

Policies and Procedures Statement of Acknowledgment and Agreement

I have received and read a copy of Burnt Store Presbyterian Church's Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at BSPC.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by BSPC.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at BSPC at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and BSPC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I understand that as long as I am employed or used as a volunteer with Burnt Store Presbyterian Church, I will agree to and acknowledge these policies annually.

I acknowledge receipt of Burnt Store Presbyterian Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____