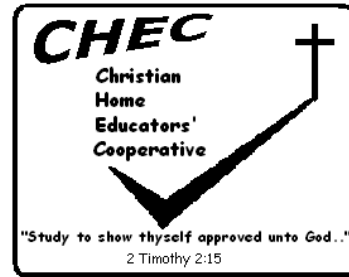


Christian Home Educators' Cooperative



Purpose Statement

CHEC is a diverse cooperative of parents dedicated to providing Christian home education supplemental enrichment classes by working as a team. It is our goal to help and encourage one another toward our high calling of raising up and nurturing a godly generation for the glory of the Lord.

*"Train up a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6 NIV**

As a ministry of the Ferguson Church of the Nazarene, this organization works to fulfill Ephesians 4:11-12 and pool our gifts and talents *"For the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ". (NKJ)* It is our desire to build supportive relationships among the CHEC families and glorify God in service to others.

Statement of Faith

We believe:

- In One God - The Father, the Son, and the Holy Spirit.
- That the Bible is God's inspired Book of the ages for man's need of the hour.
- That all men have sinned and come short of the glory of God.
- That God offers forgiveness, salvation, and eternal life through faith in Jesus Christ.
- That the believer, through the infilling of the Holy Spirit, can live a holy, radiant, and useful Christian life.
- That the church exists for the purpose of evangelizing the world and helping the Christian to grow in grace and the knowledge of our Lord and Savior, Jesus Christ.
- That our Lord will return, the dead will be raised, and the final judgment will take place.

Guidelines

We respect and embrace cultural diversity and sensitivity within our environment as a whole. We are committed to provide an atmosphere of unity, sincerity and peace for our students, staff, and volunteers.

"I have given them glory that you gave me, that they may be one as we are one: I in them and you in me. May they be brought to complete unity to let the world know that you sent me and have loved them even as you have loved me." John 17:22-23

All participants of CHEC are working together in commitment to serving our Lord. As with all institutions, to minister and grow together effectively requires specific guidelines in order to function most efficiently.

....The commands of God.... "Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Deuteronomy 6:7

Membership

We welcome any home schooling family to join. We ask that anyone wanting to participate sign acceptance of the CHEC guidelines. While we understand there are different beliefs, we will teach

from perspectives in harmony with our Statements of Faith. This is a non-profit ministry of the Ferguson Church of the Nazarene. The membership/registration fee is paid each semester to meet general expenses of the group and contribute a little to help with the utilities related to our building use. All participants will be asked to attend a mandatory orientation, to help us all be united in understanding the guidelines.

We are a working cooperative with each parent sharing the gifts and talents that the Lord has given them. Some may be teachers, others may help on a clean-up crew, but each contribution is important to the program as a whole. I Corinthians 12:20: "As it is, there are many parts, but one body." In order to fulfill this, one adult family member from each family must make a commitment to use his or her gifts for the operating of this ministry. In so doing we can use our individual strengths to build up and meet each others' educational needs. Each parent is expected to be participating whenever his or her student(s) are attending.

There are a variety of co-op responsibilities from which to choose, such as, but not limited to: (see **CHEC** responsibility sign-up list for more detail)

Co-op Job Coordinator
Nursery Coordinator
Cleaning Coordinator
Copy Technician
Phone Tree Coordinator
Treasurer
Teacher Assistant
Substitute Teacher

task.)
Nursery Caregiver
Teacher
Check-in desk
Message/Bulletin board
Fellowship room/Café monitor
Field Trip Coordinator
Mother's Fellowship Coordinator

Cleaning Crew (everyone does at min. a 5 min. cleaning

Attendance

This is a cooperative; therefore children cannot be "dropped off." Parental attendance is crucial for the operation of this program. While fellowship is an important part of **CHEC**, class time is not social time; therefore all children attending will be involved in a class. Children who are not home schooled may not "hang around" while **CHEC** classes are being held.

"There is a time for everything, and a season for every activity under heaven." Ecclesiastes 3:1

As a member, you may choose to attend any number of class hours from one to all sessions. You will need to register for the classes at the beginning of each semester. The parent's **CHEC** responsibility will apply only to the hours they have a child/children in classes.

Class time at **CHEC** provides new learning experiences and opportunities to grow. It is expected that respectful and responsible behavior includes regular attendance and participation. Some absences, however, are inevitable and unavoidable. Out of respect for each other, please communicate between student and teacher regarding any absence from class. Each family is expected to recruit someone within **CHEC** to cover your co-op responsibility in your absence.

In case of inclement weather, **CHEC** classes or activities will be cancelled if the Ferguson Florissant School district is closed. We will also have a phone tree, which will notify participants if we need to cancel for any other reason, such as inability to get the parking lot cleared.

A student in 7-12th grade may apply to be a student teacher in the program. This is a training/learning role and must be approved by the teacher and the board.

For your information: one Carnegie unit is the equivalent of 96 - 200 hours. As a courtesy, some classes will suggest a credit equivalent to be used in preparing your high school transcript. It is the parents' responsibility to see that the hours are fulfilled. We are not an accredited organization, and do not grant credits.

Communication

To save resources we will utilize e-mail, and a ministry bulletin board to post information as needed. Teachers may post class information on the Ministry Bulletin board and/or send e-mail each week. Please check these sources for information weekly. If you do not use e-mail, and need paper/hard copies of the communication you must note this on your registration form. We will also have a member file slot. Each family should be responsible to check weekly.

Behavior

Since **CHEC** bears the name of our Lord and Savior and is dedicated to His honor and glory, all of us must exhibit behavior and attitudes that are pleasing to Christ and further the cause of His kingdom. Our conduct and speech should always seek to follow God's directive to *"Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.....Love your neighbor as yourself...."* Mark 12:30-31

In order to direct our behavior down the path our Lord sets before us in the Bible, the following guidelines have been established:

Respect: Act in such a way that you demonstrate proper respect for God, parents, teachers, peers, authority, rules, policies, property, the feelings and rights of others, and yourself; respecting individual and cultural characteristics.

"You are all sons of God through faith in Christ Jesus, for all of you who were baptized into Christ have clothed yourselves with Christ. There is neither Jew nor Greek, slave nor free, male nor female, for you are all one in Christ Jesus." Galatians 3: 26-28

Honesty: Be honest in all situations.

Integrity: Use language and display character that is properly moral and Christ-like.

"Put to death whatever belongs to your earthly nature;.....rid yourselves of.....and filthy language.....Do not lie to each other....." Colossians 3:5-9

Cooperation: Cooperate with parents, teachers, friends, and other students.

"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

Effort: Use the gifts God has given you to the best of your ability in accordance with God's will for your life.

"... whatsoever ye do, do all to the glory of God." I Corinthians 10:31

It is not our desire to dictate what is "right" or "wrong," but rather to set a consistent standard that would enable the greatest number of families to be involved in **CHEC** without a feeling of negative cultural exposures. Therefore, please dress with an eye for Christian modesty. What we wear should not be a distraction, whether it be showing too much or being too worldly.

"..... dress modestly, with decency and propriety." Timothy 2:9a

Be clean of body, inside and out. No harmful substances will be allowed at any activities. This includes alcohol, tobacco products, and drugs. Bringing anything to activities that is usually thought of as a weapon is prohibited.

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore, honor God with your body." I Corinthians 6:19-20

When driving to and from field trips and/or activities in which there may be other children in the car, and during any social events, please refrain from listening to secular music.

There shall be no boy/girl romantic relationships at **CHEC**, which includes no holding hands, hanging on each other, kissing, etc...

"Let your moderation be known unto all men. The Lord is at hand." Philippians 4:5

Relationships

Parents and students are to treat each other as brothers and sisters in Christ, with propriety and kindness.

"By this shall all [men] know that ye are my disciples, if ye have love one to another." John 13:35
We will use Matthew 18: 15-19 as our guide in addressing any questions, problems, complaints or differences between individuals.

- All questions, problems or complaints should be brought to the individual first before anyone else is involved.*"just between the two of you"....vs. 15*
- If the situation is not cleared up through 1:1 direct contact, you should then take a parent, teacher or board member with you to assist in the situation. ...*"if he will not listen, take one or two others along,"....vs16*
- If the situation is not solved with the third person, it should then be presented in writing to a board member for their assistance. *"If he refuses to listen to them, tell it to the church,..." vs 17.*
- Finally if resolution is not achieved, only after these three steps have been taken, the problem will be placed on the agenda of the next board meeting.

Cleaning and Building Usage

The facility exists and is maintained through the generous gifts of finances and time of fellow Christians. We want to be good stewards of all God gives us for ministry. All of us must assume a personal responsibility for the care and upkeep of the buildings and grounds God allows us to use. **It is the responsibility of each participant to return the facility we use to "as good / or better" condition following each use.** This includes the following responsibilities: clean floors, clean tabletops, empty waste containers (and replace liners), return room furniture to original positions, and pick up any clutter left around. (See task assignment list for more information).

"Two are better than one...they have good reward for their labor." Ecclesiastes. 4:9

Any damage to the buildings, grounds, furnishings, or equipment must be repaired and/or replaced at the expense of those causing the damage. Disciplinary action may be taken if persons willfully or negligently cause the destruction of property.

We are to only be in the areas of the building designated for **CHEC** use. If all participants cooperate in this critical policy, we will be able to continue making use of the facilities that are available to our home schooling organization.

"Moreover it is required in stewards, that a man be found faithful." I Corinthians 4:2

Additionally:

- Copies can only be made by the parent to whom this job is assigned.
- Only local phone calls may be made.

Safety

For the safety of all: participants must stay in the designated area for the activity. No one should wander around the building. Please make every effort for 2 adults/teachers to be with students at all times. Do not be alone with students. Students, also, should never be unsupervised or with only one other person.

Teachers and Classes

The teachers and classes at **CHEC** are established by the Board after careful consideration of the expressed needs of the members, the availability and willingness of persons to teach, and the constraints of the schedule. All teaching materials and syllabus will be approved by the Board.

Curriculum

All classes, music, and performances are to reflect a clear Christian testimony and be consistent with a Christian worldview. As is common in home schooling, many different educational tools are utilized. Please refer to each semester's schedule and the specific class syllabi for information.

Classes may vary each semester based on participants' needs and desires and the ability to facilitate desired classes. Participants may make suggestions for classes prior to each semester, and offer to teach classes. The Board will make the final decision of what we can place on each semester's schedule.

Accountability for Leadership

All Board members and teachers must also declare their agreement with the statements of faith and the guidelines of *CHEC*. They must lead Christian lives and be members of a church whose doctrine is scripturally sound.

To provide accountability, all Teachers and Board members must proclaim a Christian testimony and have on file:

1. signed acceptance of the statement of faith
2. a written testimony of faith
3. a favorable Pastoral Reference Form.
4. a favorable Background Check form (when activated)

The Board

The *CHEC* Board is the chief policy-making body of this home school ministry. The *CHEC* board will be elected by its members. *CHEC* is a ministry of Ferguson Church of the Nazarene (FNC), so shall maintain a majority of FNC family members on the board. The ministry of *CHEC* will be reviewed by the church board yearly.

To facilitate effective leadership the Board may be organized into committees. Parents outside of the Board may also serve on these committees to provide leadership and direction for our cooperative. Committees may include such things as: calendar planning, outreach, communication, teaching teams, field trips, mother's fellowship, etc.

Conclusion

These policies will apply as a "minimum standard" for all activities. Should repeated violations occur, the *CHEC* Board of Directors will be required to evaluate and possibly withdraw the offender's membership. Questions concerning these policies should be directed to the Board.

This handbook, as of 09/07/06, will be revised as needed, and annually reviewed.

** All Bible references are from NIV unless otherwise noted.*
