



**AGAPE YOUTH MINISTRY  
BOARD of DIRECTORS  
APPLICATION PACKET**

Please mail completed packet back to Agape Youth Ministry P.O. Box 2145 Pinetop AZ 85935

## BOARD OF DIRECTORS OPERATIONAL POLICY

The following shall be the operational policy of the AYM Board of Directors (BOD) and may be changed by a majority vote of BOD members present at any scheduled or special BOD meeting. Such change shall be given to all BOD members, staff and volunteers that are affected by such change.

#1: The following forms shall be on file and either signed or initialed, plus dated by each AYM Board member

Application

Ethics Policy

Sexual Harassment Policy

Conflict of interest

Statement of Faith

Commitment Pledge

Background check for felony convictions and sex crime convictions

Board of Directors Operational Policy

**#2: BOD members shall pledge to support or raise a minimum of \$500 per Physical year to the Ministry's General Fund, or an amount approved by the BOD President for individual BOD members.**

#3: The BOD will conduct quarterly and Annual Board meetings and these will be considered regularly scheduled meetings for by-law mandatory attendance requirements. Any other scheduled BOD meeting will be considered a special meeting.

#4: At each BOD meeting the CEO or Treasure shall give a financial report of current monies in the AYM accounts.

#5: The Treasure, President, Vice-President and CEO shall be a designated signer on all AYM accounts. The CEO may authorize specific staff members or volunteers as signers or issue debit or credit cards on specific accounts but not on AYM general account.

#6: The CEO or Treasurer shall send out quarterly thank-you notices to those quarterly financial donors.

#7: The AYM Secretary shall provide minutes for the previous regularly scheduled Quarterly Board Meetings.

#8: The AYM Secretary shall maintain a current copy of the AYM by-laws and make them available to any BOD member, staff or volunteer when requested. When any changes are made to the AYM by-laws the Secretary shall provide such changes to each BOD member.

#9: The CEO and any Program Directors shall provide the BOD a monthly report of the previous month's activities.

**#10: No alcoholic beverage or illegal drug or substance that the BOD feels would be detrimental to the functioning or image of AYM shall be used at AYM meetings or events by AYM personnel or those attending such meetings or events. AYM residential staff may on approval of a Facility Program Director or AYM/ CEO have alcoholic beverages in their private residence on an AYM facility.**

#11: The CEO shall maintain the Policy and Procedures manual (P&O) and make it available to any BOD member, staff or volunteer on request. Any changes to the P&O shall be approved by the BOD at any scheduled or special meeting.

#12: Except the CEO, no BOD member shall hold a designated staff position or designated Program Director positions. This policy shall not prevent BOD members to volunteer and organize on an individual bases any AYM activity such as weekend retreats, fundraisers or other specific events.

# Board Member Application

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Bus. Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Employer \_\_\_\_\_

Position Held \_\_\_\_\_

Education Background \_\_\_\_\_

\_\_\_\_\_

Home Church \_\_\_\_\_

Address \_\_\_\_\_ Pastor \_\_\_\_\_

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- 1) What religious nonprofit activities have you been involved with either in your church or in the Christian community?

\_\_\_\_\_

- 2) What civic, business and /or professional activities have you participated in? (Please list any offices held or awards received).

\_\_\_\_\_

- 3) How do you feel you can benefit this ministry through your role as a board member?

\_\_\_\_\_

- 4) What particular issue, opportunity or problem do you feel is crucial in helping this organization?

\_\_\_\_\_

- 5) What role do you feel the board of directors should play in the work of this ministry?

\_\_\_\_\_

6) What excites you about the work of this organization?

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7) Nonprofit Organization References:

Name/Relationship	Address/Phone Number
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Please include a short resume/biography of your family, Christian walk, work, education, etc. and attach to this application.

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Signature of Applicant

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Date

## Board Ethics Policy

The board commits itself and its members to biblical, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as board members.

1. Members must have loyalty to the organization as a whole, not conflicted by loyalties to staff, other organizations, and any personal interest as a beneficiary.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
  - a. There will be no self-dealing or business by a member with the organization. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as being a conflict.
  - b. When the board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that member shall recuse himself or herself without comment from not only the vote, but also from the deliberation.
  - c. Board members will not use their board position to obtain employment or financial support in the organization for themselves, family members, or close associates. Should a board member apply for employment or financial support, he must first resign from the board.
3. Board members may not attempt to exercise individual authority over the organization.
  - a. Members' interaction with the Chief Executive Officer/Executive Director/President (or person holding a similar position) or with staff must recognize the lack of authority vested in individual board members except when explicitly board authorized.
  - b. Members' interaction with public, press or other entities must recognize the same limitation and the inability of any board member to speak for the board except to repeat explicitly stated board decisions.

Except for participation in board deliberation, members will not express individual judgments of performance of employees of the Chief Executive Officer/Executive Director/President (or person holding a similar position).

4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared for board deliberation.
6. Members will financially contribute to the organization during the year and introduce friends who may be interested in contributing to the ministry
7. Members commit themselves corporately and individually to holding the Biblical convictions contained in organization's Statement of Faith.

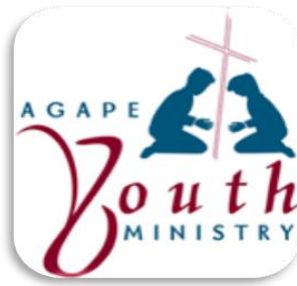
## ACKNOWLEDGEMENT

I, \_\_\_\_\_, acknowledge that I have read the above ethics  
PLEASE PRINT NAME

policy and agree to commit myself to its provisions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## **Sexual Harassment Policy**

### **Policy:**

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, sex, age, or national origin. Sexual harassment is included among the prohibitions. It is Agape Youth Ministry's policy to promote a work place that is free of sexual harassment. Each individual has the right to work in a professional atmosphere, which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment. At Agape Youth Ministry, sexual harassment, whether verbal, physical, or environmental, is unacceptable and will not be tolerated.

### **Definition:**

For purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or
- such conduct has the purpose or effect of unreasonable interference with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, *but are not limited to*: unwanted physical advances; demands for sexual favors in exchange for favorable treatment or continued employment; repeated sexual jokes; flirtation, advances, or propositions; verbal abuse of a sexual nature; graphic, verbal commentary about an individual's body, sexual prowess, or sexual deficiencies; leering, whistling, touching, or pinching; suggestive insulting, or obscene comments or gestures of a sexual nature; and display in the work place of sexually-suggestive objects or pictures.

### **Guidelines:**

- This policy covers all employees and volunteers of Agape Youth Ministry. Agape Youth Ministry will not tolerate, condone, or allow sexual harassment, whether engaged in by fellow employees, supervisors, managers, outside clients, or other non-employees who conduct business with Agape Youth Ministry. Agape Youth Ministry encourages the reporting of all sexual harassment incidents, regardless of who the offender may be.

- While Agape Youth Ministry encourages individuals, who believe they are being harassed to firmly and promptly notify the offender that his or her behavior is unwelcome, we also realize that the power and status disparities between the person allegedly harassing and the person harassed may make such a confrontation unlikely. In the event that such informal, direct communication between individuals is either ineffective or impossible, the Human Resources Department should be contacted through the procedures outlined below.
- Agape Youth Ministry will not retaliate in any way against any individual making a report of sexual harassment, nor will Agape Youth Ministry permit any supervisor, officer, or employee to do so. Retaliation is a serious violation of this sexual harassment policy and should be reported immediately.

### Procedures:

- 1) A report of an alleged violation of this policy should be made to the **staff/volunteer members supervisor or the President/CEO**. Usually, the sooner the report is made, the better the resolution will be.
- 2) An investigation of the alleged harassment will be handled through **staff/volunteer members supervisor or President/CEO** in a confidential manner so as to protect the privacy of persons involved. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances. In pursuing the investigation, the **staff members/volunteers supervisor or President/CEO** will seek to consider the wishes of the complainant, but will thoroughly investigate the matter as appropriate under the circumstances. The alleged offender will be made aware of the report and will be given an opportunity to respond and present witnesses. The staff member's supervisor or President/CEO will keep the complainant informed as to the status of the investigation. Upon completion of the investigation of a sexual harassment complaint, the staff member supervisor/Program Director or President/CEO, will recommend to management the appropriate action to be taken. If Agape Youth Ministry concludes that harassment occurred, the harasser will be subject to appropriate disciplinary action, as described below. The complainant will be informed of the disciplinary action taken.
- 3) In the event harassment cannot be substantiated, this finding will be communicated to the complainant in an appropriately sensitive manner. The complainant is always free to provide additional evidence for investigation.
- 4) If any party directly involved in a sexual harassment investigation is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The dissatisfied party should submit written comments in a timely manner to the President/CEO.
- 5) Employment conditions of the complainant and witnesses will be in no way adversely affected through use of this procedure, subject to paragraph 7 below.



- 6) Individuals found to have engaged in misconduct constituting sexual harassment will be disciplined, up to and including administrative leave and/or termination. Appropriate sanctions also may include written reprimand and referral to counseling.
- 7) If an investigation clearly reveals that the complainant knowingly and intentionally made a false accusation of sexual harassment, appropriate disciplinary action will be taken.
- 8) The President/CEO shall forward to the Board of Directors or a committee of the Board any sexual harassment complaint filed against an executive or officer of Agape Youth Ministry. The President/CEO shall follow the procedures set forth above and shall keep the Board or the committee apprised of the investigation and findings that arise from the complaint. The President/CEO shall keep confidential the identities of all parties involved pending completion of the investigation.

## **ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have read and understand  
the above Sexual Harassment Policy.

PLEASE PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

# Conflict of Interest Policy Statement

All Officers, Directors, Ambassadors, Staff, and Agents of this Ministry shall disclose all real or apparent conflict of interest that they discover or that have been brought to their attention in connection with this organization's activities.

**A "conflict of interest" occurs where a person is responsible for promoting the interest of the ministry at the same time he or she is involved in a competing personal interest (financial, business or personal).**

"Disclosure" shall mean providing properly, to the appropriate person, a written description of the facts comprising the real or apparent conflict of interest. An annual disclosure statement shall be circulated to trustees, officers, and certain identified agents and employees to assist them in considering such disclosures, but disclosure is appropriate and required whenever conflicts of interest may occur. The written notices of disclosures shall be filed with the Chief Executive Officer or such other person designated by the Chief Executive Officer to receive such notifications. At the meeting of the top governing body, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

An individual trustee, officer, agent, or employee who believes that he or she or an immediate member of his or her immediate family might have a real or apparent conflict of interest, in addition to filing a notice of disclosure, must abstain from:

- (1) participating in discussions or deliberations with respect to the subject of the conflict (other than to present factual information or to answer questions),
- (2) using his or her personal influence to affect deliberations,
- (3) making motions,
- (4) voting,
- (5) executing agreements, or
- (6) taking similar actions on behalf of the organizations where the conflict of interest might pertain by law, agreement, or otherwise.

At the discretion of the top governing body or a committee thereof, a person with a real or apparent conflict of interest may be excused from all or any portion of discussion or deliberations with respect to the subject of the conflict.

A member of the top governing body or a committee thereof, who, having disclosed a conflict of interest, nevertheless shall be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes of the meeting shall reflect the individual's disclosure, the vote thereon, and the individual's abstention from participation and voting.

The Chief Executive Officer shall ensure that all trustees, officers, agents, employees, and independent contractors of the organization are made aware of the organization's conflict of interest policy.

# Annual Reporting Statement

## Certification

I have read and understand the Conflict of Interest Policy. I hereby declare and certify the following real or apparent conflict of interest:

### Disclosure Statement

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(If necessary, attach additional documentation.)

I agree to promptly inform the Chief Executive Officer upon the occurrence of each event that could potentially result in my involvement in (or implication in) a conflict of interest.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

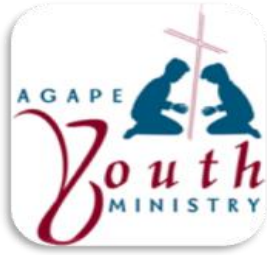
## AGAPE YOUTH MINISTRY'S STATEMENT OF FAITH

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- We believe there is one true Eternal God who exists in three personages: the Father, the Son, and the Holy Spirit.
- We believe the Bible, consisting of 66 Books, and is the inspired Word of God, which is completely true and trustworthy, and that the Bible serves as our perfect guide.
- We believe in Jesus Christ, the Son of God, who was virgin-born; that He lived a sinless life and that He shed His blood as the perfect sacrificial substitute to atone for our sins.
- We believe that Jesus Christ was crucified, died and was buried, and was raised from the dead on the third day; and that He ascended into Heaven, and is seated at the right hand of Almighty God.
- We believe that the ministry of the Holy Spirit is to convict the lost, seal the believer until the time of Christ's return, and to allow and equip believers to let Christ spiritually live through them. And that, the Holy Spirit is our Counselor, whom the Father has sent in the name of Jesus, to teach us all things and remind us of everything Jesus has said.
- We believe that every person is born with a sinful nature, is spiritually dead and cannot please God until Jesus Christ gives him or her His gift of salvation and eternal life.
- We believe salvation from sin, spiritual death, and hell is given by God's grace (unmerited pardon). Salvation must be received by faith alone, apart from any human performance or merit. It is a free gift of God to anyone who personally places his or her confidence in the Lord Jesus Christ and in His finished work on the Cross.

I believe and agree with each aspect of the above Statement of Faith.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Board Member Commitment Pledge

I, \_\_\_\_\_, recognizing the important responsibility I am undertaking in serving the Board of Directors of this ministry, hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as a board member.

**My Role:** I acknowledge that my primary role as a Board Member is:

1. To contribute to the defining of the organization's Mission Statement and governing the fulfillment of that mission; and
2. To carry out the functions of the office of Board Member and/or Officer, as stated in the Bylaws.

My role as a Board Member will focus on the development of broad policies that govern the implementation of institutional plans and purposes. This role is separate and distinct from the role of the Administrator, who determines the means of implementation.

**I Pledge:**

1. My attendance at meetings of the Board, committees, and task forces on which I serve. If I am unable to attend, I will contact the organization for an excused absence as soon as possible.
2. To come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and all background material.
3. To work with and respect the opinions of my peers who serve this Board, and to leave my personal prejudices out of all Board discussions.
4. To always act for the good of the organization and represent the interest of all people served by this charity.
5. To represent this organization in a positive and supportive manner at all times.
6. To observe the parliamentary procedure and display courteous conduct in all Board, committee and task force meetings.
7. To refrain from intruding on administrative issues that are the responsibility of management, except to monitor the results.

8. To avoid conflict of interest between my position as a Board Member and my personal life – including not using my position to the advantage of my friends and business associates. If such a conflict does arise, I will declare that conflict before the Board and refrain from voting on matters in which I have a conflict.
9. To support in a positive manner all actions taken by the Board of Directors, even when I am in a minority position on such actions.
10. To participate in strategic planning retreats, Board self-evaluation programs, and Board development workshops, seminars, and other educational events that may enhance my skills as a Board Member.
11. To keep confidential information confidential at all times.
12. To never exercise my authority as a Board Member except when acting in a meeting with the full Board or as the Board may delegate me to act.

If for any reason, I find myself unable to carry out the above duties to the best of my abilities, I agree to resign my position as a Board Member.

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Board Member's signature

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Date

AGAPE YOUTH MINISTRY BACKGROUND AUTHORIZATION INFORMATION FORM

Name (Print):

Last: \_\_\_\_\_

Maiden Name: \_\_\_\_\_

Middle: \_\_\_\_\_

First: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

I authorize Agape Youth Ministry to do a background check reference the following:

\*Criminal Convictions: misdemeanor and felony at local/state and national level

\*Sexual Convictions and status

I understand that I may request a copy of the background check at any time. I also understand that this information will only be used by Agape Youth Ministry for its internal use and will not be released to any other person or entity without my notification and written consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_