

# Becoming the Crown Jewel

## 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.