

**First Christian Church
Christian Education Ministry
Policies and Guidelines**

Topic: Adult-Student Ratio During Outings

A ratio of one adult per every 5 students, grades one through 12, and one adult per every 3 preschool aged child is required for each off church property activity / outing. If the activity involves mixed gender youth, a minimum of one adult male and one adult female attendance is required.

The church will cover the cost for each adult to attend / participate within the allotted adult-to-student ratio and/or gender requirement. Additional adults are welcome to attend, but will be required to pay their own cost including but not limited to transportation, meals and lodging.

Initial Review: 12/01/2009

Accepted Date: 01/26/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Stacie Dougherty
Mick West
Christen Lacey
Vicki Jones

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Topic: Attendance Recognition

Regular Sunday School attendance is highly encouraged at all grade levels. Recognition for attendance will be at the direction of each classroom teacher(s). Attendance may be recognized at the month, quarter, semester and/or year level. Recognition of attendance may be included in church announcements.

Review Date: 9/07/2010

Accepted Date: 09/07/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Rochelle Schuetz
Vicki Jones
Stacie Dougherty
Ronda McDaniel

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Topic: Background Screening

Adults working directly with any of the youth, birth through high school, are required to have an approved background screening on file prior to participating with any of the youth activities. The screening will be completed through the church insurance company, paid for by the church. Individual background screenings addressing Crimes Against Persons will be reviewed and approved by a Christian Education Sub-Committee including the Christian Education Ministry Chair / Co-Chairs, Christian Education Ministry Vice Chair, Pastor, and Board Chairperson. All screening results will be kept confidential and in a locked location within the church office. Background screenings must be completed a minimum of every 4 years. Adults needing background screenings include but not limited to Sunday School Teachers and Assistants, weekday youth activity participants, youth group leaders, and outing participants.

Completion Date Goal: 03/01/2010

Initial Review Date: 12/01/2009

Accepted Date: 01/26/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Stacie Dougherty
Mick West
Christen Lacey
Vicki Jones
Ronda McDaniel

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Topic: Bible Distribution to Youth

The Christian Education Ministry Team believes learning, using and having a Bible is an integral component to our church and Sunday School classes. Children age three through fifth grade who regularly attend a Sunday School Class, defined as 3 out of 5 possible Sundays, will be given an age appropriate Bible to keep as their own. Age appropriate Bible divisions are identified as 3 year-old preschool through first Grade or Second Grade and Second or Third Grade through Fifth Grade. Traditionally, as students enter Second or Third Grade, they were recognized in front of the congregation and given a Bible in the Fall. Effective immediately, the practice of attendance based Bible gifting will be enacted.

Students Sixth Grade and above who do not have a Bible or access to a Bible at home will also be given a Bible for their personal use.

Initial Review: 08/10/2010

Accepted Date: 08/10/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Ronda McDaniel
Rochelle Schuetz
Vicki Jones

**First Christian Church
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Topic: Camps, Conferences and Retreats Funding (Clarification)

Youth attendance and participation in church camps, conferences and retreats is strongly encouraged and supported. For those youths who regularly attend a Sunday School or church sponsored youth group activity as defined as attending 3 out of the last 5 scheduled meetings, the church will cover one portion or up to 50% of the initial cost pending available monies.

Church Camps: The church will pay for 50% of the early registration fee. Families are responsible for transportation costs.

Conferences and Retreats: When lodging and registration money is needed, the church will pay for the cost of the lodging with youth and families responsible for the registration fee. When lodging is free, the church will pay for 50% of the early registration fee. Transportation costs will be the youth and families responsibilities.

Large Group Transportation: When more than 9 youth are attending the same event needing transportation, the church bus / van may be reserved and/or a passenger van rented by the church.

Review Date: 10/06/2010

Accepted Date: 10/06/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Rochelle Schuetz
Vicki Jones
Stacie Dougherty
Ronda McDaniel

**First Christian Church
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Topic: Children and Youth Group Projects including Mission Trips

In order to insure and promote continued quality and safety of children and youth events at First Christian Church, all First Christian children and youth group projects and mission trips are to obtain prior approval from the Christian Education Ministry Team. When the request is made, information concerning the following should be submitted:

Sponsors and Adults Involved:

- Names, phone numbers and background check completion
- Number of children / youth participating
- Age group participating
- Goal and or purpose of the event
- Funding sources involved
- Budget for the event
- Proposed transportation
- Permission slips obtained along with medical insurance information
- Dates of the Event
- Destination and planned routes
- Name, Address and Phone Number of Agency or final destination
- Contact information while in route

This information (copies) is to be filed with the church office upon departure of the event.

Initial Review: 08/10/2010

Accepted Date: 09/07/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Rochelle Schuetz
Vicki Jones



Children and Youth Ministries Donation Policy

In an effort to provide the current and future children and youth of First Christian Church excellence in programmatic offerings the Christian Education Ministry Team has adopted the following guidelines for donations.

- A “wish tree” will be provided in the Christian Education Building so that members of FCC will always be aware of the specific needs for the ministry. Those wishing to make a donation to these ministries are encouraged to visit the tree often, taking an ornament with the needed supplies listed and return those to the basket below the tree the following week.
- For those folks that would like to make a larger donation or contribution to the ministries, the Christian Education Ministry Team will keep a running list of larger scale items or special projects that need funded.
- Unsolicited donations will be reviewed and if the Christian Education Ministry Team is unable to use the items they will be passed on to the CWF for their Annual Rummage Sale.

The Christian Education Ministry Team appreciates the generosity of the people of FCC and is grateful for the adherence to this policy.

Approved November 2017

**First Christian Church
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REVISION

Topic: Church Camps, Retreats, Mission Trips, and Christian Based Activities

The Church will pay 50% of camp registration fee and 50% of the registration for a youth Mission Trip and Retreats for students who are active and regularly attend church activities (worship services, Sunday School, youth group meeting, and/or youth bands, etc). The church encourages attendance at Tall Oaks but will consider Camp Tawakoni per family/student request. Youth Families will be encouraged to assist with transportation costs.

Pending available funds, the church will also pay 50% of the registration / ticket cost for youth to attend Christian-based youth activities and events, such as spring retreat, Acquire the Fire, Revolve, etc.

Date Reviewed: 04/10/2011

Date Accepted: 04/10/2011

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Ronda McDaniel
Rochelle Schuetz
Vicki Jones

Initial Draft Date: 12/01/2009

Original Topic Title: Church Camps

Initial Review Date: 1/18/2011

Initial Date Accepted: 1/18/2011

**First Christian Church
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Topic: Scholarship Requests

Attending youth retreats, programs, mission trips, events and camps are strongly encouraged. Any youth needing financial assistance to be able to participate may request a scholarship for their portion of the cost. A Scholarship Request Form needs to be completed by the youth, family, member and/or group sponsor and turned in to the church office **2 weeks** prior to the registration deadline. Exceptions to the 2-week timeline will be made at the discretion of the Christian Education Ministry Team and/or Church Administrative Assistant. The form includes the youth's name, event and dates, amount requested and to what the scholarship money will be applied. See attached form.

Review Date: 10/06/2010

Accepted Date: 10/06/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
Mick West
Rochelle Schuetz
Vicki Jones
Stacie Dougherty
Ronda McDaniel

First Christian Church Scholarship Requests

To request scholarship money needed to attend a youth retreat, program, mission trip, event or camp, the following information needs to be completed and returned to the church office **2 weeks** prior to the registration deadline to ensure available money.

Name: _____ Today's Date: _____

Grade: _____ Phone: _____ Deadline Date: _____

Activity: _____

Date(s) of Activity: _____

Amount Requested: \$ _____

This money will cover (check appropriate boxes):

- Registration Fee
- Lodging
- Food and Drinks
- Transportation
- Other: _____

Please state reason for the request: _____

Check Group or list Sponsors:

- CYF
- Chi Rho
- Ironic Outcome
- Signs and Wonders
- _____

Signature: _____ Date: _____

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Office Use Only

Funding Source:

- Bud Brown Funds
- Outreach Funds
- Other: _____

Request Approval Date: _____

Notification Date: _____

Amount Approved: _____

**First Christian Church
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Topic: Teacher-Class Ratio

Two adults / teachers per class and gathering are recommended during church-based activities. When multiple classes are occurring simultaneously in adjacent rooms, one adult per class is acceptable. If the activity involves mixed gender youths and is the only activity occurring at the church, a minimum of one adult male and one adult female attendance is required. If this ratio is not met, the event must seek approval through the Christian Education Ministry Team for prior approval. For Middle School through High School activities, and classes taught by one adult, an open door policy is required.

Initial Review: 12/01/2009

Accepted Date: 01/26/2010

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
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Topic: Youth Supervision

All youth are encouraged to stay with the class, activity and/or meeting during that event's scheduled time. Each youth is requested to inform an adult sponsor / teacher when needing to leave the event area and for what purpose when appropriate. At the end of the class, activity and/or meeting, each youth should remain with the adult teacher / sponsor until a direct line of sight is established with the receiving adult. An adult sponsor is required to stay until all youth have left the premises.

In the event a youth is not picked up, the adult sponsor / teacher needs to contact via phone and speak directly with a family member or emergency contact individual to arrange transportation.

Review Date: 1/18/2011

Accepted Date: 1/18/2011

Approved by the following Christian Education Ministry Team members:

Debra Mikkelson
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