



FAMILY LEADERSHIP
INITIATIVE

2022 GRANT INFORMATION **for Family Leadership Initiative (FLI) programming**

The Family Leadership Initiative (FLI) is a model of family ministry that equips churches with training, support, and resources to strengthen families.

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MISSION: The Family Leadership Initiative is a biblically based family ministry model that trains, supports, and provides urban churches in our community with resources for developing healthy families.

STATEMENT OF CHRISTIAN FAITH: We believe the Bible to be the inspired, the only infallible, authoritative Word of God. We believe in the salvation of the lost through the Lord Jesus Christ. We believe that there is one God, eternally existent in three persons: Father, Son, and the Holy Spirit. We believe in the spiritual unity of believers in our Lord Jesus Christ.

VIRTUES: The Family Leadership Initiative's model is built with seven virtues that serve as a foundation of principle and good moral being. Virtues forge our character, and these virtues are important to us and to the urban churches we train and support.

Faith the assurance of things hoped for, the evidence of things not seen.

Hope the manifestation of aspirations, dreams, and desires.

Love the divine and active force of forgiveness, redemption, and grace.

Wisdom the ability to discern the difference between right and wrong.

Justice the hunger of the soul to promote what is fair and good in the world.

Fortitude the capacity of the heart to persevere in the face of adversity.

Temperance the discipline to embrace moderation and resist temptation.

PURPOSE: The Family Leadership Initiative (FLI) seeks applications from urban churches in the greater Grand Rapids area that demonstrate a commitment to developing healthy families. A church applying for FLI wants to grow its capacity to provide biblically based family programming that equips parents with tools for leading their family and invests in their children's healthy growth.



FLI supports churches committed to providing sustainable, biblically-based family programming to families in their church and community. A church will do this by having programming that includes:

- Quality family time: a recurring intergenerational experience, such as a meal or activity, when adults interact with their children.
- Programming for children: age-appropriate family-based programming including content about family roles.
- Programming for adults: content around parenting skills and family roles.
- Parenting support: a time where adults can support one another by sharing struggles, strategies, and successes.
- Faith formation. A faith-based component where participants connect lessons to their faith.

PROGRAM GOALS: FLI aims to impact the growth of healthy families and churches by:

1. Improving family functioning.
 - a. Creating opportunities for families to share time together and build stronger ties.
 - b. Encouraging parents and children to become leaders inside and outside of their homes.
 - c. Helping families feel connected to a supportive Christian community.
2. Increasing the capacity of churches to deliver biblically based family programming.
 - a. Building family ministry into the ongoing life of the church, by equipping the pastor and church leaders with training on how family ministry wholly integrates with a church's mission.
 - b. Providing access to a learning cohort where churches develop supportive Christian community connections.



ELIGIBILITY CRITERIA: To be eligible for this programming churches must:

- Be located in the greater Grand Rapids area
- Be able to recruit and serve historically underserved Black, Hispanic and Asian families in the church and community
- Have the capacity and infrastructure to support proposed programming through the following elements of success:
 - church has been established for 3 years or more
 - at least 50 regularly attending members
- Agree to participate in program evaluation

TRAINING: Pastors and FLI program leaders (site coordinator and volunteer coordinator) will receive training by way of:

- Weekly scheduled online (via Zoom) training content review meetings with subject-matter experts to discuss more details about their topic area. The subject-matter expert and FLI staff are available to answer any questions.

*All FLI 2022 churches must be represented at each Zoom meeting by at least one FLI program leader (pastor, site coordinator, or volunteer coordinator).

The virtual training workshops will take place on Thursday evenings from 6:30-7:30 pm, and are scheduled for:

January 13,	January 20,	January 27,	
February 3,	February 10,	February 17,	February 24,
March 3,	March 10,	March 17,	March 24, and
	March 31		

Implementation support and coaching is available from the FLI program team anytime in the program year. Details for online learning modules and additional training opportunities will be shared as available.



PROGRAM IMPLEMENTATION COACHING: First-year sites - those with no previous FLI experience will be assigned one of the FLI staff as a coach. The coach will walk alongside and be a helpful resource to a church in the first year.

FLI will not automatically assign a coach to churches with previous FLI experience, but a church may request a coach, or the FLI staff may assign one if they identify a need. FLI staff are available to help any FLI church at any time.

PROGRAMMING TO FAMILIES: As a family ministry program, churches that implement FLI must actively engage parents, guardians, and their children for the healthy development of families. All FLI sites - first-year churches and churches with previous experience - must recruit, register, and regularly serve no less than 15 families each time a site meets for a session. All FLI sites will be required to meet for at least 20 sessions. There is no limit to the number of families a church may choose to serve, however, a minimum of 15 registered families is a requirement of the FLI grant.

Churches with previous FLI experience may customize their family ministry program by scheduling their 20 meetings anytime from February through November, and by changing, adding, or supplementing the curriculum and content. Programming to families may not begin before February and sites should make every effort to complete programming by no later than December 1, 2022.

ELEMENTS OF SUCCESS: The following are critical elements of success in strong family ministry programming.

Recruiting and Attendance: Recruiting families to participate in the FLI implementation must be intentional and ongoing to ensure that a minimum of 15 registered families is registered and regularly attending throughout the duration of the program.

Parents/guardians must be involved in the registration process. Each FLI site is responsible



for recruitment to their program. The expectation is that each site will recruit and maintain a minimum requirement of 15 FLI registered families throughout the program year.

Marketing Materials: FLI has a web and social media presence and developed initiative-wide marketing materials such as brochures, post cards, posters, etc. Churches are responsible for recruitment to their individual programs. Any church produced materials (print, web, radio, etc.) that reference the Family Leadership Initiative need prior approval by the Urban Church Leadership Center, an initiative of the Doug and Maria DeVos Foundation.

Program Location: In 2022 we highly recommend that your church follows the Health Department guidelines put in place in response to the pandemic. If your 2022 programming is virtual, ensure that your church has the technological capacity to run programming that includes Quality family time, Programming for children, Programming for adults, Parent support, and Faith formation. If hosting FLI in person, ensure that your church has everything in place to keep guests safe. If hosting programming at a location other than your church site, you must work directly with the location to secure the necessary approvals, including any and all volunteer requirements and safety measures. Room(s) reservation costs and a description of the space must be considered in the budget breakdown.

Staffing: Successful FLI programming requires strong leadership from the pastor, board members, key church leaders, site coordinator, and volunteer coordinator.

FLI is a biblically based family ministry program that each church administers and as such, each site is responsible for the manpower and commitment needed to provide the volunteers and support necessary to host exceptional experiences for participating families. Providing a ministry program is not easy and church membership size must be large enough to host and maintain a quality program.



FLI requires each site to have at least three distinct key staff positions to ensure church leadership, program development and operations, and volunteer management.

1. The pastor
2. A trusted site coordinator (not the pastor) appointed by the church governing team* to administer and manage FLI

*FLI does not change the operating structure of a church. For some sites the governing team is the pastor, for others the governing team is the Board + pastor, for others it's just the Board. However your church is structured, the decision-making structure makes the site coordinator appointment.

3. A committed volunteer coordinator (not the pastor or site coordinator) in charge of volunteer training and volunteer management

The pastor will:

- Serve as the FLI program administrator/director to provide program oversight*
 - *Each church has an established governing and operating structure, and FLI, in no way, changes the governance or operations of a church. The pastor must work within the church's organizational structure to administer FLI. Over the years we have found that a clear indicator of a successful, sustainable program is the pastor's commitment and leadership to family ministry. FLI requires that the pastor be directly involved in program oversight within the church's defined structure.
 - Work closely with the established organizational structure (deacons, elders, church officers, the Board, committees, the FLI site coordinator, key leaders, or any other role responsible for church operations) to administer FLI programming.
 - Responsible for the program budget*
 - *Financial administration is critically important and FLI, in no way, changes the financial operations of a church. The pastor must work within the church's financial operations structure to administer FLI.



- Work closely with the established financial administration (treasurer, accountant, controller, CFO, business administrator, executive pastor, finance committee member, or any other role responsible for church financial operations) to administer FLI programming.
- Assess the program needs and ensure that goals and objectives are met
- Provide direction to site coordinator/site leaders
- Clearly communicate the church's program goals and objectives
- Work closely in communication with his/her site coordinator to assess needs and ensure that program goals and objectives are met
- Help recruit families and volunteers

The site coordinator will:

- Implement and oversee all FLI programming and activities
- Work closely with the pastor to continually assess needs and ensure that church's program goals and objectives are met
- Communicate with the pastor to provide direction and staff supervision
 - Clearly and regularly communicate needs
 - Delegate tasks: Being a FLI site coordinator is not easy. In our experience, successful FLI programs have a site coordinator who understands the power of delegating. Share the responsibilities. Many hands make light work. The site coordinator should not be doing it all.
- Manage the collection and submission of registrations, session attendance information, and evaluation data
- Work closely with the volunteer coordinator and volunteers (facilitators, teachers, instructors, coaches) to share lesson plan, timeline, specific curriculum information and expectations
- Assist and follow-up with the volunteer coordinator about recruiting help for the program year



- Check in with the volunteer coordinator after each session: review the welcome and check-in process, attendance, meals, curriculum delivery, and share any specific needs

The volunteer coordinator will:

- Recruit volunteers for all FLI programming
- Confirm that all volunteers (facilitators, teachers, instructors, coaches, etc.) are at least 18 years old
- Administer safety training and any additional training to all volunteers
- Clearly communicate the lesson plan, timeline, curriculum information and expectations to all volunteer facilitators, teachers, instructors, and coaches
- Conduct and maintain documentation on background checks for all staff and volunteers
- Connect and check-in regularly with families; share any needs with the site coordinator and create an action plan (phone calls, postcards, personal visits, etc.) to let families know that the church leaders and program staff are thinking of them
- Track attendance at each session

Best practice is for each site to develop and maintain job descriptions for each staff member and volunteer. All volunteers who provide services to or perform services for the project without compensation for their time should sign a volunteer identification and release form*. (Reimbursement of expenses does not constitute compensation for time spent.)

**See page 16-17 for an example of a Volunteer Identification and Release Form*

The minimum staffing requirements listed above must be provided in the application and a description of the volunteer commitment must be provided to ensure the staffing support is in place for programming.



Volunteers: Facilitators, Teachers, Instructors, Coaches, etc.

All volunteers must be at least 18 years old. It is highly recommended that classes with younger aged children (4-5-year-olds) have at least 2 adult teachers. Young adult helpers may assist as needed.

Health and Safety: A comprehensive safety plan is critical. Volunteer coordinators take attendance and site coordinators compile and manage attendance data of all participants at each session. An emergency contact person's information must be available for all students. Each site manages participant information, ensuring that data for all staff, volunteers, parents, and children is up to date. For the safety of your FLI program, run background checks for all church staff and volunteers and keep data on file.

Meals and Kitchen: A minimum of 3 dedicated staff is recommended for this role. General duties include prep and set up, cooking, serving and clean up. Specific duties will vary from site to site, based on program needs, and should be clearly communicated by the volunteer coordinator.

If sites elect to use catering for meals, a point person for meals (not the pastor or site coordinator) must be provided and available for any questions and concerns.

Accidents and Supervision: If an accident happens, the following steps will be taken:

- a. The staff will determine if first aid is required for the injured person. Several people on staff should be certified in first aid and can be called upon to assist in an injury.
- b. If there is any doubt of the seriousness of the injury, the site coordinator will be notified, and arrangements will be made to ensure that the injured person gets immediate medical attention.
- c. Fill out an Incident/Accident Report (*see page 18 for an Incident/Accident Report sample form*)



Evaluation: FLI sites will be expected to take part in the data collection and evaluation process. FLI will partner with Basis Policy Research and The Center for Social Research at Calvin University to evaluate the FLI program success. Programs will become a part of FLI's evaluation. Site visits will be conducted to monitor program quality and to provide support.



CURRICULUM UNITS – available online in English and Spanish
(www.familyleadershipinitiative.org/resources)

REQUIRED

- | | |
|--------|---------------------------------------|
| Unit 1 | Identity – Family is God’s Idea |
| Unit 2 | Identity – Individual Identity |
| Unit 3 | Identity – Who We Are as a Family |
| Unit 4 | Identity – Your Family Is a Team |
| Unit 5 | Legacy – Hope for the Future |
| Unit 6 | Legacy – Learning and Education |
| Unit 7 | Legacy – Family Has a Kingdom Purpose |
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- | | |
|---------|--|
| Unit 8 | Behavior – Communication |
| Unit 9 | Behavior – Creating a Supportive Home |
| Unit 10 | Behavior – Organizing for Success |
| Unit 11 | Behavior – Growing Spiritually as a Family |
| Unit 12 | Behavior – Healthy Living |
| Unit 13 | Behavior – Financial Health |
| Unit 14 | Behavior – Problem Solving |
-
- | | |
|---------|---|
| Unit 15 | Faith Formation – Spiritual Development |
| Unit 16 | Faith Formation – Gospel Salvation |
| Unit 17 | Faith Formation – The Praying Parent |
| Unit 18 | Faith Formation – Blessings Given |
| Unit 19 | Faith Formation – Growing Spiritually as a Family |



- Unit 20 Engaging the World – Conflict
- Unit 21 Engaging the World – Volunteering
- Unit 22 Engaging the World – Technology
- Unit 23 Engaging the World – Preparing for College
- Unit 24 Engaging the World – Preparations for the Future
- Unit 25 Engaging the World – Being Good Neighbors
- Unit 26 Engaging the World – Communication
- Unit 27 Engaging the World – Building Strong Friendships

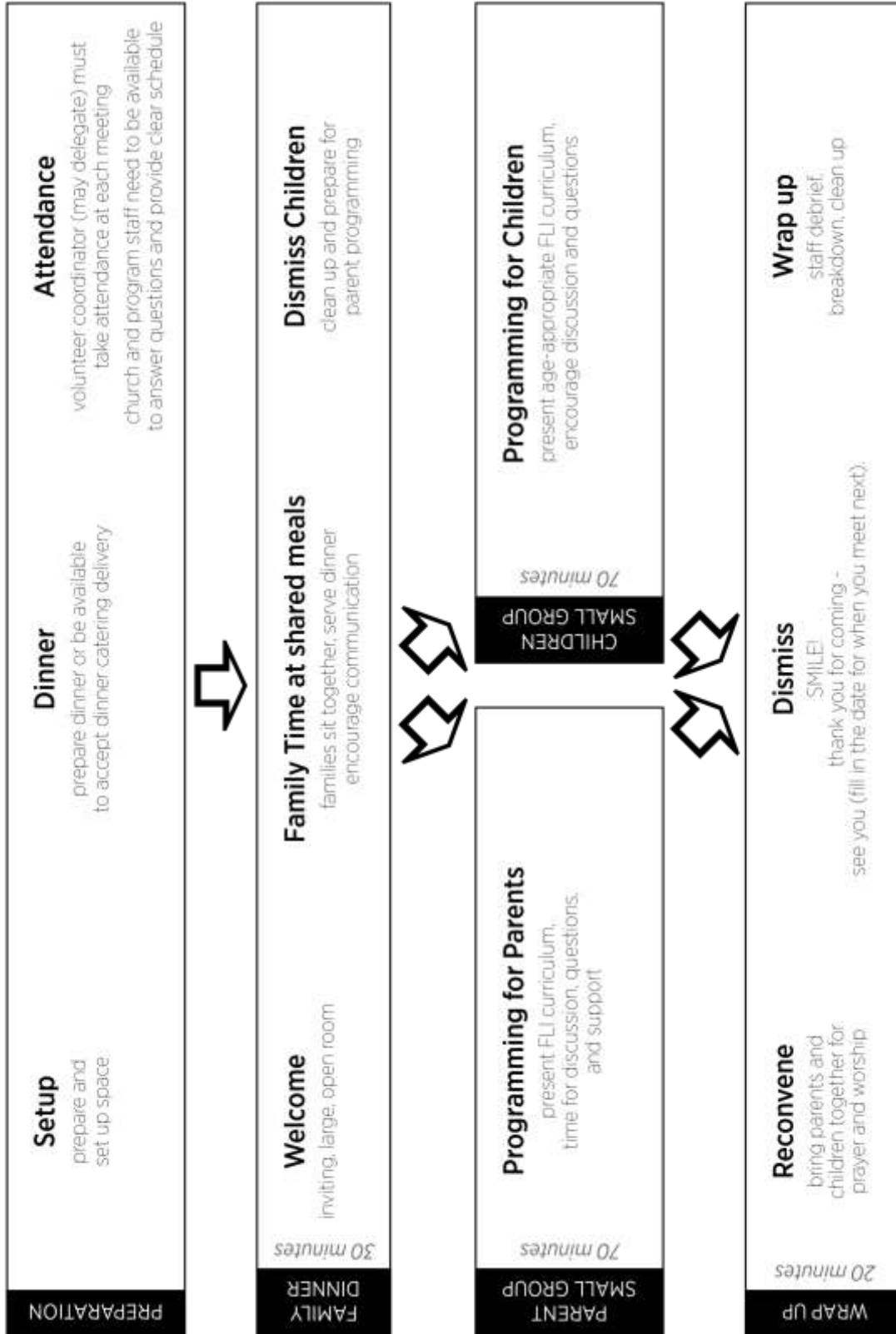
- Unit 28 Family Time – Rituals
- Unit 29 Family Time – Life Cycle
- Unit 30 Family Time – Who We Are as a Family
- Unit 31 Family Time – Grief and Loss
- Unit 32 Family Time – Introduction to Values
- Unit 33 Family Time – Creating a Supportive Home
- Unit 34 Family Time – Family Roles
- Unit 35 Family Time – Discipline
- Unit 36 Family Time – The Adult Child Returns Home
- Unit 37 Family Time – Organizing for Success
- Unit 38 Family Time – Elder Care
- Unit 39 Family Time – Love Languages
- Unit 40 Family Time – Chronic Illness

- Unit 41 Marriage – Mate Selection
- Unit 42 Marriage – Sexuality
- Unit 43 Marriage – Widows and Widowers



IN-PERSON SESSION SCHEDULE, SAMPLE

Family Leadership Initiative - 2 hour session



VOLUNTEER IDENTIFICATION AND RELEASE FORM, SAMPLE

Effective Date ____/____/____

Volunteer [Legal Name], AKA (The Volunteer)

Located at [Address]

[City], [State] [Zip Code]

Phone Number (000)000-0000

Email: email@address.com

and

Organization [Legal Name], AKA (The Organization)

Located at [Address]

[City], [State] [Zip Code]

Phone Number (000)000-0000

Email: email@address.com

I, the above listed Volunteer, desire to work as a volunteer for The Organization and engage in the activities related to being a volunteer for a work project.

I hereby voluntarily, execute this Volunteer Waiver under the following terms:

I, the Volunteer, release and hold harmless the Organization and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from my volunteer work with the Organization.

I understand that this Waiver discharges the Organization from any liability or claim that I, the Volunteer, may have against the Organization with respect to bodily injury, personal injury, illness, death, or property damage that may result from my participation on the Organization's work site. I also fully understand that the Organization does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance, in the event of injury, illness, death or property damage.



2022

I, the Volunteer, understand that I expressly waive any such claim for compensation or liability on the part of the Organization beyond what may be offered freely by the representative of the Organization in the event of such injury or medical expense.

I hereby release the Organization from any claim whatsoever which arises or may arise in the future on account of any first aid treatment or other medical services that are conducted in connection with an emergency during my time with the Organization.

I understand that my time with _____ may include various activities that may be hazardous to me and I hereby expressly and specifically assume the risk of injury or harm in these activities and release the Organization from all liability for injury, illness, death, or property damage resulting from the activities of my time with the Organization.

I grant unto the Organization all right, title, and interest in any and all photographic images and video or audio recordings that are made by the Organization during my work with the Organization, including, but not limited to, any royalties, proceeds, or other benefits that are derived from such photographs or recordings.

I expressly agree that this Waiver is intended to be as broad and inclusive as permitted by the laws of the State of _____ in the United States of America, and that this Waiver shall be governed by and interpreted in accordance with the laws of the State of _____. I agree that in the event that any clause or provision of this Waiver shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to enforceable.

Volunteer's Signature Date

Print Volunteer's Name

INCIDENT/ACCIDENT REPORT FORM, SAMPLE

Site Name:

Instructions: Complete this form and submit to your church leaders and FLI program leaders within 24 hours of incident/accident.

Incident/Accident:

Date and time of incident/accident:

Location where incident occurred:

Description of incident/accident:

Attention required:

Suggestions for follow up:



FLI REGISTRATION FORM, page 1



FAMILY LEADERSHIP INITIATIVE REGISTRATION

FAMILY INFORMATION		MOTHER		FATHER	
INFORMACIÓN FAMILIAR		MADRE		PADRE	
* address 1 <i>Dirección 1</i>					
address 2 <i>dirección 2</i>					
* city, state, zip <i>código postal</i>					
* home phone # <i>teléfono de casa #</i>					
CHILD INFORMATION		CHILD #1	CHILD #2	CHILD #3	CHILD #4
INFORMACIÓN DEL NIÑO		NIÑO # 1	NIÑO # 2	NIÑO # 3	NIÑO # 4
* first name <i>nombre de pila</i>					
* last name <i>apellido</i>					
birthdate <i>Fecha de nacimiento</i>					
mobile phone <i>teléfono móvil</i>					
email <i>Email</i>					
CHILD INFORMATION		CHILD #5	CHILD #6	CHILD #7	CHILD #8
INFORMACIÓN DEL NIÑO		NIÑO # 5	NIÑO # 6	NIÑO # 7	NIÑO # 8
* first name <i>nombre de pila</i>					
* last name <i>apellido</i>					
birthdate <i>Fecha de nacimiento</i>					
* name of school <i>nombre de Escuela</i>					
mobile phone <i>teléfono móvil</i>					
email <i>Email</i>					



FLI REGISTRATION FORM, page 2

FLI CONSENT TO PARTICIPATE

FLI CONSENTIMIENTO PARA PARTICIPAR

Media Use: My children may be photographed, video recorded, and/or interviewed for program promotion, recognizing that information may be used on the web, television, radio or in print.

El uso de medios: Mis hijos pueden ser fotografiados, video grabado y / o entrevistados para la promoción del programa, reconociendo que la información puede ser usada en la web, la televisión, la radio o en la impresión.

First Aid: Program staff may provide first aid and administer medications, including the use of sunscreen and insect repellent.

Primeros auxilios: El personal del programa puede proporcionar los primeros auxilios y medicamentos administrar, incluyendo el uso de protector solar y repelente de insectos.

Health: Do any of your children have any health concerns that program staff should be aware of?
Indicate the name of the child and list any food allergies or other items, restrictions, etc.

Salud: ¿Alguno de sus hijos han cualquier problema de salud que el personal del programa debería tener en cuenta?
Indicar el nombre del niño y la lista de cualquier alergia a alimentos u otros artículos, restricciones, etc.

Activity: Are there activities that your children should not participate in?
Indicate the name of the child and list any activity types.

Actividad: ¿Hay actividades que sus hijos no deben participar?
Indicar el nombre del niño y la lista de tipos de actividad.

Medication: Are any of your children currently taking any medications? Indicated the name of the child and list any medications.

Medicamento: ¿Alguno de sus hijos actualmente tomando algún medicamento? Se indica el nombre del niño y la lista de todos los medicamentos.

EMERGENCY CONTACT INFORMATION	NAME	PHONE NUMBER	RELATIONSHIP
INFORMACIÓN DE CONTACTO EN CASO DE EMERGENCIA	NOMBRE	NÚMERO DE TELÉFONO	RELACIÓN

PARENT OR GUARDIAN SIGNATURE

Padre o tutor firma

