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PREFACE

“...do not exasperate your children; instead, bring them up in the training and instruction of the Lord.” ~Ephesians 6:4

Fellowship Missionary Baptist Church is blessed with a vibrant and active Children and Youth Ministry. From the cradle through high school, FMBC has structured its Children and Youth Ministry to meet the spiritual needs of its youth through a variety of ministries that aim to reach, teach and multiply followers of Christ.

In that light, the purpose of this manual is to provide an overview of the ministries which fall under the umbrella of Children and Youth Ministry.

Please note that while the Children and Youth Ministry falls under the auspices of the Christian Education Ministry, there are other ministries that the children and youth participate which fall under the auspices of the Deacons Ministry such as the Music Ministry, Praise Dance Ministry, Youth and Junior Ushers, and Children & Youth New Members Church Orientation.
OUR MISSION

Our Mission is to bring people into a saving redemptive relationship with Jesus Christ. We are a Spiritual body whose only foundation is the Word of God. We fulfill our ministry as we preach and teach, pray and empower, forgive and reconcile. FMBC seeks only to be God’s agent of healing and wholeness in a wounded and fragmented community, to be a congregation where all members are ministered to and where youth are valued and religiously educated to live a balanced and fruitful life.

OUR CALL

“Equip the Saints for Ministry” ~ Ephesians 4:11-16

The Lord’s call to our Fellowship is to “Equip the Saints for Ministry”. We want to create an environment in which each member of the church will identify, develop and implement his or her spiritual gift(s) in support of the Great Commission, given by Jesus Christ in Matthew 28:19-20.

The Bible clearly teaches that each member of the body of Christ has been given spiritual gift(s) for the purpose of building up the church. The church then strengthens the saints so they can live out the Gospel. This is the call of Fellowship Missionary Baptist Church.
Children’s Ministry

Infant – 5th Grade
Baby Dedications
(Cradle Roll)

Scripture References:
I Samuel 1:19-28; 2:1-10; Luke 2:21-23

Rationale:
When a child is born to a family whose faith and trust is in the Lord, they want that child to be raised to know Jesus Christ as his/her personal Savior and grow up to become an adult who loves the Lord.

In the Bible, dedication is a religious ceremony in which a person or thing is set aside or consecrated for God’s service. The ceremony usually included an announcement of what was being done or intended, and was accompanied by prayer asking for divine approval and blessing. Keeping with the Baptist tradition, babies are usually dedicated between the ages of birth to three years old. Fellowship Missionary Baptist Church regards Baby Dedication as an act of obedience based on Luke 2:21-24.

Purpose:
- To allow parents and/or guardians to publicly demonstrate that they want to raise their child to know Jesus Christ.
- To invite the entire church family to become a contributing partner in the spiritual growth of the child.

Objective:
To hold a ceremony in which the pastor and leaders of the church will pray for the child and his/her parents. Relatives, friends and church members will show their commitment to support the parents in their decision to raise the child to know God.

Procedure:
Baby Dedications are held monthly (3rd Sundays) during either Worship Service.

Contact: Aurelia Gordon - 763-560-6471
E-mail – Aurelia.gordon@state.mn.us
Fellowship Missionary Baptist Church
Christian Education Ministry

Promise Patch
Pre-School Ministry

Mission:
To provide a safe, enjoyable and educational environment for the children left in our care, allowing parents to feel comfortable while attending worship services.

Scriptures:
- Let the children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it – Luke 18:16-17
- Mark 10:14-16
- Matt. 19:14

Purpose:
To provide a caring, Spirit-directed environment for children who are potty-trained to 5 years of age during Sunday worship services and as needed for other activities and ministries. The Pre-School Ministry consists of both adult and youth servants who desire to share their gifts and talents in ways that will draw little saints closer to Jesus.

Goals of the Ministry:
- To minister to small children through music, arts and crafts, games reading and Bible storytelling.
- To allow children the chance to play and interact with other children his/her age.
- To provide parents with the security of knowing their child is well cared for while they worship without worry.

Curriculum:
The curriculum of the Promise Patch Pre-School Ministry will focus on teaching children Bible characters, parables while relating these to moral Christ-like behavior. The ultimate end is to lead children to love and trust God.

Procedure:
The Pre-School Ministry is open to young children each Sunday during the 11:00 am worship service. A light lunch and healthy lunch is served each Sunday.

Contact: Victoria Robinson – victoriasecret_10@msn.com
Kym Gaulden – kaulden0865@q.com
Children’s Church

Children’s Ministry Vision Statement:
The Fellowship Missionary Baptist Church Children’s Ministry is committed to changing the face of children through nurturing their spirit, preparing them to discover and develop a personal relationship with Jesus, and enabling them to face the future in Christ with the heart of a servant.

Scriptures:
Matt.19:14; Psa. 34:11; 127:3; Deut. 31:13; John 14:6

Purpose of Children’s Church:
To introduce the message of salvation and focus on the Biblical Doctrines of Salvation and Stewardship

Goals of Children’s Church
- To bring all children into a saving relationship with Jesus Christ
- Develop a deeper love and appreciation and understanding for God, Jesus Christ and the Holy Spirit
- Teach children through devotionals, lessons and sermons, how to develop and sustain a relationship with Christ
- Have children learn and understand biblical principals related to salvation and stewardship
- Require memorization of various verses in Scripture in order to build upon and to sustain knowledge
- Engage the children in crafts and music that illustrate the concepts of the biblical principle taught
- Provide access to age-appropriate media that emphasize the Christian lifestyle
- Promote the ideal that to become a servant of Jesus Christ involves stewardship of assets (thoughts, time, energy and money)
- Encourage a strong partnership with parents

Procedure
Children’s Church meets every 2nd Sunday of the month. Children’s Church begins promptly at 11:00 AM. Parents should bring their children directly to the Center For Families and sign them in.

Contact:
Kenyata Norful - kwisemon@yahoo.com
Promise Choir
(Children’s Choir)

Scripture: Psalm 81:1-3, *Sing for joy to God our strength.... Begin the music, strike the tambourine, play the melodious harp and lyre.*

Purpose and Description:
The Promise Choir, for children ages 5 to 12, serves as a child’s introduction to the Music Ministry. With a repertoire that supports youthful sentimentalities and offers spiritual lessons that pertain to worship, choir members learn the importance of praise and worship while they are yet young. As their introduction to the Fellowship Missionary Baptist Church Music Department, the children are taught the importance of choir etiquette and decorum as well as what it means to be leaders in worship.

Rehearsals and Service:
The Promise Choir sings once a month, 3rd Sundays, during the 11:00 Worship Service. Rehearsals are on the 1st, 2nd and 3rd Saturday of each month, September through June.

Structure:
The Music Department falls under the Deacon Ministry, thus, the Deacon Ministry gives direct support and instruction to the Promise Choir

Contact:
Nicole Foster, 763-473-3501 - nikkidf221@gmail.com
Youth Ministry

6th Grade – 12th Grade
Young Disciples for Christ
(Youth Choir)

Scripture: Psalm 81:1-3, Sing for joy to God our strength…. Begin the music, strike the tambourine, play the melodious harp and lyre.

Purpose and Description:
Young Disciples for Christ (YDFC) is for young people in junior and senior high school. The choir sings contemporary youth oriented gospel music in addition to other styles of music. The goal is to capture the youthful energy and exuberance by directing it towards service to God and to discover the importance of music in worship and ministry to others.

Rehearsals and Service:
The choir sings every 3rd Sunday during the 11:00 a.m. worship service. Rehearsals are on the 1st, 2nd and 3rd Saturday of each month, September through June.

Structure:
The Music Department falls under the Deacon Ministry, thus, the Deacon Ministry gives direct support and instruction to the YDFC.

Contact:
Nicole Foster - nikkidf221@gmail.com
Young Hands for Christ (YHFC)

Scripture:

“Commit to the Lord whatever you do, and your plans will succeed.”
Proverbs 16:3

Two-fold Mission:
To help youth understand the Gospel through sign language and songs, as well as provide an opportunity for (hearing) youth to praise God using the language of the hands (American sign language) accompanied by various forms of Christian music.

Purpose:
To help develop and utilize their spiritual gifts for the building up of the church by:
- Introducing youth grades 4-12 to American & Religious sign language
- Introducing, guiding, encouraging and educating youth regarding their roles, responsibilities and place in the FMBC Music Department and Church Body.
- Aiding and assisting youth as they grow and develop in their faith.
- Recognizing, encouraging and supporting the gifts and talents of youth.
- Representing FMBC (the home church) in the greater church community.

Goals:
To gather on a regular basis each month to:
- Study and learn songs in sign language
- Minister in sign to the church congregation and community
- Pray, fellowship and share scripture as a group
- Develop service learning skills and future leaders
- Develop and refine skills necessary for working effectively as a group

Contact Person:
Vivian Moore – vmoore@wucw.sbgtv.com
Graduation Sunday Ceremony
(Second Sunday of June at the 10:45 a.m. Worship Service)

**Scripture:** I Tim. 4:9-10, *This is a trustworthy saying that deserves full acceptance (and for this we labor and strive), that we have put our hope in the living God, who is the Savior of all men, and especially of those who believe.*

**Purposes:**
- To recognize FMBC members who graduate from high school, college, vocational school, and graduate school.
- To highlight the accomplishments of these graduates.
- To hold a reception and Open House for the graduates whereby they can share their accomplishments and honors with the congregation.
- To recognize scholarship recipients

**Contact:**
Sharon Sawyer, 763-544-1108
Fellowship Missionary Baptist Church Scholarship Ministry

Purpose:
To recognize, honor and reward the high school seniors and postsecondary students who demonstrate academic success

Components of the Ministry
• **FMBC Scholarship** – Up to six $400 scholarships are awarded annually. Only graduating high school seniors may apply. Other criteria are on the scholarship application.
• **FMBC Book Scholarship** – Any FMBC member enrolled fulltime (12 semester credits or more) in an accredited post-secondary institution, with proper documentation of enrollment, may receive $200 annually for books.
• **Monetary Stipend (Love Token)** – All FMBC members enrolled fulltime in an accredited postsecondary institution and are registered in the Postsecondary Ministry, may receive a $100 gift twice a year – once each semester.

Contact:
Michael Edwards, 763-595-0612
Scripture:
“Each one should use whatever gift he has received to SERVE others.”
I Peter 4:10

Mission:
At Fellowship, we believe that short term mission trips are spiritual retreats for the discipline of loving, seeing and serving other people. When we send members of our community to visit our friends and partners around the world, we hope that they will know and love Jesus through knowing and loving the poor, serving those they visit and serving their community by sharing their story.

Purpose:
This is not a recreational trip, but the privilege of a Christ like experience in which logistics and conditions may be different or, at times, difficult. Participants may encounter circumstances that will be physically or emotionally challenging. Participants must be prepared to bring the love of Jesus Christ into areas affected by poverty, disaster, and illness with compassion and acceptance.

Goals:
- Spiritual preparation is an important element of any mission trip. Participants must attend all training sessions and be present for in-service commissioning the Sunday before departure
- Participants must participate in group reflection while traveling
- Participants must complete the journal provided for the trip
- And upon return, Participants must serve the church community by sharing their story, joining a Task Force or finding other creative ways to inform the congregation about their experience

Contact: Ternesha Burroughs – 612-281-0886; tburroughs4@gmail.com
Ministries for Both Children & Youth
Children and Youth New Members Church Orientation

Scripture: “...You are a member of God’s very own family...and you belong in God’s household with every other Christian. ~Ephesians 2:19

Purpose:
The purpose is to help acquaint new and young believers in Christ in understanding church doctrine and principles.

Goals:

- Foster an understanding and experience of the Gospel, as the power of God unto salvation.
- Foster a love for the Church as the body of Christ and as the temple of the Holy Spirit.
- Encourage youth to discover and fulfill responsible roles in FMBC through faith and participation in the church.
- Lead youth to an increased understanding and appreciation of the Bible, whereby they may hear and obey the Word of God.
- Lay a Christian foundation and begin the development of Christian character in young children.
- Encourage youth to establish and maintain Christian relationships with their families, church, and other individuals and groups.
- Foster the growth of a fellowship in the church and in the home through which all participants may discover the blessedness and healing of a redemptive community.
- Encourage a progressive and continuous development of Christ-like character, attitude and habit.
- Encourage participation and appreciation in ongoing church activities.
- Transmit the Christian heritage of faith, worship and praise in relevant terms and practice.
- Encourage a sense of mission in the church and community.
- Encourage full development of individual capacities for the achievement of personal growth, vocational competence, and social responsibility.

Contact: Deacon Margaret Moore
Fellowship Missionary Baptist Church
Christian Education Ministry

Sunday School

Scripture:  *Do your best to present yourself to God as one approved, a workman need not to be ashamed and who correctly handles the the word of truth.*  ~II Tim. 2:15

Purpose:
To provide students of all ages with biblical instruction and principles that will aid them in their Christian walk, witness and development

Publisher and Curriculum:
FMBC uses the Urban Ministries Sunday School Publication. Lessons are based on the International Sunday School Lessons; the International Bible Lessons for Christian Education, as set forth by the Committee on the Uniform Series.

Children and Youth Classes:
*Preschool:* For ages 3-5. Emphasis is placed on group learning by using a variety of activities (Bible stories, memory verses, worship experiences, crafts, and physical movement) that hold the interest of young children. Teachers: Clem Reid and Sonia Smith.

*Primary Class:* For children enrolled in 1st and 2nd grades. The goals of the class are to teach how the Bible and the teachings of Jesus apply to their personal lives and their salvation.

*Junior Class:* For children in grades 3-5. This class continues to build on the importance of salvation and reviews the “Bible Benchmarks (Salvation, How to be Saved, Baptism, Holy Communion, etc.).

*Junior High Class:* For children in grades 6-8. Believing that this age group desperately needs the hope that is only found in Jesus Christ, the lessons are taught in a realistic everyday manner. Students are encouraged to deal with the complex Bible teachings that sometimes appear distant to teens.

*Senior High Class:* For teens in grades 9-12. This class attempts to help youth find and exercise their identity in Christ. Teens are taught and encouraged to utilize their spiritual gifts and talents to persevere during challenging times and to be responsible young adults.

Procedure:
Sunday School meets every Sunday for one hour, 9:30-10:30am at the Center For Families.

Contact:
Rev. David Peeples, david.peeples42@gmail.com
Youth Sunday Worship Participation

**Scripture:** John 4:23, ...true worshipers will worship the Father in spirit and truth, for they are the kind of worshipers the Father seeks.

**Purposes:**
- To prepare children and youth for worship leadership
- To allow children and youth to experience the responsibilities associated with worship
- To assist children as they gain a level of comfort as they worship and serve the Lord

**Description:**
Youth Sunday is the 3rd Sunday of the month. Children and youth participate in both worship services by assuming responsibility for the following: Devotional Scripture, Responsive Reading, Family Prayer, Offering Prayer, Welcoming the Visitors.

Adult leaders select participants on a rotating basis.

Contact: Deborah Finney – Dfinney@cbburnet.com
THE CYPHER
(Wednesday Bible Institute)

Scripture: *Train a child in the way he should go, and when he is old he will not turn from it.*
~Proverb 22:6

The Name: Children and Youth in Progress Helping Evolving, Renewing

In hip hop/black culture, a cipher is when a group of rappers, wanna-be-rappers, etc., get together in a tight circle and each person takes a turn demonstrating their lyrical skills. The cipher is very encouraging of one another and they are clapping, signifying and whatnot in the background, in support of whoever is taking their turn. So, OUR cipher is similar in that we are a tight-knit group of kids who get together to learn, to express, share and sometimes even testify to the goodness of God in their lives, their knowledge of Him and their desire to learn more about Him. That’s what we do in our CYPHER. The acronym is merely word association, so it’s less about that than it is about the symbolism of a cipher and how we are taking that term and using it for our purposes.

Our Mission: Our mission is to bring young people (kindergarten thru 12th grades) together who are seeking a redemptive relationship with God, and those who are already saved to live a better life for Him. This is done by reading and understanding God’s word, sharing God’s word and works in an environment with other Christian young people, and being immersed in a safe and Christian environment.

Our Statement of Faith: We believe that there is one God made up of three persons – the Father, the Son, and the Holy Spirit. We also believe that there is only one way to salvation, and that is through Jesus Christ, who died for our sins.

Groups: Kindergarten – 2nd grade – Bible Explorers – I
3rd grade – 5th grade – Bible Explorers – II
6th grade – 8th grade (Girls) – Our Father’s Daughters
6th grade – 8th grade (Boys)
9th grade – 12th grade (Girls) – God’s Angels
9th grade – 12th grade (Boys)

Contact: Brenda Anderson – (612) 588-1118 or bander2400@aol.com
Marcio Thompson – thomp392@gmail.com
Junior and Youth Ushers

Scripture: Prov. 22:6, *Train up a child in the way he should go, and when he is old he will not depart from it.*

Mission:
Our mission is to introduce young people into service of our Lord and Savior Jesus Christ, the service of His church, and the service of His people through the spiritual gift of Helps (ushering). In accordance with biblical principles, Fellowship Missionary Baptist Church Junior and Youth ushers are taught to assist the pastor, meet and greet, maintain order, receive offering, and represent Jesus and His Church to the public to the degree that others enjoy and remember the relationship between them and the ushers.

Purposes:
- To allow a variety of children, ages 6-18, to participate in ushering and manage the affairs of a structured organization with in the church
- To develop training plans and schedules as well as duty performance schedules
- To manage and take charge of ushering during regular Sunday worship services

Goals:
- To develop and teach children and youth in the correct procedures of ushering in accordance with the Universal Ushering Manuel
- To develop future senior ushers and leaders
- To develop trainers and instructors for the School of Ushering
- To produce graduates of the School of Ushering with a Bachelors Degree in Ushering

Contact: Connie Rance – cl_rance@msn.com
Minnesota Baptist Congress on Christian Education

**Scripture:** II Peter 3:8, *But grow in the grace and knowledge of our Lord and Savior Jesus Christ.*

**Purpose:** The Minnesota Baptist Congress of Christian Education and the Annual Session provide opportunities for FMBC members to study a specific discipline at the state level. The purpose is to enhance members’ growth and effectiveness as they mature in Christ.

**Dates and Location:** The Fall Session is usually held the third week of October and alternates its location (in member churches) between Minneapolis and St. Paul. The Mid-Winter Annual Session is usually held the third week of March. It also alternates its location between Minneapolis and St. Paul.

**Goals:**
1. To encourage the entire church membership to study with our sister churches in the area of Christian education
2. To provide a free or inexpensive opportunity for members to learn from Christian teachers throughout the state
National Baptist Congress on Christian Education

Scripture: I Cor. 2:2, *For I resolve to know nothing while I was with you except Jesus Christ and Him crucified.*

Purpose: The National Baptist Congress on Christian Education is held to instruct and develop leaders, in the member Baptist churches of NBC, USA, Inc.

Dates and Location: The National Congress is held the third week of June each year (Father’s Day week). It is located in various cities across the United States.

Goals: The goals of the National Congress are to instruct leaders, present information, introduce resources and improve skills in all areas of church work and growth. Every aspect of church work is presented.

FMBC Goals:
1. To sponsor delegates from ministries under the three Lead Ministries (DM, TM, CEM)
2. To sponsor children and youth who show leadership potential
3. To allow delegates to gain additional skills and knowledge that will benefit their ministries and the church at large.

Contact: Christian Education Chair
Fellowship Missionary Baptist Church
Christian Education Ministry

PRAISE DANCERS

Scripture: “Let them praise His name with the dance; let them sing praises to Him with the timbrel and harp.” ~Psalm 149:3 (KJV)

Vision: We seek to reverence God by making ourselves available to be used as an instrument for His kingdom. As children of the Most High, we have a love and passion to do His Will and glorify His Name.

Mission: Our mission is to honor and worship God by encouraging, teaching, ministering and witnessing through the use of creative movement and dance. Our study of dance technique and various dance genres help us to work to improve the skills necessary to keep our temples physically fit. We come together to study the Word of God, continually developing our spiritual growth as we serve and gain an intimate relationship with Him.

Purpose: Our design purpose is to minister to the saved and unsaved, deliver breakthroughs, and proclaim God’s omnipotent word. We desire to reach, teach and save God’s people, our brothers and sisters through Christ.

Service: Our open youth ministry consists of members ages 3-17; non-members and members meeting Saturdays between 9 a.m. and 12 p.m. Members can minister 3rd, 4th Sundays, and special occasions. Classes/rehearsals are conducted at Phyllis Wheatley Community Center, 1301 10th Avenue N., Minneapolis, MN.

Information regarding Fellowship Missionary Baptist Church Praise Dance Ministry can be found on the Church website: www.fellowshipmb.org.
Girl Scouts

Mission:
Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Purpose:
To empower girls in allowing the girls to discover the fun, friendship, and power of girls together. Through a myriad of enriching experiences, such as extraordinary field trips, sports skill-building clinics, community service projects, cultural exchanges, and environmental stewardships, girls grow courageous and strong. Girl Scouting helps girls develop their full individual potential; relate to others with increasing understanding, skill, and respect; develop values to guide their actions and provide the foundation for sound decision-making; and contribute to the improvement of society through their abilities, leadership skills, and cooperation with others.

Goal:

- To teach each girl recognize her unique skills through many life experiences that will build self-confidence and self-empowerment.

Girl Scout Troop No. 13780, in partnership with Fellowship Missionary Baptist Church, meets twice monthly at FMBC (the 2nd and 4th Saturday). Although many of its members attend FMBC, participation criteria are not limited to girls at FMBC. Its mission, purpose and funding fall under the auspices of the Girl Scouts of America.

Contacts: Candace Young – (612) 910-6424 or candace205@gmail.com
Carlita Payne – ccpayne@aim.com
Annual Programs,
Activities & Events
The Children and Youth Ministry’s calendar consists of events and activities that are held annually.

- **Annual Children and Youth Umoja Jamboree** --
  This event involves the participation of the youth of FMBC which allows them to showcase their talent through praise and worship. This event is held in the Spring or Summer.

- **Annual Hallelujah Party** –
  This event is held as an alternative to Halloween which allows youth to celebrate in a safe and fun environment. Youth and adults are encouraged to dress up in costumes that are appropriate and non-violent in nature.

- **Happy Birthday Jesus Party** –
  This event is hosted by the Promise Patch Preschool Ministry and Children’s Church and is held at Christmas time to celebrate the birth of Jesus Christ.

- **FMBC Summer Camp** –
  This program, as a part of FMBC’s Strategic Plan, is now being developed by a committee to offer the youth of FMBC and the community at large between 1st and 6th grades a summer camp experience with a Christian focus. The goal is for the summer of 2013.

- **FMBC Youth Retreat** –
  Our vision begins with the inclusion of young people in planning their retreat. A successful retreat should incorporate the needs, wants and interests of our young people, which requires being in relationship and communication with them on a regular and consistent basis. The retreat should deal with real-life issues, situations and circumstances that impact our youth—discussed from a spiritual perspective. It is important to meet youth where they are and help them discover their individual spiritual gifts so that they can put them into practice in their church, communities and home. Further, our vision is to plan a retreat that will promote fun and friendships through Christ-centered activities. Finally, our vision is to incorporate the FMBC mission in valuing our youth “by religiously educating them so that they may live balanced and fruitful lives.

- **FMBC Youth Lock-In** –
  The Youth Lock-In is an overnight event that has traditionally been held at the end of the May. FMBC youth, as well as youth from the community who have participated in ministries at FMBC throughout the year, have an opportunity to enjoy this overnight activity by participating in a variety of activities, games and group discussions.

- **Tix 4 Tots** –
  This is an organization providing FMBC and other non-profit organizations with free tickets to sporting events, cultural events such as theater, dance and musicals. FMBC youth have actively participated in attendance at many of the events offered by Tix 4 Tots.
Youth Activity Forms
Youth Outing Rules & Expectations

❖ Each student must have a signed registration form no later than ____________.

❖ Each student is expected to stay the entire night, and will only be released to their parent or guardian.

❖ Cell phones & electronics will not be allowed. They will be collected at check-in and returned before checkout.

❖ No illegal drugs, alcohol, dangerous materials, or firearms. Medication should be noted on the permission form.

❖ All students must respect others’ physical boundaries. Inappropriate behavior will not be permitted. **Please Note: If this rule is broken, the guardian will be called and expected to pick up their student regardless of the hour.**

❖ Appropriate dress is expected.

❖ All students present are expected to participate in the group activities. Adequate free time will be provided.

❖ Violation of these rules will result in disciplinary action and may include their parent/guardian being asked to pick them up.

❖ Be respectful & considerate of other young ladies, women attending the retreat and all leaders.

❖ Clean up after yourself.

Parent/Guardian Signature__________________________________________________________

Student Signature_______________________________________________________________
Youth Ministry Outing Registration

Activity/Event: ______________________________

Date of Activity/Event: ______________________

**YOUTH INFORMATION**
Name: ______________________________________

Grade & Age as of Day of Activity: ____________

Address: ______________________________________

____________________________________________

Cell Phone Number: __________________________

E-mail Address: ______________________________

**PARENT(S)/GUARDIAN(S) INFORMATION**
Name: ______________________________________

Home Number: ________________________________

Work Number: _________________________________

Cell Phone Number: __________________________

E-mail Address: ______________________________

Parent/Guardian Signature: ______________________

*In order to attend any FMBC-sponsored event or outing, each youth will need to have a signed form on file. There will be no exceptions made.*

We reserve the right to require parental/guardian accompaniment for certain events.
Code of Conduct/ Medical Liability Release Form

Please complete and return it at the time of check-in

I understand that it is the policy of Fellowship Missionary Baptist Church to prohibit the use of illegal drugs and alcohol during any church-sponsored event. The Fellowship Missionary Baptist Church Youth Leaders have permission to send my child home for any behavior deemed exceedingly disruptive to the event. I have discussed these issues with my child and we are aware of the consequences and are willing to comply as stated.

In the event of illness, injury, or other emergency involving my child, I understand that every effort will be made to contact me. If time is of the essence, or if I cannot be reached, I hereby give Fellowship Missionary Baptist Church, its officers, employees, staff and volunteers, permission to act on my behalf to secure medical treatment as necessary, including, but not limited to, medical attention, anesthesia, surgery and hospitalization, as the attending nurse or physician may prescribe. I understand that it is my responsibility to pay for any medical services required by my child while attending any Fellowship Missionary Baptist Church event. I absolve Fellowship Missionary Baptist Church, its officers, employees, staff and volunteers, from liability in acting on my behalf in this regard so long as they are not grossly negligent.

Name & Age of the participating child__________________________________________________________

Signature of parent/guardian and date_________________________________________________________________

Printed Name of parent/guardian_____________________________________________________________________

Name and phone numbers of parent/guardian to be contacted in case of emergency or for further information
________________________________________________________________________________________________________________________________________________________________________________________________________________

If parents/guardian is not available, please call emergency contact below:
Name: _____________________________ Relationship: _____________________________ Phone #: _____________________________
Child’s Date of Birth: _____________________________ Age: _____________________________
Insurance Company: _____________________________ Policy #: _____________________________
Insurance Company Emergency Phone #: _____________________________

Other pertinent insurance information:

Please provide any significant medical history or other pertinent information that will be useful or necessary during the course of any emergency. This information is confidential; please be as complete as possible.
________________________________________________________________________________________________________________________________________________________________________________________________________________

Any known allergies, including allergies to medication:

Prescription medication to be taken regularly while at the event (parents, for each prescription, please send a written note with dispensing instructions, plus the reason for taking the prescription):

Dietary restrictions, whether for medical or other reasons:

Physician’s name and phone #:
Expense and Reimbursement Vouchers
Process For Filling Out Vouchers  
(Credit Card Requests/Check Requests)

Credit Card Requests

The Youth Department has a credit card that can be used when purchases have to be made on behalf of any auxiliaries and ministries that fall under the Youth Department. Only the card holder (person whose name the card is in) can physically sign out and use the credit card. Auxiliary and ministry leaders must work through the card holder in order to make credit card charges.

The card holder must follow the FMBC Credit Card Use process, which is as follows:

- When the card holder receives a request to make a credit purchase, he/she must complete a Credit Card Request form.
  - The yellow Credit Card Request forms can be found in the rolling file cart near the copier
  - Completion requires the appropriate account coding (Expense Account and Department Codes can be found on the back of each Credit Card Request Form).
    - The Expense Account Code is a 4-digit code
    - The Ministry Code is BCE (Board of Christian Ed)
    - The Department Code is 19 (Children & Youth Ministry)
- The completed Credit Card Request form must then be approved/signed by the Board of Christian Education chair
- The approved form then is given to the church office staff (the Assistant Pastor or the Church Secretary) for their sign-off. The office staff will keep the request form and then give the credit card to the card holder.
- Once charges have been made to the card, receipts for the purchases must be turned in within 14 days
  - Receipts and the credit card are taken to the office so that the office staff can initial the request form before returning it to the card holder (their initials indicate the credit card has been returned to the office)
- Staple all associated receipts to the signed and initialed form; make copies as desired (for internal record keeping/tracking), and then place all the documentation in the Finance Committee folder
  - The Finance Committee folder is found in the rolling file cart near the copier

Check Requests

As much as possible, purchases on behalf of the youth ministry should be made using the Youth Department credit card. However, in cases where time does not permit it, individuals may make purchases, if approved, using their own finances and then seek reimbursement from FMBC. The process for seeking reimbursement is as follows:
Fellowship Missionary Baptist Church  
Christian Education Ministry

- Prior approval must be obtained for any purchases made on behalf of the Youth Department. Nicole Foster is the authorized approver.

- Within no later than 30 days, the purchaser must complete the green Check Request Form, which can be found in the rolling file cart near the copier.
  - Completion requires the appropriate account coding, which can be found on the back of the form
    - The Expense Account Code is a 4-digit code
    - The Ministry Code is BCE (Board of Christian Ed)
    - The Department Code is 19 (Children & Youth Ministry)

- Once the form is completed, the purchaser obtains a signature from Nicole Foster.
  - Nicole will make copies for internal record keeping and tracking

- Receipts are attached to the completed and signed Check Request Form and the form is placed in the Finance Committee folder.
  - The Finance Committee folder can be found in the rolling file cart near the copier

- The Finance Committee will issue a check to the purchaser within two weeks.
CREDIT CARD
PURCHASE DETAIL FORM

Credit Card Requested by: ___________________________ Date ___________________________

Brief Explanation for Expenditure: ____________________________________________________
_________________________________________________________

Estimated Amount to be charged $ ___________________________

Approval of Request: ___________________________ Date ___________________________

Authorized Signature

Credit Card: ______________________________________________________

Name on Card – Last 4-Digits

Credit Card Used by: ___________________________ Date ___________________________

Recipient: Please Sign & Date

<table>
<thead>
<tr>
<th>4-Digit Exp Acct# (SEE CHART OF ACCTS)</th>
<th>Ministry (SEE CHART OF ACCTS)</th>
<th>2-Digit Dept # (SEE CHART OF ACCTS)</th>
<th>Date of Charge/Transaction</th>
<th>Amount ($$) of Charge/Transaction</th>
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<tbody>
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Credit Card Returned to: ___________________________ Date ___________________________

Upon receipt of card, please sign/print name and date returned

Receipts Received/Reviewed: ☐ (CHECK & INITIAL)

ALL INFORMATION REQUIRED – FORM WILL BE RETURNED IF NOT COMPLETE
I can do all things through Christ who strengthens me... Philippians 4:13

05/21/11
# Fellowship Missionary Baptist Church
## Christian Education Ministry

## CHECK REQUEST FORM

<table>
<thead>
<tr>
<th>Check Requested by:</th>
<th>Date</th>
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<tbody>
<tr>
<td>Event/Reason for Expenditure:</td>
<td></td>
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<tr>
<td>Amount Requested** $</td>
<td>PLEASE ATTACH ALL RECEIPTS</td>
</tr>
</tbody>
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| Check Payable to: | |
| Mailing Address: | |

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<tr>
<th>4-Digit Exp Acct # (see chart of accts/</th>
<th>Ministry* (BOD/BCE/BOT/GOB/GOP)</th>
<th>2-Digit Dept # (music, nursery, ushers, etc) (see chart of accts/)</th>
<th>Amount</th>
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<th>TOTAL CHECK AMT** (ATTACH ALL RECEIPTS) $</th>
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<th>Chairperson’s Approval</th>
<th>Date</th>
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ALL INFORMATION REQUIRED
CHECK WILL NOT BE PROCESSED & FORM RETURNED IF NOT COMPLETE!

* I can do all things through Christ who strengthens me... Philippians 4:13

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