

FELLOWSHIP OF CHRISTIAN ATHLETES

THE MANUAL

COMMUNITY TRAINING
FOR FCA LEADERS



A Handbook for Community Ministries

This Manual is the publishing effort of:



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FCA Vision:

To see the world impacted for Jesus Christ through
the influence of athletes and coaches.

FCA Mission:

To present to athletes and coaches, and all whom they influence,
the challenge and adventure of receiving Jesus Christ as Savior and Lord,
serving Him in their relationships and in the fellowship of the church.

FCA Values:

Our relationships will demonstrate steadfast
commitment to Jesus Christ and His Word through
Integrity, Serving, Teamwork and Excellence.

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WELCOME

Dear FCA Volunteers:

We are pleased to supply you with this edition of *The Manual: Community Training for FCA Leaders*. We applaud your willingness to make a difference in your community by working with FCA. It is our desire to help you in every way.

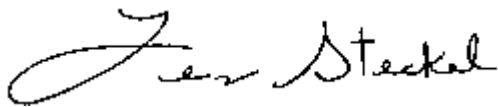
We have created a user-friendly manual that will benefit both the veteran and the newly founded Community Ministries. In this manual, you will find many ideas and tips for starting and maintaining a successful Community Ministry, as well as information to help you get involved with your local Huddle Coaches, student-athletes and FCA staff. Also included are easy-to-follow fundraising techniques that will benefit area Huddles, your community, and much, much more.

Community and Adult Ministries are needed to support and provide assistance to local Huddles in every community. This manual complements *The Campus Playbook*, which includes other information beneficial to maintaining successful campus ministry groups.

We encourage you to get involved with your local campus ministry groups in the upcoming school year.

Thank you for joining TeamFCA and expanding God's Kingdom!

Your teammate in Christ,

A handwritten signature in black ink that reads "Les Steckel". The signature is written in a cursive style with a large, sweeping initial "L".

Les Steckel
FCA President/CEO

FELLOWSHIP OF CHRISTIAN ATHLETES

TEACHING

FCA History

The Fellowship of Christian Athletes was an idea born in Don McClanen's heart in 1947 when he was a student at what is now Oklahoma State University. He believed that athletes could use their platform of influence to present Jesus Christ to the entire culture in a powerful way. McClanen officially began FCA in 1954. The first FCA Camp was held in 1956 at Estes Park, Colorado, with 256 athletes and coaches attending. The campus ministry began with the formation of FCA Huddles in 1966. Since then, the Fellowship of Christian Athletes has expanded into the largest sports ministry in the world.

FCA Today

FCA is touching millions of lives...one heart at a time. Since 1954, FCA has been challenging coaches and athletes on the professional, college, high school, junior high, and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA is the largest Christian sports organization in America. FCA focuses on serving local communities by equipping, empowering, and encouraging people to make a difference for Christ through our Four C's of Ministry: Coaches, Campus, Camp and Community.

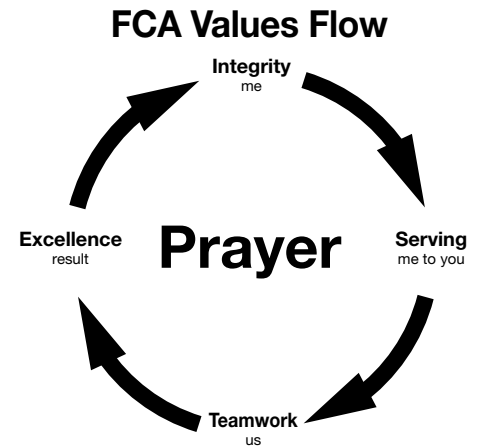
FCA Vision: To see the world impacted for Jesus Christ through the influence of coaches and athletes.

FCA Mission: To present to coaches and athletes, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.

You can find out more about what is currently happening in FCA by checking out FCA.org to get the latest news on what God is doing in FCA across the world.

Core Values

FCA has four Core Values that are a standard for all relationships inside and outside the ministry. These values are timeless and unchanging. Our relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence.



FCA Core Values: Integrity, Serving, Teamwork and Excellence

Integrity (Proverbs 11:3) – We want our leaders to demonstrate a Christ-like wholeness, privately and publicly. This means always being faithful to follow through on what you say you will do.

Serving (John 13:1-17) – We want our leaders to model Jesus’ example of serving others and developing trusting relationships. This means sacrificing time and energy to be available to those for whom you are called to minister to.

Teamwork (Philippians 2:1-4) – Express our unity in Christ in all our relationships. This means being selfless and intent on the purpose of bringing glory to God in everything.


Excellence (Colossians 3:12-24) – Honor and glorify God in all we do. This means being teachable and always doing the best that you can.

FCA Ministries (Four C’s)

Coaches: At the heart of FCA are coaches. Our role is to minister to them by encouraging and equipping them to know and serve Christ. FCA ministers to coaches through Bible studies, staff contacts, prayer support, discipleship and mentoring, resources, outreach events, national and local conventions, conferences and retreats.

Campus: The Campus Ministry is initiated and led by student-athletes and coaches on junior high, high school, and college campuses. The types of Campus Ministry include Huddles, Team Bible Studies, Coaches Bible Studies and Chaplain Programs.

Camp: Camps are a time of “inspiration and perspiration” for athletes and coaches to reach their potential by offering comprehensive athletic, spiritual and leadership training. These types of camps are Sports Camp, Leadership Camp, Coaches Camp, Power Camp, Partnership Camp, Team Camp and International Camp.



Community: The non-school-based FCA ministries reach the community through partnerships with the local churches, businesses, parents and volunteers. These ministries not only reach out to the community, but also allow the community to invest in athletes and coaches. Community Ministries include: Stewardship Ministries, Adult Ministries, Sport-Specific Ministries, Leadership Boards, Booster Clubs, Adult Huddles, Clinics, Product and Resource Development and Professional Athlete Ministries.

Distinctives

FCA is a ministry that's distinct from other ministries by what we do and how we do it. Our Vision, Mission, Values and Statement of Faith provide most of this distinction. However, we've provided a list below of FCA Ministry Distinctives that are a combination of philosophy and strategies that communicate what we're about and what we're working to accomplish.

- 1. Christ-Centered...**focus of our message
- 2. Kingdom-Minded...**servicing the purpose of the church
- 3. Bible-Based...**source of our authority
- 4. Athletically Focused...**ministering to coaches and athletes
- 5. Spiritually Nurturing...**helping people to know and grow in Christ
- 6. Fellowship-Oriented...**connecting people through the love of Christ
- 7. Volunteer-Intensive...**mobilizing adults to accomplish the mission
- 8. Culturally Adaptive...**meeting the diverse needs of people
- 9. Faith-Financed...**funded through people moved by God to give

Statement of Faith

FCA's Statement of Faith helps us keep Christ the center of our ministry with a clear understanding of what we believe. As a ministry, we focus on what we agree on, not what we disagree about. FCA does not deal with doctrinal differences like the gifts of the Spirit and baptism. This allows us to be inter-denominational while keeping Christ at the core of our ministry.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (2 Timothy 3:16-17)
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Matthew 28:19)
3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through his shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Deity – John 1:1, 14); (Atonement – Hebrews 9:15-22); (Virgin Birth – Matthew 1:18, 25); (Bodily Resurrection – 1 Corinthians 15:18); (Sinless Life – Hebrews 4:15); (Personal Return – Hebrews 9:27-28)
4. We believe that for the Salvation of lost and sinful men (and women), regeneration by the Holy Spirit is absolutely essential. (John 3:16; John 5:24; Titus 3:3-7)
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. (John 14:15-26; John 16:5-16; Ephesians 1:13, 14)
6. We believe in the resurrection of both the saved and the lost – the saved unto the resurrection of life and the lost unto the resurrection of damnation. Matthew 25:31-46, 1 Thessalonians 4:13-18)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Philippians 2:1-4)



Ministry Fundamentals

The Ministry Fundamentals are the core competencies of our ministry and the foundation of all we do as a ministry. FCA's Ministry Fundamentals are Share, Seek, Lead and Love.

Share Him Boldly (Acts 5:42) – FCA shares Jesus with those who do not have a personal relationship with Him. We believe that Salvation is only found in Jesus, and with great passion we desire to share the Gospel with the world. (Present Gospel)

Seek Him Passionately (Acts 17:11) – FCA equips and encourages others to seek Him daily. A life-long pursuit of knowing and loving Jesus takes perseverance and discipline. (Disciple Others)

Lead Others Faithfully (1 Corinthians 14:12) – FCA desires to model Jesus' example of serving by seeking out the needs of others, developing trusting relationships, and caring about the individuals we serve. (Reach Out)

Love Others Unconditionally (1 Peter 4:11) – FCA realizes that the most powerful force in the world is love. We desire to be obedient to the Lord as He said that we would be known by our love. (Fellowship Together)

Organizational Structure



Organizational Staff/Geographical Structure

- Local
- State
- Regional
- National

FCA's ministry growth over the years has produced the need for an effective organizational structure. This structure includes local ministry supported by local staff, which is supported by a regional and national FCA ministry organization. When you are a part of FCA, remember that you are not alone. You are part of a large, organized team developed to support what God has called you to do!

FELLOWSHIP OF CHRISTIAN ATHLETES

TRAINING

CHAPTER 2: COMMUNITY MINISTRY

FCA has ministries that reach the community through partnerships with local churches, businesses, parents and volunteers. These ministries not only reach out to the community, but also allow the community to invest in athletes and coaches. Non-school-based sports, adult ministries, youth sports, FCA Teams, clinics, resources and professional athlete ministries are our main areas of ministry. Within this area are fundraising, leadership boards, booster clubs, Adult Huddles, Game Day events and clinics.

Community Ministry is FCA's way to serve the community through adult leadership. Teams of volunteers serve on Leadership Boards, Adult Booster Clubs, Adult Huddles and FCA Teams. Our non-school ministry opportunities to reach coaches and athletes have grown as club and youth sports programs continue to expand outside the school campus. FCA recognizes the potential in mobilizing parents, business leaders and churches to use the powerful platform of sports to reach people for Christ.

The Win

The “win” of Community Ministry is to see the community reached for Christ through adult involvement.

Opportunities of Community Ministry

Many people think FCA Community ministry is just outreach events and fundraising. Though both are a part of our community strategy, the FCA Community ministry is much more. Community Ministry is where FCA has a great opportunity to partner with people, organizations, churches, businesses, youth leagues and other ministries. FCA is at its best when we stay athletically focused—reaching coaches and athletes while engaging the community.

Adult Ministries, Youth Sports, FCA Sports Teams, clinics, resources and professional athlete ministries are our main areas of ministry in the area of community. Within this area are fundraising, Leadership Boards, Booster Clubs, Adult Huddles, Game Day events and clinics, and more.

Community Ministry encompasses everything we do that is not on a campus and not part of our camps. It is primarily our way of engaging adults in the ministry, with some areas that go beyond that. So much of our sports are now based in the community with the rise of club sports. The non-school-based FCA ministries reach the community through key volunteer support. These ministries not only reach out to the community, but also allow the community to invest in athletes and coaches.

FCA Community Ministry is:

- The adults who love and care for the FCA ministry and are willing to serve and volunteer to advance the ministry. Teammates are the volunteers who serve in the three different adult ministries, serve through FCA Teams and help the local FCA staff partner with churches and businesses.
- The way we train volunteers to reach into their community to use the platform of sports to reach athletes and coaches.
- The resources to equip the volunteers to impact the community such as Bibles, videos, studies and programs. We can effectively resource adults to do significant ministry.
- The groups of adults who are committed and mobilized around a common interest like a Leadership Board, FCA Team and prayer groups.

The Role of FCA Volunteers

Many times, FCA volunteers say, “I am just a volunteer.” This phrase should never be uttered. They are not just volunteers, but volunteers who have an ability to impact lives through investing their time, talent and treasure in athletes and coaches lives for Kingdom impact. Everything they do as a volunteer has a direct or indirect connection to life change! Without their time given, there would be needs in the local area not met – Bibles not bought and distributed, athletes not invited to camp, student-leaders not equipped and coaches not empowered to reach their campuses. Some people who will never be given the chance to hear and see the FCA ministry in action. Without their talents, gifts and skills invested, the wisdom and passion to reach the community for Christ through FCA would never be realized. They are the most significant part of the FCA ministry to ensure long-term success.

Notes:

The Purpose of FCA Adult Ministries and Their Role

The Adult Ministry is essential to FCA. It becomes the hands and feet of the ministry as God works in a local community. There are three primary functions that an FCA Adult Ministry carries out in order to support the FCA mission: Leadership Boards, Booster Clubs and Adult Huddles.

Leadership Boards:

- ▶ Work with staff to develop vision and direction.
- ▶ Utilize their influence to expand the four ministry areas.
- ▶ Develop the local office budget.
- ▶ Provide guidance in staffing issues.
- ▶ Provide prayer support for all involved locally in the FCA ministry.

Adult Huddles:

- ▶ Provide encouragement to the adult community through outreach.
- ▶ Provide a basis for organizing special inspirational outings.
- ▶ Provide opportunities for recreation and fellowship with one another and with families.
- ▶ Provide funding for the local and area FCA offices.
- ▶ Provide a means for the development of accountability groups or Bible studies.

Booster Clubs:

- ▶ Initiate and support local campus ministry.
- ▶ Provide encouragement to area coaches and athletes.
- ▶ Provide resources to campus ministry (people, products).
- ▶ Provide ministry programs: rallies, cookouts, retreats, lock-ins, golf tournaments, leadership training workshops, etc.
- ▶ Provide FCA Camp scholarship support and transportation assistance for area athletes and coaches.
- ▶ Provide assistant Huddle coaches for each local Huddle.

Adult Ministry Roles

Leadership Boards are groups of adults that spend their time and energy developing a local area's ministry through fund development, networking, influence, staff accountability and other related roles.

Booster Clubs are groups of adults who roll up their sleeves and get involved in the front lines of the ministry. Typically, these are parents who assist in different forms of campus ministry. They adopt a school or two and provide support and assistance to those ministry leaders on campus.

Adult Huddles are groups of adults who want to minister to each other. They're typically adults with an athletic background that meet together for fellowship and Bible study.

CHAPTER 4: LEADERSHIP BOARDS

Leadership Boards are a critical part of the Adult Ministry. Please see the Leadership Board Manual for extensive training. We have found that over the years, a local FCA has a better chance of long-term stability when there is a strong group of volunteers committed to building the local FCA ministry.

The Leadership Board has eight key areas:

Key Areas	Responsibility
Vision/Direction	<ol style="list-style-type: none">1. Develop, with the director and staff, multi-year goals for your area.2. Ensure the goals and plans are consistent with the FCA vision, mission and values.
Programs	<ol style="list-style-type: none">1. Working in partnership with staff to establish a strategic plan for the starting, growth and quality of the FCA programs within your area.2. Help promote programs, recruit volunteers, and periodically attend sessions.3. Approve new initiatives and make sure they fit the FCA vision, mission and focus areas.
Finances	<ol style="list-style-type: none">1. Approve the annual budget.2. Monitor financial performance by reviewing monthly financial reports.3. Advise in financial matters.4. Follow the FCA financial policies and procedures.5. Maintain the FCA certification.
Funding	<ol style="list-style-type: none">1. Set fundraising goals.2. Be a donor.3. Introduce others to the work of FCA, and invite them to give and to become involved.4. Help lead fundraising events.
Director	<ol style="list-style-type: none">1. Provide input to the supervisor on the hiring of staff.2. Submit an annual evaluation of director's performance.3. Encourage and support the director.


Staff

1. Encourage and support the staff as they minister.
2. Assist the staff in recruiting volunteers and promoting events.

Prayer

1. Pray for the ministry, staff, students, Huddle leaders and volunteers.
2. Promote prayer throughout the ministry.

Expansion

1. Look for opportunities and means of expanding the ministry of the FCA onto every campus within your area.
2. Identify potential new board members and volunteers.
3. Spread the word about the good work of the FCA to the media, local churches, politicians, schools and other areas of sport.
4. Build the public awareness and credibility of the FCA ministry.

Adults who desire to be a part of a Leadership Board or to start one must have a role with a local staff person. Boards are not started in FCA without some connection to a staff person. Once you have a contact with a staff person about starting or being on a board you will receive the resources you need to get you started, including a Leadership Board Manual that will further explain a board member's role.

This manual is designed to guide the leaders of Adult Huddles and Booster Clubs. Leadership Boards use the Leadership Board Manual to guide them.

The following chapters will give the leaders of Adult Huddles and Booster Clubs all the information they need to lead those ministries.

CHAPTER 5: ADULT HUDDLES

The Adult Huddle is like the Campus Huddle for student-athletes, but instead it is for adults. Adults who love Christ and FCA are the perfect candidates for this group. Many members might be FCA alumni, parents, business leaders or adults who want to grow in their faith in Christ. Adult Huddles are geared toward ministering to other adults.

Fellowship

A key part of the Adult Huddle is fellowship. Fellowship is connecting people through the love of Christ. At the heart of fellowship are relationships. FCA recognizes that fellowship is demonstrated many ways – friendships, worship, community and partnerships. God uses this part of the ministry to knit the hearts of people together. Fellowship can be a central part of the meetings.


Examples of fellowship:

- ▶ Going to a sports event together – a local professional, college or high school game.
- ▶ Plan to do an activity or recreation together.
- ▶ Have a cookout at a member's house. Invite spouses and children.

Spiritual growth

Spiritual growth is a vital part of the Adult Huddle. The Adult Huddle attempts to meet people where they are in their spiritual journey and through the appropriate message and methods, move them toward commitment to Christ and spiritual growth. Although salvation and growth are our ultimate ends, these ends do not justify violating the process people must go through to understand and commit to the Gospel. As the Adult Huddle develops a routine, it is important to place a strong emphasis on a spiritual focus and not just a time to talk. Keep the meetings fresh with good speakers and relevant topics. Also, make sure you utilize small groups by providing members during meetings to pray together or discuss a passage with questions. If you break into small groups, groups should be no larger than five to a group. This helps create interaction and intimacy!

It is important to know that FCA is interdenominational. Its focus has always been on the person of Jesus Christ and not on traditions or denominational labels. At all times the Adult Huddle should be Christ focused. The central focus of the Bible is Christ – God in the flesh. Christ and His work on the cross are the central focus of the FCA's mission. Historically, FCA has emphasized this foundational area of Scripture rather than issues that traditionally divide Christians; the charismatic gifts, systems of prophecy, modes of baptism, church government, sacraments and ordinances, second blessing, gifts of healing, denominationalism and controversial Christian personalities are



not addressed in FCA. The local church teaches and defends these doctrines and should be the place these topics are discussed and decided. All questions concerning these issues should be referred to church leaders.

Examples of spiritual growth:

- ▶ Guest speakers to share with the group a Bible study or testimony.
- ▶ Special video.
- ▶ Bible study (you can also use a 6 – 8 week study guide curriculum).
- ▶ Break into Small Groups – pray or Bible study.
- ▶ Concert of Prayer – spend the entire time in organized prayer.

Outreach

Outreach is the extension of the Adult Huddle to make an impact. The outreach of the Adult Huddle is focused on reaching out to other adults to present the Gospel. Since FCA came into existence, FCA's goal is to serve the purpose of the Church by sharing Christ. FCA's Adult Huddle is designed to draw other adults into vital Christian service within the church. Each Huddle member is urged to faithfully attend and serve in the church of his or her choice.

Examples of outreach:

- ▶ Host a “Bring a Friend” meeting where everyone is encouraged to bring one additional person. Plan with a special speaker or food.
- ▶ Sponsor a fundraiser so you can send a local athlete to camp on scholarship.

Keys to a successful Adult Huddle:

- ▶ Be consistent – plan to have a regular meeting time and stick to it.
- ▶ Form a Leadership Team to plan and coordinate the annual calendar.
- ▶ Be creative to keep the Adult Huddle interesting – take suggestions for members for meeting ideas.
- ▶ Meet at a location that provides privacy – a Boardroom, church or side room of a restaurant.
- ▶ Communicate with the members – set up a web page, develop an email list, and make a monthly newsletter/event update.

CHAPTER 6: BOOSTER CLUBS

If you are desiring to make a difference in your community as an adult volunteer, the Booster Club is for you. Potential members of Booster Clubs may include parents, youth pastors, college students, FCA alumni and business leaders. Here are some practical steps to get started.

What do you do now?

1. Trust in the Lord (Proverbs 3:5-6) and pray for God's wisdom, guidance and strength as you move ahead (Philippians 4:6-7).
2. Identify at least four committed Christians, perhaps with an FCA background, who want to be involved.
3. Select a time for your meetings (i.e. luncheon, breakfast, or dinner). Many Booster Clubs meet for breakfast. There may be a place where full-course buffets are available (more timely than ordering from a menu), or a place where someone can make coffee, bring rolls and eat "light."
4. Select a place for your meetings that can supply you with a private room such as a restaurant, church, community hall or secure access to an office conference room or board room.
5. Set a schedule for at least your first six meetings, then make an interesting and informative flyer. Distribute flyers to parents of Huddle members, teachers, coaches and school administrators. Mail at least 10 to each of the organizers, personal friends (with a personal note), corporation heads, etc.
6. Advertise in local newspapers (ask for a "freebie"). Develop public service announcements for radio and television (writing must be clear and concise). Additionally, try advertising in church bulletins, civic clubs and at women's and men's groups.
7. Set up a phone call system and make as many calls about the initial meeting as possible. Each phone captain makes five calls.
8. Plan a great first meeting. Caution: DO NOT OVER PROGRAM.
9. Select officers: President, Vice-President/Program Coordinator, Recruiter, Secretary and Treasurer. Note: You may delay this action until your second or third meeting.
10. Set a date for a meeting to further your leadership planning. Your FCA staff person will be available to guide and direct these initial steps.
11. Remember, your purpose is to impact, help and reach out to local campuses.

CHAPTER 7: FCA TEAMS

The FCA vision is to see the world impacted for Jesus Christ through the influence of athletes and coaches. Currently FCA reaches athletes and coaches primarily through our Campus, Camp and Coaches ministries. We know there is a huge opportunity to reach more athletes and coaches through community and youth sports teams and programs such as leagues and clubs. Therefore, we now have a FCA Teams ministry under our Community Ministry of FCA to help us do just that.

Background

Seven million youth compete in high school sports¹, but there are over 44 million youth ages 18 and under who play sports in the U.S.², which represents 60% of the U.S. youth population³. And over 7 million adults participate in youth sports⁴, predominantly in the roles of coaches, officials, administrators and volunteers. FCA Teams are a group of committed coaches, athletes, parents and volunteers who love Jesus Christ, care about their community and recognize the incredible opportunity the team setting provides to develop athletes into leaders with character and a passion for excellence. They willingly invest their time, influence, effort and talent into this ministry and encourage others to join in the effort. They demonstrate the character values of integrity, serving, teamwork and excellence both in sports and life while influencing others in their communities for Christ and encouraging them to do the same.

FCA Teams Purpose and Objectives

Purpose

We exist to significantly impact the sports community by developing athletes and coaches into teams that demonstrate leadership and play with character, passion and excellence while emphasizing the growth of body, mind and spirit through the universal language of sports.

Objectives

To build an unprecedented athletic environment that

1. Presents programs that shape character and create role models;
2. Positively and significantly impacts athletes, coaches, parents, families, officials, leagues, tournaments and communities; and
3. Establishes and sustains a venue to develop and demonstrate the principles of character, leadership, service and excellence, both in sports and life.

Sources: 1NFSHSA 2007/08 2,4NCYS 2008 3U.S. Census 2006

Types of FCA Teams

There are two types of FCA Teams: event teams and seasonal teams.

Event teams are formed for a single athletic competition, such as an exhibition game or weekend tournament. The periods of play are for at least one day and up to one week of competition.

Seasonal teams compete for an extended period of time, such as participation in a summer or club league. The periods of play are for at least one season and up to one year. FCA's Ministry year is Aug. 1- July 31.

Teams Playbook

We've created an FCA Teams Playbook to equip, encourage and empower FCA Teams' coaches to fully understand the vital role they play in building a healthy team environment for their athletes and the philosophies and guidelines expected of FCA Teams coaches, players and parents.

Coaches serve an important role within the core structure of the local FCA ministry. A cornerstone of reaching athletes and coaches with the message of Jesus Christ rests in the strength of a unified team. This playbook will play a powerful role in providing a framework for coaches to unite their teams with a common purpose, vision and mission, and to accomplish their goals and objectives.

Main Objectives of this Playbook

- ▶ Set clear requirements and guidelines on how a FCA Team operates
- ▶ Set consistent standards and share best practices on building FCA Teams
- ▶ Provide training to enhance coaching impact
- ▶ Provide resources to help coaches lead their team

Some of the things coaches will learn and experience as a result of this material and training:

- ▶ Importance of teams
- ▶ Coach and player expectations
- ▶ Building a great team
- ▶ Team operations
- ▶ Planning and evaluation

Contact your local staff person or FCA Support Services (minserv@fca.org) for more information and to obtain the Teams Playbook.

CHAPTER 8: STEWARDSHIP PROJECTS

Stewardship Projects

Huddles may be involved in various activities throughout the year which will require financial support. Before raising money as an Adult or Community Ministry, it is important to answer these questions:

- a. For what purpose is the money being raised (Camps, retreats, resources, etc.)?
- b. What amount is needed?
- c. In what way will the money be used?

It is important to have members pray together about the project before deciding these answers.

Below are some projects to consider:

- ▶ **Golf Tournament** – Rent a local course. Sell hole sponsorships, have prizes, etc. For tips, contact your regional, state and local FCA offices.
- ▶ **Golf Scramble** – These are very popular. More information is available, including information on the national FCA competition.
- ▶ **Golf Marathon** – Golfers are sponsored to play numerous holes in a single day.
- ▶ **Celebrity Basketball** – Some options include 3-on-3 competition and basketball marathons.
- ▶ **Tennis Tournament** – Rent a local club. Create three brackets of skill levels for a round-robin tournament. Keep cumulative scores.
- ▶ **Special event dinners/power lunches** – Some options include a Groundhog Day supper, sausage supper, spaghetti supper, pancake supper, chili and soup supper, and more. Some grocers and wholesalers may donate food.
- ▶ **Refreshment Stand** – Set up a refreshment stand in the local shopping center with FCA brochures and other materials. Sell popcorn, cotton candy, balloons, etc.
- ▶ **Concessions** – Run a concession stand at ballgames, rodeos, etc.
- ▶ **Ticket Sales** – Sell season tickets to football and basketball games or other athletic events.
- ▶ **Item Sales** – Sell candy, fruit, popcorn, *Sharing the Victory* subscriptions, etc. Look for ideas from fundraising companies that feature these items.
- ▶ **Cushion Rental** – Rent cushions at football games and other outdoor school sporting events.
- ▶ **Aluminum Recycle** – Go door-to-door asking for aluminum cans. Take them to a recycler in return for cash.
- ▶ **Bake Sale** – Have Huddle members bring baked goods to sell before school and during lunch. Also, try this outside a store on a weekend.
- ▶ **Celebrity Concert** – Contact a celebrity to put on a concert. Sell tickets and sponsorships, and perhaps a silent auction.

- ▶ **Fall Clean-Up** – Take donations in exchange for odds-and-ends work.
- ▶ **Treasure Hunt** – Hold garage sales.
- ▶ **Square Dance Benefit** – Ask a caller to donate time. Guests pay a fee to participate.
- ▶ **Bike Marathon to FCA Camp** – Gain sponsors for every mile.
- ▶ **Fireworks stand** – Check state laws for legality.
- ▶ **Gift Wrap** – Establish a gift-wrapping service for a department store or mall.

Special Events

Special event support raising is the process of planning and executing any type of event, or gathering, the primary purpose of which is to raise money. Huddles need funds for camp scholarships, fees, TeamFCA memberships, subscriptions to *FCA Magazine*, etc.

Why have a special event?

- ▶ To raise unrestricted funds.
- ▶ To increase public awareness and support of FCA (friend-raising).
- ▶ To recruit new members to your Adult Ministry.
- ▶ To build morale and energy.
- ▶ To celebrate.
- ▶ To further the mission of the group.
- ▶ To provide a way to be involved with the athletes and coaches.
- ▶ To make contacts with prospective corporate donors.
- ▶ To say “thank you.”
- ▶ To present awards for special achievement or recognition.

Pitfalls of Special Events

- ▶ They are time-consuming.
- ▶ If planned poorly, they can lose money.
- ▶ They can be labor intensive.
- ▶ They involve some liability.



Ingredients For a Successful Special Event

- ▶ Choose an event that is traditionally acceptable; stay within your mission and your community.
- ▶ Choose an event that is unique and fun.
- ▶ Allow plenty of time for planning.
- ▶ Create an effective organization.
- ▶ Involve as many volunteers as possible.
- ▶ Recruit a celebrity.
- ▶ Secure in-kind donations to keep costs down.
- ▶ Schedule carefully – be aware of conflicts.
- ▶ Choose a highly organized and enthusiastic person to coordinate the event.
- ▶ Budget time and funds realistically.

Steps to Success

- ▶ Gain officer and volunteer endorsement.
- ▶ Set goals.
- ▶ Choose an event that will be successful in your community.
- ▶ Outline committee needs.
- ▶ Establish a work plan for each committee/task.
- ▶ Appoint chairs.
- ▶ Create check points for each committee.
- ▶ Hold the event.
- ▶ Thank everyone.
- ▶ Create a list of donors/attendees.
- ▶ Conduct a post-event evaluation.
- ▶ Secure commitments for next year's leaders.

Outline for Fundraising Dinner

Dinner Theme:

FCA Camp theme or your choice.

Dinner Purpose:

To provide a program (vehicle) through which the message of Jesus Christ and the ministry of FCA can be shared with an audience comprised of major and prospective donors. Audience should be strictly adults.

Dinner Objectives:

1. To win people to Christ and encourage others in their Christian faith.
2. To inspire and excite adults about the FCA ministry and how it is being used by the Lord to impact area athletes, coaches and all whom they influence.
3. Raise the necessary financial support that would enable the FCA to have a successful, long-term ministry in your area.

Dinner Plans/Schedule

First Priority (seven to nine months in advance)

1. Be sure that there has been an annual budget established for the FCA ministry in your area.
2. Select a chairman who may or may not need help with the selection of his/her working committee. Sometimes it's helpful to select an "honorary" chairperson (local sports or major business "personality") who may actually meet with your dinner committee or "host couples" for motivation/inspiration. Also, select the "working" chairperson who will meet with and coordinate the dinner committee from the initial planning stages through the post-dinner follow-up.

NOTE: The public image/reputation of your dinner chairperson (and committee) is extremely critical; be sure they are "walking" the Christian life!

3. Decide which funding method your dinner will implement:
 - A. Appeal prior to dinner: The audience is secured through their purchase of individual tickets or tables.
 - B. Appeal at the dinner: The audience is secured through the invitations to be your guest extended either by:
 1. Dinner committee.
 2. Table "host" couples.
 3. The celebrity speaker/host.

NOTE: Though it is sometimes more risky to secure your audience via invitations, more often than not you will raise more funds with this method. The people are responding to the Lord's message and program rather than to a ticket. The "key," if you extend invitations, is to be certain that a list of financially capable donors is compiled. "Host" couples can be extremely helpful in identifying and extending those invitations personally, as opposed to their being sent out by the FCA office. Remember that this is an event designed to raise the maximum funds necessary to enable you to host/sponsor other FCA events. Don't be or feel apologetic in your efforts to make the dinner a financial, as well as spiritual, success!

4. Select/secure the best date and location possible:
 - A. Date – Generally, a Tuesday or Thursday evening is best. It is also helpful to check your community's events calendar to avoid major conflicts. Also, check with some "key" donors regarding their calendar to avoid conflicts.
 - B. Location – An attractive site such as a country club or nice hotel is generally best, especially if the dinner is "invitation only". You will need two rooms:
 1. Pre-dinner "reception" (open one hour prior to the dinner for "host" couples and "program" people).
 2. Dinner room.
5. Contact your FCA Regional or State Director to help you secure your main speaker, usually a noted sports personality. It's helpful to give him or her an option of two or three dates to choose from.

Second Priority (three to six months in advance)

1. Secure your other "program people," all of whom must personify their Christian commitment:
 - A. Emcee – Usually an area businessman.
 - B. Coach/Athlete – Brief Testimony (5-8 min.).
 - C. Entertainment – i.e. music (10 min.).
 - D. Keynote Speaker – Sports Personality (20-25 min.).
 - E. Challenge – This could be delivered by the emcee or an adult who has already been an enthusiastic supporter of FCA and is highly respected in the area. They must make a strong "close" in asking for money (5 min.).



2. Develop the names/addresses for the :

A. Sales list – if using ticket/table sales approach. (comprised of major businesses, lawyers, doctors, bankers, etc.)

B. Invitation list – if not selling tickets.

C. "Host" couple list – if you are working through their contacts/associations.

NOTE: Whichever list you are compiling, be sure your dinner committee involves the thoughts of many people to ensure the broadest base and strongest potential.

3. Design/print the:

A. Promotional Flyer and Ticket – if appropriate.

B. Invitation Cards/Envelopes – if appropriate.

C. Appropriate Response Cards – placed at each seat.

4. Contact Regional Director or State Director for samples and other program ideas.

Third Priority (six to eight weeks in advance)

1. Mail flyers to specified businesses/people (if using ticket/table sale approach); set deadline for sales.

2. Send your "host" couples enough sets of dinner invitations for them to address, stamp and mail to their desired guests; set mailing date.

3. Secure appropriate menu and room decorations at site.

4. Confirm menu – ask for a tasting sample of dinner menu if possible.

Fourth Priority (two to three weeks in advance)

1. Make phone calls to those who have not responded to your invitation or promotional flyer.

2. Be sure to have enough FCA brochures and literature available to place at each table setting. Contact closest FCA office if more are needed to get an FCA banner to hang in the dining room.

3. Secure program needs for dinner room: podium, microphone(s), riser, etc.

4. Check to see if someone (volunteer) can videotape the main speaker (usually 20-25 min.) for future use in the local FCA Huddle.

5. Be sure you know how many hours in advance you need to guarantee the number of meals.



Fifth Priority (one to two weeks in advance)

1. Make phone calls to those who accepted to be sure they still plan to attend. It is embarrassing to have “no shows,” and is a costly food waste.
2. Type and mail program and pre-dinner “reception” schedule to all “program” people and “host” couples. Follow up with a phone conversation to ensure that everyone understands.

Sixth Priority (during dinner week)

1. Make placards with either “host” couple (if invitation dinner) or business company (if table sales) name to be placed on the table that evening.
2. Make an attractive name tag for each of the special guests invited to attend the pre-dinner reception.

Seventh Priority (within seven days after dinner)

1. Compile list of attendees and “no shows” (if invitation dinner).
2. Mail “thank you” letter (from honorary or working chairman or emcee) either to donors (if invitation dinner) or to table sponsor (if ticket sales dinner).
3. Mail “special thanks” letter to all “host” couples (if invitation dinner).
4. Mail “thank you” letter to all “program” people.
5. Mail “appeal” letter to “no shows” (if invitation dinner); send pledge/response card.

Conclusion (within 30 days after dinner)

1. Send financial results to the dinner committee.
2. Make appropriate notes on improvements that can be referred to by next year’s dinner committee.
3. Be sure to thank the Lord for the results!

Outline for Pre-Reception

Purpose:


To provide an avenue by which your “key” people (board/major donors and potential donors) can meet the dinner program personalities individually.

Goals:

1. To indirectly (by inviting them to this special reception) express your “thanks” to them for their FCA leadership and generous support.
2. To directly (by brief comments of selected speakers) inspire them to not only continue their faithful leadership/support, but also to share the FCA ministry vision with their friends/associates.
3. To provide new donors the opportunity to financially support FCA.

Game Plan:

1. Time Frame:
 - A. Should start promptly one hour prior to official starting time of the dinner.
 - B. Should finish 45-55 minutes after starting, which allows guests sufficient time to gracefully move into the dinner room.
2. Location: Should be in an appropriately-sized room in the same building as the dinner.
3. Agenda:
 - A. Emcee could be either:
 1. Local FCA board/ministry chairman
 2. Dinner chairman
 3. Dinner emcee
 4. Local noted “personality”
 - B. Some type of punch/coffee should be available.
 - C. Have a photographer available to take a quick picture of your keynote speaker with each couple (possibly 25 to 30 shots total).
 - D. People making brief comments:
 1. Emcee – Welcoming the people and explaining why they are there (three minutes).
 2. FCA staffer or ministry chairperson – outlining the significant, local FCA impact (three minutes).

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3. Dinner keynote speaker – expressing thanks to the people for their support, what value he or she sees in FCA, and how important they are to this team effort (five minutes).

Options:

FCA Influence Video could be shown in the place of the FCA staff and dinner keynote speaker, saving them for the dinner itself.

Conclusion:

The major portion of the time remaining can be allotted for the guests to mingle and fellowship.

Support-Raising Auction:

Auction Procedures Manual compliments of the Rio Verde, Ariz., Adult Ministry

Committees:

The following committees are needed for a successful auction. It is important that you select the appropriate people (often couples) to do the various tasks. The number of participants in each committee will vary.

1. Event Chair
2. Food and Facilities
3. Procurement
4. Catalog
5. Invitations, Reservations and Registration
6. Publicity
7. Silent Auction
8. Live Auction
9. Cashier and Treasurer

Committee Responsibilities:

We encourage you to involve many people. Keep each other informed of your progress as you build enthusiasm for the event. Set goals and work as a T.E.A.M. (Together Everyone Accomplishes More) to achieve them.

Event Chair:

1. Determine date and location of the auction.
2. Develop and distribute complete job descriptions.
3. Generate a timetable for the event and request that committee chairs keep to their schedules. This should include deadlines for procurements, catalog, etc.
4. Appoint a master of ceremonies.
5. Determine schedule of events on auction night. For example:

4:00-5:00 p.m.	Viewing
5:00	Silent auction bidding begins
6:00	First silent auction section closing (if necessary)
6:10	Second silent auction section closing
6:20	Final silent auction section closing
6:30	Dinner
7:30-9:15	Live auction

This schedule should be printed on the catalog.

6. It is important to end the event on time.

Food and Facilities:

1. Decide menu and price.
2. Arrange for microphone/lectern.
3. Arrange for silent auction tables.
4. Select and order table arrangements.
Note: It is desirable to have some open space around the speaker's podium for the announcers and the auctioneer.
5. Decide the color scheme for the event to be carried throughout all decorations.
6. Arrange for table centerpieces.
7. Prepare live and silent auction balloons to be placed on chairs, as well as any other decorative items used to enhance the event.
8. Set a price for the dinner. This should include the cost of all food and drink.


Note: It is important that the dinner be of excellent quality.

Procurement:

1. The chairman should be organized and motivated.
2. The members of the committee should be persons who have personal contact with potential donors. The majority of the items acquired will likely come from these contacts.
3. Specific suggestions regarding what could be donated should be made to potential donors. A wide variety of goods and services is desirable.
4. It is the Procurement Chair's responsibility to receive all donations, donation forms, gift certificates, etc., and to act as a clearinghouse. (Note: Triplicate donation forms are available through the FCA National Support Center, Support Services, 800-289-0909 at \$.10 each.)
5. A number should be assigned to each donation (this will not be the catalog number, just a reference number). The donation, donor and value should be recorded on a separate sheet of paper.
6. The original donor form is left with the donor. A copy should be distributed to the Catalog Chair, and the second copy sent to the appropriate auction chair with the auction item or gift certificate, if available.
7. After all items are collected, coordinate with the Event Chair, Live Auction Chair and auctioneer to select the items that will go into the live auction. The rest will be in the silent auction.
8. Do not accept consignment items.

Catalog:

1. As procurement forms are received, write descriptions as they will appear in the catalog and on the bidding sheets. Include the following information: item description value, expiration date (if applicable) and donor.
2. Generate information pages for the catalog. These should include title page (what it is and who it benefits), a schedule of the evening's events, rules and regulations, thank you's and acknowledgments, committee heads and members, etc. These should be done early.
3. It is desirable to have a person on the committee who is experienced in printing procedures, as well as someone with creative writing skills.
4. Coordinate the catalog's printing: cover, timing, paper, etc. Usually one month is needed for the printer to generate a finished product.
5. After determining which items are to go in live and silent auctions (and which silent auction sections), assemble the catalog descriptions accordingly. The auctioneer may be helpful in determining the live auction items.

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6. Prior to printing, number the items as they will appear in the catalog. Make these numbers available to the auction chairs. All forms will need to be numbered.
 7. Work with the auction chairs to generate item descriptions for the auctioneer and the bid sheets.
 8. Because donations will be received after the catalog is printed, an addendum sheet can be printed and distributed with the catalog at the registration desk.
 9. Printed catalogs should be distributed to guests before the night of the auction.

Invitations, Reservations, and Registration:

1. Prepare and mail invitations (if used).
2. Work with Food and Facilities Chair to determine the maximum number of people attending the auction.
3. Prepare a list of all attendees and assign a bid number to each.
4. Work with Food and Facilities Chair on the location of the registration table.
5. Prepare guest packets and have these in alphabetical order to distribute to guests as they register. (Two stations may be required, depending on number of guests.)
6. Make seating assignments (coordinate with club manager).

Note: Additional bid numbers should be made available not to persons coming to dinner, but to those who would attend either the silent or live auctions, or both.

Publicity:

The function of this committee is to announce the event to prospective attendees. The method can include posters, letters to residents and media advertising (i.e. radio, television and newspaper). One of the best methods is word-of-mouth. The publicity committee should encourage everyone involved to talk to their friends about the auction and its purpose. A special letter to members should advise them of a priority position for making reservations. Auctions are great fundraisers and can be fun in the process.

Silent Auction:

1. Develop a bid form to be used on the silent auction tables.
2. When most of the items have been received, determine (with help from Event and Live Auction Chairs) which items will go to the live auction and which to the silent auction.
3. Separate the silent auction items into two or three closings, depending upon the number of items. (Traditionally, the lower-end items go in the first closing, with the middle to higher-end items in the second and third closings.) Arrange items in the order you want them to appear in catalog within each closing, and advise the Catalog Chair accordingly. After the catalog number has been determined, tag all items with the appropriate number.
4. Color-code items according to their closing sequence.
5. Establish starting bids and bid increments for each item, and write these on each bid form.
6. Determine if there will be “guaranteed bids.” If so, decide which items and their bids.
7. Auction numbers, as they appear in the catalog, must be on all donor forms (live and silent auction items), and on the silent and live auction bid sheets.
8. Make display tents and descriptions for each item.
9. Arrange for two table monitors to be at each table. These people will answer questions during the auction. Allow no bidding after the closing time, and circle the highest bid for each item. Take one copy of the bid sheet to the cashier to be filed in the appropriate bidder’s folder. Leave one copy on the table so that bidders may see who had the highest bid.
10. Several “floaters” should be available during the auction. They should be knowledgeable with auction rules, etc.
11. Designate someone to make announcements prior to each closing. Announce “Ten minutes to closing,” “Five minutes to closing,” “Two minutes to closing,” and blow a whistle, ring a bell, etc., at the precise closing time.
12. After each closing, arrange for items to be moved to the cashier’s area and placed in numerical order. Arrange for easy distribution to the winning bidder.
13. Coordinate (with the Live Auction Chair) generic gift certificates where they are needed. All donations should be represented by a physical item or a gift certificate.

Live Auction:

The Committee will include the following personnel:

1. Auctioneer – It is critical to select an experienced, enthusiastic auctioneer. If possible, find someone who qualifies and will donate their time. It is more likely, however, that you will have to pay someone. If so, do not hesitate to do so.
2. Spotters – These people help the auctioneer in identifying bidders. You should have an approximate 80:1 bidder to spotter ratio.
3. Runners – Two runners are needed. They will have bid receipts for all of the live auction items, and will alternate getting them signed by successful bidders. The bid receipt is a two-part form. One part is left with the buyer. The runner delivers the second part to the cashier who files it under the buyer's bid number.
4. Balloon Person – Two are required. This person ties a balloon to the chair of each successful bidder. They will purchase enough helium-filled balloons to cover each live auction item, plus an extra five, as some will pop.

Duties:

1. Set up a display for the live auction items in a spot where they can be seen during the silent auction. If models will be displaying items, they should do this 10 minutes before the item is auctioned.
2. Tell the auctioneer which items have minimum bids.
3. The average auction time per item will be two to three minutes. Since it is important schedule a time in which to conclude the auction, the number of items to be auctioned can be easily determined.
4. The live auction should be entertaining. Thus, it isn't always the most expensive items that should be in this auction. Some of the lesser-valued, but more interesting items can be very entertaining and will enhance the live auction.
5. It is essential to have someone to record the names, bid numbers and purchase prices of all live auction purchases. Since not all of the attendees will purchase items, the auctioneer should allow time at the conclusion for monetary donations. For example, "Of those who have not purchased anything, how many would be willing to send a kid to camp for a week? How many for three days? How many for one day?"
6. You may also auction the table centerpieces. Ask the auctioneer to take bids, perhaps \$8, \$10, or \$15 each, depending on quality of item.
7. Finally, be sure to thank the Lord for the results!

FELLOWSHIP OF CHRISTIAN ATHLETES

TOOLS

CHAPTER 9: POLICIES AND FORMS

FCA Adult Ministry Constitution

Note: This applies to all forms of Adult Ministry. No additions or deletions may be made without the expressed, written permission of the Board of Trustees.

Article I

Corporation

- Section 1.** Name and Nature. The name of the corporation is the Fellowship of Christian Athletes. The corporation shall be a non-profit, religious organization, national in operation, composed of Christian athletes and coaches (present and former), and laymen and clergy who expressly desire to advance the ministry of **Christ in all realms of life.**
- Section 2.** Purpose. The purpose of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the Church.”
- Section 3.** Principal Office and Registered Agent. The principal or registered office and location of the corporation shall be at such place in the State of Missouri, as may be designated by FCA’s Board of Trustees which may also designate such additional offices either within or without the State of Missouri, as the affairs of the corporation may require. The name of the registered agent shall be as stated in the Articles of Incorporation and may be changed and determined by FCA’s Board of Trustees.
- Section 4.** Corporate Seal. FCA’s Board of Trustees shall adopt, and may alter at pleasure, a corporate seal which shall have inscribed thereon the name of the corporation, the date “1954” and the words: “Corporate Seal – Oklahoma.” The seal shall be circular in form and mounted upon a metal die suitable for impressing the same upon paper.

Article II

Ministries

- Section 1.** Local Units. The corporation may authorize the organization of local units within the states and territories of the United States. These local units shall be called Ministries at the time of formation and chartering. Said Ministries may be identified in such manner as FCA’s Board of Trustees may determine.

Section 2. Regulations.

- A. The regulations with respect to the granting of Charters to the Ministries and revocation of the same, the territorial jurisdiction of the Ministries, the relationship of the Ministries to the corporation, and the compliance by the Ministries with the policies and rules of the corporation shall be as determined by FCA's Board of Trustees.
- B. The Ministries must also conform to the Internal Revenue Code requirements for tax exempt status as part of the Fellowship of Christian Athletes' Group Tax Exempt status which includes:
1. Purpose: The Ministry is organized exclusively for religious purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code.
 2. Inurement of Income. No part of the net earnings of the Ministry shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Ministry shall be authorized and empowered to pay reasonable compensation for services rendered.
 3. Political Activities. No substantial part of the activities of the Ministry shall be the carrying on of propaganda or otherwise attempting to influence legislation. The Ministry shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
 4. Operational Limitations. Notwithstanding any other provisions of these articles, the Ministry shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from Federal Income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by any organization, contributions, to which are deductible under Section 170(c)(20) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
 5. Dissolution of Ministry. Upon the dissolution of the Ministry, the FCA Board of Trustees shall, after paying or making provisions for the payment of all of the liabilities of the Ministry dispose of all the assets of the Ministry exclusively for the purposes of the Fellowship of Christian Athletes in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the

FCA Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the National office of the Fellowship of Christian Athletes is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 3. Funds. All funds and property received by or coming into the custody of any Ministry, or any branch thereof, shall be the property of the corporation to be expended or applied on for the purposes authorized by FCA's Board of Trustees. A report accounting of all receipts and disbursements of every Ministry must be prepared and forwarded to the National Support Center as of August 31 of each year to be received no later than September 30. The report is to be prepared at least annually on forms prescribed by the National Support Center.

Section 4. Revocation of Charter. If any time the Trustees or the Executive Committee of the corporation has any reason to believe that a Ministry has violated or is violating any provision of the Charter, Constitution or any policies or regulations adopted by FCA's Board or Trustees, the Charter of such Ministry may be withdrawn after a hearing on the alleged violation and a finding by the Executive Committee that grounds warranting revocation of a Charter have been established.

Section 5. The use of name initials, logo and insignia of the corporation is reserved for official Ministries in good standing as determined by the Board of Trustees who may revoke the privilege of such use by Ministries which do not operate within this Ministry Constitution.

Article III

Ministry Officers

Section 1. Officers and Duties. The principal Officers of the Ministry shall be a President, one Vice President, a Secretary, and a Treasurer and such other Officers as shall be deemed proper by the Ministry. The duties of the Officers shall be such as usually apply to such offices and, in addition thereto, such further duties as may be designated by the Ministry.

Section 2. Election and Qualification and Term of Office. The Officers of the Ministry shall be elected annually by the Ministry from among their number at one of its regular annual meetings. Vacancies may be filled or new offices created and formed at any meeting of the Ministry. Each Officer shall hold office until his or her successor shall have been duly elected and qualified, but not more than three (3) years in succession.



Section 3. Term of Ministry Board Members. The term of each Ministry board member shall be three (3) years. After a board member has served for two (2) consecutive terms, he or she shall not be eligible for re-election to the board for a period of at least one year after termination of his or her term on the Ministry Board.

Section 4. No officer, member of the board or any committee of the Adult Ministry shall be personally liable for any damage, loss or prejudice suffered or claimed on account of any act, omission, error or negligence of the board, any officer of the Ministry or any committee member provided that such office, board or committee member has, upon the basis of such information as may be possessed by him or her, acted in good faith, without willful or intentional misconduct.

Notes:

FCA Ministry Leader Application

Any adult that desires to be volunteer leader, working with students, needs to complete a Ministry Leader Application.

We are looking for volunteers who...

- ▶ are believers in Jesus Christ.
- ▶ are seeking an obedient walk with Christ.
- ▶ are desiring to serve Christ through their gifts and abilities.
- ▶ are active in a local church.
- ▶ are wanting to minister to athletes and coaches.
- ▶ are athletically focused.
- ▶ are willing to live out the FCA Values – Integrity, Serving, Teamwork and Excellence.
- ▶ are willing to fulfill the tasks of a Ministry Leader.

Complete this application if you are interested in being involved with FCA as a volunteer and desire to be a Ministry Leader. You will find the FCA experience to be one of the best investments of your life. This application **MUST** be completed for adult leaders who work with youth under the age of 18.

Application Process

1. Please visit www.fca.org/mla and complete the form online.
2. By completing this application, you are only expressing a desire to serve with FCA. It does not mean that you are accepted as a Ministry Leader because you have completed an application.
3. The local FCA staff and the FCA National Support Center will screen your application.
4. If you provide an e-mail address, FCA staff will notify you if your application is approved.
5. If you have any questions, contact your local staff or call FCA at 1-800-289-0909. (FCA National Support Center, 8701 Leeds Road, Kansas City, MO 64129-1680; FCA@FCA.org; www.FCA.org)

FCA Ministry Leader Job Description

As a volunteer leader, you will serve under the leadership of the local FCA staff. They will train and equip you to serve Christ through the various FCA Ministries.

Criteria and Responsibilities:

1. **Committed Christian** – you have accepted the challenge and adventure of receiving Jesus Christ as Savior and Lord, and are demonstrating this by walk and talk.
2. **Vision** – you will help FCA fulfill their vision: “To see the world impacted for Jesus Christ through the influence of athletes and coaches.”
3. **Athletically Focused** – you are involved in the world of sport, have an athletic background, and/or understand that athletics is a powerful medium to impact the world for Jesus Christ.
4. **Influence** – you will use the gifts and talents that God has entrusted to you to be a Christ-like example in your relationships and be a Christian role model.
5. **Church** – you will be actively involved in a local church.
6. **Time** – you will be willing to invest time in ministering to athletes and coaches.
7. **Values** – your relationships will demonstrate steadfast commitment to Jesus Christ and His Word through Integrity, Serving, Teamwork and Excellence.
Integrity – you will demonstrate Christ-like wholeness, privately and publicly.
Serving – you will model Jesus’ example of serving.
Teamwork – you will express your unity in Christ in all your relationships.
Excellence – you will honor and glorify God in all you do.
8. **Grow** – you will seek God’s will with all your heart through prayer, Bible reading, and other spiritual disciplines.
9. **Minister** – you will be involved with one or more of the FCA Ministries that encourage, equip and empower coaches and athletes on the professional, college, high school, junior high and youth levels to use the powerful medium of sports to impact their world for Jesus Christ. The FCA Ministries are: Coaches Ministry, Campus Ministry, Camp Ministry and Community Ministry.
10. **Policies** – you will function within all the FCA policies, guidelines and authority structure.

Adult Ministry Policies for Handling Funds

All funds and/or property received by or coming into the custody of any Adult Ministry, shall be the property of the Fellowship of Christian Athletes to be expended or applied only for the purposes and in accordance with the policies and regulations prescribed by the Board of Trustees.

Liabilities or Obligations: FCA shall not be liable for any act or failure to act by any Ministry or any or all of the members, committees, officers, agents, servants or employees thereof or for any obligation assumed or incurred by any Ministry except to the extent expressly authorized in writing by the Chairman of FCA's Board of Trustees or the National President of FCA.

A local checking account can be set up at a bank by a FCA Adult Ministry. When setting up the checking account, the bank will require all those signing checks to sign a signature card on file with bank.

For control purposes, it is necessary that an employee of FCA (State Director, Area Director, Area Representative, or V.P. of Field Ministry) also be included on the signature card, although they will not be involved in signing checks for normal account transactions. In addition to this FCA employee, others on the signature card should include the officers of the Adult Ministry.


The bank signature card should be updated periodically to reflect current information. Copies of the signature card and related banking agreements must be filed with the local FCA office.

According to FCA policy, when writing a check, two signatures are required for withdrawal of monies. When setting up the account, please notify the bank of this double signature policy, so that they can set up the account accordingly.

Funds solicited and/or generated by the Adult Ministry fall into two categories:

1. **Non-Contribution Gifts:** The amount of money received equals the services rendered to the person giving the gift. Examples include: merchandise sales, price of admission for a breakfast/lunch/dinner program, car wash proceeds, payment of money due for retreat and/or camp for specific students.

Non-contribution gifts are not eligible as a tax deduction. Therefore, these monies must be deposited directly into the local checking account.



2. Contribution Gifts: Donations given to the Adult Ministry to support the needs of the FCA ministry. No services or consideration are rendered to the donor. Examples include: non-designated scholarships for retreat and/or camps, etc. It is necessary for donors to have proper tax-deductible receipts in order to claim this gift on their tax return.

To satisfy IRS requirements, contribution gifts should be sent on Funds Returned Contribution Transmittal Form to:

Fellowship of Christian Athletes
Attn: Receipting
8701 Leeds Road
Kansas City, MO 64129

A tax deductible receipt for the gift will be generated for the donors and properly credited to the Adult Ministry. The Adult Ministry is responsible to spend the money in accordance with FCA policies.

To record contribution gifts, use the Funds Returned Contribution Transmittal form for Community and Adult Ministries. The funds will be returned to the Community Ministry, less a 10% administrative charge. In the event a Community Ministry has annual gross receipts in excess of \$25,000, the group must contact the FCA National Support Center for special guidance.

In order to assist the FCA National Support Center in being compliant with an IRS requirement, each Adult Ministry must complete the Annual Ministry Financial Summary. Information needed to prepare these two reports can be obtained from the Adult Ministry checkbook and other financial data.

Adult Ministries are to prepare this aforementioned financial report as of August 31st of each year. This report must be submitted to the FCA National Support Center no later than September 30 for the following period. For example:

2011-2012 fiscal year - September 1, 2011 through August 31, 2012

2012-2013 fiscal year - September 1, 2012 through August 31, 2013

2013-2014 fiscal year - September 1, 2013 through August 31, 2014

When submitting these two forms, please mail them to the following address:

FCA National Support Center
ATTN: Finance Department
8701 Leeds Road
Kansas City, MO 64129

Funds Returned Contribution Transmittal

Community Ministry Name _____ City _____ State _____

Make Check to: FCA _____
 (Chapter Name)

Send Check to: _____
 (Name/Address of Treasurer)

We will mail your returned funds (less the administrative charge*) and donor receipts back to the treasurer for distribution.

Enclosed are Checks from:

	Name of Donor	Amount
1		\$
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		\$

Total of Check \$ _____

***Less Administrative Charge of 10% \$** _____

Amount of Funds to be Returned \$ _____

Instructions:

The 7-digit National Number will be assigned by the FCA National Support Center in Kansas City. Please use the donor number with name on subsequent reports (you will find the 7-digit number on the lower left-hand corner of the receipt). If no address is on donor check, or if a change of address is necessary, please use the next line for address.

Mail the original report and all checks to: Finance Department, c/o Receipting, Fellowship of Christian Athletes, 8701 Leeds Road, Kansas City, MO 64129. Mail a copy of the report to your local/state office. Keep one copy of this report for your records.

Signed _____ Date _____

Annual Ministry Financial Summary

Ministry Name _____

Treasurer's Name _____

Address _____

City/State/Zip _____

For Year Ending August 31, 20__ (September 1, 20__ through August 31, 20__)

(Round to nearest Dollar)

Beginning Cash, September 1 \$ _____

Net Income / (Loss) See Below \$ _____

Ending Cash, August 31 \$ _____

Revenues:

Contributions

Direct deposit \$ _____

Returned Funds from National Support Center \$ _____

Total Contributions: \$ _____

Non-Contributions:

Program Revenue \$ _____

Membership Dues \$ _____

Interest Revenue (Checking & Savings) \$ _____

Miscellaneous Revenue (Attach Schedule) \$ _____

Total Non-Contributions: \$ _____

Total Revenue \$ _____

Expenses:

Camp Scholarships \$ _____

Supplies \$ _____

Telephone \$ _____

Postage & Shipping \$ _____

Printing & Publications \$ _____

Other Expenses (Attach Schedule) \$ _____

Total Expenses \$ _____

NET INCOME/(LOSS) \$ _____

Insurance Coverage for FCA Activities

Note: All insurance plans are effective as indicated on the following pages. As FCA renews its insurance policies, FCA will provide Huddles with updated information if there are any changes.

Liability Insurance Coverage

FCA carries General Liability insurance which protects the corporation of FCA, staff, volunteers, students, and other individuals who are directly associated with FCA. This protects FCA if there should be a liability suit filed against any one of the above by a third party as the result of a defined list of actions, the main one being negligence while acting as an agent of FCA.

EXAMPLE: A Huddle member is seriously injured as the result of the negligence of the Huddle Coach. If the Huddle Coach is found guilty of negligence, any judgment not covered by other insurance would be covered by FCA's Liability Insurance up to the limit of coverage. Liability Insurance does not cover items like medical costs (i.e., surgery to repair torn ligaments, etc.) related to athletic activity.

This is an important benefit of becoming an official or certified Community or Adult Ministry Group. A noncertified FCA group is not covered by this liability policy.

Some public and private entities (i.e., schools, cities, campgrounds) that FCA deals with may require certification of Liability Insurance coverage from FCA. Certification is provided upon request, at no cost, in the form of a CERTIFICATE OF INSURANCE. NOTE: Certification is proof that we carry this form of insurance. It is NOT an insurance policy document, but an official certification that we carry this form of insurance in our policy. Our insurance company has requested that FCA use a Release and Waiver of Liability/ Permission Forms for participants for activities outside the scope of normal huddle meetings, (i.e. weekend retreats, unique huddle meetings, etc.) Please use the appropriate form for participants under the age of 18 or for participants over the age of 18.

Thank you for your help with this matter. If you have any questions, please contact the Special Event Insurance Department at 800-289-0909. To obtain a CERTIFICATE OF INSURANCE, complete the Certificate of Liability Insurance Request Form found in the back of this manual and mail it at least three weeks prior to the event.

Short-Term Loaned Vehicle Insurance Coverage

In order for FCA to provide insurance coverage on a donated vehicle for taking kids to camp, etc., our insurance company requires a contract to be signed by the FCA representative and the donor of the vehicle. Under our policy, this additional step will probably eliminate any type of premium for such an activity. The insurance company will audit our usage of this feature of our policy at the end of our policy year and make a determination of whether to charge an additional premium at that time. In the worst-case scenario, there might be a minimal charge for each instance. FCA will not be able to insure a vehicle driven by its owner, as insurance generally follows the vehicle unless leased from a third party.

If there should be an accident in the vehicle you are insuring, you will be responsible for the insurance deductible. The deductible is \$250 for comprehensive and \$500 for collision.

You will find a sample of a contract agreement between FCA and the church, dealer, or person that is donating the use of a vehicle in the back of this manual. It is very important to have this signed agreement for our insurance to be the primary insurance carrier. The letter states that you are leasing the vehicle for \$1. Please pay this to the person letting FCA use the vehicle. Per the insurance company, it is very important that we pay the donor something, even \$1, to make the agreement a legally binding contract.

Type the contract on your own letterhead and make changes to apply to your situation. Send the contract along with the Contract for Loaner Vehicles to the attention of the Finance Department at the National Support Center. We need this information at least two weeks prior to the time of the trip, as our insurance carrier likes to review the drivers' driving record to make sure they are insuring safe drivers. No one under 21 years of age or anyone outside of FCA-related business is allowed driving privileges.

If you are leasing a vehicle from a rental company, you will have a contract with the rental company and the enclosed contract will not apply. When leasing a vehicle, make sure you sign both your name and The Fellowship of Christian Athletes on the contract in order for our policy to automatically pick up the insurance. Please note that FCA cannot provide insurance for any vehicle larger than a 12 passenger van.

Limited Medical Insurance for FCA Occasions

FCA has a limited medical insurance policy. This covers all FCA sponsored occasions involving reasonable athletic activities (i.e. weekend retreats, mini-conferences, state conventions, regular huddle meetings, etc.). This coverage is secondary and will take effect after the injured party's primary insurance has been exhausted. If you should have any questions related to this coverage, or any potential claims, please contact the Special Events Insurance Department at 800-289-0909.

**Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
("Agreement") – Minor Participant**

In consideration of participating in the _____
I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releasees" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue The Fellowship of Christian Athletes, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releases from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Printed name of Participant

Date:

Signature of Participant

Parental Consent

AND I, the minor's parent and/or legal guardian, understand the nature of the above referenced activities and the minor's experience and capabilities and believe the minor to be qualified to participate in such activity. I hereby release, discharge, covenant not to sue and AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS each of the Releasees from all liability, claims, demands, losses, or damages on the minor's account caused or alleged to have been caused in whole or in part by the negligence of the Releasees or otherwise, including negligent rescue operations, and further agree that if, despite this release, I, the minor, or anyone on the minor's behalf makes a claim against any of the above Releasees, I WILL INDEMNIFY, SAVE AND HOLD HARMLESS each of the Releasees from any litigation expenses, attorney fees, loss liability, damage, or cost any Releasee may incur as the result of any such claim.

Printed name of Participant

Date:

Signature of Participant

**Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement
("Agreement") – Adult Participant**

In consideration of participating in the _____

I represent that I understand the nature of this Activity and that I am qualified, in good health, and in proper physical condition to participate in such Activity. I acknowledge that if I believe event conditions are unsafe, I will immediately discontinue participation in the Activity.

I fully understand that this Activity involves risks of serious bodily injury, including permanent disability, paralysis and death, which may be caused by my own actions, or inactions, those of others participating in the event, the conditions in which the event takes place, or the negligence of the "releasees" named below; and that there may be other risks either not known to me or not readily foreseeable at this time; and I fully accept and assume all such risks and all responsibility for losses, costs, and damages I incur as a result of my participation in the Activity.

I hereby release, discharge, and covenant not to sue The Fellowship of Christian Athletes, its respective administrators, directors, agents, officers, volunteers, and employees, other participants, any sponsors, advertisers, and, if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "RELEASEES" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the "releasees" or otherwise, including negligent rescue operations; and I further agree that if, despite this release, waiver of liability, and assumption of risk I, or anyone on my behalf, makes a claim against any of the Releasees, I will indemnify, save, and hold harmless each of the releasees from any loss, liability, damage, or cost which any may incur as the result of such claim.

I have read this RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, understand that I have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it be a complete and unconditional release of all liability to the greatest extent allowed by law and agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Printed name of Participant

Date:

Signature of Participant

Liability Insurance Coverage Certificate Request Form

Fellowship of Christian Athletes

Name of event: _____

Date(s) of event: _____

Approximate # of participants: _____

Location of event: _____

Brief description of activities: _____

Name address and phone of Organization or Facility (church, school, etc.) requesting to receive a Certificate of Liability:

Attention: _____

Phone number: _____

Fax number: _____

Email address: _____

Special instructions: _____

FCA Representative Responsible for Event: _____

(Staff or Volunteer)

Signed: _____ Date: _____

The original Certificate will be sent to the organization requesting proof of insurance. A copy of the certificate will be sent to the FCA Special Event Insurance Department. This completed form must be sent to FCA at least three weeks prior to the date of the event to:

Fellowship of Christian Athletes
Special Event Insurance Dept.
8701 Leeds Road
Kansas City, MO 64129
(800) 289-0909
(816) 923-2136 - fax

Automobile Insurance for Donated and Loaner Vehicles

The following information is required in order to provide coverage for liability and/or physical damage:

PLEASE NOTE: When taking out this insurance, you are assuming the responsibility for the deductible if there should be an accident, and it is \$250 for Comprehensive coverage and \$500 for Collision coverage.

Effective dates of insurance for the vehicle being used: _____

Description (Make, Model, Year): _____

Serial number: _____

Fair market value of vehicle: _____

Principal driver: _____

Date of birth: _____

Driver's license #: _____ State licensed: _____

Loss payable endorsement to: _____

Address: _____

Please Check:

- Need endorsement sent to loss payee
- Do not need endorsement sent to loss payee

Signed: _____ Date: _____

Address: _____

Phone #: _____

Please send this completed form two weeks in advance to:

Fellowship of Christian Athletes
c/o Vehicle Insurance
8701 Leeds Road
Kansas City, MO 64129

Sample Contract for Loaner Vehicles

Date: Month/Date/Year

To: First Church, Donate Use of Church Vehicle

From: Joe Staff, FCA Staff Person

This lease agreement is written to provide an understanding of the terms of the agreement whereby the Fellowship of Christian Athletes will lease from First Church a 2007 Ford Van, Vehicle Id Number 123456789 **(you supply name and donor and description of vehicle)**. It is hereby understood that the FCA will lease for \$1 the above mentioned vehicle.

The vehicle will be used from July 9, 2012 through July 13, 2012 **(you supply the dates)** in travel between Kansas City and Pella, IA Central College **(you supply the places)**.

Thank you for your generosity in helping to provide this vehicle for use by the FCA.

Accepted by:

Signed: _____

John Doe

Name of lender/title: _____

Mr. John Doe

Address: _____

1234 Sunnydale Street

City/State/Zip: _____

Some Place, State 12345

Phone number: (Office) _____

(222) 333-444

(Home) _____

(222) 555-3333

FCA staff person signature: _____

Joe Staffer

Instructions:

1. Please send a copy of this form to FCA's National Support Center.
2. Retain a copy for yourself.
3. Leave a copy for the person who supplies the vehicle.

Contract for Loaner Vehicles

Date: _____

To: _____

From: _____

This lease agreement is written to provide an understanding of the terms of the agreement whereby the Fellowship of Christian Athletes will lease from

_____ a _____,

Vehicle Id Number _____

It is hereby understood that the FCA will lease for \$1 the above mentioned vehicle.

The vehicle will be used from _____ through _____

in travel between _____ and _____.

Thank you for your generosity in helping to provide this vehicle for use by the FCA.

Accepted by:

Signed: _____

Name of lender/title: _____

Address: _____

City/State/Zip: _____

Phone number: (Office) _____ (Home) _____

FCA staff person signature: _____

Instructions:

1. Please send a copy of this form to FCA's National Support Center.
2. Retain a copy for yourself.

Tax Deductible Expenses for Volunteers

We appreciate the time, energy and out-of-pocket costs you donate to our cause. The IRS treats some of your costs as charitable contributions that you may deduct on your income tax return if you itemize. This letter informs you of the tax aspects of the costs you incur in volunteering.

You can deduct unreimbursed expenses that you incur incidental to your volunteer work. Phone calls, postage stamps, stationery, and similar out-of-pocket costs are deductible as charitable donations. If you use your car for transportation in your volunteer work, the gas, oil, tolls, parking and similar costs are deductible as charitable contributions. (However, insurance and depreciation on your car aren't deductible).

You can deduct 14 cents per mile in computing the costs of operating your car while doing volunteer work. If you use the optional 14 cents-per-mile method, you may also deduct our unreimbursed parking and toll costs. Using the 14 cent-per-mile rate is optional. If you prefer, you can deduct your actual allowable expenses, provided you keep proper records (cancelled checks, receipts, travel diary).

If you travel as a volunteer and must be away from home overnight, reasonable payments for meals and lodging as well as your travel costs are deductible subject to IRS limitations. You cannot deduct travel expenses as charitable gifts if there is a significant element of personal pleasure, recreation or vacation in the travel. The IRS explains it in the following manner:

You can claim a charitable contribution deduction for travel expenses necessarily incurred while you are away from home performing services for a charitable organization only if there is no significant element of personal pleasure, recreation, or vacation in such travel. The deduction will not be denied simply because you enjoy providing services to the charitable organization.

Example: You are a leader for a tax-exempt youth group and take the group on a camping trip. You can take a charitable contribution deduction for your own travel expenses if you are on duty in a genuine and substantial sense throughout the trip, even though you enjoyed the trip. However, if you have only nominal duties relating to the performance of services for the charity, or for significant portions of the trip you are not required to render services, you cannot deduct your travel expenses.

You also can deduct unreimbursed expenses you incur when using your personal property to perform your services (e.g., using your video camera in your volunteer work). Here again, you cannot deduct insurance and depreciation.

You cannot deduct the value of your services themselves. For example, suppose the prevailing rate for typing in your area is \$6.00 per hour. If you devote 100 hours during the year to typing for FCA (letters soliciting donations, local information for the bulletin), you can't deduct the \$600 value of your services. Although deductions are allowed for property gifts, the IRS does not consider your services "property." Nor is the use of your home for meetings a "property contribution."

Finally, it is up to you to substantiate your deductions if the IRS questions them. Be prepared to prove your costs with cancelled checks, receipts, diary entries, etc. Also be ready to show the connection between the costs and your volunteer work. The tax aspects and reporting requirements for gifts to FCA depend on your circumstances. As in all cases, we urge you to consult your own advisors.

Again, thank you for furthering our cause with that most precious commodity: your time.

Notes:

FCA Youth Protection Policy

As part of our purpose, we seek to provide every youth, participant, and staff person with a safe, fulfilling experience. We expect all staff to promote a positive, nurturing environment for our youth and other participants, and to closely follow all FCA youth protection guidelines and directives.

Guidelines for FCA Representatives


I. Behavior Policy


1. FCA expects all paid staff and volunteers, in every aspect of their involvement with FCA activities and programs, to exhibit exemplary language and conduct, consistent with FCA's ministry purpose, Sexual Purity Policy, and moral and theological beliefs.
2. FCA prohibits staff members and volunteers from:
 - a. Engaging in any dating and romantic or sexual activity or relationship with the young people and adults who participate in our programs
 - b. Using sexually explicit language or jokes, or possessing or viewing lewd or pornographic materials in the presence of participants or others
 - c. Engaging in any sexual relations or activities that constitute sexual offenses as defined by federal or state law
 - d. Using language or behavior that involves violence or is derogatory, threatening, abusive, or harassing
3. In addition, FCA expects staff members and volunteers involved in our programs to be attentive to the physical and emotional abilities and needs of participants, and to avoid situations that could cause participants to suffer an accident or injury.
4. Any FCA representative who is found by FCA to have violated this Behavior Policy, or FCA's Sexual Purity Policy, or any of the guidelines below, may be immediately terminated or subjected to disciplinary action, all in the discretion of FCA.


II. Prevention Guidelines: Barriers to Abuse


1. **Team Leadership** – Whenever feasible a youth will not be in the primary care or supervision of only one adult. Teams of leaders will supervise activities. Where possible, experienced adult workers should be included with adults who are newcomers to youth work.
2. **Athletic Activities** – The excitement, emotions, and stress of athletic activities can give rise to inappropriate language and physical contact. FCA representatives must refrain from jokes, remarks, exclamations, and physical touch that could be perceived as negative or suggestive. Also, be aware of the physical needs of the athlete, such as fatigue, the need for fluids, treatment of an injury, and weather conditions (such as electrical storms or extreme heat).
3. **Individual Counseling** – Counseling with youth should be in the nature of spiritual counseling. Coaching and mentoring on ordinary problems and challenges of growing up is also acceptable. Counseling should not involve therapy or advice concerning mental or emotional illness, suicidal thoughts, drug abuse, or pregnancy. Generally parents should be advised of these more serious problems. In some instances, the youth should be referred to a professional (see procedures below under Long-term Counseling). Team counseling is preferable whenever possible. When team counseling sessions are not feasible, notify your program leader in advance of the location and with whom you are meeting. Counseling must always be done in a public place (lobby, courtyard, snack shop, etc.) where private conversations are possible but occur in full view of others. Guard carefully to avoid seclusion. Be especially careful to have female adults counsel female youths and males counsel males. A male/female team is generally appropriate for counseling either gender.
4. **Long-term Counseling** – FCA representatives (especially at camp) should avoid entering into long-term individual counseling relationships with participants. Generally, you should not be meeting with a youth for counseling more than three times. FCA representatives should report all counseling contacts to their program leader. Adult leaders are generally not prepared or supported for long-term counseling or formal therapy.

Instead, refer youth who have a need for long-term counseling to professionals in the community. Before making a referral, always consult with your program leader about the need for referral and how to make the referral. It is usually appropriate to notify and make the referral through a parent/guardian.

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5. **Informal Contact (Independent of FCA Activities)** – Informal contact refers to phone calls, cards, face-to-face contact, or other communication between an FCA representative and a youth that is not connected to “official” FCA activities. FCA recognizes that informal contact between FCA representatives and youth frequently occurs and can be very beneficial for Christian and social reasons. For example, staff may hire teens as baby-sitters for their own children, or staff may see kids during social events with the child’s family. This interaction is usually legitimate and beneficial. However, staff should seek permission of parents, and report plans for such contact to the FCA program leader before having informal contact with the child. The staff member should clearly let the parent know the nature of the contact and that it is not part of an FCA activity. Parents are responsible for monitoring this informal contact. In follow-up to an FCA activity or event, FCA representatives should only send post cards, not letters. Follow-up emails must be sent from an FCA computer, not a home computer.
 6. **Be Aware of “Fantasy Relationships”** – Refrain from spending an inordinate amount of time with any one participant that could lead the participant to misread your interest in him or her or become too strongly tied to you. Be aware of how you express your concern for the student. When you express love, be sure students know you mean Christian love.
 7. **Youth Supervising Youth** – Minors may help adults lead youth activities only under the direct leadership of a screened and trained adult. Minors must also be screened and trained (as appropriate for their age). Minors under 16 years of age generally should not be permitted to help lead youth activities. Minors in leadership roles should not be left alone and unsupervised with youth participants.
 8. **Overnight Activities** – At least two adults will supervise overnight activities. If the participants are male and female, then male and female chaperons must be present. It is never appropriate for an adult chaperon who is not a family member to share a bed with a youth. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities. Younger minors should be provided sleeping and changing facilities separate from older minors. Experienced adult workers should be included with adults who are newcomers to youth work.
 9. **Transportation** – FCA may from time to time provide transportation as an official part of an activity. When children or youth are transported as a part of an activity, follow the “two adult rule” whenever possible. Avoid situations where one adult is alone with one youth. In addition, never allow a child to be left alone in a vehicle. All other guidelines also apply.

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10. **Confidentiality** – Youth workers must report to a program leader if a minor discusses harming himself or others, committing a crime, or being abused. There are limits to confidentiality when working with youth. Where necessary, explain clearly to youth that there are some circumstances where you are required to “tell” what the youth discloses. Questions about such cases or other issues of confidentiality must be discussed promptly with the program leader. While you should generally maintain the confidentiality of personal information provided to you by participants, at the same time you should never promise complete confidentiality. If a child confides to you that he has been sexually or physically abused by a family member or another, you may have a legal obligation to report this to the authorities. In addition, if the child tells you that he has committed or plans to commit a crime, or plans to harm himself, you may need to report this to the authorities as well.
 11. **Gifts** – Youth workers should not give personal gifts or money to youth. Gifts can be easily misinterpreted. With the advance approval of the program leader, small gifts given to groups of young people can be allowed, such as graduation presents or awards for participation.
 12. **Physical Contact** – In athletic activities, physical contact between players and between coaches and players is often a necessary part of practice and the game. Certain kinds of physical touch however, are inappropriate. While “high-fives,” side-hugs, and pats on the shoulder are usually acceptable, full-hugs, patting the buttocks, and back rubs or massages are not acceptable. Do not allow “piling on” or “dog piles” after a game or practice. Roughhousing and horseplay also should be discouraged, because they can lead to injury.
 13. **Corporal Punishment** – Corporal punishment (hitting or spanking) and other forms of punishment involving physical pain are never appropriate. This rule holds true even if parents have suggested or given permission for corporal punishment. Youth workers must consult their supervisors or program leader if they need help with discipline techniques.
 14. **Open Door Policy** – All FCA events are “open door.” This means that staff and parents have a right to observe any activity. FCA does not practice secret activities, initiations, or rituals.
 15. **Dating or Sexual Involvement** – No adult youth worker is to date a youth or be romantically or sexually involved with a youth.

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16. **Appearance of Misconduct** – Staff must avoid even the appearance of misconduct. This is necessary in order to maintain parental confidence and avoid mistaken allegations. Appropriate physical contact (see #12 above) in group settings is okay and can be a positive dynamic. However, be cautious of any touching actions that can be misleading to individuals receiving the touch or those observing.
17. **Unsupervised Areas** – Make unsupervised or isolated areas off-limits to youth. Youth should not be allowed to return to cabins or sleeping areas except in groups or with supervision. Develop a plan among leaders for periodic monitoring and checking of unsupervised areas.
18. **Youth Conversation** – Youth should be instructed that sexual talk and gestures are not tolerated. Youth who make sexual remarks to other youth should be reprimanded, and such language should be reported to the program leader.
19. **Supervision and Communication** – Youth workers should consult with the youth program leader to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may affect youth worker efforts.
20. **Feedback from Youth and Parents** – A leader designated to receive complaints from youth should be identified at every camp. All youth should be made aware of this individual and of his or her availability to listen to problems or complaints. All parents should be provided the name and contact information for this leader. Parents should also be provided an 800-number for complaints and questions. All youth, parents, and adult/coach participants should be provided a comment form following camp or an event, on which they can identify problems or concerns. Please promptly forward copies of all forms received to the FCA National Support Center, and please flag all forms that include complaints or that raise safety issues.
21. Focus on these spiritual guidelines while working with young people:
- 1 Thessalonians 2:11,12 – For you know that we dealt with each of you as a father deals with his own children, encouraging, comforting and urging you to live lives worthy of God, who calls you into his kingdom and glory.
- 1 Thessalonians 5:22 – Avoid every kind of evil.
- Philippians 4:8 – Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable - if anything is excellent or praiseworthy - think about such things.
- James 3:8-10 – ...but no man can tame the tongue. It is a restless evil, full of deadly poison. With the tongue we praise our Lord and Father, and with it we curse men, who have been made in God's likeness. Out of the same mouth come praise and cursing. My brothers, this should not be.

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22. **Drugs/Alcohol/Tobacco Use Policy** – It is expected that FCA staff/volunteers will not use alcohol, drugs, or tobacco (chewing or smoking) while supervising an FCA event.

Reporting Procedures

1. If an FCA representative observes or suspects that any other representative has engaged in conduct that violates the Behavior Policy or any other FCA policy or guideline, the FCA representative must report this IMMEDIATELY to his/her FCA program leader. If the FCA program leader is observed or suspected of engaging in misconduct, this must be reported directly to the Executive Vice President of Human Resources at the FCA National Support Center (NSC).
2. FCA program leaders who receive reports of misconduct are expected to report any information they have received IMMEDIATELY to the Executive Vice President of Human Resources at the National Support Center and to coordinate the local response with the NSC.
3. Representatives and program leaders should refrain from investigating the situation, contacting the person alleged to have engaged in misconduct, or discussing the details with any person other than National Support Center personnel designated above until the matter can be discussed with National Support Center Personnel.
4. If there is a likelihood of injury to the victim or others, the authorities and/or emergency personnel may have to be contacted before the matter can be discussed with the National Support Center. In addition, it may be necessary to place the representative accused of misconduct on suspension or administrative leave and to instruct the representative to cease contact with the victim and others.
5. Failure to report suspected or observed misconduct may result in immediate dismissal from employment or volunteer assignments with FCA or disciplinary action, all at the discretion of FCA.

Primary contact is:

Ken Williams

Executive Vice President

Cell Phone: (816) 674-8785

(816) 921-0909 or (800) 289-0909

Extension: 215

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