

Community Handbook Appendix: Forms, Policies and Procedures

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Foundations First Christian Annual Permission Form Revised September 2024

It is the policy of Foundations First Christian to honor God by safeguarding our students', families', and staff's safety, health and personal information with a level of privacy and confidentiality.

This document, along with other Policies and Procedures intended to protect students and adults associated with FFC, are included in the Community Handbook Appendix, available online at <https://foundationsfirstchristian.org/community-handbook>.

This form includes general permissions for student participation in use of technology, other equipment and onsite and offsite activities associated with or sponsored by Foundations First Christian, Inc.

Field Trips and other extra-curricular activities may require completion of permission forms specific to the event.

Medical and Emergency Information

As part of the enrollment/re-enrollment process, parents and guardians are required to submit information in the Gradelink Student Information System such as emergency contacts, medical, and other information that may be needed for the safety and security of students at FFC. It is the responsibility of the parents/guardians to ensure that this information is kept up to date, as FFC staff rely on this information, especially in the event of an incident or emergency. If any changes occur after completing the enrollment / re-enrollment form, contact the Admissions Administrator as soon as possible to ensure student records are updated. Students with missing information may be prevented from participating in FFC activities until required information is provided.

Acceptable Use Policy: Technology Agreement

To use any technology in our instructional environment and while on campus, students must have an "Acceptable Use Policy: Technology Agreement" on file (this document). All parents/guardians must sign and/or electronically acknowledge this document.

Foundations First Christian recognizes that technology tools, resources, and services are an important part of student education when they are used in an appropriate, courteous, God-honoring and legal manner. FFC's goal in providing these services is to enhance educational development and includes educating students about appropriate online behavior and closely monitoring its use. The FFC network and systems are equipped with safeguards intended to block access to inappropriate content, monitor safety and security, prevent unauthorized access and prevent unauthorized disclosure, use and dissemination of students' personal information. FFC is not responsible for potential damages caused by misuse, avoidance or temporary failure of the third-party protective measures.

Acceptable uses of technology are limited to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in Foundations First classrooms and the campus— whether district-owned or privately-owned. This includes the authorization to collect and examine any device if the device is suspected of a violation of student standards of conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of the administration. For further information and description of FFC's

Information Security and Confidentiality Policies and Procedures, see the document by that name in the Community Handbook Appendix. Questions should be directed to an administrator for clarification.

By signing below I acknowledge that I have read the above information and understand that the occasional appropriate use of technology is an expected part of the learning day. My child(ren) have permission to use FFC-approved technology equipment according to the rules outlined above and in the Community Handbook and Appendix.

Activity Participation Agreement

I acknowledge that participation in FFC-sponsored activities involves risk to the participant and may result in various types of injury including, but not limited to sickness, exposure to infectious/communicable disease, bodily injury, death, emotional injury, personal injury, property damage, and financial damage.

In consideration for the opportunity to participate in FFC-sponsored activities, I acknowledge and accept the risks of injury, loss and costs associated with participation in and (where applicable) transportation to and from activities that are authorized by the sponsor or its agents, employees, volunteers, or any other representative (collectively referred to as the “activity sponsor”). Further, I release and promise to indemnify, defend, and hold harmless the activity sponsor for any injury, loss and costs arising directly or indirectly out of activities or transportation to and from activities, whether such injury arises out of the negligence of the activity sponsor, the participant, or otherwise.

My signature below indicates permission, in the case of a medical emergency, to authorize the release of my child’s pertinent medical information to the appropriate professional staff. I give permission to the physician or hospital to secure treatment for him/her and to order medications, injections, anesthesia, or surgery for my child, as named above, in case of emergency. The signature below constitutes authorization to perform any necessary treatment for my child while engaged in an activity sponsored by Foundations First Christian, Inc.

If a dispute over this agreement or any claim for damages arises, I agree to resolve the matter through a mutually acceptable alternative dispute resolution process. If the parent/guardian and the activity sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution in accordance with the rules of the American Arbitration Association.

Signatures

I have read the above descriptions and my signature below represents my agreement to the terms and conditions contained therein:

Parent / Guardian Name	Phone
Parent / Guardian Signature	Email
Date:	
Student Name(s):	

CHILD AND ADULT ABUSE, BULLYING AND HARASSMENT PREVENTION FOR FOUNDATIONS FIRST CHRISTIAN

Revised August 24, 2024

Introduction

To help protect children, volunteers and staff, **FOUNDATIONS FIRST CHRISTIAN (FFC)** has adopted the following Youth and Adult Abuse Prevention Program. It is important that all **FFC** paid staff, parent helpers and volunteers understand and implement these guidelines to help prevent abuse of all types against children and adults. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

Purpose

These procedures are designed to reduce the risk of all kinds of child abuse as well as harassment or abuse of adults, in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **FFC** in evaluating a person's suitability to supervise, oversee, and/or exert control and guidance over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of abuse including but not limited to sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of abuse including but not limited to sexual abuse made against volunteers and paid staff.

Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any teacher, faculty member or employee of any type who is paid.

2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means an unpaid person who is not a member of FFC but is engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. *Member*: Members of Foundations First Christian Inc., include Board members, compensated staff, families of enrolled students and enrolled students. A and B members have committed to serving the FFC community at least 20 and 10 hours respectively (or the equivalent) per week.
6. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
7. *Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection and Prevention

Member, Volunteer and Employee Screening Procedures

The following screening procedures are to be used with FFC adult members, (including paid staff and Board members) and non-member volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Member/Volunteer Application*: Any adult member, including paid staff and Board members, and non-member volunteers who will work with a minor must complete the Employment Application and/or the Service Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service. A completed and clear background check will also be part of this application

process. FFC reserves the right to terminate any member, employee or volunteer for issues that may be disclosed through this process or become known after the hiring process.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Member/Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information.
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes **FFC** to contact any individual or organization listed in the application.

2. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
3. Conduct interviews with qualified applicants.

If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a member or non-member volunteer, document the reasons for overriding the prior information.

Whenever possible, **FFC** will have a Board Member participate in the interview.

4. Contact listed references for employees, members and volunteers. Ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
5. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
6. *Criminal Background Check*: **FFC** will conduct a criminal background check on all members, including paid staff Board members and non-member volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically, typically annually.

Confidentiality

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence and shared with only those needing to be made aware of the findings, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

Supervision Procedures

Unless an extenuating situation exists, **FFC**:

1. Will have adequate number of screened and trained paid staff, members or non-member volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian utilizing sign-in and sign-out sheets found in the office if outside of the "normal" daily schedule. Otherwise, a minor will be released only to a parent, guardian or authorized person at the end of the day.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two paid staff, members or non-member volunteers when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the adult member (including paid staff or Board member), or non-member volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of **FFC** property.

8. Will screen all adult members (including paid staff and Board members) and non-member volunteers and approve those individuals in advance for any overnight activities.

Behavioral Guidelines for Paid Staff and Volunteers

All Employees, Members and non-member volunteers will observe the following guidelines, which pertain to activities on FFC campus as well as FFC-sponsored events off campus:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, **FFC** events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated adult members or non-member volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where adult members or non-member volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the member or non-member volunteer. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Employees, Members and non-member Volunteers shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **FFC** for handling.

Disqualification

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.

2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses (certain offenses will be taken under advisement), or family violence.
3. A prior criminal history of an offense against minors.

Sexual Offender at FFC

FFC will not allow a person known to be a sexual offender to remain or become involved in FFC as an employee, parent helper or volunteer.

Behavioral Guidelines

Students are important contributors to the culture of the Christian community FFC seeks to build and maintain on their behalf. In a thriving, supportive community, members of all ages treat others as they would want to be treated - fairly and with kindness - recognizing that all people are made in God's Image and Likeness and are precious to Him. There are many ways this kindness is demonstrated, such as:

- Supporting, encouraging and defending one another by taking care to include others in games, teams, and social relationships with a goal to build friendships without excluding or hurting others. Students should report harmful behavior to a teacher, whether it is directed at themselves or someone else.
- Showing respect for others while on campus, while being mindful that, even while off campus, Members of FFC represent our learning community and our Lord, Jesus Christ.
- Recognizing that the classroom belongs to all students and disruptive behavior is damaging to the learning environment and the well-being of fellow students. Examples of disruptive behavior include: speaking out instead of raising a hand, making unnecessary noises, getting out of his/her seat without permission, bothering a neighbor, name calling and teasing or invading the privacy or property of others.
- Honoring God and each other by avoiding profane language or "trash talk." Verbal abuse of any adult or student is unacceptable. Verbal abuse is defined as derogatory language used while speaking to or when referring to a student or staff member.
- Showing respect for the learning community and the church by being quiet in the hallways, respecting and caring for the property of others.
- Honoring God's design for holy sexuality by abstaining from all inappropriate conduct, including suggestive language, offensive gestures, intimate physical contact and other behavior of a sexual nature.
- Students and adults are to use the bathroom consistent with their biological sex, with the exception of preschool children under direct adult supervision. Adults are encouraged to use the bathrooms on the upper floor, leaving the downstairs bathrooms for students.

Response to Sexual Abuse

FFC will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

Note: *If an accusation is made, the Executive Director and a Member of the FFC Board should be notified.*

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Executive Director and Member of the FFC Board will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If the Executive Director or FFC Board Member is the individual accused of sexual abuse, then a second person from the FFC Board will fill in the role of the individual being accused, and they will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to **FFC** insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. **FFC** may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of FFC (and legal counsel or other consultants) will then meet with the governing body of **FFC** and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of **FFC** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of FFC will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of **FFC** shall maintain contact with the alleged victim and his/her parents or legal guardian and inform them of the actions taken and assist them in their process of healing.
9. An official of **FFC** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of **FFC**.
11. Communicate with those affected by the ministry of the alleged perpetrator.

12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **FFC'S** attorney.

Youth and Adult Abuse Prevention Program Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **FFC** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

I have received a copy of the **FFC'S** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the **Foundations First Christian**.

Print Name

Signature

Date

Foundations First Christian
Official Policy on the Use of AI Technology

1. Why does FFC need an AI Policy?

Foundations First Christian places the highest priority on the spiritual, emotional, and academic development of our students. As a Christian learning community, we must hold to biblical Truth, which requires honesty and integrity in all of our pursuits, including the academic. Academic honesty is foundational to our learning community and reflects our commitment to living according to God's truth. As Colossians 3:23 tells us, "Whatever you do, work heartily, as for the Lord and not for men." Upholding academic integrity is not only about fairness, but it is an act of worship and obedience to God. Maintaining academic honesty is essential to character development and to building a learning community of trust and respect.

Students are called to submit original work that demonstrates their own understanding and effort in all assignments, tests, and projects. Proverbs 11:3 tells us, "The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity." Academic dishonesty, including plagiarism, cheating, or helping someone cheat on tests, unauthorized collaboration, and misuse of technology such as AI, violates God's call to live truthfully and honorably.

AI is not the enemy; however, it can create the temptation to cut corners and embrace laziness. As Proverbs 18:9 tells us, "One who is slack in his work is brother to one who destroys. It is crucial that students learn *how to learn*: to research, create, brainstorm, draft, and revise, on their own, before they allow a service to do so for them. Otherwise, they will not be able to effectively hone these skills or find their unique voice. There are appropriate applications for AI in education, and we encourage our teachers to find ways to use AI to enhance student learning, not replace it. Helping students understand ethical, appropriate ways to use AI will better equip them to make decisions about AI usage outside of their educational pursuits.

A policy on AI usage is also important so that students are evaluated for their work on a level playing field that does not allow certain students unfair advantages over others. We ask that parents link arms with FFC teachers and administration to enforce the following policy, as many of these infractions will occur at home during Satellite Days. As partners in your children's learning, it is crucial that we present a united front and support one another in insisting on honesty, academic integrity, and respect for themselves and others.

2. Official AI Policy

The FFC AI Usage Policy is as follows:

- a. All academic work is expected to be the sole, unique work of the student.

- b. Unless otherwise stated (in writing) within an assignment's description, the use of AI is prohibited.
 - i. Chatbots, generative AI tools, and LLM (Large Language Models) may not be used for ANY part of an assignment unless the teacher's written instructions explicitly allow for it.
 - ii. Teacher permission to use AI resources must come in the form of an explicit, written directive on an assignment-by-assignment basis.
- c. Use of AI tools must be disclosed to the teacher and properly acknowledged/cited (as with all other resources used for research and completion of assignments).
 - i. Presenting AI-generated resources as your own will be considered and treated as plagiarism.
- d. Suspected infractions of the policy are at the teacher's discretion, and parents/administration will be notified in writing.
- e. Any student who misuses AI must redo the assignment as directed by the teacher. This may result in a lower grade regardless of the quality of the re-done assignment.
- f. Second infractions may result in a stricter grade penalty, detention, or suspension, and a student/parent/teacher conference.
- g. Repeated or serious violations of academic dishonesty, including misuse of AI, may lead to suspension, failure of the class, and a conversation to determine if Foundations is the best place for the student's continued growth (consequences up to and including expulsion are possible).
- h. Our graduated approach balances accountability with educational and spiritual support, emphasizing the importance of integrity while providing grace for students to learn from their mistakes.

To summarize, students must not use AI tools to generate or substantially assist their work unless explicitly permitted in writing by the teacher. Presenting AI-generated content as one's own without disclosure is a form of deception and misrepresents a student's learning. We rely on parents as the student's most important teacher to drive this lesson home and to help us monitor whether a student's work is their own. FFC may use an AI detection tool to uphold our standards.

- 3. **Artificial Intelligence Definitions and Classifications:** These terms may be helpful to understand exactly what AI is and how it is currently being used. Of course, this technology is always changing and developing, but this is a good start.

Definitions:

Term/Concept	Definition	Example
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<p>Artificial Intelligence</p>	<p>Artificial Intelligence, or AI, refers to the development of computer systems that can perform tasks that typically require human intelligence, such as recognizing patterns, making decisions, and learning from experience.</p>	<p>Examples of AI include facial recognition, autonomous vehicles, text prediction, digital voice assistants, and many other applications.</p>
<p>Machine Learning</p>	<p>Machine learning is a type of artificial intelligence that involves training algorithms to make predictions or decisions based on data.</p>	<p>Examples of AI systems that use machine learning are facial recognition, product and entertainment recommendations, email spam filtering, and predictive text.</p>
<p>Deep Learning</p>	<p>Deep learning is a subset of machine learning that involves training multiple layers of interconnected nodes in an artificial neural network on large datasets to identify complex patterns and relationships in the data.</p>	<p>Examples of AI systems that use deep learning are self-driving cars, medical diagnosis applications, chatbots, and customer service bots.</p>
<p>Data and Training Data</p>	<p>Within the context of AI, “data” are units of information about people or objects that are used by AI systems. “Training data” refers to large amounts of data that has been labeled/coded and is used to teach AI models or machine learning algorithms to make the most appropriate decisions to the best of its abilities.</p>	<p>In an AI system for a self-driving car, the training data will include images and videos labeled to identify cars versus street signs versus people.</p>
<p>Generative AI</p>	<p>A type of narrow or weak AI that can generate new content, such</p>	<p>Examples of generative AI systems include AI chatbots such as OpenAI’s <i>ChatGPT</i> and</p>

	as text or images, in response to a prompt.	Google’s <i>Gemini</i> , Github’s programming AI system <i>Copilot</i> , and art creator <i>Midjourney</i> .
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AI System Classifications:

Classification	Definition	Example
Weak or Narrow AI	AI systems that are designed to perform specific tasks or solve specific problems, rather than having a broad range of intelligence.	Examples of weak or narrow AI systems include digital voice assistants, predictive analytics, chatbots, and delivery bots.
Strong or General AI	Strong AI, also known as artificial general intelligence (AGI) or general AI, is a type of theoretical AI system that would have intelligence and decision-making skills equal to humans. It would have a self-aware consciousness that could solve problems, learn, plan, and adapt independently.	There are currently no AI systems that can match human intelligence, but there are some instances of Strong AI systems in the form of research projects or hypothetical scenarios.

<https://www.nj.gov/education/innovation/ai/>

4. Common AI Platforms/Models

There are many platforms that students may be tempted to use as they complete their academic work. Some of the most common AI platforms used by students are **ChatGPT, Grammarly, Perplexity, Microsoft Copilot, and Google Gemini**. Our FFC policy applies to these platforms, but also extends beyond them to any AI assistance that a student might utilize.

Foundations First Christian

Board of Directors: Process for Identifying and Selecting Members of the Board of Directors

The following is intended to serve as a guide for identifying, selecting and engaging new members of the FFC Board of Directors

1. The existing Board should discuss at least on an annual basis the current make-up of the Board, and decide if the make-up of the Board should be changed, and if so, what changes should be made. Elements to consider during the annual discussion:
 - a. Based on the current needs and future direction of FFC, how can the Board best fulfill its roles of safeguarding the mission, guiding strategic planning and supporting current needs?
 - b. What additional expertise, experience, skillset or connections would be needed to meet #a?
 - c. What is an appropriate balance between parents of FFC students vs non-parents, members of SRCC vs members from other churches, etc.?
 - d. What are some sources for finding potential Board members who can bring these attributes onto the Board?
2. The Executive Director shall be a regular voting member of the Board, except in matters pertaining directly to his or her employment
3. The Board shall have a minimum number of five members, with a maximum of 9 members, including the Executive Director. Exceptions to this policy may include situations where temporary Board membership may be extended to persons who are planning to launch an affiliate learning community and serve on the Board there.
4. The normal term for Board membership is three years. Board members may serve no more than two consecutive terms without stepping down for at least a year, except if deemed necessary by a vote of the Board because a suitable replacement cannot be found and the resulting number of Board members would fall below the minimum number.
5. A Board member intending to leave service before the end of his/her term should, if at all possible, provide a minimum of two month notice to the Board to enable a suitable replacement to be found.
6. The Board President should lead the process of identifying and selecting new members. If deemed appropriate, the President may ask for a nominating committee to be formed for the purpose of recommending names to the Board for consideration.
7. Potential Board members may be recommended by current Board members through personal knowledge of the candidate, recommendation by a third party, or a potential candidate expressing interest.
8. Individuals being considered as a Board member should be persons of good character and reputation, who have acknowledged Jesus Christ as Lord and Savior, and who regularly attend a

Christian Bible teaching church and who meet the Qualifications listed in the FFC Board Qualifications and Questionnaire.

9. Interested candidates should be provided a copy of the FFC Community Handbook, including the Statement of Faith, ByLaws, FFC Board Member Selection Process (this document) and Application.
10. Names and information on potential new Board members should be presented to the entire Board, and the Board should interview individuals unanimously recommended by the Board members for consideration.
11. Once an individual has been interviewed by the Board, the Board shall vote on whether or not the individual should be approved to join the Board. The vote to approve shall be unanimous.
12. New Board members should be given an orientation on FFC and the responsibilities and workings of the Board (some or all of which may be done before steps 6 and 7 above). See proposed **New FFC Board Member Orientation** outline attached.
13. Any Board of Directors member may be removed from office with or without cause by a simple majority vote of the Board of Directors, as described in the By-Laws. The President may be removed by a unanimous vote of the Board of Directors.

Attachment 1

Qualifications for FFC Board Members

1. Wholeheartedly embrace and seek to faithfully live the FFC Statement of Faith
2. Passionate about and dedicated to safeguarding the mission and values of FFC
3. Active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
4. Actively demonstrate fruit of the spirit
5. Mature in the faith, with a good understanding of Biblical teachings
6. Able to provide spiritual counsel and/or lead others to a saving knowledge of Jesus Christ
7. Demonstrate sensitivity to the needs of students and families
8. Able to responsibly safeguard confidential information and help others avoid gossip
9. Willing to pray regularly for leadership, staff, teachers, families and students of FFC
10. Available for monthly meetings, generally held the second Thursday evening of each month as well as occasional community events
11. Available for emergency consultation by phone, zoom, email or text as needed
12. Be familiar with and support policies and procedures contained in the Community Handbook
13. Serve on regular and ad-hoc committees as needed
14. Willing to face disapproval, negative publicity and other potential personal attacks from those opposed to FFC's mission
15. Willing to undergo a background check
16. Leadership experience recommended, particularly in a faith-based or nonprofit environment
17. Connections with churches, businesses, educational, homeschool, government and community groups helpful

Attachment 2

Application for Board Membership (see separate document for distribution to candidate)

Thank you for your interest in being considered for service on the Foundations First Christian Board of Directors. Please review the Board Selection Process, Board Qualifications, Statement of Faith and Bylaws (contained in the Community Handbook) before submitting this application.

Name

Address

Phone

Email

I have completed the Volunteer Application and Background Check Authorizations:

Additional Information:

1. In your own words, briefly, what do you believe about:
 - a. The nature of God: His attributes and relationship to the world
 - b. Jesus Christ
 - c. Holy Spirit
 - d. Scriptures
 - e. Sin
 - f. Salvation

2. Describe your personal habits of Bible study and prayer.

3. Relevant Education and training (since high school)

4. Relevant Professional experience

5. Ministry Service including service in FFC.

6. Why do you want to serve on the FFC Board?

Signed

Date

Foundations First Christian New Board Member Orientation

- 1. General FFC information**
 - History and structure of FFC
 - Organizational Language: Mission, Vision, and Core Values
 - Statement of Faith
- 2. FFC By-laws**
- 3. FFC Policies & Procedures**
 - 1 Admissions
 - 2 Community Handbook
- 4. General Board**
 - Function and Responsibilities
 - Schedule of Meetings (dates, time, place, agenda, and minutes)
 - Committees
 - Code of Ethics
 - Ten Commandments for Board Members
 - Ten Things A Board Member Should Do
 - Trustee (Board Member) Report Card
- 5. Budget and Finances**
 - Current Budget, Financial Reports
 - Finance Committee, Budgeting Process, Financial Hardship Assistance

Bylaws

Foundations First Christian, Inc.

Approved October 2025

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Bylaws

Preamble

We recognize that God has called parents to train their children in both the content and application of His Word in every aspect of life and that He is actively involved in equipping parents to fulfill this responsibility. In support of this, parents may choose a Christian learning cooperative as a means to assist in training their children in whole-person learning, not just academically and spiritually, but creating an environment for children to grow socially, emotionally and physically. Our goal is to partner with parents to help individuals develop a Biblical worldview through a personal relationship with Jesus Christ. The Christian homeschool learning cooperative can offer families a whole-life setting with high academic standards for their children in an orderly environment. We do this by providing Christ-like examples in word and deed, pointing them to God who is the source of all wisdom, knowledge and understanding. (Eph. 6:4; Deut. 6:1-9; Prov. 9:10)

Language

The masculine gender stated within this document shall refer to both men and women.

Article I Name

The name of this corporation shall be Foundations First Christian, Inc. (FFC)

Article II Purpose

The specific purpose for which the corporation is initially organized is to establish and operate a Christian homeschool learning community offering classes and learning experiences for children and young people from ages 3 to 19 years old and to also engage in activities which are necessary, suitable or convenient for the accomplishment of that purpose, or which are incidental thereto or connected therewith which are consistent with Section 501(c)(3) of the Internal Revenue Code. This corporation is organized and operated exclusively for charitable, religious, educational, and scientific purposes within the meaning of Section 501(c)(3), Internal Revenue Code.

Article III Foundation Principles

Section 1 FFC Purpose

Foundations First Christian, Inc. shall establish and operate a Christian learning community providing students with a whole-person learning experience, including but not limited to rigorous academic instruction designed to develop the skills for a lifetime of continued learning, in an orderly atmosphere structured to support the moral, social, physical, intellectual and spiritual development occurring simultaneously in the home.

All instruction will be based upon a decidedly biblical world and life view and designed to equip all students spiritually, mentally, and physically for every good work to which the Lord calls them. (Eph. 2:10; Rom. 12:2)

Section 2 Educational Philosophy

The educational approach of Foundations First Christian, Inc. as defined below is fundamentally different from government operated education and traditional private schooling, both in philosophy and content. Foundations First Christian, Inc. recognizes that an excellent education is founded upon discipline, eager attention to learning; that this discipline rests upon the student's moral character; and that this moral character can only be developed through a personal relationship with God through Jesus Christ. In support of parents' God-given responsibility to be the primary educators of their children, Foundations First Christian, Inc., in partnership with homeschooling parents, seeks to:

A. provide a clear model of Christian life through its staff and board members; (Matt. 22:37-40)

B. encourage every student to begin and to continue to develop a relationship with God the Father through Jesus Christ; (Matt. 28:18-20)

C. teach all subjects from a biblical worldview as parts of an integrated whole with the Scripture at the center; (II Tim. 3:6-17)

D. Children will be taught how to learn for themselves and how to express what they have learned; how to think rather than simply what to think;

E. Provide an orderly and safe atmosphere conducive to attaining these goals.

Section 3 Organizational Philosophy

The Mission of Foundations First Christian is to partner with parents to provide comprehensive and balanced education that leads students to know God and His One and Only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. , Foundations First Christian, Inc. adheres to the following organizational principles:

A. Commits to operating with efficiency and excellence;

B. Maintains respect for the individual and insists upon graciousness in all interactions at every level of the organization;

C. Regards parents as cooperative partners of Foundations First Christian, Inc. and teachers as having authority in the classroom subject to oversight by the Executive Director;

D. Encourages parents to be active partners in the whole-person learning education process;

F. Commits to resolve disputes that arise out of or relate to its organizational documents by biblically based mediation. (Matt. 18:15-20; I Corinth. 6:1-8) If necessary, legally binding arbitration shall be in accordance with the Rule of Procedure or Christian Conciliation of The Institute for Christian Conciliation. These biblical methods of dispute resolution shall be the sole remedy for any controversy or claim arising out of the articles of incorporation or the By-Laws of Foundations First Christian, Inc.

Section 4 Statement of Faith

We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life and conduct.

We believe in one God, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.

We believe Jesus Christ, without any change in His eternal deity, became man through

conception by the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He rose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon believing in Christ, at the time of regeneration baptizing the believer into the one body, of which Christ is the head, and to indwell, guide, instruct, fill and empower the believer for godly living and service.

We believe that man was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance and faith in Jesus Christ, and regeneration of the Holy Spirit, can salvation and spiritual life be obtained.

We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.

We believe in the personal, imminent return of our Lord Jesus Christ and that the hope of His appearing has a vital bearing on the personal life and service of the believer.

We believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment.

We believe that the Church is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.

We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.

We believe that all the saved should live in such manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded by God to remain separate from false doctrines and sinful pleasures, practices and associations.

We believe every human being is created in the image of God and therefore has intrinsic value. We affirm the inherent value of the unborn child, persons with disabilities, the elderly and those who are incapacitated.

We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. We define marriage as the legal, permanent, exclusive, comprehensive and conjugal "one flesh" union of one man and one woman. We believe that sexual acts outside marriage are prohibited as sinful.

We believe that God created mankind in His image: male (man) and female (woman),

sexually different, but with equal personal dignity. We believe individuals should affirm their biological gender as given from God and should refrain from denying or disagreeing with their biological gender attempting to physically or cosmetically change their gender, or become the opposite gender.

Article IV Membership

This organization shall have non-voting members, in agreement with Guidelines for Membership

Article V Government

Section 1 Board of Directors

1. There shall be a President.
2. There may be a Vice President.
3. There shall be a Secretary.
4. There shall be a Treasurer.
5. Other individuals shall be added as needed.

Section 2 Official Board and Voting Power

1. The Board of Directors is that group of persons vested with the management of the business and affairs of the corporation.
2. The official Board of Directors shall consist of between five and nine individuals listed above and those added by unanimous vote of the Board of Directors.
3. The majority of the Board of Directors shall serve without remuneration. The majority shall also not be comprised of one group whose members are related by blood, business or marriage.
4. President shall be chairman of the Board of Directors.
5. Each member of the board shall have equal voting power among all of the other members.
6. The normal term for Board membership is three years. Board members may serve no more than two consecutive terms without stepping down for at least a year, except if deemed necessary by a vote of the Board because a suitable replacement cannot be found and the resulting number of Board members would fall below the minimum number.
7. A decision by the Board of Directors is considered valid with a simple majority vote, unless otherwise specified in the Bylaws.
8. The Board of Directors shall adopt a Conflict of Interest Policy to prevent voting by disqualified individuals, as defined in IRC Section 4958(f)(1). All

members who are disqualified with respect to a decision shall recuse themselves from the vote.

9. The President shall be an ex officio member of every committee and can at his discretion be the chair of such committee at the time of its creation.

Section 3 Removal from the Board of Directors

Any Board of Directors member may be removed from office with or without cause by a simple majority vote of the Board of Directors. The President may be removed by a unanimous vote of the Board of Directors.

The following reasons are considered just cause for Board of Directors member removal:

1. In absentia at three consecutive Board of Directors meetings;
2. Violation of the mutual interest clause of Article XI;
3. Not acting in the best interests of the organization;
4. Willful nondisclosure of a conflict of interest as interpreted by a majority vote of the Board of Directors.
5. Conduct contrary to Christian Biblical standards or where his personal life (or lifestyle) conflicts with the basis and purpose of the Corporation, as further stated in Article XIII, below.

Section 4 Vacancies

In the event of a Director vacancy, whether due to resignation or removal, the Board of Directors shall be given a reasonable amount of time to nominate an individual deemed qualified in accordance with these Bylaws. The nomination must be approved by a unanimous vote of the Board of Directors.

Section 5 Resignation

A Board member intending to leave service before the end of his/her term should, if at all possible, provide a minimum of two month notice to the Board to enable a suitable replacement to be found.

Article VI Official Functions

Section 1 President

Qualifications

The President shall have wisdom in handling the corporation's affairs. He shall be a spiritually minded person of sound doctrine and good judgment.

Duties

The President shall be chairman of the official Board of Directors and preside over all corporation meetings.

Removal

The Board of Directors is responsible for providing spiritual covering by prayerfully giving necessary aid, instruction, guidance, protection and correction as well as counsel, wisdom and fellowship to the President (Galatians 6:1).

The Board of Directors may call a meeting into session without the presence of the President to conduct an investigation of accusations against him and make a determination as to whether the President has committed any of the following accusations which are grounds for dismissal:

- A. Adultery
- B. Embezzlement
- C. Compulsive Lying
- D. Sexual Impurity
- E. Conviction of a felony (or criminal conviction) that is a violation of Scripture
- F. The President not acting in the best interest of the learning community.
- G. Conduct contrary to Christian Biblical standards or where his personal life (or lifestyle) conflicts with the basis and purpose of the Corporation, as further stated in Article XIII, below.
- H. The Board of Directors will determine if the President is guilty or innocent and whether to discipline or dismiss him from office.

Any action taken by the Board of Directors concerning the removal of the President is valid by a unanimous vote.

Section 2 President Successor

The President may nominate a successor at any time. The nominee shall be confirmed by unanimous vote of the Board of Directors, after the nomination is made. This person will assume the role of the President if the President retires, passes away unexpectedly or is otherwise incapacitated.

No successor appointed

Should the President fail to appoint a successor, the following shall serve as an order of succession:

1. Vice President
2. Secretary
3. Treasurer

If the retirement, passing, removal or incapacity of the President leaves the Board of Directors unbalanced or without a quorum, then the first motion of the person who assumes the role of the President through this section, shall be to nominate prospective Board of Director members. The nominee(s) shall be confirmed by a unanimous vote of the remaining Board of Director members.

The successor will automatically and immediately become the President. In the event the successor is not prepared to assume the role of the President, the Board of Directors may select an interim President until a permanent replacement is found.

Section 3 Vice President

Qualifications

The Vice President shall have wisdom in handling the corporation's affairs. He shall be a spiritually minded person of sound doctrine and good judgment.

Duties

He will serve as chief advisor to the President.

He shall carry out the responsibilities that the President delegates to him.

Manner of Appointment

The Vice President shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Section 4 Secretary

Qualifications

The Secretary shall be a spiritually minded person of sound doctrine and good judgment. He must be administratively minded with the ability to multi-task.

Duties

By virtue of his office, the Secretary shall keep a true and accurate record of all meetings, including business meetings of the corporation. He shall perform clerical duties, and shall be the custodian of all legal documents.

Manner of Appointment

The Secretary shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Section 5 Treasurer

Qualifications

The Treasurer He shall be a spiritually minded person of sound doctrine and good judgment. He shall be capable of understanding and providing oversight of the annual Budget.

Duties

The Treasurer shall help the Executive Director and business management

personnel in the development and management of the Annual Budget and shall make reports to be presented during the official Board of Directors meetings. He shall oversee the Board's Finance Committee/Team and ensure that any annual audits of the FFC finances are properly conducted in a timely manner.

Manner of Appointment

The Treasurer shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Section 6 Directors

Qualifications

Directors He shall be a spiritually minded persons of sound doctrine and good judgment.

Duties

By virtue of their office, Directors shall carry out the responsibilities that the President or Board of Directors delegate to them.

Manner of Appointment

The Directors shall be nominated by any member of the Board of Directors and appointed by a unanimous vote of the Board of Directors.

Section 7 Executive Director

Qualifications

The Executive Director shall be a spiritually minded person of sound doctrine and good judgment and, ideally, have prior experience in administration in an educational setting.

Duties

Such duties of the Executive Director shall include, but are not limited to, pre-qualifying all staff, hiring staff, maintaining the spiritual morale of staff members within the learning community, developing informational and accrediting services of the learning community, dismissing staff, and overseeing all day-to-day administrative duties. No permanent learning staff hiring or dismissal decisions shall become final without a formal interview and the full concurrence of the Board President. Staff members shall include faculty and all salaried support employees. The Executive Director shall have such other powers and duties as the Board of Directors and these Bylaws may prescribe from time to time.

The Executive Director shall review appointments of Tier 2 and Tier 3 Members from time to time with the President of the Board.

Manner of Appointment

The Executive Director shall be hired by the Board of Directors and shall be a designated member of the Board of Directors and shall act as the Administrative Educational Manager of the learning community.

Term of Office

The term of office of the Executive Director shall be unlimited. He is subject to removal at any time by a unanimous vote of the Board of Directors and otherwise in accordance with Article V and Article XIII.

Article VII Staff

The substance of this Article shall be made a part of all contracts entered into with members of the staff.

Foundations First Christian, Inc. is committed to providing a work environment that is free from discrimination. FFC prohibits discrimination in employment against any employee or job applicant because of that person's race, color, national or ethnic origin.

The staff must subscribe to the foundational principles set forth in Article III of these bylaws, including affirmation of the Statement of Faith; they must be members or regular attendees of a Christian Bible-believing church; they must be Scripturally sound in their teaching; and they must lead exemplary lives.

Each member of the staff as well as the Corporation shall abide by the terms of the contract entered into by both parties. The Executive Director in consultation with the President of the Board has the authority to dismiss a member of the staff if such person's instruction, administration, or personal life (or lifestyle) conflicts with the basis and purpose of the Corporation. Any dismissals shall be consistent with the procedures and policies included in the contract and in accordance with Article XIII.

The Executive Director, as the expert in all learning community matters, shall serve as an advisor to the Board and its standing committees, excluding the Board Nominating committee.

Article VIII Students

Foundations First Christian, Inc. admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the Learning community. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, scholarship and loan programs, athletic or other administrated programs.

Article IX Meetings

Section 1 Corporation Meetings

The corporation year shall coincide with the benefit year, beginning on July 1 and running through June 30.

The President will call the official Board of Directors meeting to discuss the direction of the corporation. The President shall set dates and times for the Board of Directors meetings. The President may call a special meeting of the Board of Directors by way of text, email or similar form of communication with a minimum of three days' notice, unless an emergent situation requires more immediate action, in which case a quorum of the Board of Directors must agree to the emergency meeting. The Board of Directors may have invited guests present at any meeting so long as the President has approved it.

The Secretary shall keep an accurate account of the minutes that were discussed at any Board of Directors meeting. He then has to submit them at the next Board of Directors meeting for discussion by the official Board of Directors and approval by the President. Upon approval by the majority of the Board of Directors, the minutes shall be adopted and all policy and procedure in them will continue to be enforced.

Section 2 Waiver of Notice

Attendance of a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends a meeting for the express

purpose of objecting, at the beginning of the meeting, to the transaction of any business because the meeting is not lawfully called or convened.

Section 3 Meetings by Remote Communications Technology

Subject to the notice provision aforementioned in this Article, the Directors may also hold meetings by means of a remote electronic communications system, including video or telephone conferencing technology or the Internet, or any combination, only if each person entitled to participate in the meeting consents to the meeting being held by means of that system, and the system provides access to the meeting in a manner or using a method by which each person participating in the meeting can communicate concurrently with each other participant.

Participation in such a meeting shall constitute presence in person at such meeting, except participation for the express purpose of objecting to the transaction of any business on the ground that the meeting is not lawfully called or convened. Only Board members should be in the room during remote meetings, unless they are guests invited by the Board as a whole.

Section 4 Action by Unanimous Written Consent Without Meeting

Any action required or permitted to be taken by the Board of Directors under any provision of law may be taken without a meeting, if all members of the Board of Directors shall individually or collectively consent in writing to such action. Such written consent or consents shall be filed with the minutes of the proceedings of

the Board of Directors. Such action by written consent shall have the same force and effect as the unanimous vote of the Directors. Any certificate or other document filed under any provision of law which relates to action so taken shall state that the action was taken by unanimous written consent of the Board of Directors without a meeting and that the Bylaws of this corporation authorize the Directors to so act and such statement shall be prima facie evidence of such authority.

Article X Order

For the purpose of conducting business, the President shall, in an orderly manner, preside over all of the affairs of the corporation.

Article XI Quorum

A simple majority of the Board of Directors members (including the President) at an official Board of Directors meeting constitutes a quorum.

Article XII Ecclesiastical Tribunal

The highest ecclesiastical tribunal within this Learning cooperative shall be the Board of Directors of the corporation. The Board of Directors shall be the express and final arbiter of ecclesiastical polity, doctrine, learning community discipline, and questions of learning community property, and shall make the final decision with respect to any other matter which shall arise concerning the learning community, its internal workings, and its governance in every respect. The Board in its acts under this Section, and in deciding any dispute or issue hereunder, shall use the standards of:

1. The best Financial and operating interests of the corporation in light of the Holy Bible and the tenets of faith of this learning community; and
2. The furtherance of the religious purposes of the Corporation as they shall be apparent to the Directors according to the teachings of the Holy Bible.

Article XIII Mutual Interest

The behavior of anyone in fellowship with this learning community is of common interest to the Board of Directors. (Gal. 6:1) This learning community requires every Board of Directors member to adhere to a life style that is consistent with the doctrines of this learning community as taught in the Christian Holy Scriptures. Therefore, this learning community reserves the right to refuse service to any individual, that is not submitting their life style to this Scriptural mode of conduct. This refusal would include services, benefits and any use of learning community assets.

Article XIV Prohibited Activities

This learning community is prohibited from engaging in activities which violate its written doctrines. This learning community is also prohibited from condoning, promoting or allowing any of its assets to be used for activities that violate its written doctrines.

Article XV Vision

To establish an efficient leadership infrastructure, the Directors shall be responsible to articulate in clear, concise and simple language the vision of the learning community. The purpose of this is to create a consistent and logical framework which empowers staff and volunteers to participate in the decision-making processes that reflect the Directors' hearts and vision for the learning community.

Article XVI Privacy

This learning community shall diligently watch to keep private all records concerning private information on individuals in connection with this learning community. This learning community must not disclose any records that may compromise information about an individual's financial and or counseling records, except by consent of the individual or by court order.

Article XVII Finances

Section 1 Audit

The Treasurer and or other person appointed by the Board of Directors shall complete an internal audit. This audit of all financial records shall be made after the close of the benefit year.

Section 2 Checks, Payments and Withdrawals

The Board of Directors of Foundations First Christian, Inc. shall adopt a Corporate Expenditures Policy detailing the procedure for properly executing checks, payments and withdrawals.

Section 3 Operating Expense Reserve Fund

FFC will maintain a budget surplus equal to at least one (1) month of average operating expenses, based on the previous fiscal year's financials. This reserve will be reviewed and adjusted annually. As of 2025, this target is \$70,000. This reserve will provide a financial cushion to support operations in times of unexpected revenue shortfalls, emergencies, or economic downturns.

The surplus may be used only under the following conditions:

- A. Emergency Situations – Unexpected events that significantly impact operations, such as natural disasters, economic downturns, or major funding reductions.
- B. Revenue Shortfalls – Temporary funding gaps due to delays in grants, donor commitments, or other revenue streams.
- C. Strategic Investments – With board approval, funds may be used to support growth initiatives, infrastructure improvements, or new program development that align with the organization's mission.

Replenishment of Reserves

If reserves are drawn down below the ~~one~~ ~~three~~-month threshold, a plan will be developed by the Executive Director, FFC Board and Finance Committee to replenish the funds within a reasonable timeframe, typically within 12-24 months.

Governance and Oversight

The Executive Director and Finance Committee will monitor and report reserve levels to the FFC Board on a monthly basis.

Section 4 Salaries

All salaries except for the Executive Director and any compensated Director shall be determined in the following manner:

The Executive Director, together with the Board Finance team and any other appropriate leaders shall, on an annual basis, develop a fiscally-responsible salary plan designed to fairly compensate employees within the expected budgetary framework. This plan shall be reported to the Board for discussion and oversight as part of the overall budgetary process.

For new hires, FFC executive staff in consultation with the Board Treasurer and any other appropriate resources will develop an offer of compensation commensurate with the candidate's qualifications that fits within the overall salary structure. Board members may at any time request to be included or informed of compensation plans.

Board members who are themselves compensated staff shall not participate in salary planning discussions and, if receiving such information, shall keep it confidential and not disclose it to other employees.

Individual compensation information shall be kept confidential and not shared beyond the Board and Executive team except where necessary to implement compensation plans. Employees shall be encouraged not to share details of their compensation with others.

Executive compensation packages shall be developed by the Board President and Treasurer and presented to the Board for approval by majority vote.

Article XVIII Property Rights

All property, real or chattel, shall be taken, held, sold, transferred or conveyed in the corporation's name.

No real or chattel property of the corporation shall be sold, leased, mortgaged, or otherwise: alienated without authorization of the Board of Directors. The President of the corporation shall certify in such conveyances, leases, or mortgages.

Article XIX Learning Community Discipline

In any case where a dispute or question regarding ecclesiastical polity, religious doctrine, governance of the learning community or learning community property arises concerning any student, parent, employee, volunteer, visitor and/or other person who is associated with or associates himself with the operation and function of the learning community, said dispute shall be referred to the Executive Director for review and action. Any dispute may be referred directly to the Board by the Executive Director. Decisions may be appealed to the Board of Directors upon written request, in which event, the Board of Directors shall decide any such dispute or question by majority vote, whether such dispute shall be between two or more persons attending any functions and/or events held by the Corporation, between any number of such persons and any Officer or Director of the Corporation, or between any number of such persons and the Corporation.

Any person deemed by the Board of Directors of the Corporation to:

1. Pose a physical or psychological threat to any person or to the Corporation;
2. Be in substantial disagreement with the doctrine and interpretation of the Holy Bible espoused by the Learning cooperative; or
3. Be causing, about to cause, or capable of causing disruption to the religious teachings, operations, function or other activities of the learning community; shall be considered a trespasser on learning community property and may be ejected summarily. No Directors shall incur any personal liability for acting in the interests of the Corporation pursuant to this Section.

The Board of Directors may take any action it shall deem necessary according to the teachings of the Holy Bible with respect to any student, parent, employee, volunteer and/or visitor, or other person who may associate himself and/or is associated with the functions and operations of the learning community or who may seek to avail himself or herself of the services, ministry or outreaches of the learning community. Such action may include, but is not limited to, suspension of the right, temporarily or permanently, to attend the events and/or activities of the Learning cooperative. Reasons for such action may include, but are not limited to, strife, rebellion, gossip, backbiting, and in general, other displays of pride and intractability with regard to learning community teaching and authority or any other conduct not in accord with the teachings of the Holy Bible. The learning community provides instruction in the teachings of the Holy Bible to those who wish to follow the particular doctrines espoused by this learning community.

Article XX Dissolution

If Foundations First Christian ceases operations, any remaining surplus funds will be allocated in accordance with the organization's governing documents and applicable laws. Potential directions for these funds include:

- A. Transfer to a Mission-Aligned Nonprofit – Any remaining funds may be donated to another 501(c)(3) organization with a similar educational mission.

- B. Granting to Beneficiaries – The organization may distribute funds in the form of scholarships, educational grants, or other direct support for beneficiaries.
- C. Settlement of Outstanding Liabilities – Before allocation to external entities, surplus funds will be used to satisfy any outstanding debts or obligations.
- D. Board-Approved Distribution – Any remaining funds will be distributed as determined by the Board of Directors, ensuring compliance with legal and regulatory requirements.

Article XXI Indemnification

This learning community shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or employee of the learning community against all expenses and liabilities, including, without limitation, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of the corporation or be found in breach of his or her fiduciary duty; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

Article XXII Other Considerations

Anything that has not been discussed in this constitution and bylaws shall be discussed and decided upon at an official Board of Directors meeting.

Article XXIII Amendments

Amendments to the Bylaws may be made by a simple majority vote of the official Board of Directors, including the President.

These Bylaws adopted on this the 23th day of October 2025 make null and void all prior addenda, and these Bylaws supersede and replace all previous Bylaws voted on prior to this day.

Signatures:

Signed and certified, to be effective immediately.

Dori A Parker

President of Foundations First Christian, Inc.

Sara Menzak

Secretary of Foundations First Christian, Inc.

Susan M Grant

Treasurer of Foundations First Christian, Inc.



CHARTER FOR SUCCESS

Foundations First values a close and growing partnership with our families. We want all students to succeed in all areas of their lives, grow spiritually, mentally, socially and physically, and reach their full potential. Achieving this goal requires all parties to fulfill their responsibilities and commitments. If you agree, please sign below.

Foundation's Responsibilities and Commitments: We will:

- facilitate a safe, loving and disciplined Christian environment
- nurture your child to be a successful learner
- encourage our teachers to get to know your child's needs
- provide your child with the opportunities to develop as a whole-person
- report to you regularly regarding your child's progress
- support and create accountability for successful Satellite day learning
- be ready to meet with you whenever it is mutually convenient
- contact you whenever we feel it is necessary

Parental / Guardian Responsibilities and Commitments: We will:

- be a good role model in all areas of speech, behavior and character
- make sure our child arrives punctually for on-campus classes or activities
- provide a suitable study environment and supervise or facilitate Satellite day work
- review student assignments, check and sign the Student Diary on Satellite days
- communicate with our child about his/her overall progress regularly
- communicate with my child's teacher or the Executive Director whenever we are concerned about our child's progress or are encountering any problem
- come to all Parent-Teacher conferences
- teach my child to respect others and their property

Student Responsibilities and Commitments: I will:

- attend classes punctually and come prepared with my notebooks, pencils or pens and textbooks
- adopt a positive attitude and show respect to my parents, teachers and fellow students
- be a good steward and take good care of the facilities, furniture and equipment we are using
- do my best at all times in my classes, on my assignments and on Satellite day work
- turn in all projects and assignments on time, do all required reading and class preparation
- seek help from my parents and teachers when having difficulty with assignments or other problems
- follow all the FFC rules and teacher instructions including not using a cell phone for any reason between 8:30-3:00 without specific permission from a teacher
- accept sanctions if I should break FFC rules or disobey teacher instructions
- accompany my parents/guardian to FFC meetings when required
- make sure my parents receive all notices and communications sent from the FFC

FFC Rep. _____ Date _____

Parent _____ Date _____

Student _____ Date _____

Foundations First Christian Cell Phone & Smartwatch Policy
Updated: October 21, 2025

Students are not permitted to have cell phones on their person during the learning day (8:10 a.m. until 3:05 p.m.). They may keep turned-off cell phones in their backpacks or lockers, but FFC is not responsible for lost or stolen phones. Cell phones may not be turned on at any time during the learning day. This includes lunch and recess. The only exception is at the discretion of the teacher for extenuating or emergency situations, during which the teacher would supervise the student's use of the phone. Students are not permitted to use their phones as calculators.

Students may use their cell phones after 3:05 p.m. in order to communicate with parents/guardians regarding pickup. However, students may not use their phones for any other purpose; they may not access social media or the internet on their cell phones, even after 3:05 p.m.

If a student is found to be using a cell phone during the learning day, he/she will be escorted to the office by a staff member. The student will place the cell phone in a labeled bag in the office, and the office staff will keep the phone in the office for the remainder of the day. Parents will be notified, and a parent must come to the office to pick up the confiscated cell phone at the end of the learning day. It will not be returned to the student directly.

Note about smartwatches: FFC currently allows students to wear smartwatches. However, students are not permitted to play games, take videos, send text messages, or engage with them in any way that causes distraction to themselves or others during the learning day. Inappropriate usage will result in the same consequence as listed above in the cell phone policy.

FOUNDATIONS FIRST CHRISTIAN - FINANCIAL HARDSHIP ASSISTANCE PROGRAM
(family information sheet)

The Foundations First Christian Financial Hardship Assistance program is designed to help parents or guardians who genuinely desire a Christian education for their child(ren), but are unable to meet the dues / service tiers because of financial or other challenges. Each family should contribute toward the cost of their children's education to the level that they are able, and by prayerfully seeking God's help in meeting this obligation through their contributions as well as their efforts to receive support from others – such as family, friends, church, etc.

FFC strives to not have finances become a roadblock to a child enrolling, and FFC is intentionally structured to keep membership dues as low as possible. The FFC Financial Hardship Assistance Program is designed to help parents or guardians who have made appropriate efforts to obtain help as mentioned in the first paragraph above. These parents or guardians must meet the guidelines and requirements of the program, and must be approved for a specific amount of assistance by the FFC Financial Aid Committee (FAC).

1. Parents or guardians who request financial assistance must do the following;

A. Complete the Financial Hardship Assistance Application form, including the Family (monthly) Budget form and Family Assets form.

(The forms mentioned above can be obtained from the FFC office)

B. Submit a copy of their most recent IRS 1040 Tax Form and other documents (as requested by the FAC) to the FFC office.

NOTE: THE DOCUMENTS ABOVE SHOULD BE SUBMITTED TO THE OFFICE IN AN ENVELOPE MARKED “CONFIDENTIAL” AND ADDRESSED – “ATTENTION: THE FFC FINANCIAL AID COMMITTEE”

All records will be kept confidential

C. If the parents or guardians are approved for financial assistance, they must agree to pay all remaining dues as well as required FFC fees such as registration fees, activity fees, etc.

2. All new applicants will be interviewed by at least one member of the FAC. Additional interviews may be requested by any member of the Committee. The Committee and FFC Finance Director will determine the amount of financial assistance to be provided.

3. Financial assistance is provided on a one year basis. All returning applicants must submit a new Application for Financial Hardship Assistance each year, and provide an updated Family (monthly) Budget and Family Assets and latest IRS 1040 Tax Form. The FAC will decide whether or not a new interview is needed.

4. The FAC or the Finance Director will advise each applicant in writing of the amount of assistance to be provided as well as the amount of the annual and monthly dues payment.



APPLICATION for FINANCIAL HARDSHIP ASSISTANCE

(Please Print)

Family name _____ Phone # _____

Email _____

Student's name _____ Grade _____

Parent or Guardian: _____

Parent/Guardian:

Parent/Guardian:

First name _____

Occupation _____

Recent Income - Form 1040
(Attach copy of original) _____ Yes

_____ Yes

Anticipated Annual Income _____

FFC Tier Level _____ FFC Dues (annual total) _____

Family Budget Worksheet Attached _____ YES

_____ NO

Assets Sheet Attached _____ YES

_____ NO

Notes & Comments:

Family (monthly) Budget (please print)

Family Name _____
 Phone _____
 Email _____

GROSS INCOME PER MONTH _____

Salary _____
 Alimony/child support _____ (received)
 Interest _____
 Dividends _____
 Other _____

Monthly EXPENSES:

- 1. **Tithe** _____
- 2. **Tax (Incl. Fed., State, FICA)** _____

NET SPENDABLE INCOME _____

- 3. **Housing** _____
 - Mortgage (rent) _____
 - Hsg Assn (HOA) fees _____
 - Insurance _____
 - Taxes _____
 - Electricity _____
 - Gas _____
 - Water _____
 - Sanitation _____
 - Telephone _____
 - Internet/Cable _____
 - Maintenance _____
 - Other _____
- 4. **Food** _____
- 5. **Automobile(s)** _____
 - Payments _____
 - Gas & Oil _____
 - Insurance _____
 - License/Taxes _____
 - Maint./Repair/Replace _____
- 6. **Insurance** _____
 - Life _____
 - Medical _____
 - Other _____
- 7. **Debts** _____
 - Credit Card _____
 - Loans & Notes _____
 - Other _____

- 8. **Enter. & Recreation** _____
 - Eating out _____
 - Baby Sitters _____
 - Activities/Trips _____
 - Vacation _____
 - Other _____

- 9. **Clothing** _____
- 10. **Savings** _____

- 11. **Medical Expenses** _____
 - Doctor _____
 - Dentist _____
 - Drugs _____
 - Other _____

- 12. **Miscellaneous Expenses** _____
 - Alimony (paid out) _____
 - Toiletry, cosmetics _____
 - Beauty, barber _____
 - Laundry, cleaning _____
 - Allowances, lunches _____
 - Subscriptions _____
 - Gifts (incl. Christmas) _____
 - Cash _____
 - Other _____

- 13. **Education/Child Care** _____
 - FFC Dues _____
 - Materials _____
 - Transportation _____
 - Day Care _____
 - Child Support -paid out _____
 - Other _____ (explain)

14. **Investments** _____

TOTAL EXPENSES _____

INCOME VS. EXPENSES

A. **Net Spendable Income** _____

B. **Total Expenses** _____

Subtract B from A

Surplus or (Shortfall) _____

Family Assets (Please Print)

Family Name _____ Phone # _____

Please list all family assets and provide information that will help us in evaluating your application for financial assistance.

Real Estate: List all homes and properties that you own in full or in part, and indicate the current market value as best you able.

Motor Vehicle(s): List all of your motor vehicles, and include year, make and model, and current estimated value. Show the amount of debt if any owed on each vehicle. This list should include motor vehicles used for both business and non-business use.

Recreational vehicles and equipment: List and provide estimated current value of all recreational items such as cars, motorcycles, boats, skiing equipment, etc.

Bank Accounts, Stocks & Bonds, Trusts, Retirement Savings, Business and Other Assets:

Show the current value for the items listed below;

Savings Account(s) -

Checking Account(s) -

CDs -

Stocks, Bonds, Securities -

Trusts and Inheritances -

Retirement Savings -

Business Assets -

Other Assets (please list) -

Continue on a separate sheet of paper if necessary.

Incident Report Form

Injury/Illness/Sickness

Misconduct

Staff's Name Reporting Incident:

Date:

1. Who was involved in the incident?

2. Please describe the incident (if a misconduct, include whether this is a repeat offense):

3. Did any injuries, illnesses occur as a result of the incident?

YES

NO

If **YES**, please describe:

Injury requires physician/hospital visit:

4. Location of incident:

5. When did the incident occur?

Date:

Time:



6. Did anyone witness the incident? YES NO

If YES, please list names/position:

7. Did you report the incident? YES NO

If **YES**, to whom did you report the incident? (FFC Office, Parent, SSRC, 911, first responders, etc.)

8. Documented in Student's Gradelink record? YES NO

9. Follow up Actions Taken (if necessary) - include dates and people/organizations involved:

10. Final resolution:

Date of Final Resolution:

Staff's Signature: _____

Supervisor's Signature: _____



Information Security and Confidentiality Policies and Procedures.

Approved November 6, 2024

Introduction

"A gossip betrays a confidence, but a trustworthy person keeps a secret." Proverbs 11:13

Foundations First Christian as a learning community is committed to a culture of openness, trust and integrity. It is the responsibility of Foundations First Christian to honor God by safeguarding our students', families', and staff's personal information with a level of privacy and confidentiality that protects them from harm.

In the course of participation in FFC, employees, parent helpers and others may have access to student, family, or staff confidential information (oral, written, electronic) not available to the public at large including, but not limited to: student records, grades, incident report forms, disciplinary records, medical/psychological records, IEPs, 504s, court orders/restraining orders, private family matters, private parent-teacher meetings and conferences, financial aid information, individual membership A & B terms & conditions of service, individual staff salaries, staff contracts, etc..

All employees and parent helpers serving on campus or handling sensitive information should read this document in its entirety and sign the form confirming they have read, fully understand and agree to abide by this policy to the best of their ability. If unclear about any of the policies detailed herein, advice and guidance from FFC leadership should be sought.

Information Security

Employees handling sensitive personal information should ensure they:

- Handle and protect FFC and personal information in a manner that fits with their sensitivity;
- Limit personal use of FFC information and technology systems to ensure it doesn't interfere with service to the FFC community;
- Do not connect personal devices to the FFC network without authorization;
- Use email, internet and other FFC resources in a manner honoring Christ and others. Do not engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
- Do not disclose others' personal information unless authorized;
- Keep passwords and accounts secure;
- Avoid storing confidential or sensitive information on insecure electronic or physical locations where they might be accessed by unauthorized people.
- Leave desks clear of sensitive information and lock computer screens when unattended;
- Closely monitor student use of FFC technology and personal device use while on campus;
- Report information security incidents to the Office Administrator and, if severe, the Assistant Executive Director and/or Executive Director.



- Foundations First Christian leadership reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems and network traffic for any purpose.

Network Security

Foundations First Christian uses third party services to accept, process and store credit card and banking information submitted by those conducting financial transactions with FFC. No credit card or banking information is stored on FFC devices or network. Care must be taken to safeguard physical checks or copies of checks submitted for payment, by keeping them in a secure location

Foundations First Christian internet network is protected by Zyxel Gold Security services which includes the following

- a. URL Policy-Based Highly Granular Content Filtering and Blocking with additional DNS Content Filtering
 - b. Application Visibility and Control
 - c. Anti-Malware with Threat Intelligence Machine Learning
 - d. Intrusion Detection and Prevention
 - e. Reputation Filtering for IP, DNS and URL
 - f. Sandboxing
 - g. Collaborative Detection & Response
- Network passwords must be kept secure and shared only with administrators. Those requiring access to the network should bring their devices to the appropriate administrator, who will check to ensure appropriate protective software is installed and up to date. The administrator will connect the device to the network, thereby keeping the network password secret while enabling access by the device

User Access Management

- Access to FFC network and information is controlled through a formal user registration process.
- Foundations emails are issued to employees, Board Members and select others whose work with Foundations requires an FFC domain email.
- Users with FFC email accounts are responsible to safeguard their passwords and take steps to protect their accounts from being hacked.
- Personal use of FFC email accounts should be minimal and use of personal emails accounts to transmit confidential or sensitive FFC information is not allowed.
- After an individual leaves FFC employment, his/her system logons must be revoked.

Acceptable Use Policy

Foundations First Christian provides electronic equipment for use by staff, parent helpers and, in some cases, students, on an as-needed basis. Equipment includes, but is not limited to computers, tablets, printers, smart boards, televisions and monitors, walkie-talkies, microphones, cameras and recording



equipment. Some equipment is owned by FFC and some may be the property of South Ridge Community Church on loan to Foundations. Care should be taken to safeguard and use the equipment according to this Acceptable Use Policy and using wise judgement.

- Users are responsible to obtain the necessary permissions and training before using FFC or SRCC equipment and should take care to use good maintenance and security practices according to training and this Information Security Policy.
- All PCs, laptops and workstations with access to sensitive information should be secured with a password-protected lock to be engaged whenever the user is away from the device.
- Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
- Do not install unauthorized software or hardware on FFC equipment without administration approval;
- Users should be familiar with how to identify any suspicious behavior where tampering or substitution may be performed. Any suspicious behavior should be reported to an administrator. Information contained on portable computers is especially vulnerable, special care should be exercised.
- Users should use extreme caution when opening e-mail attachments or links received from unknown senders, which may contain viruses or other malware.

Social Media

- Foundations First Christian has official Facebook and Instagram pages, maintained by staff and overseen by the Board-led Branding and Communications Team. Care must be taken that no pictures are published of students whose parents have requested that their images remain private. Members and friends are encouraged to view, like and share postings on these sites.
- Besides FFC's official social media presence, references to Foundations First Christian in public and private forums such as Facebook and other social media, should be approached with care, using the same principles of Godly communications you would in face-to-face communications. Personal online communications that could potentially be interpreted as coming from Foundations First Christian should include this or a similar statement in a prominent location: ***"The posts on this site are personal opinions. They are not read or approved by Foundations First Christian, Inc. before posting and do not necessarily represent the views and opinions of FFC."*** Ask permission before reporting on conversations or meetings that are meant to be private or for internal use only. Do not disclose any information, pictures, or videos that are confidential or proprietary to FFC. Do not post pictures of any FFC students unless you have permission from their parents.

Any individual engaging in harmful, dangerous, immoral or illegal activities shall be subject to discipline and/or legal action.

Student Acceptable Use of Technology

To use technology connecting to the Internet in FFC's instructional environment and while on campus, students must have an Acceptable Use Policy: Technology Agreement Permission Form on file signed or electronically acknowledged by their parents/guardians.

FFC's goal in providing these services is to enhance educational development and includes educating students about appropriate online behavior and closely monitoring its use. The FFC network and systems are equipped with safeguards intended to block access to inappropriate content, monitor safety and security, prevent unauthorized access and prevent unauthorized disclosure, use and dissemination of



students' personal information. FFC is not responsible for potential damages caused by misuse, avoidance or failure of the third-party protective measures.

Acceptable uses of technology are limited to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in Foundations First classrooms and the campus— whether FFC-owned or privately-owned. This includes the authorization to collect and examine any device if the device is suspected of a violation of student standards of conduct.

Students are not permitted to use personal electronic devices during the academic day unless permitted by the teacher or administrator.

Questions should be directed to an administrator for clarification.

Agreement to Comply Form – Agreement to Comply with Information Security Policies

I agree that my right to access, request, or know confidential information is restricted by my need to know the information to perform my work responsibilities. Any information I am privy to because of the need to know for the purpose of my work will be held in my strictest confidence.

I agree to use the confidential information I am aware of only for work purposes and for the benefit of the student, family or staff. I agree to take all reasonable precautions to assure that Foundations First Christian, Inc.'s internal information, or information that has been entrusted to the community by third parties will not be disclosed to unauthorized persons. At the end of my employment or service with FFC, I agree to return all confidential or sensitive information to which I have had access as a result of my position.

I will not discuss sensitive or confidential information in public areas, hallways, gathering spaces. I will only share confidential information with those whose work requires the information to perform their FFC duties and will encourage others to do the same.

I have read and understand these policies contained in this Information Security and Confidentiality Policy. I understand that misusing or disclosing confidential information to others who do not need to know the information for FFC work responsibilities is a serious breach of confidence and will result in disciplinary action including possible termination of FFC membership or employment.

I also agree to promptly report all violations or suspected violations of information security policies to the Executive Director or Assistant Executive Director.

Name:

Signature

Date

Email



CLASS & SUBJECT LEAD TEACHER JOB DESCRIPTION

Foundations First Christian is a hybrid learning community that partners with parents to provide children and young people with a comprehensive and balanced education that leads them to know God and His one and only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. The education we provide is distinctly and unwaveringly Christian. We strive for it to be whole-person, all-truth, transformational, experiential and relational education.

In this task, the Class or Subject Lead Teacher is the primary instructor, role model and spiritual guide for students in our on-campus classes. Therefore, we seek Class and Subject Lead Teachers who are excited about Christ-centered education and passionate about working with children and young people.

Title: Class Lead Teacher or Subject Lead Teacher

Basic Qualifications

1. Spiritual
 - a. Must have personal faith in Jesus Christ as Savior and Lord
 - b. Must whole-heartedly accept and agree to uphold FFC's Statement of Faith
 - c. Must have active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
 - d. Must have a growing faith in Christ as evidenced by personal prayer and study of the scriptures
 - e. Must be committed to furthering FFC's mission and faith-based philosophy of education
2. Education
 - a. Must have a Bachelor's degree in a relevant course of study from a 4-year college or university

Responsibilities

1. Personal
 - a. Seeks to be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12; Luke 6:40)
 - b. Seeks to live under the power of the Holy Spirit and manifest the fruits of the Spirit in his or her life: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
 - c. Maintains integrity in all situations, handles confidential information appropriately
 - d. Maintains a dignified personal appearance of cleanliness and modesty

Reviewed as of August, 2023

- e. Seeks and seizes opportunities to improve self personally and professionally

2. Instructional

- a. Integrates a Christian worldview and biblical principles into their subject teaching
- b. Leads students to a realization of greatness of God and of their infinite worth to Him
- c. Is ready to offer spiritual advice to students and pray with them
- d. Regularly and systematically prays for their students
- e. Develops a syllabus/course outline that completes the curriculum in the allotted time
- f. Carefully prepares in advance lesson plans for all on-campus classes and satellite day lessons
- g. Integrates creative teaching methods and technology to engage students and motivate them to deep learning
- h. Plans instructional strategies and differentiates learning activities and instruction to meet the learning needs and styles of different kinds of learners
- i. Designs learner-driven activities, projects and problem-based assignments that inspire students to deeper learning, promote meaningful student-parent discussions and acquisition of values-based knowledge
- j. Comes to class fully prepared with needed books, resources and materials
- k. Monitors student learning and provides learners with ongoing, constructive feedback
- l. Assesses student learning on a regular basis and provides progress reports, as required
- m. Grades assignments and tests promptly
- n. Maintains accurate records of student performance
- o. Keeps students, parents and FFC administration informed of progress, non-progress or persistent problems
- p. Maintains proper student discipline in the classroom and on campus
- q. Maintains high expectations for all students and works with them to set achievable goals
- r. Maintains a safe, clean, attractive and well-ordered classroom
- s. Develops positive working relationships with students, parents, Tier 2 & 3 parent assistants and fellow staff members built on mutual respect and trust

3. Non-Instructional

- a. Cooperates with the Board and Administration in implementing all policies, procedures and directives governing the operation of FFC
- b. Informs the administration if unable to fulfill any responsibility they have been given
- c. Knows the procedures for dealing with emergencies
- d. Provides input and constructive recommendations to improve FFC's instruction and administration
- e. Attends and participates in faculty and curriculum meetings, in-service training including 1 Wednesday morning per month, etc.
- f. Performs other duties as assigned

Reports to: Executive Director or his Designate



TEACHER ASSOCIATE JOB DESCRIPTION

Foundations First Christian is a hybrid learning community that partners with parents to provide children and young people with a comprehensive and balanced education that leads them to know God and His one and only Son, Jesus Christ, the only Foundation of all sound knowledge and learning. The education we provide is distinctly and unwaveringly Christian. We strive for it to be whole-person, all-truth, transformational, experiential and relational education.

In this task, the Teacher Associate (TA) is an important teaching assistant, role model and spiritual guide for students in our on-campus classes. Therefore, we seek Teacher Associates who are excited about Christ-centered education and passionate about working with children and young people.

Title: Teacher Associate

Basic Qualifications

1. Spiritual
 - a. Must have personal faith in Jesus Christ as Savior and Lord
 - b. Must whole-heartedly accept and agree to uphold FFC's Statement of Faith
 - c. Must have active involvement in a local church whose beliefs are in agreement with FFC's Statement of Faith
 - d. Must have a growing faith in Christ as evidenced by personal prayer and study of the scriptures
 - e. Must be committed to furthering FFC's mission and faith-based philosophy of education
2. Education
 - a. Some college or university study in relevant field is preferred

Responsibilities

1. Personal
 - a. Seeks to be a Christ-like role model in speech, conduct, love, faith and purity (I Timothy 4:12; Luke 6:40)
 - b. Seeks to live under the power of the Holy Spirit and manifest the fruits of the Spirit in his or her life: love, joy, peace, patience, kindness, goodness, gentleness, faithfulness and self-control (Galatians 5:22-23)
 - c. Maintains integrity in all situations, handles confidential information appropriately
 - d. Maintains a dignified personal appearance of cleanliness and modesty
 - e. Seeks and seizes opportunities to improve self personally and professionally

2. Instructional

- a. Assists the Classroom or Subject Lead Teacher with integrating a Christian worldview and biblical principles into the class environment and teaching
- b. Assists the Lead Teacher in helping students realize the greatness of God and of their infinite worth to Him
- c. As directed by the Lead Teacher, is ready to offer spiritual advice to students and pray with them
- d. Regularly and systematically prays for their students
- e. Assists the Lead Teacher with classroom, lesson and materials preparation
- f. Assists the Lead Teacher with Integrating creative teaching methods and technology to engage students and motivate them to deep learning
- g. Assists the Lead Teacher with implementing instructional strategies and differentiating learning activities and instruction by leading small groups of students
- h. Assists the Lead Teacher with assessing student progress, correcting assignments and tests
- i. Comes to class fully prepared before the start of class
- j. Assists the Lead Teacher with keeping students, parents and FFC administration informed of progress, non-progress or persistent problems, may participate in parent-teacher conferences
- k. Assists the Lead Teacher with maintaining proper student discipline in the classroom and on campus
- l. Maintains high expectations for all students and works with them to set achievable goals
- m. Assists the Lead Teacher in maintaining a safe, clean, attractive and well-ordered classroom
- n. Develops positive working relationships with the Lead Teacher, students, parents, Tier 2 & 3 parent assistants and fellow staff members built on mutual respect and trust
- o. May serve as substitute teacher when the Lead Teacher is absent

3. Non-Instructional

- a. Cooperates with the Board and Administration in implementing all policies, procedures and directives governing the operation of FFC
- b. Informs the Lead Teacher if unable to fulfill any responsibility they have been given
- c. Knows the procedures for dealing with emergencies
- d. Provides input and constructive recommendations to improve FFC's instruction and administration
- e. Attends and participates in faculty and curriculum meetings, in-service training, etc. including 1 half-day per month on a Wednesday.
- f. Performs other duties as assigned

Reports to: Class or Subject Lead Teacher and the Executive Director or his Designate



Policy and Procedure: Payment of Dues

A compassionate yet sound financial policy for accounts receivable is essential for the continued existence of FFC. When a family joins FFC, they are making a commitment to other FFC families, FFC educators and the FFC Board to pay all dues and fees on time to ensure the financial health and smooth running of our learning community. FFC leadership in turn is committed to prayerful and careful stewardship of funds in order to ensure quality, sustainability and affordability. More information on FFC finances is available to FFC members upon request.

Basic Principles

1. Financial responsibilities for member families consist of:
 - a. A nonrefundable Application fee of \$40 for new students, meant to offset placement assessment costs
 - b. If accepted and enrolled, a nonrefundable \$200 enrollment fee per student, due at the time of enrollment and necessary to hold the student's place at FFC
 - c. A books and materials fee of \$250, billed July 1 or at the time of enrollment, if enrollment is after July 1.
 - d. Dues set at the appropriate membership tier which are calculated based on the total number of on-campus days divided into monthly payments. Beginning with the 2026-27 academic year, the standard monthly payment process will be 10 months, beginning August 1 and ending May 1.
 - e. For students enrolling during the academic year, dues will be calculated based on the number of on-campus days remaining in the year and divided into monthly payments.
 - f. Dues will not be refunded for students withdrawing mid-year, except in exceptional circumstances to be determined by the Executive Director.
 - g. Additional fees may be assessed from time to time to cover student participation in elective or extra-curricular programs.

Payment of Dues and Fees

Families are expected to pay dues and fees according to the established schedule. Dues are to be paid on or before the 5th of each month and are considered late after the 15th of the month. Past due accounts will be assessed late fees or incur other consequences.

2. If a member family is unable to pay dues on time as a result of family financial difficulties, **it is the responsibility of the member family to contact the FFC office** to discuss with the Office Administrator or arrange a meeting with the appropriate administrator.

3. FFC is committed to praying for and working with families to develop payment plans that help families meet their FFC financial obligations. Families are strongly encouraged to use the Auto-pay feature of Gradelink to ensure payments are made on time.
4. In the unfortunate situation where a family is severely negligent in meeting FFC financial obligations and is not cooperative with FFC administration to work out a solution, FFC reserves the right to prayerfully consider and apply appropriate consequences, up to and including suspension of membership and discontinuation of student enrollment.
5. The following Process Steps and reminders will be implemented as long as they are deemed necessary for the smooth administration and financial well-being of FFC.

Stages of Non-Payment & Process Steps

1. **Billing Notification Email:** On the first of each month, beginning on July 1, the FFC Office Administrator will send a standard email to all member families, notifying families that their accounts have been billed for the month and that dues are to be paid on or before the fifth of the month and are considered to be overdue if payment is not received by the 15th of the month. The emails for July, August and September will include instructions about how to access account information, make payments through Gradelink and encourage parents to set up an auto-pay process in Gradelink. The email will remind families of the vital role their dues payments play in the smooth operating of FFC and thanking them for paying on time.
2. **Late Fee Assessment:** If no payment has been received by the 15th of the month and no attempt has been made by the member to make special arrangements, the FFC Office Administrator will add a late fee of \$15 per student to accounts with overdue accounts. Members who are unable to settle their accounts are required to contact the Office Administrator to arrange a plan for payment or apply for financial assistance.
3. **Past Due Notification:** On the 15th of each month, beginning July 15th, the FFC Office Administrator will send an email or text to all families with overdue balances who have not requested and been granted an exception, notifying them that their payment is overdue and that a late fee of \$15 per student has been added to their account.
4. **Delinquent** An account is considered “Delinquent” if 2 monthly payments have been missed with no attempt by the family to make satisfactory arrangements for payments. The Office Administrator will contact the members by phone to let them know they have missed 2 monthly payments and that late fees have been added to their account. The Office Administrator will discuss a plan for payment and for staying on track with future payments. The plan might involve requiring an auto-payment plan and/or applying for financial hardship assistance. The Office Administrator will make note of the conversation in the Notes section of the family’s Gradelink Ledger sheet and send a summary report to the Executive Director, Treasurer and Finance Director.
5. **Unresolved.** An account is considered “Unresolved” if 3 monthly payments have been missed without acceptable arrangements being made.

- a. The FFC Office Administrator will notify the Executive Director, Finance Director and Board of continued nonpayment of dues.
- b. The Executive Director or designee will contact the Member(s) to advise them that the situation has been referred to the Board and to urge them to meet to agree on a plan to meet their financial obligations. The member family will be informed that, unless full payment is made within the month, or they have taken steps to establish and comply with a payment plan that is satisfactory to the FFC Financial Committee, additional consequences will be implemented. Potential consequences include:
 - i. Suspending access to student records
 - ii. Enlisting the services of an outside debt collection agency
 - iii. Suspending student(s) participation in FFC activities
 - iv. Revoking membership entirely.
- c. The FFC Board will be informed of the situation and will determine next steps to be taken.
- d. A follow-up letter will be sent to the parents by the Office Administrator and signed by the Executive Director summarizing the situation and actions to be taken if noncompliance continues and again encouraging the member family to work with FFC to achieve a mutually agreeable resolution. The Office Administrator will keep a copy of the letter in the student file and make note of the correspondence in the Notes section of the family's Gradelink Ledger sheet.
- e. At the end of the month, if no payment has been made and the parents have not worked out a satisfactory payment plan with the Executive Director or designee, the Member(s) will be notified by phone by the Executive Director and by letter from the FFC Office Administrator, signed by the Executive Director, of the specific actions being taken, including at a minimum, suspension of access to student records and barring from re-enrollment for the following academic year, until payment is made or a payment plan approved by the FFC Finance committee has commenced.
- f. FFC leadership will continue to be open to working with the family to find a satisfactory resolution of financial obligations and restoration to all membership privileges.

Re-enrollment restrictions when an account is overdue.

1. Discounted early enrollment is open only to families with accounts having no outstanding balances due and completing enrollment procedures, including fee payment by the required date.
2. After the early enrollment period has passed, any returning students will be assessed the full, non-refundable enrollment fee.
3. In order to secure enrollment for the upcoming or any subsequent academic year, all dues and fees must be paid in full by June 30, the end of the current FFC fiscal year. Places will not be held for students with outstanding dues or fees except in unusual cases of extenuating circumstances, at the discretion of the Executive Director and Board.
4. Enrollment placement will be assured only upon completed application or re-enrollment, any needed assessments and interviews, and payment of the non-refundable enrollment fee. Exceptions to this policy will be rare and made only at the discretion of the Executive Director with the concurrence of the Board.

FOUNDATIONS FIRST CHRISTIAN, INC.
APPLICATION TO SERVE IN THE FFC
COMMUNITY

AUGUST, 2024

This application is to be completed by
all applicants for any position
involving interaction with minors.

FOUNDATIONS FIRST CHRISTIAN APPLICATION TO SERVE IN THE FFC COMMUNITY

Name: _____

We appreciate and value your interest in serving in the Foundations First Christian learning community. Thank you for taking the time to fully complete this application. As you can imagine, safeguarding our children, students and our team is our top priority! We recognize this takes extra effort and time in completing this paperwork; however, we hope you understand the necessity of it being done thoroughly and completely. Thank you for your prompt and complete attention.

APPLYING FOR SERVICE IN THE FFC COMMUNITY

- A. Complete this application and return it to the Admissions Administrator.
- B. Participate in an interview with the Executive Director and a member of the Board of Directors to determine qualifications and potential placement.
- C. If agreement is reached about potential placement, you will receive by email a request to authorize a confidential background check.
- D. Once the background check clears, you will be contacted by the Admissions Administrator, Executive Director or delegate to confirm the service agreement and discuss placement opportunities.

1. General Information:

Today's Date:

Name:

Nickname:

Address:

City:

State: _

Zip:

Home Phone:

Work

Cell :

Email Address:

2. DO YOU HAVE A PARTICULAR SKILL, TRAINING OR INTEREST YOU'D LIKE TO SHARE?

3. I AM APPLYING FOR:

Membership A (3 full days/20 hours /week or equivalent)

Membership B (3 half days / 10 hours /week or equivalent)

Membership C (no service required)

Not sure

Volunteer

4. DAYS YOU WISH TO SERVE:

Mondays

Tuesdays

Wednesdays (Satellite Day)

Thursdays

Not sure/no preference

5. AGE LEVEL WITH WHOM YOU WOULD PREFER TO WORK:

Preschool

Lower Primary

Upper Primary

Administrative

High School

No Preference

Other

6. HIGHEST LEVEL OF EDUCATION (Describe)

7. RELEVANT WORK HISTORY

8. Spiritual Journey:

Whether you are a follower of Christ, uncertain about God or somewhere in between, we are all on a Spiritual Journey. Please take a few minutes to describe how and when you decided to trust only Christ for your salvation OR where you are with your belief in God today. If you need more space, attach another page

9. Church Affiliation (if any)

Name of church (if any)

Address:

How long attended?

Pastor's name:

10. Previous Work with Children

List previous work (whether paid or unpaid) involving children/students during the past ten years. Include dates of work, name and location of work, and a brief description of work performed

12. Explanation:

This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. The information contained in this application will be treated with confidentiality and respect and protected from unauthorized access.

The questions contained herein are not designed to offend or to pass judgment, but rather to create an environment where a person's past will not hinder their ability to participate in FFC's mission in a safe, fun and productive way. If you answer "yes" to any of the questions in the following section, we will need to contact you to discuss those questions with you personally. Please be assured, that this does not necessarily preclude you from serving in FFC. We also have this policy in place to ensure the safety our adult members as well as our students.

This application is to be completed by all applicants for any position involving interaction with minors.

13. Personal Situations;

If you answer "yes" to any of these questions, please explain. If you prefer to have a confidential meeting to provide any explanations, please indicate that.

- a) Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction, or has anyone ever suggested that you have a problem with any of the above?

Yes

No

If yes, please explain

- b) Have you ever been arrested, convicted or pleaded guilty to a crime?

Yes

No

If yes, please explain

- c) Have you ever been accused, charged, committed or alleged to have committed any act of neglecting, abusing, molesting or battering any child or adult?

Yes

No

If yes, please explain below

d) Are there any circumstances or pattern in your life, which would make it inappropriate for you to serve with minors?

Yes

No

If yes, please explain

14. Marital Status

Married

Single

Separated

Divorced

Widowed

15. Theology:

Please review Foundations First Christian's Statement of Faith and select the answer or answers that best describe your position:

I cannot support some or all of the Statement of Faith

I have questions about some or all of the Statement of Faith

I will support FFC's commitment to teaching from FFC's Statement of Faith I agree with and seek to live by FFC's Statement of Faith

I am comfortable with teaching FFC's Statement of Faith and helping others live by them

Comments:

16. References:

List three people that you know, who meet the following criteria:

- a) Are over 18 years old
- b) Are not related to you
- c) Have seen you around minors

d) Have known you for more than one year

FIRST REFERENCE::

Name:

Occupation:

Nature of Relationship:

Length of Relationship:

City and State of Residence:

Email (Preferred):

Phone:

SECOND REFERENCE:

Name:

Occupation:

Nature of Relationship:

Length of Relationship:

City and State of Residence:

Email (Preferred)

Phone:

THIRD REFERENCE

Name:

Occupation:

Nature of Relationship:

Length of Relationship

City and State of Residence:

Email (Preferred)

Phone:

11. Previous Addresses:

Provide information on all previous addresses where you have lived during the last seven years.

Most Recent Address (prior to your current address)

Address:

Dates:

City:

State:

Zip:

Previous Address:

Address:

Dates:

City:

State:

Zip:

12. Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information (including opinion) that they may have regarding my character and fitness for children or youth work.

I authorize the release of the information contained in this application, on a confidential, need to know basis, to any Foundations First Christian Board Member.

In consideration of the receipt and evaluation of this application by Foundations First Christian, I hereby release any individual, faculty, board member, volunteer, reference or any other person or organization, including record custodian, 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 family, on account of compliance or any attempts to comply, with this authorization.

To uphold the confidentiality of the references, I waive any right that I may have to inspect any information provided about me by any person or organization, but I may contact Foundations First to inquire about information people provided about me.

Applicant Name:

Applicant Signature:

Date:

FOUNDATIONS FIRST CHRISTIAN SICK POLICY COVENANT AGREEMENT

Health and Sick Policy

In keeping with the commitment made between parents, guardians, faculty, volunteers and all those affiliated with Foundations First Christian, we as a community commit to keeping the health and safety of all involved with FFC as a primary objective. To that end, if a child, adolescent or adult is sick or has knowingly been exposed to a contagious illness, that individual commits to stay home.

It is further acknowledged that a child or adult with symptoms of illness will not be accepted into FFC while symptoms are present. Some signs of illness include, but are not limited to: coughing, excessive sneezing, runny eyes and nose (not associated with allergies), fever, fatigue, irritability, vomiting and diarrhea. If any individual has had a fever within the last 24-hour period of more than 100 degrees or any of the symptoms itemized above, he/she is asked to stay home.

Medication will only be administered by a parent or an RN that may be present on the FFC campus. (There will not be an RN on campus every day) Exceptions to this may be, but are not limited to: topical ointment, such as antibiotic cream and bactine; cough drops will be given if needed and Epi-Pens will be administered if needed. Additionally, with a signed release from a parent/guardian Tylenol, Advil or Benadryl will be given. **If a child has an allergy, (bee sting, food allergy, etc.), specific information must be communicated in writing to the FFC Office.**

Additionally:

- Protective gloves are available on campus.
- If an injury or illness does occur, parent/guardian will be notified and prompt pick up arrangements will be made.
- If your child will be picked up by anyone other than the parent/guardian, written authorization must be given to the office.

By my signature below, I affirm agreement to this Covenant:

Parent/Guardian Signature: _____, Date: _____

By my signature below, I give permission for my child to receive over-the-counter medication if needed in my absence.

Parent/Guardian Signature: _____, Date: _____



Foundations First Christian

FFC Statement of Faith and Practice Commitment Form

- We believe the **Scriptures**, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life and conduct.
- We believe in **one God**, Creator of all things, infinitely perfect and eternally existing in three persons, Father, Son and Holy Spirit.
- We believe **Jesus Christ**, without any change in His eternal deity, became man through conception by the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He rose bodily from the dead and ascended into heaven, where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.
- We believe that the ministry of the **Holy Spirit** is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon believing in Christ, at the time of regeneration baptizing the believer into the one body, of which Christ is the head, and to indwell, guide, instruct, fill and empower the believer for godly living and service.
- We believe that **man** was directly created by God in His own image, but fell into sin. The entire human race is, therefore, lost and only through repentance and faith in Jesus Christ, and regeneration of the Holy Spirit, can salvation and spiritual life be obtained.
- We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and **salvation** for all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him are sealed to the day of redemption.
- We believe in the personal, imminent **return** of our Lord Jesus Christ and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
- We believe in the bodily **resurrection** of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment. ● We believe that the **Church** is composed of all such persons who through saving faith in Jesus Christ have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.
- We believe that water baptism and the Lord's Supper are **ordinances** to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation. ● We believe that all the saved should **live** in such manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded by God to remain separate from false doctrines and sinful pleasures, practices and associations.

- We believe every human being is created in the image of God and therefore has intrinsic **value**. We affirm the inherent value of the unborn child, persons with disabilities, the elderly and those who are incapacitated.
- We believe God has ordained and created **marriage** to exist between one man and one woman, with absolute marital fidelity. We define marriage as the legal, permanent, exclusive, comprehensive and conjugal “one flesh” union of one man and one woman. We believe that sexual acts outside marriage are prohibited as sinful.
- We believe that God created mankind in His image: **male (man) and female (woman)**, sexually different, but with equal personal dignity. We believe individuals should affirm their biological gender as given from God and should refrain from denying or disagreeing with their biological gender attempting to physically or cosmetically change their gender, or become the opposite gender.

1. Required for all members:

I have read the Foundations First Christian Statement of Faith and understand and agree that my child/ren will be taught these truths as stated above.

Signature: _____

Date : _____

2. Required for those leading children or representing FFC:

I have read, understood, and profess for myself the Foundations First Christian Statement of Faith and Practice. I understand that my service at FFC is contingent on my adherence to these principles in faith and practice. I agree that violation of these faith principles is grounds for dismissal.

Signature: _____

Date : _____