

# Woodlawn Baptist Church

**Kindergarten  
&  
Day Care  
Handbook  
2011 - 2012**

**2310 Culkin Road  
Vicksburg, MS 39183  
Phone: 638-9080**

**[www.woodlawnbc.com](http://www.woodlawnbc.com)**

# Woodlawn Baptist Church

## Sunday

9:30 a.m. . . . . Sunday School  
11:00 a.m. . . . . Worship Service\*  
5:45 - 7:00 p.m. . . . . Awana 3 years old - 6<sup>th</sup> grade☺  
6:00 p.m. . . . . Worship Service

## Wednesday

10:00 a.m. . . . . Mid-Week Service  
5:00 p.m. . . . . Wed. Night Supper\*\*  
5:30 p.m. . . . . The Gathering (Children)  
5:40 p.m. . . . . Children's Missions & Music  
6:00 p.m. . . . . Underground Connections (Youth)  
6:00 p.m. . . . . Prayer Meeting  
7:00 p.m. . . . . Sanctuary Choir Practice

\* **Children's Church** is provided for children age 4 thru the 2<sup>nd</sup> grade during the 11 a.m. service. A **nursery** is provided through age 3 during the 11 a.m. and 6 p.m. service.

\*\* **Wednesday Night Supper** - Reservations can be made by calling the church office (636-5320) by noon on Tuesdays.

☺ Must be 3 when classes begin.

The following activities are only available during the school year:  
Awana, Wednesday Night Supper, Wednesday Children's Activities.

If you do not have a **church home**, we would love for you and your family to join us in worship. *I was glad when they said unto me, Let us go into the house of the Lord.* Psalm 122:1

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# KINDERGARTEN HANDBOOK

## 2011 - 2012 Schedule

August 18	Back to School Night (7 p.m.)
August 22	First Day of Kindergarten
September 5	Labor Day
October 10-11	Columbus Day/Fall Break
November 11	Veteran's Day
November 21-25	Thanksgiving Holidays
December 21 - Jan. 4	Christmas Holidays
January 16	Martin Luther King Jr. Day
February 20	President's Day
March 12-16	Spring Break
April 6-9	Good Friday & Easter
May 17	Last day of school
May 17	Kindergarten Graduation (7 p.m.)

Dear Parents,

This handbook has been prepared to help you better understand our kindergarten program. Read it carefully and keep it so that you can refer to it during the year to answer questions that you might have.

Kindergarten can play an important role in the shaping of your child's educational growth. During this experience many of his/her habits and attitudes not only toward school, but for life, are formed. Our entire program contributes to his/her overall readiness.

Our program not only provides readiness for the first grade, but it furnishes experiences that help your child live a happier and fuller life as a three, four, or five year old.

We hope to hear from you during the year.

In Christ's Love,  
*Mrs. Cris Chamblee*  
Kindergarten Director

Handbooks and applications can be viewed and downloaded on our website: [www.woodlawnbc.com](http://www.woodlawnbc.com).

**WOODLAWN BAPTIST KINDERGARTEN'S  
MISSION STATEMENT**

The purpose of our center is to provide high quality care, Christian training and a solid academic foundation; and to diligently train the children according to the Scriptures. The spiritual and academic standard is high with an emphasis on character training.

“Train up a child in the way he should go: and when he is old he will not depart from it.” Proverbs 22:6

To train means to exercise, to discipline, to teach and form by practice. When a person is trained, it becomes part of his character to do what he has been taught. It is built into his spirit and he has to go against his own spirit to do the wrong thing. Training builds habits that are right, and training must take place all through the day, not merely in a “character lesson” taught once a day or once a week. Some of the character traits we try to instill are to respect authority, pay attention, obey willingly, do their best, learn to work hard and develop habits of honesty, self-control, carefulness, responsibility, confidence and patience.

**WOODLAWN BAPTIST KINDERGARTEN**

Home Telephone

**Director:** Cris Chamblee . . . . . 601-636-6102  
**Asst. Director:** Flemmie Penley . . . . . 601-279-4447

Mrs. Chamblee’s email is [cchamblee@woodlawNBC.com](mailto:cchamblee@woodlawNBC.com)

**Hours & Days Open**

8:30 a.m. - 12 noon, Monday - Friday

**Curriculum & Religious Instruction:**

A Beka Kindergarten Curriculum

We have chapel time once a week which includes Bible stories and Christian music led by the ministers of Woodlawn Baptist Church.

**Severe Weather:**

In the event of severe weather conditions such as sleet, snow, etc., the kindergarten will be closed **only** if the Vicksburg Warren Schools close. The local radio station will announce if the schools find it necessary to close.

**Ages:**

**3 Year Kindergarten** - must be 3 by **September 1**  
**4 Year Kindergarten** - must be 4 by **September 1**  
**5 Year Kindergarten** - must be 5 by **September 1**

**Entrance Requirements:**

1. Application (filled out)
2. Registration fee
3. Treatment of Minor Form
4. Immunization on Health Form 121

**Insurance:**

The center carries liability insurance to help parents with medical expenses should your child have an injury while in kindergarten or day care. Coverage is as follows:

1. The parent's insurance is primary.
2. The center's insurance is secondary and intended to coordinate with your current medical policy. A copy of the benefits and limits is available at the church office.

**Rates:**

**\$75.00 registration for 1 child** - paid annually

**\$45.00 for each additional child** - paid annually

**\$155.00 per month tuition** for 10 months (August -May)

Workbooks are included in tuition.

**Kindergarten checks must be written separately from day care checks.** They are deposited into two separate accounts.

**Finances:**

Tuition must be given to your child's teacher or the director. If you send it with your child, make sure that it is in an envelope pinned to the outside of your child's bookbag labeled TUITION.

The total tuition for the school year is \$1550. Parents may make monthly payments of \$155 for 10 months. Tuition is due on the first of each month. It is past due after the 5<sup>th</sup> of the month. A late payment fee of \$20.00 will be charged if tuition is received after the 5<sup>th</sup> of the month. Forms are available to have tuition drafted from your bank account for 10 months.

**Children will not be allowed to attend in a month that is not paid for in advance. No child may participate in graduation until account is paid in full.**

**Arrival Times:**

Your child should not arrive earlier than 8:30 a.m. and should be picked up no later than 12 noon. Children not picked up on time will be placed in the Day Care Center. The charge is \$4.00 per hour plus \$3.00 lunch.

**Bringing and Picking Up Your Child:**

Parents shall deliver children either to the teacher or to the person opening car doors under the pavilion. If the parent brings the child to his room or picks up the child from his room, the parent must sign the child in and out on the clipboard in the room. It is best for the parent to leave the child with the teacher on the first day of school. Need for adjustment is not unusual at this age level. The teacher is trained and prepared to meet such situations. When the parent remains in the classroom, it makes the period of adjustment more difficult for the child.

**Sick Child:**

You are urged to keep your child at home if he/she seems to show any signs of illness. This is for his/her own good as well as for the protection of the other children in the group. If your child becomes ill at the center, you will be notified by phone. We will call when fever reaches 100 degrees. Your child may not return to school until he/she has been free of fever at least **24 hours**. Should he/she have a contagious disease, please let the teacher know immediately so that the other parents can be notified.

**Medication:**

We prefer not to administer medication to the child unless it is absolutely necessary. We must have written consent by a parent or legal guardian daily. If the child is on long term medicine a doctor statement is required.

**Messages:**

Please do not depend upon your child to relay a message to us. Pin a note to his/her bookbag or give us a call if we need to know something special about your child.

**Bringing Things from Home:**

The children are not to bring food or toys to kindergarten. The teacher may, on special days, allow toys brought to school. If the child has a pet or something special he/she would like to share with the class, the parent should first talk with his/her teacher. The children's personal belongings shall be kept in their rooms.

**Discipline Policy:**

Attending Woodlawn Baptist Kindergarten is a privilege. We expect full cooperation from the children and the parents. Consistency at home and at school is the key.

We want you to be aware of the things that we do here concerning discipline before we call upon you for assistance. We first use preventive discipline which includes praise, high expectations, and positive recognition. Then we progress as follows.

1. Reminders- What we do without stopping: look, touch, point, call child's name, etc.
2. Take action- We stop, be quiet, then say out loud something to child. Example "It's my

turn to talk; where do your eyes go?"

3. Correction- The child puts head on table, moves chair away, stands by wall, remove sticker, put item on desk, keep item overnight, talk to in hall, pray with teacher.
4. Consequences- Take away something fun: part of recess, a game, a story, a song, etc.
5. Contact Authority- Call the parents.

For major defiance and out right disobedience the child is removed from the room and sent to the director. If the director deems it necessary, she will write, call, or schedule a parent/teacher/director conference with the parents.

Corporal punishment is not allowed on the premises.

**Dismissal Policy:**

The facility may, in its discretion, suspend a child for a period of time, as designated by the director. The first parent/teacher/director conference shall be a warning. After a second conference, the child shall be suspended for one day. After a third conference, the child shall be suspended for two days. If there is a fourth conference, the child can be dismissed, as we can no longer meet the needs of that child. During suspension of a child, the parent is still responsible for paying the facility to maintain the child's spot.

Reasons for a conference:

1. Continual disrespect for authority.
2. Physical attacks on the teacher.

**Outdoor Play:**

We shall spend 30 minutes outdoors each day except when it is too cold or raining. If your child's group goes outside, your child must go out also. No child is exempt from outdoor play.

**Snacks:**

Milk or juice is served for the mid-morning snack. We welcome fruit, oatmeal raisin cookies, cheese & crackers, peanut butter cookies, breakfast bars, dry cereal, carrots, pop tarts, or any nutritional snack you may wish to send for the class.

**Address or Phone Number Change:**

Any time an address or phone number (home, work, or cell) is changed, please send a note to the teacher about this immediately. The teacher must be able to contact you during the day in case of an illness or problem.

**Restriction on Child Pick-Up:**

If parents are divorced or separated, and one parent is not allowed to see or pick up the child, we must have on file at the kindergarten office a **certified copy of the court order of final judgement**.

**Field Trips and Transportation:**

A field trip release form must be signed by the parents before each field trip. The children will be transported by the church vans or the parents. The vans will have two adults and up to 9 children per van. All children will be properly buckled into a seat belt or booster seat.

**Evacuation Route:**

In case of an emergency in which we have to evacuate the center, the children will be taken to the Pemberton Mall or the Ver Beck YMCA where the parents will be promptly notified.

**Dress and Grooming:**

Good learning situations depend on the best possible behavior and attitude of the student. Students are to take pride in themselves to be neat and clean. When students are not observing good grooming, the parents will be contacted.

**How Parents Can Help**

1. Read this handbook.
2. See that your child gets a good night's sleep.
3. See that he has regular eating habits, including a good breakfast.
4. Get your child up early enough that he doesn't feel hurried.
5. Get your child to school at the right time.
6. **Listen** to what your child tells you about his/her day.
7. Appreciate your child's artistic attempts. ("Tell me about it" rather than "What is it?")
8. Let your child know that kindergarten is an important place.
9. Have a good rapport with your child's teacher.

**General Information**

1. There will be no refund if you drop out mid-month.
2. If a child is sick, there will be no refund for days missed.
3. Children transferring in will be charged \$7.75 per day for the remainder of the month plus the registration fee.
4. Children who transfer out will not be given workbooks.
5. There will be no refunds of registration fees.
6. The total tuition for the school year is \$1550. Parents may make monthly payments of \$155 for 10 months. Absents, holidays, etc. do not reduce the tuition for the month.

# DAY CARE HANDBOOK

Dear Parents,

We are very happy to have your child enrolled at the Woodlawn Baptist Day Care Center. We hope that this service will prove quite beneficial to both you and your child and that he/she will have many happy and worthwhile experiences while here. Our aim is to provide your child a Christian environment in which he/she can receive proper guidance and training as we help him/her grow and develop physically, mentally and spiritually. We would like to think of our center as a “home away from home” for your child.

From time to time we realize that many questions about our Day Care procedures will arise. This handbook has been prepared to help you better understand our program and help answer these questions. Please **read it and keep it**, so you may refer to it when needed.

We extend an invitation to you to visit with us at your convenience.

In Christ’s Love,

*Mrs. Cris Chamblee*  
Director

Handbooks and applications can be viewed and downloaded on our website: [www.woodlawNBC.com](http://www.woodlawNBC.com).

**WOODLAWN BAPTIST DAY CARE'S  
MISSION STATEMENT**

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**WOODLAWN BAPTIST DAY CARE CENTER**

Home Telephone

**Director:** Cris Chamblee . . . . . 601-636-6102

**Asst. Director:** Flemmie Penley . . . . . 601-279-4447  
(Mrs. Chamblee’s email is [cchamblee@woodlawNBC.com](mailto:cchamblee@woodlawNBC.com))

**Hours:**

6:30 a.m. - 6:30 p.m.

**Days Open:**

Monday through Friday

**Days Closed:**

New Year’s Day, Memorial Day, Good Friday, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day

**Severe Weather:**

In the event of severe weather conditions such as sleet, snow, etc., the day care will be closed **only** if the Vicksburg Warren Schools close. The local radio station will announce if the schools find it necessary to close.

**Ages:**

Six weeks through twelve years

We have school age children from 2:30 - 6:30 p.m. during the regular school term. For the summer months the hours for this age group are from 6:30 a.m. - 6:30 p.m. daily. **There is a 10 ½ hour time allowance per day.**

**Entrance Requirements:**

1. Application (filled out)
2. Registration fee
3. Treatment of Minor Form
4. Immunization on Health Form 121

**Insurance:**

The center carries liability insurance to help parents with medical expenses should your child have an injury while in kindergarten or day care. Coverage is as follows:

1. The parent's insurance is primary.
2. The center's insurance is secondary and intended to coordinate with your current medical policy. A copy of the benefits and limits is available at the church office.

**Rates:****Hourly Rate**

\$4.00 per hr. - 2 hour minimum plus \$3.50 lunch

**Daily Rate (Drop-ins)**

\$35.00 per full day (includes lunch)  
 \$25.00 per day after kindergarten  
 \$20.00 per day after school

**Full Time Rate:**

\$ 110.00 per week - Bed Baby Room  
 \$ 100.00 per week - 1 child

**Before Kindergarten/School Only Rate:**

\$15.00 per week - 1 child

**Full Time Before/After Kindergarten Rate:**

\$70.00 per week - 1 child

**After School Rate:**

\$35.00 per week - 1 child  
 \$100.00 per week when school is out

**\$ 5.00 charge per child per 15 minutes above 10 ½ hours a day**

**Family Discount:**

\$5.00 off the regular rate for your second child  
 \$10.00 off the regular rate for your third, fourth, etc. child

**Weekly Rates are due on Mondays in advance.**

**\$20.00 fee for RETURNED CHECKS!**

**Please write separate checks for day care and kindergarten payments.**

**Registration & Annual Fee:**

\$50.00 due upon registration; and annually by Sept. 1. There must be a 4 week absence before re-enrolling.

**Payments Due:**

All payment is to be **PAID IN ADVANCE**.  
 No Exceptions!  
 Each Monday the weekly payments are due. **After payment is one week past due, we will be unable to accept your child in Day Care without arrangements made with the director.**

**Vacation:**

Each child that pays a weekly rate and is up to date on payments is entitled to two (2) weeks vacation per year without paying tuition. Our year runs from September to September. Vacations have to be taken a week at a time, and the child cannot be present at Day Care during that week. If the situation arises where your child is present one day, and you wish to take the rest of the week as vacation, you will pay the daily rate for the day he or she was here. If your child is absent more than two weeks, you are expected to pay tuition, if you want us to continue to reserve a place for your child.

**Closing Time:**

The Day Care Center closes promptly at 6:30 p.m. Please be prompt in picking up your child. Failure to do so will place you responsible for the payment of **\$1.00 per minute past 6:30 p.m. No child will be allowed to remain enrolled whose parents fail to observe our policies.**

This rate schedule cannot be altered in any way by anyone. Please do not ask the worker or director to make an exception. **THEY CANNOT.**

**Sick Child:**

You are urged to keep your child at home if he or she shows any signs of illness. This is for your child's own good as well as for the protection of the other children in the group. If your child becomes ill at the center, you will be notified to come for your child. You will be called when your child's fever reaches 100 degrees. Your child may not return to school until **free of fever at least 24 hours.** We ask that you pick up your child as soon as possible.

**Medication:**

Workers will dispense medication only with written consent. Medication will be given only once daily.

**Food:****Infant:**

Bring the necessary food and bottles, all properly labeled, with written instructions concerning the child's feeding.

**Other Children:**

A hot plate lunch with milk will be served each day. A snack will be served mid-morning (about 8 - 8:30 a.m.) and mid-afternoon (about 2:30 - 3:00 p.m.) Please do **not** send breakfast with your child.

**Clothing:**

Please bring an extra change of clothing for your child each day. Plainly mark each garment plus all removable clothing.

**For the Infant:**

All diapers should have the child's name written on the diaper. There will be a \$1.00 charge for each diaper provided by the center unless you wish to replace the ones used.

**Messages:**

**PLEASE DO NOT DEPEND UPON YOUR CHILD TO RELAY A MESSAGE TO US. PIN A NOTE TO HIS/HER BOOKBAG OR GIVE US A CALL IF WE NEED TO KNOW SOMETHING SPECIAL ABOUT YOUR CHILD.**

**Bringing Things from Home:**

The children are **not to bring food or toys** to the day care. If the child has a pet or something special to share with the class, the parent should first talk with the teacher. The children's personal belongings shall be kept in their rooms.

**Discipline Policy:**

Attending Woodlawn Baptist Kindergarten is a privilege. We expect full cooperation from the children and the parents. Consistency at home and at school is the key.

We want you to be aware of the things that we do here concerning discipline before we call upon you for assistance. We first use preventive discipline which includes praise, high expectations, and positive recognition. Then we progress as follows.

1. Reminders- What we do without stopping: look, touch, point, call child's name, etc.

2. Take action- We stop, be quiet, then say out loud something to child. Example “It’s my turn to talk; where do your eyes go?”
3. Correction- The child puts head on table, moves chair away, stands by wall, remove sticker, put item on desk, keep item overnight, talk to in hall, pray with teacher.
4. Consequences- Take away something fun: part of recess, a game, a story, a song, etc.
5. Contact Authority- Call the parents.

For major defiance and out right disobedience the child is removed from the room and sent to the director. If the director deems it necessary, she will write, call, or schedule a parent/teacher/director conference with the parents. Corporal punishment is not allowed on the premises.

**Dismissal Policy:**

The facility may, in its discretion, suspend a child for a period of time, as designated by the director. The first parent/teacher/director conference shall be a warning. After a second conference, the child shall be suspended for one day. After a third conference, the child shall be suspended for two days. If there is a fourth conference, the child can be dismissed, as we can no longer meet the needs of that child. During suspension of a child, the parent is still responsible for paying the facility to maintain the child’s spot.

Reasons for a conference:

1. Continual disrespect for authority.
2. Physical attacks on the teacher.

**Description of Daily Program:**

Hands on, age appropriate materials are a part of the program.

Incorporated into the daily program are indoor and outdoor play, rest times, snacks, and lunch.

**Religious Instruction:**

Bible stories are read. Bible verses are taught and Christian music is played and sung.

**Outdoor Play:**

We shall spend 2 hours outdoors each day except when it is too cold or raining. If your child’s group goes outside, your child must go out also. No child is exempt from outdoor play.

**Rest Time:**

Each child is expected to rest (and sleep when possible) from 12:30 to 2:30. Individual mats are provided for rest periods. After-school children are not required to rest.

**Address or Phone Number Change:**

Any time an address or phone (home, work, or cell) is changed, please send a note immediately. The center must, at all times, be able to contact you during the day in case of an illness or problem.

**Dress and Grooming:**

Good learning situations depend on the best possible behavior and attitude of the student. Students are to take pride in themselves to be neat and clean. When students are not observing good grooming and behavior, the parents will be contacted.

**Bringing and Picking Up Your Child:**

Parents **must** sign the child in and out each day on clipboards provided and deliver their child to the proper room. Parents must purchase a card (\$7.00) to enter the building. See director to have a card made.

### **Restrictions on Child Pick-up:**

**Your child will not be allowed to leave the center at any time with anyone other than the person designated on the registration form, unless we have a signed note or a telephone call from you. (We prefer a note.) This is for your child's protection.**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the Day Care Office a **certified copy of the court order of final judgement.**

### **Field Trips and Transportation Policy:**

A field trip release form must be signed by the parents before each field trip. The children will be transported by the church vans or the parents. The vans will have 2 adults and up to 9 children per van. All children will be properly buckled into a seat belt or booster seat. Trips to the YMCA Pool will be supervised by Day Care workers and life guards.

### **Evacuation Route:**

In case of an emergency in which we have to evacuate the center, the children will be taken to the Pemberton Mall or the Ver Beck YMCA where the parents will be promptly notified.

### **Important Reminders**

1. Payment is due each **Monday** morning in advance for the week.
2. Each child needs a complete immunization record form 121 on file at all times.
3. Each child attending our Day Care is allowed 10 ½ hours each day. Any time above this, there will be a \$5.00 charge per 15 minutes above 10 ½ hours a day.
4. Our Day Care **closes promptly at 6:30 p.m.** Above this time payment is \$1.00 per minute past 6:30 p.m.
5. Each full time child in our Day Care is entitled to 2 weeks vacation. It must be taken a week at a time - **no splitting of days.** If you drop and re-enroll within the same year, you are only entitled to have 2 weeks of vacation a year. If you are enrolled just for the summer you are not eligible for vacation.
6. **Any time an address or phone number is changed, please let us know immediately.**
7. On holidays **full time rates** will be charged.
8. Registration fees are due by September 1 for Day Care. If registration fee is not paid by the end of September, a \$5.00 late fee will be added to the registration.
9. Returned checks must be paid in cash, and a \$20 fee will be added.
10. A two weeks' advance notification must be made if you are dropping Day Care. A refund is at the director's discretion if advance notice of the drop has not been made.
11. A person certified in CPR and First Aid is on premises at all times and will be on field trips.
12. Do not send breakfast food with your child.
13. There will be no refunds of registration fees.

Woodlawn Baptist Church maintains a racially non-discriminatory policy.

## **How to Become a Member of Woodlawn Baptist Church**

The people of Woodlawn Baptist Church invite you to become a part of our exciting church family with its dynamic ministry in Warren County. At the close of every Sunday Service, the opportunity is given for church membership. During the singing of the hymn of invitation, the pastor will invite those who would like to unite with the church to come forward. The pastor will greet you, and someone will counsel you in making your decision which may be one of the following:

### **For Salvation and Baptism:**

According to the teachings of the Bible, we become Christians by placing our faith in Jesus Christ. When you come forward, confessing Christ as your personal Savior, you will be presented to the church as a candidate for baptism. Following baptism, you will become a member of the church.

### **By Letter:**

If you are a member of another Baptist church and wish to join Woodlawn Baptist Church, you may come forward and join by transfer of your membership from another church. All we need to know is the name of the church and the town in which it is located. We will take care of the rest.

### **By Statement:**

Perhaps you were once a Baptist, having been baptized upon your profession of faith but are no longer affiliated with a Baptist church. It may be that the church is no longer in existence, or you may have united with another denomination for a time. You may unite with Woodlawn by statement of your faith and baptism. The pastor will explain to the church that you are joining by statement.

### **Member of Another Denomination:**

If you are a member of another denomination and you wish to unite with Woodlawn Baptist Church, you will be received as a candidate for baptism. We believe that baptism is by immersion and only for believers. Our pastor or a member of our staff will be happy to talk with you about this if you have questions.