

Policy Handbook

Guidelines and Policies pertaining to The Fire Place Fellowship

**Table of Contents**

**A Word from Our Pastors………..……………………………..………. 4**

**About The Fire Place Fellowship………………………..………….…5**

Our History 5

Our Mission 5

Our Motto 5

Our Vision 5

One Body 6

Many Members 6

Flow Chart 7

Leadership Structure 8

Service Schedules 8

**General Information……………………………………………………….. 8**

This We Believe 8-9

Information Center 10

Church Office 10

Church Vehicle Usage 10

Prayer Requests 10

Wireless Internet 11

**About the Facility……………………………………………………………. 11**

Church Closings 11

Church Calendar 11

Facilities Requests 11

Food Resources 12

Office Use 12

Classroom Etiquette 12

After Hours Building Use 12

**Our Ministries…………………………………………………………………. 13**

Ignite Ministries 13

Children’s Ministry 13-14

Develop and Equip 14

Wednesday Night Classes 14

Care Groups 15

Care Group Leader’s Role 16

Care Group Leader’s and Call Sheets 16

Teachers 16-17

Hospitality 17

Outreach 17

Van 17

Music Ministry 17

**Leading…………………………………………………………………………… 18**

Expectations 18

Becoming a Leader 19

Accidents, Injuries, & Emergencies 19

**Child Protection & Sexual Harassment Policy………………….. 19-20**

Child Protection Policy 20

Reporting & Responding 20-21

Sexual Harassment 21-22

Text Message Reminders 23

Social Media 23

Text To Give 24

**A Word from Our Pastors**

*We are delighted that you have decided to make The Fire Place Fellowship your home church. You have joined a winning team!*

*God is using us to touch the lives of hurting people all over the world and now you are a part of helping us reach those that need restoration, healing, salvation and peace in their lives.*

*Always remember one thing: It is God who is building this church and He is in charge. He uses all of us as a team to fulfill the vision, but it is He that we are following. As we keep our eyes on Him, He will continue to bless us more than we could ever ask or even think.*

*We love you and welcome you to The Fire Place Fellowship family. Welcome home!*

*Pastors Robb & Shanda Tripp*

**About The Fire Place Fellowship**

**Our History**

The Fire Place Fellowship was founded in January 2004 by Pastors Robb & Shanda Tripp through the leading of the Holy Spirit. The ministry has grown by leaps and bounds and has its headquarters at 403 Walton Ferry Rd, Hendersonville, TN. With a long history of ministry, Pastors Robb and Shanda have seen the Lord restore their lives and deliver and set free countless others.

Driven by faith in God’s Word, we believe that God is a restorer and the Devil is defeated. It is our goal to see families restored. Lives changed and disciples raised up to take His message to the ends of the earth.

**Our Mission**

The mission of The Fire Place Fellowship is to let love be our number one goal as we see the lives of broken people restored and the lost come to Christ as Savior and Lord.

With the Word of God as our guide, the ministry will develop quality leaders to take the Gospel of Jesus Christ throughout the world.

**Our Motto**

“Where the passion of God burns, and the love of God restores.”

**Our Vision**

To provide a place where the hurting and depressed, the frustrated and confused can find love, acceptance, help, hope, forgiveness, guidance and encouragement.

To prepare Christian leaders for ministry for such a time as this by helping them discover God’s purpose in their life.

To help believers reach spiritual maturity through Biblical studies.

To raise up pastors and leaders to branch from this location to begin their own work around the world as we satellite with them through The Fire Place Fellowship.

**One Body**

“Paul makes it very clear in 1 Corinthians 12 that it is important for the body of Christ (the Church) to be in unity or oneness. He compares the body of Christ to the physical, human body. Each part, having a specific function to enable the whole body to work in unity. No one part is more or less important than the other.

It is our desire to help you discover your place in the body and to function under the anointing God gives you for that position. According to 1 Corinthians 12:18, we understand that ‘God sets the members, each one of them, in the body just as it pleases Him.’ We receive great comfort and joy when we become involved in the local assembly of Christ’s body. It is also important to remember that the Bible says, ‘Do not forsake the assembling of yourselves together…’ When we assemble together we draw strength and edification from other believers.

Take time to study all the truths of 1 Corinthians 12:13-30. As you read and study, ask the Holy Spirit to reveal to you all that He has for you.

We love you and are excited about you joining The Fire Place Fellowship family!”

Pastors Robb & Shanda Tripp

**Many Members**

Membership Expectations—

* Must Be Born Again~

John 3:3-7

* To Be Seeking All That God Has For You~

Acts 19:1-7

* Faithfulness In Attendance~

Hebrews 10:25

* Faithfulness In Tithes & Offerings~

Matthew 23:23; Malachi 3:10

* Involvement In The Ministry~

Galatians 6:9-10

* Steadfast In Prayer~

Romans 12:12

****

**Leadership Structure**

We believe that in representing the body of Christ we should do so in order and with great pride in efficiency and doing the work of the Lord in all excellence. We know that our head and covering comes from our Pastoral leadership.

Senior Pastors: Robb & Shanda Tripp

Care Pastors: David McConnell,

Care (Seniors) Pastors: Al & Ruth Hurt

Youth Pastors: Jonny & Crystal Brown

Children’s Pastors: Matt & Annie Munson

Helps and Hospitality Leaders: Lisa Barnes

Our ministry leaders and teaching staff supported by our volunteer team.

**Schedule of Services**

Sunday Morning Worship @ 10am

Kids Ignited breakout @ 11am

Sunday Night Worship 6pm

ReFuel Kids Ignited 6pm

Mid-Week Life Groups—Wednesdays 6:30pm - 7pm Coffee & Fellowship, with bible study beginning promptly @ 7pm for Men’s Fellowship, Ladies Tea Party, and Kids Ignited.

Ignite Ministries 68, HS, & YA 6:30PM

**General Information**

**This We Believe**

These are nonnegotiable tenets of faith that we adhere to. We believe that these truths are revealed from Scripture and the truth of God’s Word.

1. WE BELIEVE...[**The Scriptures are Inspired by God**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#1)and declare His design and plan for mankind.
2. WE BELIEVE...[**There is only One True God**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#2)–revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. WE BELIEVE...[**In the Deity of the Lord Jesus Christ**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#3). As God's son Jesus was both human and divine*.*
4. WE BELIEVE...though originally good, [**Man Willingly Fell to Sin**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#4)–ushering evil and death, both physical and spiritual, into the world.
5. WE BELIEVE...[**Every Person Can Have Restored Fellowship with God Through 'Salvation'**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#5)(which is trusting Christ, through faith and repentance, to be our personal Savior).
6. WE BELIEVE...[**the Baptism in the Holy Spirit is a Special Experience Following Salvation**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#7)that empowers believers for witnessing and effective service, just as it did in New Testament times.
7. WE BELIEVE... [**The Initial Physical Evidence of the Baptism in the Holy Spirit is ‘Speaking in Tongues,’**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#8) as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.
8. WE BELIEVE...[**Sanctification Initially Occurs at Salvation**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#9) and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christ-like.
9. WE BELIEVE...[**The Church has a Mission**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#10) to seek and save all who are lost in sin***.***We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
10. WE BELIEVE...[**A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#11). The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers–the Church and to meet human need with ministries of love and compassion.
11. WE BELIEVE...[**Divine Healing of the Sick is a Privilege for Christians Today**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#12) and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
12. WE BELIEVE...in [**The Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#13) (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
13. WE BELIEVE...in [**The Millennial Reign of Christ**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#14) when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
14. WE BELIEVE...[**A Final Judgment Will Take Place**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#15) for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
15. WE BELIEVE...and look forward to the perfect [**New Heavens and a New Earth**](http://ag.org/top/Beliefs/Statement_of_Fundamental_Truths/sft_full.cfm#16)that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'
16. WE BELIEVE…**in the Sanctity of Marriage** between one man and one woman as established and ordained in Scripture (Genesis 2:18-24). Therefore, in agreement with our beliefs and according to God’s Word, we oppose the marriage of same sex partners and as a pastoral staff will not perform or allow any ceremonies of same sex unions to take place in our church in submission to God’s Word.

**TFPF Information Center**

Hours of Operation:

Wednesday 6:30pm-8:30pm

Sunday 9:00am-12:30pm

5:30pm-7:30pm

Our information center is set up as a central hub for all events and ministries that are happening here at TFPF. It also serves as the location of our giving and registration kiosk where you can sign up and pay for events, along with pay your tithe or give to any area of ministry that we have here at TFPF. If you would like more information regarding the Information Center, please contact the church office.

**Church Office**

The church office is open for regular business hours Tuesday through Thursday, 9am-3pm. The receptionist desk is located on the northeast side of the church building through the single door entrance. Ministry departments can be reached by appointment. In case of emergency or need the Pastoral staff is can be reached through the receptionist. Please visit [www.thefireplacefellowship.com](http://www.thefireplacefellowship.com) for a staff directory.

Office use is reserved for our Pastoral staff. A community workroom is available for all our ministry leaders to use for church business only and it must be cleaned after each use.

**Church Vehicle Usage**

If your department would like to use a church vehicle, please contact Pastor Crystal to schedule the date and reserve an approved driver. Drivers must be approved and insured through the church policy. NO EXCEPTIONS!

**Prayer Requests**

Anyone in the church or local community can submit prayer requests to the church office receptionist during normal office hours or after hours by email at [office@thefireplacefellowship.com](mailto:office@thefireplacefellowship.com). If you need to notify staff about a hospital visit or surgery, contact the main office at 615.447.3614.

**Wireless Internet**

The Fire Place Fellowship offers free wireless internet throughout the building. Your device should pick up “FIREPLACE GUEST” network to connect. Password: Accelerate$15

**About the Facility**

**Church Closings**

All holiday and/or weather closures are posted at [www.thefireplacefellowship.com](http://www.thefireplacefellowship.com).

**Church Calendar**

View the calendar online at [www.thefireplacefellowship.com](http://www.thefireplacefellowship.com) for the most up-to-date information on church wide-events.

**Facilities Requests**

Baby and Bridal Showers—We celebrate with our congregation during their first wedding and welcoming of new members to their family. The family or individual must have completed the Destiny Connection Class and been a tithe paying member for a minimum of 6 months. For each occasion a gift table will be set up in the lobby for gifts and cards from our church family. The table will be set up for 4 weeks in lieu of baby or bridal showers. To request the use of facilities for personal baby or bridal showers please fill out the “Facilities Request Form” and turn it and the cleaning deposit in to the church administrative office.

Weddings—Rental fees are waived for members wishing to use the building for their weddings or their children’s weddings including the use of the sanctuary and one prep room. The fee for non-members is dependent on the number of rooms requested to be used. There is cleaning fee and charge for use of a sound man for members and non-members. You cannot bring your own sound man.

Other Events—As representatives for Christ we believe all activities should reflect His Lordship over our lives, therefore any event hosted at the church should also reflect this principle. We reserve the right to deny any rental that we feel doesn’t glorify God or edify His church body.

Funerals—Rental fees are waived for members wishing to use the building for funerals of their immediate family. There is a cleaning fee and charge for a sound man for members and non-members. You cannot bring your own sound man.

**Food Resources**

The Fire Place Fellowship has a large kitchen to meet the needs of classes, meetings, or larger events where food will be served. Any use of the kitchen requires a prior reservation made through your overseeing department. You are responsible for any clean up necessary.

All supplies in the kitchen are for church-related activities only and should not leave the building unless prior permission has been given. The food in storage is to be marked per department that it belongs to. If it is not yours then please do not use it.

**Office Use**

Church Computers—Use of church computers are reserved for church business only. No personal files or pictures are to be saved on the church’s computers or hard drives at any time. All church computers are the property of The Fire Place Fellowship and should be treated as such. Each computer is monitored by Covenant Eyes to ensure that all material is appropriate.

Work Room—The joint work room is provided for all ministers to use at their convenience. This includes the copier and a desk area. This area is to be used for church business only. It must be kept clean at all times. This is a shared area and should be cleaned after each use including cleaning the desk, putting away any materials that you have used, and taking out the trash. If anyone continually ignores these requests you will forfeit your privilege of using this room.

Copier is provided for use for all teachers and ministers for their class needs. It is not to be used for personal needs. Each copy made should be recorded in the provided log to account for weekly use.

**Classroom Etiquette**

Each teacher is responsible for ensuring that their classroom is presentable and ready for every scheduled service. Before students arrive, classrooms need to be prepped and ready for service. After service, teachers should pick up debris, straighten furniture, and tie up the trash bag for easy retrieval by the cleaning staff.

We believe that our building is a blessing from God and we should be good stewards of what He has given us. In this manner, we should take pride in showing forth our best every service and in the cleanliness of our building.

**After Hours Building Use**

Keys to any of The Fire Place Fellowship buildings or vehicles are a privilege given to only a few. This does not in any way give permission for you to use it as a family hang out or for any purposes other than church business. If you have permission to use an office, it is for church business only. NO OTHER BUSINESS SHALL BE RAN FROM THE CHURCH BUILDING. The platform is reserved for Pastoral Staff and those that are a part of the worship team during service times only. No children should be on the platform or in the sound booth.

**Our Ministries**

**Ignite Ministries**

Ignite Ministries exists to connect the heart of our children with the power of God. We believe that if you train up a child in the ways of God that when they are old they will not depart from His teachings. This training starts with our ministry to infants in nursery to helping young people keep their faith through college and the starting of their own families.

**Children’s Ministry**

Kids Ignited—Birth through 4th grade

Nursery ~ Infant —2 years

Wee Warriors ~ 3—5 years (Pre-K)

Kids Ignited ~ Kindergarten—5th grade

SPARKS Kids Choir ~Kindergarten – 5th grade

Cleanliness—Each classroom is kept clean and has an atmosphere that is conducive to learning.

Screened Workers—In order to be a biblical community that teaches children to become Christ-followers, we endeavor to give each child a quality Christian experience with loving care from teachers and workers who have gone through a screening process that includes an application and background check.

Check-In Policy (for parents)—When your child is checked in, you will be given a claim ticket and an identification number. If your child needs you during service, your identification number will pop up in the bottom corner of the screen. The ticket must be presented in order to pick up your child. The check-in station is located in the café area of the main lobby.

Nursery—Services focused on children from birth to 2 years old. Our nursery provides age appropriate accommodations by supervisors who will love to teach your baby about the beginnings of their faith. Located in the northwest corner of our building. Each child is checked in and safety is our utmost priority.

We offer separate learning areas for our infants, crawlers, and walkers. This gives each age group the freedom to explore and enjoy a safe, fun environment.

Wee Warriors—Our class for our beginners (ages 3-5) helps teach the students not yet in Kindergarten how to sit and learn about biblical truth but also giving plenty of time for them to play and release their God-given energy during service. This class prepares them for our kid’s church and with your help teaches them proper etiquette of church behavior.

Kid’s Ignited—Worship service for elementary age children (Kindergarten thru 5th Grade) in the style of an adult worship service, but at a child’s level. Principles of biblical truth are taught in a fun, creative, and thought-provoking way.

Services include:

* Praise and worship
* Visitor welcome
* Prayer for kids’ needs
* Offering
* Presentation of God’s Word through drama, puppets and group discussion
* Bible verse memorization
* Craft or snack

Ignite 68 & Ignite HS— Services with the purpose of reaching those in 6th Grade thru 12th Grade with the love and message of Jesus Christ. Giving these young men and women the opportunity to connect with others their age that are facing the same struggles and battles while sharing with them the life altering principles of God’s Word. Lives are changed through our weekly small groups and monthly Youth Worship services. We believe that when God’s power ignites our lives that God’s Spirit guides and molds us into the men and women that He desires us to be.

IGNITE YA—Our 18 & over (young professionals and college age group). IGNITE YA exists to let love live by knowing God and sending disciples. The goal of IGNITE YA is to equip young adults to be salt and light in their social and professional environments.

**DEVELOP AND EQUIP**

People who are listening in the weekend services are receiving ministry. They are being restored so they can work in the Kingdom. They are introduced to solid teaching and preaching. With that ongoing teaching, intense development and equipping can begin through Wednesday Night class and being placed within a Care Group.

**WEDNESDAY NIGHT CLASSES & CARE GROUP LEADERS**

Men’s Ministry—Open to all men of the church. The mission of this men’s ministry is to draw men into a deeper relationship with God and with other men through “Jonathan and David” relationships. Various activities and events take place weekly, monthly, and throughout the year.

Women’s Ministry—Open to all women of the church. We exist to inspire, transform, and renew (Romans 12:2). This takes place through our weekly services, and some of our yearly events such as conferences and retreats. We invite women of all ages and stages to join us in growing spiritually and giving our talents in a variety of ways.

**CARE GROUP LEADERS**

As leaders, we should understand the reality that people must be placed into points of relational attachment for true life-changes to occur. If people are not moved into relational networks, they will leave. Our Wednesday night classes will serve this purpose with Care Groups.

Leaders: Take responsibility in helping people move into a Wednesday Night Class. Wednesday Night Classes are *very important* and this must be communicated to the general congregation. However, the best way for this to be communicated is among the people. This is a very big part of the vision, to develop people into spiritual maturity through Wednesday Night classes and Care Groups. *(Page 4 in the Leadership Handbook)*

It is in the Wednesday Night Classes *(Bible Studies and Small Groups)* where leaders can equip and develop members in a personal way. This will implement the vision *to raise people up to send them out.*

**Management vs. Leadership**

*When I talk to managers, I get the feeling that they are important.*

*When I talk to leaders, I get the feeling that I am important.*

*\*Remember, we are not called to manage what we have, but to develop strong leaders who will develop strong leaders…*

**Care Groups**

The teacher will subdivide small groups within their Wednesday Night Class. It will be the teacher’s responsibility to put vetted leaders in place (under pastoral approval.) It is vital to be connected to a care group for people to receive pastoral care. This also includes people in the class who serve in any ministry of the church, with the exception of Pastoral Staff.

Care groups within the class will allow you to funnel other ministry opportunities through them. Meaning, if we need candy for Fields of Fire, we announce it to the congregation in the main service, but the biggest results will come when it is given as an objective to a Care Group Leader. (CGL)

***Care Group Leaders Role***

The role of the Care Group Leader is to be the touch point for ministry to happen. The CGL will make a weekly call and meet with their Care Group for 10-15 minutes (before or after their Wednesday Night class) to encourage and pray with them.

A monthly event will be planned and carried out by the CGL. The date and place must be given to the teacher before the event, so it will not conflict with the ministry people may be involved in. (i.e., Children’s Dept., Youth Dept., Kitchen, Music Dept., etc., etc.) The CGL will also mark the member as present or absent and if they were accountable, if absent, on their call sheets.

***Care Group Leaders and Call Sheets***

Each week, Care Group Leaders are given a sheet with their group member’s names, phone numbers and emails. Each CGL will be given no more than six people on their list. Please update any information on your call sheet that may be outdated so the church office can update your sheet. There is a space provided to write comments regarding the group members’ needs. The CGL will also ask the member if they plan to be at Wednesday Night Class and make the notation. This list will be turned into the teacher every Wednesday night.

\*PLEASE MAKE CERTAIN YOUR CARE GROUP MEMBERS HAVE YOUR PHONE NUMBER AND YOU HAVE THE TEACHER’S PHONE NUMBER.

In the event of a sudden death of an immediate family member, or an emergency room visit, the CGL calls the teacher immediately. This is one of the ways Pastoral Care comes into action.

In the case of an upcoming surgery or an upcoming hospital admission, the teacher should be notified the next morning. The teacher will alert Pastors Robb & Shanda of the immediate needs. If you have not listed an emergency on your Care Group Sheet, the teacher will then call any member with any pressing needs, and notate their conversation with the member. ***The Care Group Leader is not to provide counsel,*** however they should pray with them and allow the pastors to speak into the situation. The teacher will mark, with a highlighter marker, any situation that would call for Pastor’s attention. The teacher will then turn the sheets into the church office by Wednesday night-making added notations to Pastors Robb and Shanda of anyone on the lists the teacher plans to follow up on. This enables Pastors Robb & Shanda to be briefed on the status of their sheep and gives them the ability to effectively pastor a great number of people.

***Teachers***

As new members join the Wednesday Night Classes, the Teacher will add the member to a Care Group.

It is the responsibility of the Teacher to continue to raise up quality CGLs. The teacher will plan a quarterly meeting for their Care Groups to receive ministry as they are ministering on behalf of the teacher and Pastors. This can be a dinner/potluck in a home or at the church with a devotion/lesson tailored for your CGL.

Remember our vision statement, “Through Love and Restoration, Raise Up a Generation to Reach the Nations”!

**Helps/Hospitality**

Funerals—It is our policy to show support to our members by sending flowers during the death of someone in their immediate family. We also provide a family meal when members of our church or their immediate family have passed.

Hospital Stay—Meals are provided every other day for a week to the families of those recovering from a hospital stay for surgery, having a baby, etc. Once notified of an upcoming or unplanned hospital stay, the hospitality coordinator will arrange for meals to be delivered to the home of the recipient.

**Outreach/Van Ministry**

The purpose of the Outreach ministry is to model Christ’s concern for people, both individually and collectively in communities. Outreach ministries are called to deal with the needs and concerns of persons beyond the congregation, relating the ministry of the local church to the needs of the world through compassion, justice, and advocacy. Following the great commission in Mark 16:15 “Go ye into all the world and preach the gospel unto every creature.”

Our Van ministry works hand in hand with our Outreach ministry, as we are called according to Luke 14:23 “Go out to the roads and country lanes and compel them to come in, so that my house will be full.” The Van runs on Sunday mornings and Wednesday evenings. For more information please contact the church office.

**Music Ministry**

Fire Choir

Music Ministry at The Fire Place Fellowship is more than just performance. We have a mandate from the Lord to lift Him up.  As we sing songs of praise, and as worship flows from our hearts, the presence of God fills His house and the Body of Christ is encouraged, strengthened, healed, and delivered.

The Fire Choir meets every Thursday at 6PM. This is a time where songs are learned and special times of worship and prayer happen. Each choir member is required to fill out and sign an Artist Release Form, for our live stream and television programming. Our greatest aim is ministry to the King of kings!

Psalm 150:6 says, “Let everything that hath breath praise the Lord!” We are determined to excel in Praise! The Fire Choir and Band ministers and leads praise and worship in our Sunday service and in special services throughout the year.

**Leadership**

**Expectations**

We are thankful for all our ministry team that has joined us in this endeavor to spread the Gospel of Jesus Christ throughout our area and the world. To those whom have been given much, much is required.

Six-month rule—No volunteer will be allowed to work with minors in any capacity until they have attended actively for a minimum of six (6) months. The applicant must have been a regular attendee and involved in activities for a period of that time. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

The six-month rule may be waived with the authorization of the Pastoral Staff as in the case of a new staff member.

Code of Conduct—Leadership of The Fire Place Fellowship are to conduct themselves in a responsible, professional, ethical, and Christ-like manner. Please, for the sake of the testimony of the church, report unethical or dishonest behavior to the pastoral staff immediately. All leadership is to strive to maintain Christ-like attitude at all times.

Constant or repeated complaining in regard to other leadership, the pastoral staff, or church decisions, will be considered indicative of a critical spirit and will be viewed as unacceptable. No leader should ridicule or mock other individuals who are image bearers of Jesus Christ. If attitudes persist which are detrimental to church goals, a period of probation will be established with an improvement plan implemented.

All staff is highly encouraged to attend weekly prayer meetings and to support their appropriate life group.

As we are the image of Christ to our world around us, we require that all staff refrain from the use of tobacco or alcohol products. These substances hinder our ability to achieve excellence and can cause a greater stumbling block for those we serve.

Background Checks—All of our leaders are required to submit to a background check before being approved to work in any leadership capacity especially when dealing with minors.

Tithing—We believe that tithing is a biblical standard set throughout Scripture. As staff we participate in giving of our first fruits and being good stewards of what God has given us. All staff, volunteer and paid, are required to tithe (10%).

Weekly Staff Requirements—In leading by example, all staff will be assigned seating on the first row. Other leaders and team members are asked to sit on the second row in the two center sections of the sanctuary, unless otherwise assigned during all services. Staff will attend the weekly meeting every Sunday at 9am and will arrive 30 minutes early to all other services and events.

Attendance—Leadership is required to attend all weekly services including but not limited to: Sunday Morning Worship, Wednesday Night Mid-Week Encounter, and any other activities that are scheduled for their area of ministry. Punctual regular attendance is mandatory for efficient ministry performance. Absences should be reported in advance if possible to the pastoral staff to ensure that all ministries are covered.

Reimbursement—All reimbursements for monies spent for curriculum or class supplies must be pre-approved. A reimbursement request form is available in the administrative office. Once approved and the purchase has been made and receipt turned in, a check will be written within a week. All financial expenditures need to be preapproved by the overseeing department.

**Become a Leader**

If you have leadership skills that you’d like to use for God’s Kingdom, the Elevate with us to what God has in store. Elevate is our bi-annual leadership training that keeps us up-to-date and relevant to the needs of our people. After meeting the necessary requirements, i.e. background checks and six month rule, join us to see where you might fit. Pray about where God is leading you to serve Him. If you are still unsure where you’d like to serve, you may also contact any department leader or Pastoral staff member and they will work to find an area of ministry where your skills could be best utilized.

To reach a staff member about serving call the church office @ 615.447.3614

**Accidents, Injuries, & Emergencies**

First Aid Station—There is a first aid station located in the Usher/Security office off the main lobby of the church. Any injury should be reported to the head of security to ensure proper care and clean-up are given.

CPR—Several staff are licensed and authorized to perform CPR. Notify the head of security/ushers immediately and one of these licensed leaders will be sent to the location.

Severe Weather—In case of severe whether please refer to the emergency evacuation plan. This can be found throughout the building located near maps of the building.

Emergencies—In case of emergency, call 9-1-1 and notify the head of security/ushers and pastoral staff.

**Child Protection & Sexual Harassment Policy**

**Child Protection Policy**

Of all the blessings and precious gifts of The Fire Place Fellowship, none should be guarded more than our children. It is our goal to provide a safe environment for the physical and emotional well-being of all children participating in any program or activity. The term “child” or “children” shall include all persons under the age of eighteen years.

The Fire place Fellowship screens the application of all persons desiring to work with children in any capacity. As stated previously all volunteers who work with children must be active in attendance for six months prior to being placed in any role involving children.

All volunteer workers must be 18 years or older. However, younger persons may assist adult, but may not take the place of an adult worker. The church may employ responsible teens only in positions with and under the direct in-person supervision of an approved adult worker.

Volunteer and paid staff must complete and sign an application and have an up-to-date criminal background check and child abuse registry check performed. The Fire Place Fellowship keeps all information received in the application selection process confidential. Such information will be stored with access afforded only to appropriate staff on a need-to-know basis. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. Completing the application authorizes the church to conduct these background checks.

Two-adult rule—It shall be the goal of The Fire Place Fellowship that a minimum of two adult workers will be in attendance at all times when children are being supervised during an activity regardless of the number of participants, location or activity. Some youth classes may have only one adult in attendance as the teacher while the class is in session. In these instances, doors to the classrooms will have remain open or windows will allow for full visibility. At no time should the adult ever be in a room or an enclosed area alone with the child.

Observation of children—Activities for children should be scheduled in area visible from adjoining areas. Such visibility will be maintained by leaving doors open when possible or by having windows that allow for full visibility. Reasonable exceptions to this rule may be made by the religious leader in charge where seclusion is necessary for rest provided that two unrelated workers are present in the room at all times.

At no time will an adult meet alone with a child in any room where the door is closed or in an area where they cannot be seen. A clear glass window will be installed in the door of all rooms typically occupied by children and into the door of all offices.

Release of liability—Prior to any activity away from the church’s grounds, a Waiver of Liability will be necessary to be signed by the child’s parent or legal guardian. Without the form signed and in the possession of the church staff, the child will not be allowed to participate in the activity.

**Reporting and Responding to Alleged Child Abuse or Neglect**

It is the policy of The Fire Place Fellowship to report any incident of child abuse or neglect toward any child. This would include participants in any ministry involving minors.

* Do not treat any suspicion as frivolous.
* Notify Pastor Robb or any of our Pastoral staff immediately. They will commence the investigation immediately.
* The staff member in charge should suspend the accused person from the performance of duties involving children until the official investigation has been completed.
* Cooperate fully with the law enforcement officials.
* The pastor in charge of the situation will inform victim and victim’s family of the steps that are being taken and continue to keep them advised of the status of the investigation. If child abuse is confirmed, the pastor will ask the victim and the victim’s family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response. (Legal counsel will be called to assist in this determination).
* In an instance where child abuse is confirmed, The Fire Place Fellowship will immediately dismiss the worker from their position.
* In instances where evidence is inconclusive, The Fire Place Fellowship will take action with the advice of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim’s family requests.
* Pastor Robb and Pastor Shanda, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to the church’s membership. Usually commenting in detail on an ongoing investigation is not wise.

By Tennessee law, anyone who has reasonable cause to believe that a child is being physically abused or sexually abused is required to report this information. Failure to report is a crime. If you suspect abuse, you should call the Child Abuse Hot Line immediately (1-877-237-0004) and you should inform Pastor Robb or any of our Pastoral Staff immediately of any suspected child abuse.

Confidentiality—All reports of child abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Any breach of confidentiality by an employee shall be cause for immediate dismissal. The pastor, in consultation with the official conducting the investigation, may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

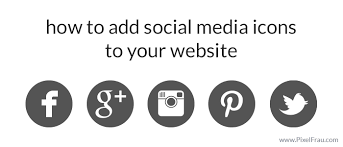
**Sexual Harassment**

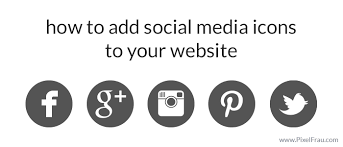
Sexual Harassment is defined as unwelcome attention, advances, touching or harassment of a sexual nature that include a range of behaviors from mild, implicit or subtle transgressions and annoyances to overt and blatant activities or conduct that can involve forced sexual activity. (As defined in the COGIC Sexual Misconduct Policy, 2009 edition).

It is the policy of The Fire Place Fellowship to not tolerate any sexual harassment from mild to explicit. The Fire Place Fellowship is committed to maintaining a worship environment and work environment free of any form of sexual harassment and/or sexual misconduct. Sexual misconduct and harassment are both inappropriate and immoral. The Fire Place Fellowship prohibits any of its members, officers, employees, guests, visitors, volunteers, agents and representatives from engaging in sexual harassment and/or sexual misconduct of any form. Furthermore, The Fire Place Fellowship forbids retaliation, reprisal or adverse treatment of any kind against anyone complaining of or reporting allegations of sexual harassment or sexual misconduct.

Sexual harassment should be reported immediately to the pastoral staff. Pastor Robb will investigate the allegations and appropriate actions will be taken. Sexual harassment is grounds for immediate dismissal from leadership.

****

**Sign up to receive text messages of upcoming events and happenings at TFPF. By texting the key word @fireplace to 901.310.3824**



**Connect with us through social media –**

**Like us on Facebook and join our private members only group. http://m.facebook.com/TheFirePlaceFellowship**

**Follow us on Twtter @FirePlaceUSA @PastorRobbTripp @shandatripp @YaIgnite**

**Rate us and Check in on Google+**

****

**You can specify what area of ministry you would like your denotation to go to, by texting the amount with any of the following keywords:**

* **General Budget**
* **Tithe**
* **World Missions**
* **Youth**
* **Kids**
* **Van Ministry**
* **Dollar Club**

**Acknowledgment of Receipt of Policy Manual**