



Handbook

A MINISTRY OF FIRST BAPTIST CHURCH
PULASKI, VA

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Mission Purpose



Mission

The mission of our Homeschool Co-op is to provide a safe place for educational experiences and fellowship for families and children as we build into the next generation for Christ, and to encourage one another to walk in faith in all the promises of God, through Scripture, for His glory.

2 Corinthians 1:20



Purpose

Homeschooling is hard work, and our goal is to support families—not add to their load. Our co-op exists to supplement what each family is already doing at home. We provide a low-cost, enriching co-op experience that offers age-appropriate play and learning, engaging classroom instruction, opportunities for teamwork, meaningful shared experiences, and intentional faith-building activities.

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A Ministry of the Church

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First Baptist Church sponsors this co-op as a ministry under the Evangelism and Outreach line item of the church budget. Because the co-op operates under the church's umbrella, no separate insurance coverage or 501(c)(3) nonprofit status is required.

Annual co-op fees are collected to help cover incidental expenses, supplies, and to supplement co-op activities. These funds are managed by the co-op Treasurer, who must be a member of First Baptist Church of Pulaski. All monies are maintained as a separate, designated line item within the church budget specifically for the co-op.

Teachers are encouraged to keep class-related costs below \$20 per child whenever possible. When necessary, teachers may request reimbursement for approved supply expenses. Reimbursement checks will be issued by the church.

As a ministry of First Baptist Church, the co-op's beliefs, values, and guiding principles align with the teachings and doctrine of the church, as outlined in The Baptist Faith and Message (2000).

For His Glory Homeschool Co-op

First Baptist Church
Pulaski, VA



Statement of Faith

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Statement of Faith

The mission of this co-op is to provide a safe space for educational experiences and fellowship for families and children as we build into the next generation for Christ, and to encourage one another to walk in faith in all the promises of God, through Scripture, for His glory. To remain true to the mission and serve as an active ministry of the church, any parent who desires to teach a class must agree with a basic statement of faith that aligns with the church's beliefs. Any curriculum used must also adhere to the faith statement of the church.

Every parent is required to sign our Statement of Faith in order to join FOR HIS GLORY. We ask that you seriously and prayerfully consider this statement.

Statement of Faith

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About the Scriptures

We believe that the Holy Bible, alone, 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 Biblical Scripture is totally true and trustworthy.

About God

We believe that there is one and only one living and true God. He exists in three distinct persons of the Trinity: Father, Son, and Holy Spirit.

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.

He exists as Christ, the eternal Son of God, who humbled himself and took on flesh, yet without sin. He gave his life as a substitute to redeem men from sin and rose from the dead, conquering sin and death. He ascended into heaven and is now seated at the right hand of God, where He is the One Mediator, fully God, fully man, for all believers.

He exists as the Holy Spirit, the third member of the Holy Trinity, and is the Spirit of God, fully divine. He inspired holy men of old to write the Scriptures. He enables men to understand the truth of Scripture.

About Mankind

We believe 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. Because of sin, only the grace of God can bring man into His holy fellowship and enable man to fulfill the creative purpose of God.

Statement of Faith

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About Salvation

Salvation, the redemption of the whole man, is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. There is no salvation apart from personal faith in Jesus Christ as Lord. He, and He alone, reconciles the Universe to its Creator.

The Christian Life

We believe that every Christian should live for Christ and not for himself. By obedience to the Word of God and daily yielding to the Spirit of God, every believer should mature and be conformed to the image of Christ.

The Church

We believe the church is the Body of Christ, of which Jesus is the head, which includes all of the redeemed of all the ages, believers from every tribe, and tongue, and people, and nation.

Acknowledgements

Member Signature

Date

Leadership Signature

Date



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Because each family's homeschooling approach is unique, our co-op offers a variety of classes designed to supplement—not replace—home education.

Our goal is to provide the “extras”: subjects and experiences that are often difficult to include at home but add meaningful enrichment. As the co-op grows, we hope to expand class offerings and opportunities.

In addition to weekly classes, we will periodically offer field trips and fellowship activities outside of regular meeting times to strengthen relationships and build lasting Christian friendships among both parents and students.

Class Offerings & Enrichment



Membership Commitment

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Attendance, Tardiness, & Absences

This co-op functions as a true cooperative and depends on the commitment and reliability of its families. Each class must be staffed with two adults every week, and consistent attendance is essential for maintaining a safe, stable learning environment. Repeated absences place a significant burden on the Morning Coordinator and disrupt classroom continuity.

Our semesters consist of 10–12 weeks of instructional time (excluding field trips and fellowship days). Families who miss 50% or more of a semester may be asked to sit out the following semester. During this time, co-op membership will be placed on hold, including access to the website and BAND group. This pause allows families time to reassess their availability and recommit when circumstances allow.

If you have pre-planned absences or need to be absent due to illness or emergency, please complete the “Report an Absence” form found on our website and the appendix of this handbook.

Schedule & Daily Logistics



For His Glory Homeschool Co-op

The co-op meets every Wednesday for 10–12 weeks in both the fall and spring semesters.

Weekly Schedule

8:30 a.m. | Fellowship Hall Opens

8:45 a.m. | Arrival Time

9:00 a.m. | Classes Begin

Class Blocks

9:00-9:45 a.m. | Block 1

9:50-10:30 a.m. | Block 2

10:35-11:15 a.m. | Block 3

11:20-12:00 p.m. | Block 4

Lunch & Fellowship

Held in the Fellowship Hall or Dora Highway Park, weather permitting. Families provide their own lunch; a microwave is available.



Dora Highway Park

Pulaski, VA

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Fees & Financial Information

Membership Fees

\$30 per family, per semester

Student Fees

Sponsorship

Each semester, members are invited to contribute to a sponsorship fund. These funds are applied toward member and student fees for families who require financial assistance. To learn more about our sponsorship program, contact our Director, Christine Fiske.

Background Check

Background check fee update pending



Safety, Security, & Legal Requirements 13

Background Checks

To ensure the safety of all children, the co-op follows church safety policies:

- All adults working with children must complete a background check. Checks are completed online and are valid for two years.
- Visitors without a background check must wear a name badge and be escorted by a co-op member. The Director must be notified in advance of any classroom visitors.

Classroom Policies

All Classrooms

Two adults must be present at all times.

Pre-K & Nursery

- Only parents or pre-authorized individuals may pick up children. Parents must sign children in and list authorized pick-up persons for that day only. Photo ID is required at pick-up.
- All personal items must be labeled with the child's last name. Temporary labels are available.
- Only female volunteers may change diapers.

Medical Release & Waiver of Liability

All families must complete a notarized medical release and liability waiver, releasing First Baptist Church, its employees, and volunteers from liability. This form is kept on file digitally and at the church. It must be renewed annually.

Health & Wellness Policies 14

Health Information

Children should not attend co-op if experiencing symptoms such as fever, contagious illness, persistent cough, rash, vomiting, diarrhea, nausea, chickenpox, measles, mumps, head lice, or eye drainage. Ill children will be returned to their parents immediately.

Emergency / Snow Day Policy

Families will be notified by 8:00 a.m. in cases of severe weather. If Pulaski County Schools are closed due to snow or ice, co-op will be canceled.

Lunch Guidelines

- No nuts or nut butters.
- Children may not run or play throughout the church during lunch.
- Outside play is limited to the front lawn and requires adult supervision.
- All personal items must be removed from the Fellowship Hall by 12:30pm for cleaning.



Participant Responsibilities 15

Member Responsibilities

Class

- Arrive on time and prepared for the day.
- Every parent is expected to teach or assist to keep costs low and class offerings diverse.
- Nursery helpers must arrive early for drop-off.
- Ensure your students bring a backpack and basic supplies - see the appendix for a supply list.
- All adults are expected to help monitor students throughout the building and during activities.

Cleaning

Members contribute cleaning supplies and rotate cleaning duties as a gesture of appreciation to the church. A digital sign-up form will be available each semester.

Teacher Responsibilities

Class

- Curriculum and materials must be approved by the Director and/or Curriculum Coordinator.
- Be in the classroom at least five minutes before class begins.
- Keep supply costs low and communicate supply needs clearly.

Communication

- Notify the Morning Coordinator if absent and prepare lesson plans for the substitute.
- Address discipline concerns promptly with parents and leadership as needed.
- Use BAND and the website to communicate with families.



Participant Responsibilities 16

Assistant Responsibilities

Class

- Remain engaged in the classroom.
- Be prepared to teach if the teacher is absent.
- Actively support the teacher and students at all times.
- Communicate concerns directly with the teacher.
- Assist with transitions and classroom cleanup.

Student Responsibilities

Conduct

- Be prepared and respectful
- Walk calmly in the halls
- Use appropriate language
- Show kindness and Christ-like behavior
- Respect others, the church, and learning
- Avoid electronics and unapproved personal items, including outside toys

Policies

- Students may not switch classes without approval.
- Repeated or serious behavior issues may result in disciplinary action, including suspension.



Dress Code

Application

This dress code applies to all students and members. Our goal is to teach and model modesty and appropriateness. In any situation where attire is questionable, the Director has final discretion.

Please do not wear clothing that is:

- Exposing bare midriffs
- Revealing undergarments or boxers
- Leggings worn without a longer top that adequately covers the bottom
- Too tight or too short (shorts and dresses should be no more than 1–3 inches above the knee)
- Low-cut or revealing (spaghetti straps or strapless tops are not permitted; tank tops are acceptable)



Discipline & Conflict Resolution

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Discipline

All adults are expected to address disruptive or disrespectful behavior when observed. Discipline will be handled using the following steps:

1. **First offense:** The student will be spoken to and asked to stop the behavior. A warning will be given.
2. **Second offense:** The student will be reminded again and seated next to an adult or placed in a brief time-out. Parents will be informed if issues persist.
3. **Third offense:** The student will be removed from class and returned to their parent. The parent and teacher will discuss possible next steps or interventions.

In cases of excessively rude, aggressive, or unsafe behavior, steps one and two may be skipped. Continued behavior issues may result in a parent-teacher conference to determine whether the student may continue participating in the co-op.

Discipline & Conflict Resolution

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Conflict Resolution

Personal conflicts and misunderstandings may arise, and we must agree on how to handle them. All conflicts will be addressed in accordance with the principles outlined in **Matthew 18:15–20**, and in the spirit of gentleness described in **1 Corinthians 4:21**. We strongly encourage reconciliation whenever Scripture calls for it.

If the individuals involved are unable to resolve, a member of the leadership team may be asked to assist. If further guidance is needed, the pastor of First Baptist Church may be consulted to help bring a final resolution.

Many differences can be resolved through forgiveness and by overlooking an offense. For this reason, members are asked to pray before initiating confrontation and to decide if the matter warrants further discussion. If, after prayer, peace is found to release the issue, it should be considered resolved and not discussed with others.

Leadership

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Henry Fiske
Pastor
703-475-9076

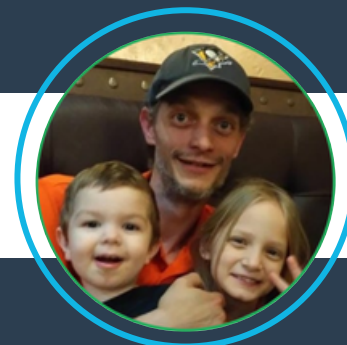


Christine Fiske
Director
703-409-3519

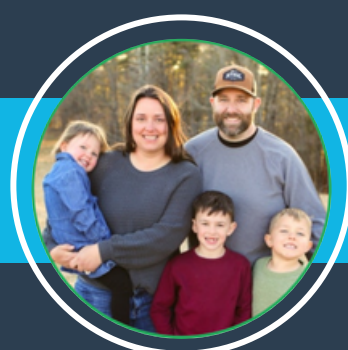
Alena Van Dalem
Administrative Support
540-392-4360



Brian Hall
Treasurer
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Jessica Benedum
Morning Coordinator
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Hannah Price
Field Trip Coordinator
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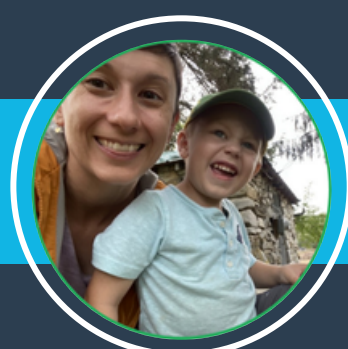
Jill Shelton
Curriculum Coordinator
540-230-9209



Andrea Thomas
Hospitality Coordinator
276-229-6832



Atasha Hall
Hospitality Coordinator
540-750-9051



Anna Wright
Cleaning Coordinator
540-968-1165

Alicia Harrison
Nursery Lead
Yearbook Lead
540-230-8228



Leadership Role Definitions

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Pastor

Provides spiritual oversight and support for the co-op. Serves as a liaison between the church and co-op leadership.

Director

Oversees the overall vision, organization, and daily operations of the co-op and supports all coordinators and volunteers.

Technology Support

Manages digital tools, online forms, and communication platforms. Provides basic tech help for co-op families and leaders.

Treasurer

Handles the co-op's finances, including budgeting, payments, reimbursements, and financial record-keeping.

Morning Coordinator

Coordinates weekly arrival procedures, room assignments, schedules, and substitute assignments.

Field Trip Coordinator

Plans, schedules, and communicates co-op field trips and enrichment outings throughout the year.

Curriculum Coordinator

Supports class planning by coordinating curriculum needs, resources, and alignment across co-op classes.



Leadership Role Definitions

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Hospitality Coordinator

Creates a welcoming environment by coordinating refreshments, special events, and caring touches for families and volunteers.

Cleaning Coordinator

Organizes weekly clean-up procedures and assigns responsibilities to ensure church spaces are left clean and orderly.

Nursery Lead

Oversees nursery operations, volunteers, and safety procedures for younger children during co-op hours.

Yearbook Lead

Collects photos and content and oversees the design and completion of the annual co-op yearbook.



Selection of Future Leaders

Leadership in ministry carries significant responsibility. As leadership needs change or current members step down, new leaders may be invited through a prayerful and discerning process.

Members of the Leadership Team must:

1. Be a baptized member in good standing of a local Bible-believing church
2. Affirm the Co-op Statement of Faith
3. Actively pursue a growing relationship with the Lord
4. Attend co-op regularly and be willing to teach or assist as able
5. Demonstrate a willingness to build relationships within the co-op community
6. Exhibit biblical leadership through Christ-like character, the fruit of the Spirit (Galatians 5:22–26), servant leadership (1 Peter 5:3–10), and biblical conflict resolution (Matthew 18:15–20)
7. Seek to glorify the Lord in all aspects of the ministry

Those interested in serving on the Leadership Team should speak with the Director. Current leadership members may also make recommendations. Prospective leaders will be interviewed, and the Leadership Team will meet to consider additions prayerfully.



Appendix

Locations
Communication
Documentation
Member Readiness
Student Readiness
Cleaning

Contact Information



Director

Christine Fiske
703-409-3519



<https://www.homeschool-life.com/VA/fpcpulaski>



fbcforhisglorycoop@gmail.com



325 Randolph Ave,
Pulaski, VA 24301



Locations



First Baptist Church

325 Randolph Ave,
Pulaski, VA 24301

Our co-op is held at First Baptist Church on Wednesdays. Begin your day in the Fellowship Hall on the basement level. There you will pick up your name tags and receive additional instructions.



Kiwanis/Dora Highway Park

101-123 Dora Hwy
Pulaski, VA 24301

After classes, our group meets at the Kiwanis/Dora Highway park for fellowship. Restrooms are on-site but are often locked. Consider using the restroom at the church before leaving for the park.





Locations



First Baptist Church

Map In Progress



Communication

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Our Website

<https://www.homeschool-life.com/VA/fpcpulaski>



BAND

<https://www.band.us/band/84708019>

Group Text

+1-833-931-7597



Group text messages are sent via GLOO. Save this number to your contacts.



Calendar Sync

Visit this page to learn how to sync our events to your personal calendar.

Communication

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Report an Absence

<https://bit.ly/FHG-absence>



Google Drive

Curriculum materials are saved to our shared Google Drive for future use.



Submit Lesson Plans

Teachers - submit your lesson plans to this form for review each Semester.



Member Readiness



For His Glory Homeschool Co-op

- Required Documents
- Class Planning & Participation
- Payments



Visit this page for the Member and Student Readiness Checklists.



Student Readiness

Supplies

Prepare your student with basic age-appropriate school supplies, including:

- Crayons or colored pencils
- Pencils
- Erasers
- Glue Stick
- Safety Scissors
- One Folder
- One Notebook
- Backpacks are encouraged but not necessary



Visit this page for
the Member and
Student Readiness
Checklists.



Classrooms

- Empty classroom trash into the large trashcan in the hallway.
- Check each classroom for visible trash or disorder.
- Replace can liners as needed.
- Ensure all AC units are turned off and doors are closed.



Bathrooms

- Pick up loose towels or tissues on the floors.
- Wipe off sink tops.
- Replace paper towels and toilet paper as needed.
- Dump trash can in each bathroom into large hall can.



Shared Spaces

- Spot vacuum The Gathering Place as needed.
- Sweep the long hall.
- Tie up the large trash bag, put it in the can in the rooms #1-4 hall, and replace the liner.
- Turn off all classroom, bathroom, and hall lights.
- Place any items left behind in the serving window in the kitchen to be reclaimed. These items will be moved to the Lost & Found bin in the Fellowship Hall at the end of the day.

THANK YOU!

Cleaning Fellowship Hall

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Fellowship Hall

- Sweep the floors.
- Clean the coffee setup.
- Tie up the large trash bag and take it to the back alley trash cans.



Bathroom

- Empty the trash.
- Wipe off the sink top.
- Replace the hand soap as needed.
- Replace paper towels and toilet paper as needed.

PLEASE NOTE

Cleaning with Students

The cleaning team will request that students assist with cleaning, especially with taking the day's trash out to the back-alley trash cans. Please have the students use the buddy system when they leave the building.

THANK YOU!