

# FIRST BAPTIST CHURCH OF LA PLATA EDUCATIONAL MINISTRY

*Handbook of Procedures*



## FOR THE 2020 - 2021 SCHOOL YEAR

THIS ORGANIZATION IS A MINISTRY OF  
FIRST BAPTIST CHURCH OF LA PLATA  
9070 HAWTHORNE ROAD  
LA PLATA, MD 20646

301.934.9040

[FBCLAPLATA.ORG/EDUCATIONAL-MINISTRY/](http://FBCLAPLATA.ORG/EDUCATIONAL-MINISTRY/)

[FBCLP.EDUCATION@GMAIL.COM](mailto:FBCLP.EDUCATION@GMAIL.COM)

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# GENERAL INFORMATION

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## *Welcome*

Welcome to oversight with First Baptist Church of La Plata Educational Ministry (FBCLPEM). Whether you have chosen Standard, Record Keeping, or Mixed Level oversight, you can expect to be advised and mentored by experienced home educating parents who understand the challenges and rewards of home education.

## *Contact Information*

Director of Advising, Karen Jones – [fbclp.education@gmail.com](mailto:fbclp.education@gmail.com)

Lead Academic Advisor, Amy Smith – [t.a.smith7@verizon.net](mailto:t.a.smith7@verizon.net)

The church can be reached by calling 301.934.9040

## *Overview of the Different Levels of Oversight Available*

Provided/Required	Standard Oversight	Record Keeping Oversight
Transcripts prepared	No. Parents prepare transcripts	Yes. Official transcript prepared by FBCLP Educational Ministry
How often will you meet with your adviser (required)?	Three Times A Year	Four times a year
Will my child receive a diploma from FBCLP Educational Ministry?	No. Parents must issue diploma	Yes. Students will follow the diploma planning chart for their chosen diploma track, and document grades. A diploma, signed by our Transcript Coordinator, will be issued
What is the annual cost?	\$10 per family	\$50 per family
Can I join mid-year?	Yes	No. You must begin keeping records at the beginning of the year

**Mixed Level Option:** You may have some members of your family in Standard oversight, and some in Record keeping oversight. You would only pay one fee (\$50) for this mixed level of oversight.

The Standard option and Record Keeping options use similar Methods & Objectives forms for elementary and middle school students. Paperwork remains the same for Standard oversight in high school, while it changes significantly for Record Keeping students

# MEMBERSHIP FEES

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## *Due Date*

Membership fees are paid annually, no later than August 1st

**All fees are per family.**

## *Schedule of Membership fees*

Level of Service	Members of FBC La Plata**	Not members of FBC La Plata
Standard Oversight	\$0	\$10
Record Keeping Oversight	\$40	\$50
Mixed Level Oversight	\$40	\$50

\*\*Members of FBC La Plata receive a \$10 discount each year

## *Free Membership for all Advisors*

Advisors receive membership at the level of their choice at no charge as a thank you for their service. If you are interested in serving as an advisor, please contact Amy Smith - t.a.smith7@verizon.net

## *Additional Differences*

**Diplomas:** High School seniors with record keeping level membership will be given a high-quality diploma at no additional cost. It will reflect the ministry as the school's name, and can be signed by the Lead Academic Advisor as well as parents\*\*\*.

Standard level oversight high school seniors will be offered the opportunity to purchase a diploma with the rest of the umbrella. These diplomas will NOT be signed by their advisor, nor may they list the umbrella as the school name because we have not exercised appropriate oversight to do so. They will not reflect the ministry as the school's name for the same reason.

**All members of our umbrella have a standing invitation to participate in graduation with PACE, a co-op which meets at First Baptist Church of La Plata.**

\*\*\*provided they meet diploma planning chart and academic requirements. See Oversight procedures for more details

# OVERSIGHT DEADLINES

Date	Item(s) Due – Standard	Item(s) Due – Record Keeping
<b>September 15<sup>th</sup></b>	<ul style="list-style-type: none"> <li>New parents need a pre-enrollment conference with your advisor (first year only)</li> <li>Methods &amp; Objectives form for each child due (SEE STANDARD FORMS)</li> </ul>	<ul style="list-style-type: none"> <li>Objectives and Methods forms due for each child (SEE RECORD KEEPING FORMS)</li> <li>Parents should have a face to face meeting with advisor</li> </ul>
<b>Between December 1<sup>st</sup> and January 15<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Each advisee should contact their advisor (can be via phone or email) to update on academic progress and ask any questions.</li> <li>Advisor will fill out the Mid-Year Contact Record (SEE FORMS)</li> </ul>	December – 1st quarter (fall) portfolio review (SEE RECORD KEEPING FORMS)
<b>March</b>		March – 2nd quarter (winter) portfolio review (SEE RECORD KEEPING FORMS)
<b>By June 30<sup>th</sup></b>	<ul style="list-style-type: none"> <li>Conduct portfolio reviews for each child</li> <li>Advisor will complete End of Year Portfolio Review Form (SEE FORMS) for each student.</li> <li>Both advisor and parent sign this form and receive a copy (you may copy in church office)</li> </ul>	June – Year end (spring quarter) portfolio review
<b>June 15<sup>th</sup></b>	Deadline to notify FBCLPEM if families will continue in oversight for next year, add students, or change levels if available	
<b>August 1<sup>st</sup></b>	Payment for the next school year, if applicable, is due by this date	

Please note that these dates are sometimes adjusted due to unforeseen circumstances. Your advisor will inform you of any extensions made

# GENERAL POLICIES – ALL LEVELS

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## *Purpose of Reviews*

The purpose of portfolio reviews is to **verify** regular and thorough instruction in the subjects required by Maryland law.

## *Procedures when portfolio does not meet Requirements*

Although we have never encountered a portfolio that does not meet the standard of regular and thorough instruction, these procedures would be followed:

- **During the Review:** parent will be notified and given a written checklist identifying area(s) where more evidence is required.
- **Follow Up:**
  - a second appointment will be set to review additional evidence. If it is provided, process is complete
  - If sufficient evidence is not provided at second appointment, the parent will speak directly to the committee to outline any circumstances.
- **The committee will:**
  - Decide to extend a probationary period to the parent, during which the adviser will check in monthly via phone or in person, to provide additional mentoring. At the end of the following year, if the parent has improved evidence, probationary period is lifted OR
  - The committee can alternately decide to remove the individual from membership in the umbrella

A GOOD RULE OF THUMB FOR EVIDENCE IS ONE TO TWO SAMPLES PER MONTH FOR EACH SUBJECT. YOU MAY PROVIDE MORE OF COURSE!

## *We are a Ministry of a Southern Baptist Church*

Members of all faiths are welcome to join our ministry. There is no required statement of faith to become a member.

Please remember, however, that we are a member church of the Southern Baptist Convention. As such, our advisers should adhere to, the Southern Baptist Faith and Message, available at <http://www.sbc.net/bfm2000/bfm2000.asp>

**What does that mean, practically speaking? That our advisors, and our church, will not host or participate in any function which is in violation of the principles outlined in the Southern Baptist Faith and Message.**



# OVERSIGHT PROCEDURES

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**STANDARD LEVEL:** Oversight under this program takes the place of reviews with the County Public School system. It does not provide transcripts or diplomas.

**RECORD KEEPING:** In addition to taking the place of County reviews, this level provides transcripts to all students. High School diplomas are available to students who meet all requirements.

**MENTORSHIP:** Additionally, our advisors are all experienced homeschoolers who make themselves available to help our families with any questions they may have about home education.

## *Membership Requirements*

### **Standard Level:**

- Meet all deadlines specified in IMPORTANT DEADLINES section
- During the school year, provide their students with regular, thorough instruction in required subjects – English, Math, Science, Social Studies, Health, Physical Education, Music, and Art
- Keep samples of work in each subject for each student. The samples should demonstrate progress, and that instruction was regular and thorough.
- Annual portfolio review in June

### **Record Keeping:**

- Meet all deadlines specified in IMPORTANT DEADLINES section
- During the school year, provide their students with regular, thorough instruction in required subjects – English, Math, Science, Social Studies, Health, Physical Education, Music, and Art
- Keep samples of work in each subject for each student. The samples should demonstrate progress, and that instruction was regular and thorough.
- More in-depth record keeping is required, particularly at the high school level. Please be familiar with all forms in the Record Keeping section.
- Quarterly reviews, as well as in person meeting in September each year

## *New Review Options*

Beginning in 2019-2020, FBCLPEM is pleased to offer the option of video conference reviews. If you are interested in this option, contact your advisor as it is at their discretion. Options may include Zoom, Google Meetings, or Facetime to name a few.

# FORMS USED – STANDARD LEVEL

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## **Objectives and Methods**

Filled out by family for each child and submitted to advisor at the beginning of the school year

## **Mid-Year Contact Record**

Filled out by the advisor as a record of the conversation *initiated by family* to update the advisor on progress to date

## **End of Year Portfolio Review**

Filled out by advisor, signed by both parent and advisor. Comments can be made by either party and each receives a copy after completing the review

## *Copies of All Forms*

Copies of these forms are available in both print and fill and fill in on screen formats

<https://www.fbclaplata.org/outreach-ministries/homeschool/oversight-forms/>

Please note that the appearance of these forms may vary slightly as updates occur.



# OBJECTIVES & METHODS

## Standard Oversight



Student's Name:	
Academic Year:	to
Grade:	

For each subject, please list either the curriculum used, or include a description of the methods used to provide regular and thorough instruction. For subjects that may include multiple topics (i.e., English may include reading, spelling, composition, grammar, etc...), please list each topic and any curriculum or methods used. Email your completed form(s) to your advisor.

**Please complete one form for each student under oversight.**

Subject	Curriculum/Methods Used
English	
Math	
Art	
Music	
Social Studies	
Science	
Health	
Physical Education	

# MID-YEAR CONTACT RECORD

Advisor: \_\_\_\_\_

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

Method of Contact:

☐ Phone call

☐ Email

☐ In Person or via Video Conference

Parent's Name: \_\_\_\_\_

Name(s) of Student(s) Discussed

Comments if Applicable:

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# ANNUAL PORTFOLIO REVIEW

## Standard Level Oversight

Student's Name:	
Academic Year:	to
Grade:	

The purpose of this review is to document evidence of regular and thorough instruction in the eight subjects required by COMAR

Subject	Select one of the following: Was evidence of regular, thorough instruction provided?		
	Yes	No	Notes/Parent's comments:
English			
Math			
Science			
Art			
Music			
Social Studies			
Health			
Physical Education			

\_\_\_\_\_  
 Parent's signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Advisor's signature

\_\_\_\_\_  
 Date

# FORMS USED – RECORD KEEPING LEVEL

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## *Elementary and Middle School Forms*

### **Elementary and Middle School Objectives & Methods**

Filled out by the family for each child and submitted to their advisor at the beginning of the school year

### **Elementary and Middle School Quarterly Records Evaluation**

Filled out by advisor at each quarterly review, signed by both parent and advisor. Comments can be made by either party and each receives a copy after completing the review

## *High School Forms*

### **High School Objectives & Methods**

Families will fill out *one per course* for each high school student and submit to their advisor at the beginning of the school year

### **High School Quarterly Contract**

Families will fill out *one per course, each quarter* for each high school student for submission at quarterly reviews. Each should be signed by student, parent, and advisor. It is easier to complete these weekly during the year as you must record scores received.

### **Diploma Planning Charts for High School**

In order to receive a diploma from FBCLPEM, all high school record keeping students must follow a diploma planning chart. Advisors will assist their families in selecting and maintaining the right chart for each student. Options available are:

- Standard
- College Prep
- College Prep + Honors
- Individualized

## *Copies of All Forms Available*

Copies of these forms are available in both print and fill and fill in on screen formats  
<https://www.fbclaplata.org/outreach-ministries/homeschool/oversight-forms/>

Please note that the appearance of these forms may vary slightly due to updates.


# Oversight W Transcript & Record Keeping

## Elementary/Middle School Objectives & Method

Year \_\_\_\_\_ - \_\_\_\_\_

Grade \_\_\_\_\_

olata  
✓

<b>Student Name:</b>		<b>DOB:</b>		
<b>Parent/Guardian Name:</b>				
<b>Address:</b>	- - - - - - - - - - - - - - -			

List curriculum/method you plan to use and a brief synopsis of concepts you plan to learn.

English Objective
Math Objective
Art Objective



Student Name: \_\_\_\_\_  
Quarter:    ☐ Fall        ☐ Winter        ☐ Spring    Grade Level \_\_\_\_\_

Subject	Work Completed/Activities	Grades	
		Quart	Final
English			
Math			
Art			
Music			
Social Studies			
Science			
Health			
Physical Education			

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

Academic Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Highschool Objectives & Methods Form

Year \_\_\_\_\_ Grade \_\_\_\_\_



student name	DOB

parent/legal guardian name and address

**Course title:** \_\_\_\_\_ (choose only 1) ☐ 1 credit ☐ .5 credit

<b>Texts &amp; Materials:</b> List texts and author if possible																	
<b>Course Description:</b>																	
<b>Method of Grading and % of Final Grade:</b>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 70%;">Method</th> <th style="width: 30%;">%</th> </tr> </thead> <tbody> <tr> <td>Daily Work (Cannot be more than 50%)</td> <td></td> </tr> <tr> <td>Tests</td> <td></td> </tr> <tr> <td>Quiz</td> <td></td> </tr> <tr> <td>Projects</td> <td></td> </tr> <tr> <td>Lab</td> <td></td> </tr> <tr> <td>Misc.</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>100%</b></td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;"> <b>II Titus 2 :11-12</b>             For the grace of God has appeared that offers salvation to all people. It teaches us to say "NO" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age,         </div>	Method	%	Daily Work (Cannot be more than 50%)		Tests		Quiz		Projects		Lab		Misc.		<b>Total</b>	<b>100%</b>
Method	%																
Daily Work (Cannot be more than 50%)																	
Tests																	
Quiz																	
Projects																	
Lab																	
Misc.																	
<b>Total</b>	<b>100%</b>																

I agree to complete this course according to the above standards.


\_\_\_\_\_  
(student signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(date)



<h1 style="margin: 0;">Highschool</h1> <h2 style="margin: 0;">Quarterly Contract</h2>		Quarter: _____  Year: _____				
Student Name: _____ Course Title: _____ Grade Level: _____ Credit value: <input type="checkbox"/> 1 credit <input type="checkbox"/> .5 credit		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">Quarter Gr</td> <td style="width: 70%;"></td> </tr> <tr> <td style="padding: 5px;">Final Gr</td> <td></td> </tr> </table>	Quarter Gr		Final Gr	
Quarter Gr						
Final Gr						

Week	Date/s	Daily Wk ____ %	Quiz ____ %	Test ____ %	Lab ____ %	Paper/Projects ____ %	Misc. ____ %	Total
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
Total Points								
Avg of Point Total								
Weighted Point Total		+	+	+	+	+	+	=

Add up total points in column, average, then multiply average by percentage at top of that column. Place this figure in Weighted Point Total row, add all Weighted total points for the total grade in bottom right box. Place this grade in Quarter grade box at top of page. For the last quarter of a class, average all quarters and place this total in Final grade.

**I have completed the designated quarter according to the standards laid out on the Methods and Objectives Form**

\_\_\_\_\_  
 (Student signature) (date)

**I have approved the completion of the designated quarter for the above-named course for the above-named student**

\_\_\_\_\_  
 (Parent signature) (date)

\_\_\_\_\_  
 (Academic advisor signature) (date)

Sign below when course is complete

_____ has completed the above course, meeting the standard for earning.			
_____ (Student signature)	_____ (date)	_____ (Academic advisor signature)	_____ (date)
_____ (Parent signature)	_____ (date)		

FBCLPEM FORM 8-19

# Standard Diploma Planning Chart

A minimum of 23 total credits are required. The number of credits and courses marked with an \* are required. The number of credits and courses in parenthesis are recommended. Use this form to plan and chart your HS program. In the grade level, check off the course(s) you plan to take in that grade. When the year is completed, change the check mark to the grade earned. Total at the bottom. See your advisor for help.

Refer to Advanced Tech Ed list for ideas (if opting to complete in lieu of World Language)



Credits	Subject	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>ENGLISH</b>  *4	*Composition/Grammar					-
	*Composition					-
	*World Literature					-
	*English/British Literature					-
<b>MATH</b>  *3	*Algebra I					-
	*Algebra II					-
	*Geometry					-
<b>SCIENCE</b> 2 must include 20+ hr lab  *3	*Earth Science/Physical Science + lab					-
	*Biology+ lab					-
	*HS Level Science					-
<b>SOCIAL STUDIES</b>  *3	*US History					-
	*World History					-
	*US Government/Economics					-
<b>TECH ED</b> *1						
<b>FINANCIAL LIT</b> *1						
<b>FINE ARTS</b> *1						-
<b>PHYSICAL EDUCATION</b> *1	*PE -1/2 cr					-
	*Health -1/2 cr					-
<b>WORLD LANGUAGE</b> or <b>ADVANCED TECH ED</b> *2						-
<b>ELECTIVES</b> *4						-
						-
						-
<b>Total</b>						

FBCLPEM Form 8-18

# College Prep Diploma Planning Chart

This course study meets minimum requirement for most colleges and is beyond the basic requirements for graduation in MD. Students must maintain a 3.0 weighted cumulative GPA. A minimum of **23** total credits are required. The number of credits and courses marked with an \* are required. The number of credits and courses in parenthesis are recommended. Use this form to plan and chart your HS program. In the grade level, check off the course(s) you plan to take in that grade. When the year is completed, change the check mark to the grade earned. Total at the bottom. See your advisor for help.



Credits	Subject	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>ENGLISH</b>  *4	*Composition & Grammar (writing component)					
	*Composition & Grammar (writing component)					
	*World Literature					
	*English/British Literature					
<b>MATH</b>  *4	*Algebra I					
	*Algebra II					
	*Geometry					
	*Higher Math (Pre-Calculus/Trigonometry/Statistics)					
<b>SCIENCE</b> must include 20+ hr lab  *3 (4)	*Earth Science/Physical Science + lab					
	*Biology + lab					
	*Chemistry + lab					
<b>SOCIAL STUDIES</b>  *3	*US History					
	*World History					
	*US Government/Economics					
<b>TECH ED</b> *1						
<b>FINANCIAL LIT</b> *1						
<b>FINE ARTS</b> *1						
<b>PHYSICAL EDUCATION</b> *1	*PE - 1/2 cr					
	*Health - 1/2 cr					
<b>WORLD LANGUAGE</b> same *2						
<b>ELECTIVES</b> *(3)4						
<b>Total</b>						

FBCLPEM Form 1-19

# College Prep + Honors Diploma Planning Chart



This course study meets minimum requirement for most colleges and is beyond the basic requirements for graduation in MD. Students must maintain a 3.5 weighted cumulative GPA. A minimum of **23** total credits are required. The number of credits and courses marked with an \* are required. The number of credits and courses in parenthesis are recommended. Use this form to plan and chart your HS program. In the grade level, check off the course(s) you plan to take in that grade. When the year is completed, change the check mark to the grade earned. Total at the bottom. See your advisor for help.

Credits	Subject	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>ENGLISH</b>  *4	*Composition & Grammar (writing component)					
	*Composition & Grammar (writing component)					
	*World Literature					
	*English/British Literature					
<b>MATH</b>  *4	*Algebra I					
	*Algebra II					
	*Geometry					
	*Higher Math (Pre-Calculus/Trigonometry/Statistics)					
<b>SCIENCE</b> (must include 20+ hr lab)  *3(4)	*Earth Science/Physical Science + lab					
	*Biology + lab					
	*Chemistry + lab					
	(Physics + lab preferred)					
<b>SOCIAL STUDIES</b>  *3	*US History					
	*World History					
	*US Government/Economics					
<b>TECH ED</b> *1						
<b>FINANCIAL LIT</b> *1						
<b>FINE ARTS</b> *1						
<b>PHYSICAL EDUCATION</b> *1	*PE- 1/2 cr					
	*Health - 1/2 cr					
<b>WORLD LANGUAGE</b> same *2						
<b>ELECTIVES</b> *3(4)						
<b>Total</b> _____						

FBCLPEM Form 1-19

# Individualized Diploma Planning Chart



This diploma chart is reserved for special circumstances involving a student who requires an amended education track. Documentation must be provided and will be maintained in strict confidence. A minimum of **23** total credits are required. The number of credits and courses in parenthesis are recommended. Use this form to plan and chart your HS program. In the grade level, check off the course(s) you plan to take in that grade. When the year is completed, change the check mark to the grade earned. Total at the bottom. See your advisor for help.

*Refer to Advanced Tech Ed list for ideas (if opting to complete in lieu of World Language)*

Credits	Subject	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
<b>ENGLISH</b>  *4	*Composition & Grammar					
	*Composition & Grammar					
	*World Literature					
	*English/British Literature					
<b>MATH</b>  *3	*Algebra I					
	*Algebra II					
	*Geometry					
<b>SCIENCE</b> 2 must include 20+ hr lab  *3	*Earth Science/Physical Science +lab					
	*Biology + lab					
	*other HS Level science					
<b>SOCIAL STUDIES</b>  *3	*US History					
	*World History					
	*US Government/Economics					
<b>TECH ED</b> *1						
<b>FINANCIAL LIT</b> *1						
<b>FINE ARTS</b> *1						
<b>PHYSICAL EDUCATION</b> *1	*PE - 1/2 cr					
	*Health -1/2 cr					
<b>WORLD LANGUAGE</b> same or TECH ED *2						
<b>ELECTIVES</b> *4						
<b>Total</b>						

FBCLPEM Form 8-18

# DIGITAL SIGNATURE PROCESS

With the emergence of COVID19 as a world health threat, we have been forced to find alternate methods of performing advising procedures. In addition to video conference based reviews, we have also begun to accept digital signatures.

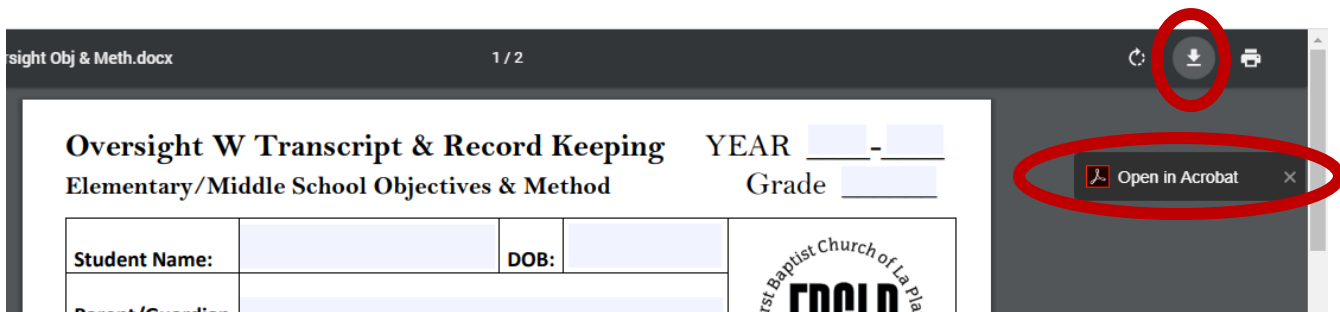
This practice will provide a more convenient means of submitting paperwork during, and after, this crisis passes.

Please follow the instructions below to sign a document digitally, and then email it to your advisor.

## Software Needed: Adobe Acrobat Reader

STEP ONE: Download the advising paperwork. You will need to open it in Adobe Reader

When you click on the link for the paperwork, you can click the “Open in Acrobat” shown below, or click on the download arrow, and double click on the file in Windows Explorer



STEP TWO: Fill in the information required. Now locate the signature area

Parent Signature: _____	Date: _____
Academic Advisor Signature: _____	Date: _____



STEP THREE: Click on the signature box. An Adobe signature request will open. Follow the prompts to Configure Digital ID. You will be able to save it

The screenshot shows a document with a table containing 'Health' and 'Physical Education' rows. A signature box is highlighted, and a dialog box titled 'Digital ID Configuration Required' is open. The dialog box contains the text: 'This signature field requires a digital signature identity. Would you like to configure one now?' with buttons for 'Help', 'Configure Digital ID', and 'Cancel'.

STEP FOUR: Create a new digital signature. You may save it to your computer

The first screenshot shows the 'Configure a Digital ID for signing' dialog box. It has a title bar and a close button. The main content area has a heading 'Select the type of Digital ID:' and three options: 'Use a Signature Creation Device', 'Use a Digital ID from a file', and 'Create a new Digital ID'. The 'Create a new Digital ID' option is selected. The bottom of the dialog box has 'Cancel' and 'Continue' buttons. The second screenshot shows the 'Select the destination of the new Digital ID' dialog box. It has a title bar and a close button. The main content area has a heading 'Select the destination of the new Digital ID' and two options: 'Save to File' and 'Save to Windows Certificate Store'. The 'Save to File' option is selected. The bottom of the dialog box has 'Back' and 'Continue' buttons.

STEP FIVE: Follow all prompts, filling in the appropriate information. When you get to this screen, enter your password you just created in the bottom left corner. It will prompt you to save a new copy of the document.

Note that this will create a legally binding copy of your e-signature

The screenshot shows the 'Sign as Karen Jones' dialog box. It has a title bar and a close button. The main content area shows the signed document with the text 'Karen Jones' and 'Digitally signed by Karen Jones Date: 2020.06.11 13:22:06 -04'00''. Below the document, there is a checkbox for 'Lock document after signing' and a link for 'View Certificate Details'. At the bottom, there is a password field and 'Back' and 'Sign' buttons.



STEP SIX: Send this file to your advisor so they can complete the same process. You should both receive a copy of the final signed document.

This is an example of a signed form:

Annual Portfolio Review Standard FILL IN FORMExample.pdf - Adobe Acrobat Reader DC

File Edit View Window Help

Home Tools Annual Portfolio Re... x

Sign In

Share

Signed and all signatures are valid.

Signature Panel

Search "Watermark"

Export PDF

Adobe Export PDF

Convert PDF Files to Word or Excel Online

Select PDF File

Annual Po...N FORM.pdf x

Convert to

Microsoft Word (\*.docx)

Document Language: English (U.S.) Change

Convert

Edit PDF

Acrobat Pro with E-Sign

Create, edit and sign PDF forms & agreements

Start Free Trial

Music			
Social Studies			
Health			
Physical Education			

Karen Jones

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# MARYLAND HOME SCHOOL LAWS (COMAR)

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13A.10.01.01

## **.01 Home Instruction Program.**

13A.10.01.01

### **.01 Home Instruction Program.**

A. Purpose. The purpose of this regulation is to establish a procedure to be used by the superintendent of each local school system to determine if a child participating in a home instruction program is receiving regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age.

### **B. Written Agreement.**

(1) A parent or guardian who chooses to provide a home instruction program for his or her child shall initially sign a statement on a form prescribed by the State Department of Education which:

(a) Indicates consent to the requirements set forth in §§C, D, and E of this regulation; and

(b) Shall be submitted to the local superintendent at least 15 days before the beginning of a home instruction program.

(2) Annual Verification. Annually thereafter, before the beginning of the school year, a parent or guardian shall verify the continuation of home schooling for his or her child with the local school superintendent or with the supervising nonpublic school or institution described in Regulation .05 of this chapter.

(3) Change in Status. A parent or guardian shall notify the local school superintendent or the supervising nonpublic school or institution described in Regulation .05 of this chapter if a change occurs in the home school status of a child during the school year.

### **C. Instruction Program.**

(1) The home instruction program shall:

(a) Provide regular, thorough instruction in the studies usually taught in the public schools to children of the same age;

(b) Include instruction in English, mathematics, science, social studies, art, music, health, and physical education; and

(c) Take place on a regular basis during the school year and be of sufficient duration to implement the instruction program.

(2) The home instruction program may include enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges.

#### D. Educational Materials.

(1) A parent or guardian who chooses to provide a home instruction program for his or her child shall maintain a portfolio of materials which:

(a) Demonstrates the parent or guardian is providing regular, thorough instruction during the school year in the areas specified in §C(1) of this regulation;

(b) Includes relevant materials, such as instructional materials, reading materials, and examples of the child's writings, worksheets, workbooks, creative materials, and tests; and

(c) Shall be reviewed by the local superintendent or the superintendent's designee at the conclusion of each semester of the local school system at such times as are mutually agreeable to the local superintendent or designee and the parent or guardian.

(2) A parent or guardian who chooses to enroll his or her child under §C(2) of this regulation may elect to provide to the local superintendent or the superintendent's designee a copy of a report card or transcript from the accredited or unaccredited college at the conclusion of each semester of the accredited or unaccredited college in lieu of a portfolio of materials for the courses in which the child is enrolled under §C(2) of this regulation.

E. A parent or guardian shall agree to permit a representative of a local school system to review the portfolio of educational materials and discuss the instructional program, provided that all of the following requirements are met:

(1) The review is at a time and place mutually agreeable to the representative of the local school system and the parent or guardian;

(2) The purpose of the review is to ensure that the child is receiving regular, thorough instruction as set forth in §C of this regulation; and

(3) There are not more than three reviews during a school year.

F. Additional Requirements. A local school system may not impose additional requirements for home instruction programs other than those in these regulations.

13A.10.01.02

.02 Voluntary Participation in Standardized Testing.

Upon request of a parent or guardian, a child receiving home instruction may participate in the regularly scheduled standardized testing programs that are administered in the public school the child is eligible to attend.

13A.10.01.03

.03 Noncompliance with Requirements.

A. Failure to Consent. If a parent or guardian does not agree to the requirements of Regulation .01B, C, D, and E of this chapter, a child shall be enrolled promptly in a public school or nonpublic school as defined in COMAR 13A.09.09.02B.

B. Deficiencies in the Program. If a local superintendent determines on the review of the home instruction program or inspection of the portfolio that a child is not receiving a regular, thorough instruction program in conformity with Regulation .01C and D, the local superintendent shall notify the parent or guardian in writing of any deficiencies in the program. The following apply:

(1) Within 30 days of receipt of written notification of any deficiencies, the parent or guardian shall provide evidence to the local superintendent that the deficiency has been or is being corrected.

(2) If a local superintendent determines there is not a satisfactory plan to correct a deficiency or if a deficiency is not corrected, a child shall be enrolled promptly in a public school or a nonpublic school as defined in COMAR 13A.09.09.02B.

13A.10.01.04

.04 Placement in Public School.

Upon application of a child for admission to a public school from a home instruction program, the local superintendent shall determine by an evaluation the placement of the child and any credits to be awarded toward high school graduation. The evaluation may include administration of standardized tests and examinations and interviews with the child.

13A.10.01.05

.05 Home Instruction Under Supervision of Nonpublic School or Institution.

A. A parent or guardian may provide a home instruction program for his or her child without compliance with the requirements of this regulation, other than the requirements of Regulations .01B(1)(b) and .04 of this chapter, if that program offers regular, thorough instruction during the school year in the studies usually taught in the public schools to children of the same age and is under the supervision of a:

(1) School or institution offering an educational program operated by a bona fide church organization, and the supervision includes at a minimum all of the following components:

- (a) Preenrollment conferences with parents or guardians;
- (b) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school; and
- (c) Conferences with parents or guardians at appropriate intervals during the period of enrollment; or

(2) Nonpublic school with a certificate of approval from the State Board of Education, and the supervision includes at a minimum all of the following components:

- (a) Textbooks, lesson materials, and other instructional materials or equipment designed to be used independently by the pupil at a site other than a school; and
- (b) Assignment of a school-based teacher to assist the home teacher in implementing the home instruction program and to assist the pupil by issuing progress reports, marking papers, and grading tests.

B. The home instruction program may include enrollment on a part-time or full-time basis in courses offered by accredited or unaccredited colleges.

C. Annual Verification. The supervising nonpublic school or institution described in §A of this regulation annually shall:

- (1) Verify with the local school superintendent the identification of home schooled students whose instruction is continuing under its supervision;
- (2) Notify the local school superintendent of the identification of home schooled students whose instruction is newly added to its supervision; and
- (3) Provide the local school superintendent with the identification of home schooled students whose instruction is no longer under its supervision.

D. Change in Status. The supervising nonpublic school or institution described in §A of this regulation shall notify the local school superintendent if a change occurs in the status of a home schooled student whose instruction was under its supervision during the school year.

Effective date: July 1, 1984 (11:12 Md. R. 1064)

Regulations .01—.04 repealed effective July 27, 1987 (14:15 Md. R. 1661)

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Regulations .01—.05 adopted effective July 27, 1987 (14:15 Md. R. 1661)

Regulation .01 amended effective June 20, 2016 (43:12 Md. R. 668)

Regulation .01B amended effective July 21, 2003 (30:14 Md. R. 937)

Regulation .01E amended effective August 12, 2019 (46:16 Md. R. 689)

Regulation .03 amended effective June 20, 2016 (43:12 Md. R. 668)

Regulation .03A amended effective July 21, 2003 (30:14 Md. R. 937)

Regulation .05 amended effective January 15, 1989 (15:27 Md. R. 3137); December 23, 1991 (18:25 Md. R. 2758); July 21, 2003 (30:14 Md. R. 937); June 20, 2016 (43:12 Md. R. 668)

Regulation .05A amended effective August 12, 2019 (46:16 Md. R. 689)

# LEGAL REPRESENTATION INFORMATION

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## **PLEASE NOTE: First Baptist Church of La Plata Educational Ministry DOES NOT require membership in any legal organization**

Given current governmental interest in data collection and standardization of education, however, we want to be sure that all of our members are aware of the option to retain legal counsel that specializes in issues surrounding home education and home educating families.

There are many organizations that offer these services; these are just a sampling. These organizations charge an annual fee for their services. Note that if you have membership in MACHE, you receive a discount from HSLDA.

### **Homeschool Legal Defense Association (HSLDA)**

[www.hslda.org](http://www.hslda.org)

Home School Legal Defense Association is a nonprofit advocacy organization established to defend and advance the constitutional right of parents to direct the upbringing and education of their children and to protect family freedoms. We provide homeschooling-related legal advice and representation to our 84,000+ member families, promote homeschool-friendly legislation at the state and federal levels, and offer information and resources to encourage and support all homeschoolers.

The legal help that HSLDA provides to our members ranges from legal advice to full court representation. No matter what services are necessary to help you, there are no further charges of any kind beyond your annual membership dues.

- We answer and advise our members regarding homeschooling-related legal questions, whether you need clarification of your state's homeschool law or are experiencing conflict or misunderstanding with a government official.
- We correspond on your behalf with government officials who are confused about your state's homeschool requirements or are outright challenging your right to homeschool.
- If your homeschooling-related situation winds up in court, HSLDA provides full representation at every stage of legal proceedings.

## **Heritage Defense**

[www.heritagedefense.org](http://www.heritagedefense.org)

Heritage Defense is a non-profit legal advocacy organization dedicated to advancing the Kingdom of Christ by protecting and empowering the biblical family. Our strategy for accomplishing this mission is simple. By uniting Christian families across the country as members of Heritage Defense, we hope to help the Body of Christ join together in protecting one another, defending the Gospel, advancing biblical practices, and championing the causes of those unlawfully persecuted by the state for obeying God's commands in raising their children in the nurture and admonition of the Lord.

Heritage Defense protects member families from wrongful social services threats, which often involve:

- Corporal Punishment
- Sanctity of Life Decisions
- Medical Choices like vaccinations and midwifery
- Mandatory Reporters such as doctors, nurses, dental care providers, law enforcement, child-care services, nursery workers, coaches, counselors, and others...
- Accidents in which children are injured
- Premature Births or special-needs children
- Anonymous Tips by those who wish to harm families
- Harassment by extended family, neighbors, or mere acquaintances regarding disagreements concerning philosophical/religious direction and training of children
- False Reports generated by rebellious, disobedient, or indiscreet children within the home
- Targeting or Profiling of Christian families because of faith, number of children, or other family dynamics

Heritage Defense empowers member families by...

- Standing for justice in the courtroom
- Advocating for sound and biblical legislation
- Providing consultation and assistance
- Educating families and local churches
- Uncovering social services abuses
- Holding abusive social workers accountable
- Offering resources such as news, legal summaries, and helpful articles
- And More...



# COPY OF THE SOUTHERN BAPTIST FAITH AND MESSAGE

***While our ministry is accepting of all faiths, as a ministry of a Southern Baptist Church, neither our advisers, nor our church (including its facilities) will host or participate in any activities which violate these principles.***

The full text of the Baptist Faith and Message is included below for your convenience. Should you wish to research it further, please visit <http://www.sbc.net/bfm2000/>

## I. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation.

Exodus 24:4; Deuteronomy 4:1-2; 17:19; Joshua 8:34; Psalms 19:7-10; 119:11,89,105,140; Isaiah 34:16; 40:8; Jeremiah 15:16; 36:1-32; Matthew 5:17-18; 22:29; Luke 21:33; 24:44-46; John 5:39; 16:13-15; 17:17; Acts 2:16ff.; 17:11; Romans 15:4; 16:25-26; 2 Timothy 3:15-17; Hebrews 1:1-2; 4:12; 1 Peter 1:25; 2 Peter 1:19-21.

## II. God

There is one and only one living and true God. He is an intelligent, spiritual, and personal Being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. God is all powerful and all knowing; and His perfect knowledge extends to all things, past, present, and future, including the future decisions of His free creatures. To Him we owe the highest love, reverence, and obedience. The eternal triune God reveals Himself to us as Father, Son, and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being.

### A. God the Father

God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace. He is all powerful, all knowing, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. He is fatherly in His attitude toward all men.

Genesis 1:1; 2:7; Exodus 3:14; 6:2-3; 15:1ff.; 20:1ff.; Leviticus 22:2; Deuteronomy 6:4; 32:6; 1 Chronicles 29:10; Psalm 19:1-3; Isaiah 43:3,15; 64:8; Jeremiah 10:10; 17:13; Matthew 6:9ff.; 7:11; 23:9; 28:19; Mark 1:9-11; John 4:24; 5:26; 14:6-13; 17:1-8; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6; Galatians 4:6; Ephesians 4:6; Colossians 1:15; 1 Timothy 1:17; Hebrews 11:6; 12:9; 1 Peter 1:17; 1 John 5:7.

### B. God the Son

Christ is the eternal Son of God. In His incarnation as Jesus Christ He was conceived of the Holy Spirit and born of the virgin Mary. Jesus perfectly revealed and did the will of God, taking upon Himself human nature with its demands and necessities and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His substitutionary death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into heaven and is now exalted at the right hand of God where He is the One Mediator, fully God, fully man, in whose Person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever present Lord.

Genesis 18:1ff.; Psalms 2:7ff.; 110:1ff.; Isaiah 7:14; Isaiah 53:1-12; Matthew 1:18-23; 3:17; 8:29; 11:27; 14:33; 16:16,27; 17:5; 27; 28:1-6,19; Mark 1:1; 3:11; Luke 1:35; 4:41; 22:70; 24:46; John 1:1-18,29; 10:30,38; 11:25-27; 12:44-50; 14:7-11; 16:15-16,28; 17:1-5, 21-22; 20:1-20,28; Acts 1:9; 2:22-24; 7:55-56; 9:4-5,20; Romans 1:3-4; 3:23-26; 5:6-21; 8:1-3,34; 10:4; 1 Corinthians 1:30; 2:2; 8:6; 15:1-8,24-28; 2 Corinthians 5:19-21; 8:9; Galatians 4:4-5; Ephesians 1:20; 3:11; 4:7-10; Philippians 2:5-11; Colossians 1:13-22; 2:9; 1 Thessalonians 4:14-18; 1 Timothy 2:5-6; 3:16; Titus 2:13-14; Hebrews 1:1-3; 4:14-15; 7:14-28; 9:12-15,24-28; 12:2; 13:8; 1 Peter 2:21-25; 3:22; 1 John 1:7-9; 3:2; 4:14-15; 5:9; 2 John 7-9; Revelation 1:13-16; 5:9-14; 12:10-11; 13:8; 19:16.

### C. God the Holy Spirit

The Holy Spirit is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts men of sin, of righteousness, and of judgment. He calls men to the Saviour, and effects regeneration. At the moment of regeneration He baptizes every believer into the Body of Christ. He cultivates Christian character, comforts believers, and bestows the spiritual gifts by which they serve God through His church. He seals the believer unto the day of final redemption. His presence in the Christian is the guarantee that God will bring the believer into the fullness of the stature of Christ. He enlightens and empowers the believer and the church in worship, evangelism, and service.

Genesis 1:2; Judges 14:6; Job 26:13; Psalms 51:11; 139:7ff.; Isaiah 61:1-3; Joel 2:28-32; Matthew 1:18; 3:16; 4:1; 12:28-32; 28:19; Mark 1:10,12; Luke 1:35; 4:1,18-19; 11:13; 12:12; 24:49; John 4:24; 14:16-17,26; 15:26; 16:7-14; Acts 1:8; 2:1-4,38; 4:31; 5:3; 6:3; 7:55; 8:17,39; 10:44; 13:2; 15:28; 16:6; 19:1-6; Romans 8:9-11,14-16,26-27; 1 Corinthians 2:10-14; 3:16; 12:3-11,13; Galatians 4:6; Ephesians 1:13-14; 4:30; 5:18;

1 Thessalonians 5:19; 1 Timothy 3:16; 4:1; 2 Timothy 1:14; 3:16; Hebrews 9:8,14; 2 Peter 1:21; 1 John 4:13; 5:6-7; Revelation 1:10; 22:17.

### III. Man

Man is the special creation of God, made in His own image. He created them male and female as the crowning work of His creation. The gift of gender is thus part of the goodness of God's creation. In the beginning man was innocent of sin and was endowed by his Creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Through the temptation of Satan man transgressed the command of God, and fell from his original innocence whereby his posterity inherit a nature and an environment inclined toward sin. Therefore, as soon as they are capable of moral action, they become transgressors and are under condemnation. Only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore, every person of every race possesses full dignity and is worthy of respect and Christian love.

Genesis 1:26-30; 2:5,7,18-22; 3; 9:6; Psalms 1; 8:3-6; 32:1-5; 51:5; Isaiah 6:5; Jeremiah 17:5; Matthew 16:26; Acts 17:26-31; Romans 1:19-32; 3:10-18,23; 5:6,12,19; 6:6; 7:14-25; 8:14-18,29; 1 Corinthians 1:21-31; 15:19,21-22; Ephesians 2:1-22; Colossians 1:21-22; 3:9-11.

### IV. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. There is no salvation apart from personal faith in Jesus Christ as Lord.

A. Regeneration, or the new birth, is a work of God's grace whereby believers become new creatures in Christ Jesus. It is a change of heart wrought by the Holy Spirit through conviction of sin, to which the sinner responds in repentance toward God and faith in the Lord Jesus Christ. Repentance and faith are inseparable experiences of grace.

Repentance is a genuine turning from sin toward God. Faith is the acceptance of Jesus Christ and commitment of the entire personality to Him as Lord and Saviour.

B. Justification is God's gracious and full acquittal upon principles of His righteousness of all sinners who repent and believe in Christ. Justification brings the believer unto a relationship of peace and favor with God.

C. Sanctification is the experience, beginning in regeneration, by which the believer is set apart to God's purposes, and is enabled to progress toward moral and spiritual maturity through the presence and power of the Holy Spirit dwelling in him. Growth in grace should continue throughout the regenerate person's life.

D. Glorification is the culmination of salvation and is the final blessed and abiding state of the redeemed.

Genesis 3:15; Exodus 3:14-17; 6:2-8; Matthew 1:21; 4:17; 16:21-26; 27:22-28; Luke 1:68-69; 2:28-32; John 1:11-14,29; 3:3-21,36; 5:24; 10:9,28-29; 15:1-16; 17:17; Acts 2:21; 4:12; 15:11; 16:30-31; 17:30-31; 20:32; Romans 1:16-18; 2:4; 3:23-25; 4:3ff.; 5:8-10; 6:1-23; 8:1-18,29-39; 10:9-10,13; 13:11-14; 1 Corinthians 1:18,30; 6:19-20; 15:10; 2 Corinthians 5:17-20; Galatians 2:20; 3:13; 5:22-25; 6:15; Ephesians 1:7; 2:8-22; 4:11-16; Philippians 2:12-13; Colossians 1:9-22; 3:1ff.; 1 Thessalonians 5:23-24; 2 Timothy 1:12; Titus 2:11-14; Hebrews 2:1-3; 5:8-9; 9:24-28; 11:1-12,8,14; James 2:14-26; 1 Peter 1:2-23; 1 John 1:6-2:11; Revelation 3:20; 21:1-22:5.

### V. God's Purpose of Grace

Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. It is consistent with the free agency of man, and comprehends all the means in connection with the end. It is the glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility.

All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit, will never fall away from the state of grace, but shall persevere to the end. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, and bring reproach on the cause of Christ and temporal judgments on themselves; yet they shall be kept by the power of God through faith unto salvation.

Genesis 12:1-3; Exodus 19:5-8; 1 Samuel 8:4-7,19-22; Isaiah 5:1-7; Jeremiah 31:31ff.; Matthew 16:18-19; 21:28-45; 24:22,31; 25:34; Luke 1:68-79; 2:29-32; 19:41-44; 24:44-48; John 1:12-14; 3:16; 5:24; 6:44-45,65; 10:27-29; 15:16; 17:6,12,17-18; Acts 20:32; Romans 5:9-10; 8:28-39; 10:12-15; 11:5-7,26-36; 1 Corinthians 1:1-2; 15:24-28; Ephesians 1:4-23; 2:1-10; 3:1-11; Colossians 1:12-14; 2 Thessalonians 2:13-14; 2 Timothy 1:12; 2:10,19; Hebrews 11:39-12:2; James 1:12; 1 Peter 1:2-5,13; 2:4-10; 1 John 1:7-9; 2:19; 3:2.

### VI. The Church

A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture.

The New Testament speaks also of the church as the Body of Christ which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Matthew 16:15-19; 18:15-20; Acts 2:41-42,47; 5:11-14; 6:3-6; 13:1-3; 14:23,27; 15:1-30; 16:5; 20:28; Romans 1:7; 1 Corinthians 1:2; 3:16; 5:4-5; 7:17; 9:13-14; 12; Ephesians 1:22-23; 2:19-22; 3:8-11,21; 5:22-32; Philippians 1:1; Colossians 1:18; 1 Timothy 2:9-14; 3:1-15; 4:14; Hebrews 11:39-40; 1 Peter 5:1-4; Revelation 2-3; 21:2-3.

## VII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Saviour, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. It is a testimony to his faith in the final resurrection of the dead. Being a church ordinance, it is prerequisite to the privileges of church membership and to the Lord's Supper.

The Lord's Supper is a symbolic act of obedience whereby members of the church, through partaking of the bread and the fruit of the vine, memorialize the death of the Redeemer and anticipate His second coming.

Matthew 3:13-17; 26:26-30; 28:19-20; Mark 1:9-11; 14:22-26; Luke 3:21-22; 22:19-20; John 3:23; Acts 2:41-42; 8:35-39; 16:30-33; 20:7; Romans 6:3-5; 1 Corinthians 10:16,21; 11:23-29; Colossians 2:12.

## VIII. The Lord's Day

The first day of the week is the Lord's Day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should include exercises of worship and spiritual devotion, both public and private. Activities on the Lord's Day should be commensurate with the Christian's conscience under the Lordship of Jesus Christ.

Exodus 20:8-11; Matthew 12:1-12; 28:1ff.; Mark 2:27-28; 16:1-7; Luke 24:1-3,33-36; John 4:21-24; 20:1,19-28; Acts 20:7; Romans 14:5-10; 1 Corinthians 16:1-2; Colossians 2:16; 3:16; Revelation 1:10.

## IX. The Kingdom

The Kingdom of God includes both His general sovereignty over the universe and His particular kingship over men who willfully acknowledge Him as King. Particularly the Kingdom is the realm of salvation into which men enter by trustful, childlike commitment to Jesus Christ. Christians ought to pray and to labor that the Kingdom may come and God's will be done on earth. The full consummation of the Kingdom awaits the return of Jesus Christ and the end of this age.

Genesis 1:1; Isaiah 9:6-7; Jeremiah 23:5-6; Matthew 3:2; 4:8-10,23; 12:25-28; 13:1-52; 25:31-46; 26:29; Mark 1:14-15; 9:1; Luke 4:43; 8:1; 9:2; 12:31-32; 17:20-21; 23:42; John 3:3; 18:36; Acts 1:6-7; 17:22-31; Romans 5:17; 8:19; 1 Corinthians 15:24-28; Colossians 1:13; Hebrews 11:10,16; 12:28; 1 Peter 2:4-10; 4:13; Revelation 1:6,9; 5:10; 11:15; 21-22.

## X. Last Things

God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in Heaven with the Lord.

Isaiah 2:4; 11:9; Matthew 16:27; 18:8-9; 19:28; 24:27,30,36,44; 25:31-46; 26:64; Mark 8:38; 9:43-48; Luke 12:40,48; 16:19-26; 17:22-37; 21:27-28; John 14:1-3; Acts 1:11; 17:31; Romans 14:10; 1 Corinthians 4:5; 15:24-28,35-58; 2 Corinthians 5:10; Philippians 3:20-21; Colossians 1:5; 3:4; 1 Thessalonians 4:14-18; 5:1ff.; 2 Thessalonians 1:7ff.; 2; 1 Timothy 6:14; 2 Timothy 4:1,8; Titus 2:13; Hebrews 9:27-28; James 5:8; 2 Peter 3:7ff.; 1 John 2:28; 3:2; Jude 14; Revelation 1:18; 3:11; 20:1-22:13.

## XI. Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life, and is expressly and repeatedly commanded in the teachings of Christ. The Lord Jesus Christ has commanded the preaching of the gospel to all nations. It is the duty of every child of God to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.

Genesis 12:1-3; Exodus 19:5-6; Isaiah 6:1-8; Matthew 9:37-38; 10:5-15; 13:18-30, 37-43; 16:19; 22:9-10; 24:14; 28:18-20; Luke 10:1-18; 24:46-53; John 14:11-12; 15:7-8,16; 17:15; 20:21; Acts 1:8; 2; 8:26-40; 10:42-48; 13:2-3; Romans 10:13-15; Ephesians 3:1-11; 1 Thessalonians 1:8; 2 Timothy 4:5; Hebrews 2:1-3; 11:39-12:2; 1 Peter 2:4-10; Revelation 22:17.

## XII. Education

Christianity is the faith of enlightenment and intelligence. In Jesus Christ abide all the treasures of wisdom and knowledge. All sound learning is, therefore, a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. Moreover, the cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches. An adequate system of Christian education is necessary to a complete spiritual program for Christ's people.

In Christian education there should be a proper balance between academic freedom and academic responsibility. Freedom in any orderly relationship of human life is always limited and never absolute. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

Deuteronomy 4:1,5,9,14; 6:1-10; 31:12-13; Nehemiah 8:1-8; Job 28:28; Psalms 19:7ff.; 119:11; Proverbs 3:13ff.; 4:1-10; 8:1-7,11; 15:14; Ecclesiastes 7:19; Matthew 5:2; 7:24ff.; 28:19-20; Luke 2:40; 1 Corinthians 1:18-31; Ephesians 4:11-16; Philippians 4:8; Colossians 2:3,8-9; 1 Timothy 1:3-7; 2 Timothy 2:15; 3:14-17; Hebrews 5:12-6:3; James 1:5; 3:17.

## XIII. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. According to the Scriptures, Christians should contribute of their means cheerfully, regularly, systematically, proportionately, and liberally for the advancement of the Redeemer's cause on earth.

Genesis 14:20; Leviticus 27:30-32; Deuteronomy 8:18; Malachi 3:8-12; Matthew 6:1-4, 19-21; 19:21; 23:23; 25:14-29; Luke 12:16-21, 42; 16:1-13; Acts 2:44-47; 5:1-11; 17:24-25; 20:35; Romans 6:6-22; 12:1-2; 1 Corinthians 4:1-2; 6:19-20; 12; 16:1-4; 2 Corinthians 8-9; 12:15; Philippians 4:10-19; 1 Peter 1:18-19.

## XIV. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Members of New Testament churches should cooperate with one another in carrying forward the missionary, educational, and benevolent ministries for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various groups of Christ's people. Cooperation is desirable between the various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and His Word as revealed in the New Testament.

Exodus 17:12; 18:17ff.; Judges 7:21; Ezra 1:3-4; 2:68-69; 5:14-15; Nehemiah 4; 8:1-5; Matthew 10:5-15; 20:1-16; 22:1-10; 28:19-20; Mark 2:3; Luke 10:1ff.; Acts 1:13-14; 2:1ff.; 4:31-37; 13:2-3; 15:1-35; 1 Corinthians 1:10-17; 3:5-15; 12; 2 Corinthians 8-9; Galatians 1:6-10; Ephesians 4:1-16; Philippians 1:15-18.

## XV. The Christian and the Social Order

All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. Means and methods used for the improvement of society and the establishment of righteousness among men can be truly and permanently helpful only when they are rooted in the regeneration of the individual by the saving grace of God in Jesus Christ. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. Every Christian should seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth, and brotherly love. In order to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and His truth.

Exodus 20:3-17; Leviticus 6:2-5; Deuteronomy 10:12; 27:17; Psalm 101:5; Micah 6:8; Zechariah 8:16; Matthew 5:13-16, 43-48; 22:36-40; 25:35; Mark 1:29-34; 2:3ff.; 10:21; Luke 4:18-21; 10:27-37; 20:25; John 15:12; 17:15; Romans 12-14; 1 Corinthians 5:9-10; 6:1-7; 7:20-24; 10:23-11:1; Galatians 3:26-28; Ephesians 6:5-9; Colossians 3:12-17; 1 Thessalonians 3:12; Philemon; James 1:27; 2:8.

## XVI. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the gospel of our Lord. The supreme need of the world is the acceptance of His teachings in all the affairs of men and nations, and the practical application of His law of love. Christian people throughout the world should pray for the reign of the Prince of Peace.

Isaiah 2:4; Matthew 5:9, 38-48; 6:33; 26:52; Luke 22:36, 38; Romans 12:18-19; 13:1-7; 14:19; Hebrews 12:14; James 4:1-2.

## XVII. Religious Liberty

God alone is Lord of the conscience, and He has left it free from the doctrines and commandments of men which are contrary to His Word or not contained in it. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Genesis 1:27; 2:7; Matthew 6:6-7, 24; 16:26; 22:21; John 8:36; Acts 4:19-20; Romans 6:1-2; 13:1-7; Galatians 5:1, 13; Philippians 3:20; 1 Timothy 2:1-2; James 4:12; 1 Peter 2:12-17; 3:11-17; 4:12-19.

## XVIII. The Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption.

Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race.

The husband and wife are of equal worth before God, since both are created in God's image. The marriage relationship models the way God relates to His people. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation.

Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. Parents are to teach their children spiritual and moral values and to lead them, through consistent lifestyle example and loving discipline, to make choices based on biblical truth. Children are to honor and obey their parents.

Genesis 1:26-28; 2:15-25; 3:1-20; Exodus 20:12; Deuteronomy 6:4-9; Joshua 24:15; 1 Samuel 1:26-28; Psalms 51:5; 78:1-8; 127; 128; 139:13-16; Proverbs 1:8; 5:15-20; 6:20-22; 12:4; 13:24; 14:1; 17:6; 18:22; 22:6,15; 23:13-14; 24:3; 29:15,17; 31:10-31; Ecclesiastes 4:9-12; 9:9; Malachi 2:14-16; Matthew 5:31-32; 18:2-5; 19:3-9; Mark 10:6-12; Romans 1:18-32; 1 Corinthians 7:1-16; Ephesians 5:21-33; 6:1-4; Colossians 3:18-21; 1 Timothy 5:8,14; 2 Timothy 1:3-5; Titus 2:3-5; Hebrews 13:4; 1 Peter 3:1-7