

## **Becoming the Crown Jewel, Incorporated Policy and Procedure Manual**

### **Our Mission**

Becoming the Crown Jewel exists as a Christian inter-denominational organization to disciple middle and high school girls to forsake the world's standards and find their true identity in Christ as they seek to live as royal, pure, and loyal women of God.

### **Our Vision:**

Becoming the Crown Jewel seeks to cultivate a community of girls and women who:

- Define their beauty and value through their understanding of their royalty in Christ, as set apart daughters of the King
- Live lives that exhibit purity in their thoughts, actions, speech, relationships, and dress
- Live as loyal daughters of the King as they exhibit character traits consistent with biblical principles (Proverbs 31 woman)

### **Our Values**

Becoming the Crown Jewel believes:

- Salvation is by grace through faith in Jesus Christ alone
- God is sovereign and will give provision and guidance as we seek His perfect will
- The Bible is God's inspired word without error and is sufficient for providing direction for all areas of life
- God is deserving of all glory and honor

### **Conflict of Interest Policy**

A conflict of interest is defined as an actual or perceived interest by a staff or Board member in an action that results in, or has the appearance of resulting in, personal, organizational, or professional gain. Officers and members are obligated to always act in the best interest of the organization. This obligation requires that any officer or member, in the performance of organization duties, seek only the furtherance of the organization mission. At all times, officers and board members are prohibited from using their job title or the organization's name or property, for private profit or benefit.

A. The officers and members of the organization should neither solicit nor accept gratuities, favors, or

anything of monetary value from contractors/vendors. This is not intended to preclude bona-fide organization fund raising-activities.

B. No officer, or member of the organization shall participate in the selection, award, or administration of a purchase or contract with a vendor where, to his knowledge, any of the following has a financial interest in that purchase or contract:

1. The officer or member;
2. Any member of their immediate family;
3. Their partner;
4. An organization in which any of the above is an officer, director or employee;
5. A person or organization with whom any of the above individuals is negotiating or has an arrangement concerning prospective employment.

C. Disclosure--Any possible conflict of interest shall be disclosed by the person or persons concerned.

D. Board Action--When a conflict of interest is relevant to a matter requiring action by the Board, the interested person(s) shall call it to the attention of the Board and said person(s) shall not vote on the matter. In addition, the person(s) shall not participate in the final decision or related deliberation regarding the matter under consideration. When there is a doubt as to whether a conflict exists, the matter shall be resolved by vote of the Board of Trustees, excluding the person(s) concerning whose situation the doubt has arisen.

E. Record of Conflict--The official minutes of the Board shall reflect that the conflict of interest was disclosed and the interested person(s) did not participate in the final discussion or vote and did not vote on the matter.

#### **Staff Attendance Policy**

Becoming the Crown Jewel meetings take place the first Sunday of every month from 3-5 PM at South Effingham Community Church. Our meeting year begins in September and ends in March or April, depending on the date of that year's conference. There is no meeting in December. Planning a Crown Jewel conference takes a lot of time, energy, love, prayer, and input from everyone on staff. The more we can meet together and pray together, the more the Lord can work through us and the more we can bond together as a group of women unified under the Holy Spirit. In addition, it is to the total benefit of each staff member to be as closely involved in the planning process as possible. Being a member of the Becoming the Crown Jewel staff is an awesome responsibility, but even more so, an amazing privilege. It also requires a certain level of commitment and dedication.

It is for these reasons that the following attendance policy has been set forth:

- Speakers and Counselors are required to attend at least three meetings. Counselor training does not count as one of the regular meetings and is mandatory for all counselors and speakers.

(Special considerations can be made in the event of illness or other emergencies at the discretion of the director).

- Other staff members are required to attend at least one meeting in the fall and one meeting in the spring. Counselor training does not count as one of the regular meetings. While it is not mandatory for regular staff members, it is highly, highly encouraged.
- Staff registration forms and FULL payment will be due on or before the January planning meeting. Staff applications and payment will NOT be accepted after that date, regardless of the person or situation. All special arrangements (scholarships, payment installments, etc.) are to be made with the treasurer PRIOR to this deadline. If an interested staff member has not been present at any meeting prior to or including January, they will not be added onto the staff for that Crown Jewel year.
- Current background checks are required of each staff member. Once a background check is obtained, it is valid for seven years. Background checks for counselors and speakers are due at the time of the panel interview. Background checks for other staff members are due at the time of counselor training. Individuals are not allowed on campus during the conference for any reason without a current background check.
- It is the intent of Becoming the Crown Jewel that these policies are necessary to put into place in order to obtain the necessary commitment of each staff member involved. The commitment to work a Becoming the Crown Jewel Conference is a serious one and not to be taken lightly. Dates and deadlines are given in enough advance that each staff member is allowed adequate time to plan for meetings, finances, deadlines, etc.
- Local churches organizing a group to attend a Crown Jewel conference are asked and encouraged not to bring an adult chaperone unless she is an official member of the Becoming the Crown Jewel staff. Groups bringing girls from out of town may bring up to two chaperones (unless the size of the group requires additional adults). However, these chaperones will be required to submit the appropriate staff payment, registration form, and background check. These chaperones are welcome and encouraged to participate in the conference activities, but will not be allowed to sit in on small groups.
- In the event that extenuating circumstance should arise for one or more staff members, or service teams, the officers of Becoming the Crown Jewel reserve the right to make any changes or exceptions necessary per each individual situation.

### **Staff Service Positions**

#### **Counselors**

Your job is to build relationships and show the love of Christ! You will sleep in the cabins with girls, lead the small groups, keep track of the girls in general and sit with the girls during the talks and meals. If you are a counselor, this can be your only job during the conference itself. However, you can help with pre-conference stuff such as decorating and setting up. We need about 10 counselors total. Attendance at counselor training is mandatory.

**Prayer Team**

Counsels girls during the conference, after talks, after small groups, etc. Prays over facility and prays over the speakers before and during the talks. Responsible for creating and coordinating prayer walks and distributing material as necessary.

**Decorations**

Decides on decorating theme for the year. Coordinates the purchasing or borrowing of necessary decorations. Communicates to the staff and other churches the items needed for decorating. On the Thursday before the conference, coordinates and supervises the decorating effort. Coordinates and supervises the cleaning up effort on Sunday.

**Kitchen/Food-**

Plans meals and buys food. Prepares and cleans up after meals. Also responsible for dining room set up before meals and break down after meals.

**Registration-**

Registration team leader is responsible for putting registration information into a spreadsheet and keeping up with the registration forms turned in for staff and participants. Responsible for sending out registration confirmations and making any necessary contacts to participants on behalf of the conference. Assigns girls to a cabin and to a counselor. During conference check-in, she will sit at the table to check in the girls as they arrive. This team will require at least six runners to work during check-in to take the girls to their cabins and introduce them to their counselors.

**Advertising**

Volunteers from this team will go to churches to talk about the conference. Also responsible for creating the year's advertisement poster based on the chosen theme. This team decides how we will advertise and is responsible for contacting the right people to get the advertising done. (radio stations, newspapers, etc.)

**Praise and Worship/Media Team**

Responsible for all aspects of musical worship: opening session, Royalty, Purity, Loyalty, worship night, and closing session. Creates PowerPoints for the conference weekend and is responsible for working with the speakers to create any media necessary for each talk. Responsible for sound equipment, games, skits, filler music and videos, taking pictures, and making slideshows and promotional videos after the conference.

**Snacks**

This team is responsible for coordinating homemade snacks and/or buying snacks from the store. Communicates to staff and local churches the snack and beverage needs of the conference. Responsible for continually replenishing the snack table during the conference.

**Speakers**

One speaker is needed for each talk: Royalty, Purity, and Loyalty. Speakers are responsible for writing talks and keeping them in line with the weekend's theme and with the established Crown Jewel beliefs. Each talk should be 30-40 minutes. Speakers will write small group materials to go along with the talks. Attendance at counselor training is mandatory. Speakers are also expected to be present for and

participate in Saturday's panel discussion as well as the closing session during which they will give a 1-2 minute synopsis of the talk will be given for the parents.

### **LifeWay Table**

Responsible for communicating with LifeWay the various resources requested for the table. Will pick up the items from LifeWay prior to the conference and return them after the conference. Two to three ladies are needed to run the LifeWay table throughout the weekend. These ladies are responsible for managing the money and the merchandise. The table should be open during registration and the closing session as well as during any free time throughout the weekend.

### **Prize Table**

Responsible for coordinating the prizes for the prize table. Keeps track of prizes donated and puts them into gift bags or boxes to be set out on the table during the conference weekend.

### **Prayer Vigil**

Updates the prayer guide based on the year's schedule. E-mails out the individual payer guides for each individual who has signed up to pray. E-mails a letter of thanks and a praise report after the conference weekend.

### **Selection Process for Speakers and Counselors**

All women interested in being first time counselors or speakers are required to fill out an interest application. The applications will be reviewed by the Leadership Panel that is comprised of the director, registration coordinator, head counselor, and prayer team leader. The panel will review and pray over the applications and meet with each candidate on an individual basis. Final selection decisions are made and announced by the Leadership Panel. In the event that one of the panel members has a close relationship with an applicant, the panel member will be asked to excuse herself from the interview and decision process to avoid any appearance of bias. Returning counselors and speakers will be asked to sit in for a brief discussion and review of application with the Leadership Panel.

### **Staff Code of Conduct**

Becoming the Crown Jewel is a ministry organization that seeks to move middle and high school girls into a deeper more meaningful relationship with Christ. Staff members of this organization are expected to behave in such a way that promotes and glorifies the Lord and remember that they are called to be godly examples to their younger sisters in Christ at all times. Women on staff are expected to maintain and exhibit the values of Becoming the Crown Jewel and the biblical teachings of Jesus Christ in their:

- Personal lives
- Behavior
- Attitude
- Dress
- Work ethic
- Relationships

Staff members are expected to use wisdom and discernment in what is shared on social media networks. Questionable conduct and behavior may be brought before the Board of Directors for review.

The Board of Directors has the authority to remove a staff member due to personal conduct that is unbecoming of a follower of Christ and damaging to the reputation of this ministry. Staff members are also expected to maintain confidentiality and privacy regarding the girls who attend. Personal matters of participants should not be discussed among uninvolved staff members or any other individual. (Romans 14:21, 1 Cor. 8:13, 1 Thess. 5:22, Hebrews 13:4, 1 Cor. 6:19-20, Luke 12:48)

#### **Participant Code of Conduct**

Becoming the Crown Jewel exists as a weekend conference where middle and high schools girls can get away from worldly distractions and focus on their relationship with the Lord. Therefore, we expect certain attitudes and behaviors from our participants. Girls are expected to dress modestly (no spaghetti straps, Softe shorts, inappropriate slogans, short shorts/skirts, midriiffs, or low cut shirts), refrain from cell phone use of any kind, and to exhibit kindness, compassion, and respect to staff members and other participants. Girls are also expected to take care of the conference facility and respect the property of others. If any participant exhibits inappropriate or questionable behavior, they will be lovingly approached by the director and given the opportunity to rectify the situation. Parents will be contacted if necessary and in the most extreme cases, girls may be asked to leave the conference weekend without refund and return home.

#### **Conference Weekend Weather Emergency Plan**

TORNADO - In the event of a tornado watch, all conference participants will be asked to congregate in the Tabernacle until the watch is lifted or until further notice from conference director. In the event of a *tornado warning*, all conference participants will be asked to move as quickly as possible into the downstairs apartment of the Assembly Director's residence until the warning has passed. In these situations, each counselor is responsible for keeping a proper head count of girls in her group and for keeping the group together at all times.

FIRE -In the event of a building fire, all counselors should quickly and immediately take their girls and move to the bus entrance driveway in the front field. All counselors need to keep a head count and report to the director when all girls in their group are accounted for. The individual who first recognizes the fire should immediately call the fire department and then notify the director.

MEDICAL - In the event of a medical emergency, (seizures, loss of consciousness, head injury, etc.) where calling 911 is necessary, the closest adult should immediately call 911 and the nurse and conference director should immediately be notified. The nurse will assist the injured party and the director will notify the parent.

INTRUDER - Most of the time, people who do not belong on campus are lost or are there because they are going to establish a reason to be there with the director. The key is to remain calm, use good judgment, and not panic. In the event a suspicious person comes on campus, the first adult will attempt to determine their purpose for being on campus and notify the director immediately. If the person remains suspicious, the adult will get word to the other adults to move the participants into the

tabernacle away from the person by using the code word. During counselor training an emergency code word will be established that means "Go to the tabernacle and get with your counselor." For example, "Pumpkins" Try to keep the suspicious person from entering the tabernacle by asking them to remain with you or lead them to the Assembly Director's house.

In the event that the situation turns aggressive or hostile, call 911 immediately. If possible, warn the intruder that they are trespassing on private property and must leave or you will call the authorities. Notify the director as soon as possible.

If the situation is hostile, everyone should move as quickly as possible to the tabernacle. Tell the girls to lie down on the floor, cover their heads and faces and be quiet. The adults should lock/barricade all doors as best as possible. There are 4 sets of doors to the tabernacle. There are two located on the front side of the building and 2 sets on the back side (one by the kitchen and one by the stage. Since the windows are already blacked out, the intruder will not be able to see inside the building. Counselors will get a head count as quickly as possible and identify anyone missing along with their last known location to report to the authorities on arrival.

#### **Reporting of Abuse and Neglect**

The staff members of Becoming the Crown Jewel consider it a moral and legal obligation to report any allegations of abuse, rape, or neglect of a conference participant that is revealed during the conference weekend to the local authorities of the county in which the participant lives. Parents/guardians may also be notified.

#### **Rules of Small Groups**

Small group discussions during the Becoming the Crown Jewel conference weekend will abide by the following guidelines:

- 1) Stay on topic
- 2) Share your thoughts and feelings
- 3) Encourage each other
- 4) Be patient and understanding in listening and discussing differing ideas and opinions
- 5) Give everyone a chance to talk
- 6) Take responsibility for what you say and do
- 7) Be truthful and sensitive in what you share
- 8) What we say here stays here
- 9) The leader is a mandated reporter