER without adult supervision.
- 5) Substitute workers for all youth ministries must comply with all worker qualifications.
- 6) Be formally approved prior to service by meeting the guidelines above.
- 7) The Faith Fellowship Church Screening Form for Children or Youth Workers must be secured and on file.

## **F. Worker Policies**

- 1) Worker Behavior – workers should always conduct themselves in a Godly manner, being an example of obedience, respect, and honesty to young children.
- 2) Workers and helpers should never be alone in private with children or youth without additional adult presence. Classrooms should be equipped with windows so as to make them open to observation. If the classroom or counseling room door does not have a window, the door must remain open at all times while occupied.
- 3) Individual contacts of workers with children or youth shall be with express parental permission only.
- 4) Adult workers are to observe the “two adult” rule. This requires that adults are never alone with children or youth. Another CBS must always be present.
- 5) Workers are not to use corporal punishment. Limited physical restraint may be used to protect the child or others. If disciplinary action is required, the child’s parent(s) should be contacted.
- 6) When staffing allows, an adult, who shall wait outside the door, should accompany children using the lavatory. If the adult worker is required to enter the lavatory, the door(s) shall remain open (propped).
- 7) Designated personnel shall make random visits to classrooms or church sponsored activities to monitor for policy compliance.
- 8) In the nursery, husbands and wives may work together in the same room with the approval of the nursery coordinator.
- 9) Diaper changing should always take place in such a way that other nursery workers could easily see the child that is being changed.
- 10) Workers will not be involved in any of the following activities: extended hugging, kissing, sitting a child on the lap (children 5 years old & under permissible), inappropriate touching or being alone with a child.
- 11) Emergencies – Workers are not to give or apply any medications to children except with express parental permission in special situations. (Such permission shall be in writing in advance or with two witnesses if by phone.) In a life-threatening situation, workers shall call 911 and should provide life-sustaining intervention as able, under the provisions of the Good Samaritan laws. Simple first aid, such as cleaning and bandaging minor wounds, may be done until a parent or the family physician can provide more complete care. First aid boxes will be kept on hand and all workers are to be familiar with the locations. Supervisors should check the contents quarterly. In any medical situation requiring care, parents or the guardian of record shall be notified as soon as possible.
- 12) Parties and Field Trips – Always have another pre-approved adult (not a relative) present at all times at these activities. Secure a signed parental release statement from each parent if the church is responsible for transporting children to these activities. Parents are always invited to attend all events and activities.
- 13) Teachers of nursery through Pre-school are not permitted to release children without proper parent/guardian identification.
- 14) Parents are responsible for placing the child in the direct care of the teachers or helper for the child’s age group. Parents are not to leave children unattended in the church or on church grounds. A child should at all times be either with an approved teacher OR with the parent. Anything else should be avoided. This includes meetings and activities that occur in the church building outside normal Sunday and Wednesday services.
- 15) Parental permission slips for off-church activities are to be signed before activity occurs for a particular class or club. Teachers and Leaders are requested to inform parents at least 24 hours before such events take place.
- 16) Follow reporting guidelines as given below:

## **G. Reporting Procedures**

All workers **MUST** report known or reasonably suspected cases of physical or sexual abuse, or sexually inappropriate or suspicious behavior. They are also to report when these policies and procedures have been violated.

Workers are to notify an Elder immediately when:

1. These policies and/or procedures have been violated
2. Suspicious behavior of workers is observed, such as:
  - (a) Inappropriate touching
  - (b) Inappropriate time spent one-on-one
  - (c) Inappropriate language is used
3. Physical signs or suspicious behavior symptomatic of sexual or physical abuse is observed in a child or youth.

Such physical signs include:

- (a) Lacerations
- (b) Nightmares
- (c) Irritation, pain, or injury to the genital area
- (d) Discomfort when sitting
- (e) STD's
- (f) Bruises
- (g) Unusual fears
- (h) Difficulty urinating
- (i) Torn or bloody underclothing

Such Behavioral signs Include:

- (a) Undue anxiety when approaching the church or nursery area
- (b) Nervous, fearful, or hostile behavior towards adults (specific or general)
- (c) "Acting Out" of sexual behavior
- (d) Withdrawal from church activities or friends

If the Ministry Leader is first notified, he/she shall then inform an Elder.

If an Elder is first notified, he shall notify a Pastor, the other Elders, and the Ministry Leader, if appropriate.

If a Pastor is first notified, he shall notify the other Elders and the Ministry Leader, if appropriate.

The Elders and Ministry Leaders (where appropriate) are responsible to immediately investigate the situation and ascertain the facts with appropriate discretion and discernment.

When an accusation or report gives initial evidence as legitimate, those who are investigating shall take appropriate action as outlined below.

1. Parents shall be notified as soon as possible. (Except where legitimate suspicion of in-home abuse suggests investigation by the authorities first.)
2. When the matter involves only a violation of procedure or policy, the correction shall be handled in-house.

3. When the matter involves potential abuse outside the church ministry, but discovered within the church ministry, proper reporting procedures to child protection authorities shall be followed.
4. When the matter involves potential abuse with the context of our church ministry, all appropriate measures to uncover the truth, deal with the offender, and protect and aid the victim(s) will be taken.
5. The church will notify civil authorities when reasonable suspicion of criminal wrongdoing exists and will cooperate with any ensuing investigation and litigation.
6. In all cases involving possible criminal acts or potential civil liability, Elders, Deacons, and the church insurance agent (in that order) must all be informed and the required insurance paperwork must be initiated.

The Church Position Statement on Child Protection must be available for release in the event an incident becomes public.

The Chairman of the Elders and Deacons approved designee will be the spokesman for the church in such cases.