



## The Purposeful Servants Cooperative Handbook

### I. Introduction

Welcome to The Purposeful Servants Cooperative (Co-op)! We're so excited to have you with us. Inside this handbook, you'll find the key information that will help us build a safe, flexible, and Christ-honoring environment for everyone. We believe the strength of our co-op lies in the connections we build, and we're excited for you to become a part of our supportive network.

### II. Core Beliefs and Principles

#### A. Declaration of Faith

**The Holy Scriptures:** We believe the Bible, consisting of 66 canonical books, to be the uniquely inspired and authoritative Word of God. Written by divinely guided men, it perfectly records God's revelation to humanity, possessing God as its author, salvation as its purpose, and truth without error as its content. It is our ultimate source for doctrine.

**The One True God:** We believe in one living and true God, an eternal, intelligent, spiritual, and personal being. As Creator, Redeemer, Preserver, and Ruler of the universe, He reveals Himself as Father, Son, and Holy Spirit—three distinct persons unified as one God in nature, essence, and being.

**Jesus Christ:** We believe Jesus Christ is fully God and fully man, conceived by the Holy Spirit and born of the virgin Mary. He lived a sinless life and, through His physical death on the cross, offered Himself as a substitutionary sacrifice for the sins of humanity. He was bodily resurrected from the grave, conquering death, and physically ascended to reign with the Father, where He now intercedes for believers.

**The Human Condition and Salvation:** Justification and forgiveness are exclusively obtained through faith in Jesus Christ as Savior and Lord (John 3:16), a transformative work of the Holy Spirit (Titus 3:5-7). Salvation is a gracious gift, not earned by human effort, thus precluding any basis for boasting (Ephesians 2:8-10).

**The Doctrine of Creation:** We believe in the literal, six-day creation of the universe and all therein out of nothing. God created all living things according to their specific kinds through supernatural acts. Humanity was uniquely created in God's own image, distinct from any form of random or evolutionary origin.

**Unity:** As a community of believers committed to honoring God, we acknowledge that diverse interpretations of scripture regarding daily living are natural. We believe that non-essential doctrines should not cause division, exclusion, or condemnation among us. Recognizing that God examines the heart, we strive to do the same. While we are called to discern right from wrong for ourselves, we will refrain from condemning others. Instead, we will prioritize mutual understanding and appreciation of our differences, and consistently pray for one another.

The Purposeful Servants Cooperative is a Bible based organization that respects the diverse expressions of Christian faith. However, we do not allow denominational teaching or proselytizing, nor classes or



events that advocate for other religions or beliefs (such as yoga, evolution, or perspectives that contradict young earth creationism). We do not promote one particular Bible translation. All aspects of our organization will be firmly rooted in Biblical principles as found in the Holy Bible and as outlined in this document.

**Love:** Our actions are driven by love, reflecting the principle of treating our neighbor as ourselves. We are dedicated to fostering spiritual growth through encouraging and uplifting communication, rejecting divisive or critical speech. We believe in the power of member voices and invite participation in our mission to positively shape the next generation. While all ideas are valued, their implementation will be based on feasibility and alignment with our mission. Increased member involvement is key to our growth and improvement.

## **B. Declaration of Principles**

**Family Dynamics:** As a Bible-based cooperative, we affirm the Biblical design for marriage as a covenant between one man and one woman and recognize gender as a God-given distinction between male and female. (1 Corinthians 7:2) We believe that sexual activity is reserved for marriage and that any form of sexual immorality including adultery, cohabitational relationships, fornication, homosexual behavior, and gender identity that departs from one's biological sex is inconsistent with God's design as revealed in Scripture. (Romans 1:18-32) Within our cooperative, we ask all participating families to respect and uphold these Biblical convictions while involved in our community life. Our policies are not meant to condemn individuals but to maintain unity, clarity, and alignment with our stated beliefs.

**The Fundamental Aspects of Education:** We believe that the supreme authority and responsibility for the education of children reside with their parents, a right divinely bestowed and thus inviolable by the State (Deuteronomy 4:9, 6:1-25). Parents may entrust others with the delivery of academic instruction, but the control and oversight of their children's education remain their sole prerogative. Any support or counsel offered is to be used at the discretion of the members and should not be interpreted as professional guidance.

**Statement of Secular Humanism:** The Purposeful Servants Co-op stands against the anti-Christian principles of secular humanism, specifically rejecting the theory of evolution, the idea of a one-world government, government-mandated sex education and parenting courses, modern feminist ideology, Critical Race Theory, Social Emotional Learning, and abortion. Furthermore, to preserve our distinct focus, the teaching of any other religions, faiths, belief systems, worldviews, spiritism, or cults is strictly prohibited in all co-op classes and events. Our allegiance is solely to the Holy Bible, and we do not align with or support anything contrary to it. Similarly, "Progressive Christianity" or liberal ideals (such as the pro-choice movement) that oppose Holy Scripture are not permitted to be taught within The Purposeful Servants Co-op, as these conflict with our foundational beliefs.

## **C. The Purposeful Servants Mission**

The Purposeful Servants Cooperative is a nonprofit organization with a mission to enrich the homeschooling experience for families. We aspire to cultivate a community grounded in the Bible, centered on Christ, and abounding in grace, with the goal of strengthening the identity of both parents and students in Him.



Our cooperative desires to foster a supportive Christian homeschooling community that enriches the home education journey. We strive to create a Godly environment where children can build meaningful relationships with peers of all ages. Additionally, we aim to offer activities and classes that cultivate confidence, encourage the exploration and sharing of individual interests and talents, and develop essential skills, ultimately preparing our children to stand firm in their faith as they interact with the world (2 Tim. 2:15-16; 1 Peter 3:15).

### **III. Membership Information**

#### **A. Joining The Purposeful Servants Cooperative**

To become a Member of The Purposeful Servants Co-op, the following steps will be required:

1. Visit our Member Website.
2. Access the "Join" link, review the information provided, and complete the form.
3. Await a phone call from our Membership Director or designated committee. This brief conversation will allow us to answer any questions you may have and determine if The Purposeful Servant Co-op is a suitable fit for your family.
4. Once approved, you will receive a welcome email containing essential membership information with a link to fill out forms and submit payment.
5. Complete Mandatory Background Checks. A link to this background check will be provided via email. Fee is the responsibility of the person filling out the background check, and any person (18+) residing in the household must submit to this process every three (3) years.
6. Upon completion of membership forms, membership dues and the Background Check(s) you will receive an invitation to our private membership group.

#### **B. Registration for Classes**

The class registration process will be conducted in two phases. Priority registration will be offered to Teachers and Leadership personnel, followed by General Membership registration for all remaining members. Finalization of student class registration is contingent upon the timely receipt of applicable fees. Payment information is accessible during the registration process and detailed on the co-op calendar.

#### **C. Grounds for Membership Review or Dismissal**

The Purposeful Servants Cooperative does not condone, accept, propagate, or endorse any form of harassment or discrimination within our organization. This policy defines harassment as encompassing all forms of abuse outlined herein, and further includes any intentional behavior meant to annoy, torment, embarrass, or alarm another.

The Purposeful Servants Cooperative strictly prohibits discrimination based on race, color, sex, age, or physical handicap. Membership is reserved for Christian homeschooling families who adhere to the tenets of our faith as detailed in the Handbook. Any act of harassment or discrimination by a parent volunteer will result in immediate disciplinary action, up to and including termination of their service.



Ensuring the safety of every young person is central to the mission of The Purposeful Servants Co-op. We unequivocally prohibit abuse in all its forms within any and all organizational contexts, including but not limited to co-op meetings, field excursions, events, and activities. Any instance of mistreatment or abuse perpetrated by an adult volunteer will result in immediate disciplinary action, up to and including the termination of their volunteer service. For the purposes of this policy, abuse is defined as, but not limited to:

- **Physical Abuse:** The intentional infliction of physical injury upon another individual.
- **Sexual Abuse:** Any contact of a sexual nature occurring between a student and an adult, between two students, or between two adults. This encompasses any activity intended to arouse or gratify the sexual desires of an adult or another student.
- **Emotional Abuse:** The infliction of mental or emotional injury upon a member, resulting in a demonstrable and material impairment, including developmental or spiritual growth.
- **Neglect:** The failure to provide for basic needs or the failure to protect an individual from harm.

In the event of misconduct or violations, the Board will adhere to the following procedure:

1. **Formal Notification:** The member(s) involved will receive formal notification detailing the specific violation(s), accompanied by clear example(s) to ensure understanding.
2. **Opportunity for Resolution:** For situations regarding repeated misconduct or violations, the member(s) will be granted an opportunity to discuss the matter in person with the Board. Where appropriate, this will include an opportunity to demonstrate remorse and commit to behavioral change.
3. **Board Deliberation and Decision:** In cases where remorse is not demonstrated or sustained, the Board will proceed to a vote regarding membership dismissal.

## **IV. Operational Guidelines**

### **A. Organization Overview**

**The Co-op Program:** Emphasizing active parental participation, The Purposeful Servant Cooperative is a true homeschool co-op, not a drop-off program. Classes are primarily taught by parents of enrolled minors or by adult volunteers who support our mission. Recognizing the value of leadership development, our organization offers opportunities for students aged 16+ to teach and those 12+ (with parental approval based on maturity) to assist in classes.

### **B. Co-op Meeting Day**

The cooperative convenes on Friday's for an approximate duration of 14 weeks each semester. Meetings will be suspended during the weeks encompassing the Christmas, Thanksgiving, and Easter/Good Friday holidays. Members are advised to consult the official Calendar for the specific dates of each semester's sessions. A scheduled group field trip to a predetermined venue will occur on the final Friday of each month.

### **C. Parental Involvement**

For the safety and supervision of all minors, The Purposeful Servant requires a parent or legal guardian to remain on campus at all times. While children are in co-op classes, parents will actively participate by serving in their assigned hourly roles (as teachers, helpers, or in other duties) and contributing to the



upkeep of our facilities through a semester-long volunteer task. Parental presence is also required for their student(s) to attend sponsored Purposeful Servant activities, field trips, and events.

#### **D. Student Participation**

Our student age range is 5 to 18 (with nursery and preschool available for participating families). Academic classes may include homework. Performance-based classes like choir or dance require consistent attendance and typically culminate in an end-of-semester performance. Please ensure your student(s) are prepared and committed to fulfilling the requirements of their chosen classes, out of respect for instructors and classmates.

#### **E. Supporting Students With Special Circumstances**

At The Purposeful Servant, we are committed to creating a welcoming and inclusive environment for all students. To best support your child or youth with special needs or circumstances, we encourage you to share this information with us during the membership process. We will work diligently to explore appropriate accommodations; however, we must acknowledge that meeting every specific need may not always be feasible. We sincerely hope all students feel valued and included in our community.

#### **F. Classes**

Academic and elective classes are offered each semester depending on teacher interest and availability. Our program provides childcare and classes for all ages, from birth through high school, including early education and preschool. While core classes must adhere to the criteria in our Handbook to be considered credit-eligible, the authority to grant credit for any class lies solely with the homeschooling parent. The Purposeful Servant assumes no responsibility for ensuring that chosen classes meet individual parental educational standards or Texas state requirements. We urge parents to define their homeschooling standards and investigate any relevant state regulations before awarding credit for co-op classes.

**Materials:** No media (music, movies, documentaries, etc.), games (video, board, group, etc.), books (curriculum, novels, short stories, etc.), or class materials (pamphlets, print outs, posters, etc.) will be allowed to contain or endorse any ideas contrary to our Declaration of Faith.

To ensure a respectful and positive environment at all Co-Op events and activities, the following are not permitted: ghoulish, evil, gory, horror, or ultra-violent content; inappropriate, sinful, or rebellious attitudes/behavior; and any practices related to witchcraft or magic, including fantasy depictions and seeking guidance from fictional magical figures. Additionally, Critical Race Theory (CRT), Social Emotional Learning (SEL), and "woke" ideologies are not allowed. If you are uncertain about the suitability of your materials, please speak with the Co-op Director.

### **V. Policies and Procedures**

#### **A. General Conduct and Behavioral Expectations**

All Purposeful Servant Members (adults, children, youths alike) are expected to follow the forthcoming guidelines for instruction, conduct, and behavior.



## **B. Friday (Co-op Day) Instructions**

**Upon Arrival:** Head to the Admin desk to find your Family Folder for important updates and forms. Collect your name tag lanyards and check with the Co-op Director for any substitute information. *For everyone's safety, please wear your nametag visibly all day.*

**Opening Announcements:** Parents and students will gather for announcements about Purposeful Servant events, important news, worship, and prayer.

**Class Transitions:** Please use the 10-minute breaks to visit the restroom, clean up, and prepare for the next class.

**Lunch:** Enjoy fellowship during lunch. Feel free to use the microwaves and refrigerators. Please clean your eating area during the last 5-10 minutes. Help us clean by removing your belongings from lunch tables during the third and fourth hours.

**No Unaccompanied Children:** Parents are responsible for the direct supervision of their students anytime they are not in a registered class, including during set-up, clean-up, and lunch. Do not drop off or leave children unattended. Complete the necessary forms (see Co-op Director) if another adult will be taking your child(ren) home.

## **C. Co-op Attendance Policy**

Consistent, punctual attendance is important for The Purposeful Servant to run efficiently. We will start our day with announcements and prayer. Please set a good example by arriving on time. All co-op member parents or guardians are required to be present, and able to take responsibility for their children. Members may choose to designate another adult member to take responsibility for their children. This will be in their absence, on a temporary basis, and with approval of the Co-Op Director. Any parent who needs to do so, must sign a Temporary Guardianship form. The Purposeful Servant is not responsible or liable for any minors, in action or behavior.

If a member misses more than once per semester, without explanation or reason, The Purposeful Servants Board reserves the right to remove adult members from their assignments and student members from their classes. Attempts will be made to contact members, but frequent absences with no response will be reviewed and possible action taken. Member attendance is necessary for our co-op to run efficiently. We encourage you to attend every Friday, this helps build community. We also ask that you keep in communication with us if you need to miss a day.

1. Members, especially those members who wish to teach, should not sign up to teach a class if they plan on being absent more than twice during a semester (vacations, conferences, planned outings, etc.).
2. Unplanned absences are those of unexpected illness, emergencies, etc. Notice of any unplanned absences, such as sickness, should be sent to the Co-Op Director as soon as possible (a 24 hr. notice is preferred, if you are able). It is vital for the Co-Op Director to be able to notify and prepare a substitute for your class and for your assigned duties that day.





3. Members who are absent without explanation are asked to communicate with the Co-Op Director regarding their absence(s) as soon as reasonably possible. If there is a prolonged period of unexplained absence and no communication in response to outreach from the Co-Op Director, your membership may be reviewed.

#### **D. Illness Policy**

To protect the health of our community, we request that families do not attend co-op if they or their child(ren) are ill.

1. Illness symptoms include, but are not limited to: fever above 100.3°F, vomiting, diarrhea within the past 24 hours, or persistent cough.
2. If a child develops a fever, vomiting, or diarrhea while at co-op, they will be brought to the Admin desk, and the parent will be notified. To minimize potential spread, the entire family will be asked to return home.
3. The Co-op Director will make the final decision in cases where there is uncertainty about whether a child should be sent home due to illness.

#### **E. Guest Policy**

To ensure the safety and smooth operation of our cooperative, the following guidelines apply to member guests:

**Child Guests:** Members wishing to bring a child guest must receive prior approval from the Co-op Director, with a minimum of 24 hours' notice. Approval is contingent upon the submission of a completed Temporary Guardianship Form, teacher consent (if the guest will shadow a class), and available space. For child guests attending multiple times, please be aware that subsequent visit requests for the same child will be reviewed based on their behavior during previous attendance, and membership dues may become applicable. Child guests may shadow an age-appropriate class when space and teacher availability allow. If class shadowing is not feasible, the child guest must remain under the direct supervision of the host member at all times. Host members are responsible for providing appropriate learning materials for their child guest and for ensuring the guest understands and adheres to co-op behavior expectations.

**Adult Guests:** Members may bring an adult guest with prior approval from the Co-op Director and a minimum of 24 hours' notice. Host members are responsible for informing their adult guests of co-op behavior expectations. For identification purposes, adult guests must wear a visible "Visitor" sticker and remain accompanied by their host member at all times while on co-op premises. Adult guests may only enter a classroom if at least two other adult members are present in that classroom. Each adult member is limited to bringing a maximum of two adult guests at any one time, with a limit of two such occasions per semester.

#### **F. Dress Code Guidelines**

As a cooperative seeking to create a God-honoring and respectful environment for all members, we ask students and adults to dress in a manner that reflects modesty, dignity, and consideration for others.

**General Guidelines:**

- Clothing should provide adequate coverage and not be tight-fitting, sheer, or revealing (e.g., no exposed midriff, cleavage, or undergarments).
- Shorts should be of modest length (fingertip-length preferred); skirts and dresses should be no more than two inches above the knee.
- Tops should have straps at least two fingers wide; strapless or backless tops are not permitted.
- Attire with violent, occult, sexual, rebellious, or offensive imagery/text is not allowed.
- Symbolic attire promoting alternative spiritualities or sexual/gender ideologies (e.g., LGBTQ symbols, furry identities) is not permitted.

**Special Notes:**

- Dress should be suitable for class activities (e.g., athletic shoes for PE, ballet shoes for dance). For younger students, shorts or leggings should be worn under dresses or skirts.
- Families should use discretion with personal expression (tattoos, piercings, hair color). Any tattoos displaying obscene, perverse, or anti-Christian imagery must be covered.

The primary goal of this dress code is to cultivate a safe and God-honoring environment for all members. When in doubt, please choose modest attire. The Co-op Director is responsible for enforcing the dress code, with unresolved issues being brought to the Board for a vote if necessary.

**G. Electronic Devices**

To maximize engagement and minimize distractions, student cell phone and earbud use is limited to periods when not in a classroom setting (unless otherwise approved to use during class specific times). Within classrooms, all cell phones should be powered off or silenced and stored. Adults are expected to model mindful technology use, reserving cell phone use for critical situations. Our collective focus should be on active participation: students attentively engaging with instruction, and adults prioritizing their teaching roles and the students' needs. Cooperative tasks are paramount during co-op hours.

**H. Alcohol/Tobacco/Vaping Use**

The Purposeful Servant strictly prohibits the consumption of alcohol during co-op hours. Furthermore, the use of tobacco in any form, including vaping and e-cigarettes, is not permitted inside the building. Adults who use vaping products are asked to do so near their own vehicles.

**I. Activities/Events**

The Purposeful Servants Cooperative aims to foster community through ongoing activities and events for both parents and students, hoping to cultivate lasting relationships among families. Attendance at these events is optional for members.

Members are encouraged to share information about any member-hosted events, meetings, or gatherings with the wider co-op community. Members participate in these member-hosted events at their own discretion and risk. The Purposeful Servant Cooperative is not responsible for adherence to its policies during member-hosted events. Events organized and hosted directly by The Purposeful Servants





Cooperative at locations other than our regular meeting place are considered public events. At these public events, parents are responsible for the direct supervision of their own children.

An exception to the standard supervision policy is our end-of-semester open house, which is considered a public event. This allows attendance by individuals who have not undergone background checks, such as grandparents, graduated siblings, and family friends.

The Purposeful Servants Cooperative assumes no responsibility for any accidents or injuries that may occur during or at any co-op classes or events, whether held at the church or at public locations, including field trips. Furthermore, The Purposeful Servants Cooperative does not assume liability for, nor does it support or condone, any behavior or action by its members that does not align with our established policies. Any consequences arising from a member's actions or behavior are the sole responsibility and liability of that individual member.

## **VI. Specific Policies and Procedures for Teachers**

To ensure the smooth and effective operation of our co-op classes, teachers are expected to adhere to the following policies and procedures:

**Class Preparation and Management:** Teachers are responsible for creating comprehensive lesson plans and preparing all necessary materials for each class session. Teachers are expected to manage any class funds responsibly and should request needed materials or supplies from the Co-op Director in advance of the class start date. Teacher helpers will assist with class preparation as needed. The Co-op Director and Membership Director are available to provide support with curriculum ideas, resources, and class preparation.

**Communication and Expectations:** Teachers must clearly communicate class expectations to both students and parents, including any required outside work, both in class and within the course description. Private electronic communication between teachers and students is not allowed. Should you need to communicate with students, do so in a group platform with the student's parents included. Adults should refrain from "friending" students on social media. Social media posting of images featuring co-op members is permitted only with a valid signed media release form on file.

**Absence and Substitutes:** A detailed substitute plan must be submitted to the Co-op Director on or before Teacher Orientation. In the event a substitute plan is utilized, teachers are responsible for providing a new substitute plan within one week of their return.

**Financial Procedures:** All monies collected for items such as t-shirts, drama productions, or additional classroom expenses must be collected, accurately accounted for, and submitted to the Treasurer on the same day of collection. Any additional expenses beyond the standard class fee, as well as any required materials for students, must be clearly stated in the course description during registration. Teachers should not request additional fees directly from students outside of the registration process unless prior approval from the Board.



**Additional Activities:** Teachers must inform the Co-op Director of any planned special guest visits or other unique class activities prior to the start of the semester. Parents of student teachers and student teacher helpers will need to ensure their teen understands all information discussed at the Teacher Meeting, and student teachers will be expected to responsibly adhere to Policies and Procedures. Student teachers will rely heavily on parental involvement, and parents of student teachers may be required to be a teacher helper in their student's class. If the Board has determined that a student teacher has not conducted themselves in a mature, responsible manner, they will be asked to step out of their teaching role, and will be replaced by another teacher for the remainder of the semester. Teachers be prepared to attend the mandatory Teacher Meeting (please see current calendar for date and time).

## **VII. Discipline Policy and Procedures**

1. Students are expected to follow all instructions given by teachers and teacher helpers. Respectful conduct is required and includes demonstrating self-control, love for others, and respect for adults, teachers, property, the church, and peers.
2. Preteen and teen members should refrain from public displays of affection.
3. Gossip is forbidden. Gossip is sharing personal or private information about others with those who are not part of the problem or its solution. It often stems from a desire to criticize, entertain, or vent, and typically leads to harm, division, or broken trust (Proverbs 16:28; 20:19). In contrast, informing to help is done out of love and concern, with the intent to protect, restore, or resolve a situation. It is shared only with those who can help and aligns with biblical principles of truth, discretion, and reconciliation (Matthew 18:15; Ephesians 4:15).
4. For the safety of everyone, aggressive or inappropriate physical actions involving hands and feet are not allowed.

### **Classroom Discipline (3 Strikes - Same Day):**

1. **First Time:** Teacher or helper will correct and redirect the student.
2. **Second Time:** Student sits with the teacher helper to continue participating.
3. **Third Time:** Student goes to the Co-Op Director, who will bring them to their parent. Parents are expected to address the behavior. The student can return to class once resolved.

Teachers must follow this procedure promptly. Delays can encourage misbehavior. Consistent failure to follow this will result in a meeting with the Co-Op Director. Following policies and discipline is essential for student safety.

The co-op has clear rules against ongoing misbehavior, physical discipline, bullying, and harassment. Violations of these rules may lead to the family being asked to withdraw. Harassment can result in membership dismissal by a Board vote. We address these situations promptly and with a goal of resolution.

## **VIII. Safety Policies and Procedures**

To ensure the safety and well-being of all members, the following procedures are in place:



1. **Adult Requirements:** All parents within each family household are required to undergo background checks and complete Child Safety Training.
2. **Building Security:** Exterior doors will remain locked during co-op hours. Designated adult members will be assigned "security" roles to monitor these doors.
3. **Supervision of Minors:** Minors are not permitted to go outside the building without the direct supervision of a parent or teacher. The Purposeful Servant Cooperative is not responsible for the safety or actions of minors who leave the building without adult supervision or permission.
4. **Emergency Medical Care:** An easily accessible emergency medical kit will be maintained. In the event of a medical emergency, the parent or guardian of the affected minor who is present at the co-op will be notified.
5. **Allergy Information:** An allergy binder containing important allergy information for members will be kept at the front desk for quick reference.

**Two Deep Leadership:** For the safety and well-being of our students, and to provide accountability, our "two deep leadership" policy mandates that no adult is ever in a one-on-one situation with a student. The presence of at least two adults ensures a safe and transparent environment for all interactions. If a teacher or helper needs to leave the classroom, they must first request another adult to supervise in their absence. If a second adult is unavailable, please remain in the classroom. When meeting individually with a student, ensure it is always in a space where others can easily observe. Refrain from physical affection that could be misunderstood. Appropriate physical contact is limited to brief pats on the shoulder, high-fives, fist bumps, and handshakes. Promptly report any unusual incidents, including disclosures of abuse or neglect, behavioral issues and their resolution, injuries, or any interactions that could be misconstrued. Any physical contact between supervising adults and children/youth must be in public view, age-appropriate, and non-sexual. Adults should never be alone with students (including young children) in restrooms. When assisting younger students with handwashing, ensure another adult is present or reach out to the front desk for assistance. Adults may only assist their own children inside restroom stalls. If a child requires assistance from another adult, the child's parent should be contacted.

## **IX. The Purposeful Servants Leadership Board**

Our Board is made up of three seats: Co-op Director, Membership Director, and Secretary/Treasurer. Board members are continual positions (remaining Board seats until they step down or are voted out by fellow Board members).

All Board position descriptions available upon request. All who serve The Purposeful Servants Cooperative in a leadership capacity are expected to serve Membership wholeheartedly, as unto the Lord. Humbly and cooperatively, to accomplish the purpose and mission of this ministry to home educating families.

**Grievance & Feedback Policy:** We are committed to fostering open communication, spiritual unity, and accountability within our cooperative. To that end, we welcome both prayer requests and constructive feedback through our Prayer & Suggestion Boxes, available every Friday at the Admin Desk.



If a member has a concern or grievance involving co-op policies, behavior, or leadership, we encourage the following steps:

1. **Pray First:** Seek God's wisdom and examine your heart before approaching a concern.
2. **Private Resolution:** If the concern involves another member, please follow the Biblical model of Matthew 18:15-20 by addressing the issue gently and privately if possible.
3. **Leadership Involvement:** If resolution is not reached or if the matter involves co-op operations or leadership, you may submit a written concern via the Suggestion Box or by emailing the Board. Please include your name and contact info so we can follow up personally.
4. **Board Review:** The Board will prayerfully review submitted grievances and respond in a timely and respectful manner. Where needed, a follow-up meeting may be scheduled to seek clarification or resolution.

Our aim is to handle all concerns with grace, truth, and a desire for reconciliation. Anonymous suggestions and requests are welcomed, though follow-up may be limited.

## **X. Communication**

Please direct any inquiries regarding the content of this handbook to:  
[contact@thepurposefulservantscoop.org](mailto:contact@thepurposefulservantscoop.org).