

SEEK Group Leaders Contract

I, _____ (Group Leader) agree to the following for the _____ semester.

1. I agree to be responsible for my group, including assigning homework when applicable, communicating with parents about student progress, conducting the lessons, and providing all the materials needed for each group member, unless otherwise indicated in the group description.
2. I agree to be on time and present at every group meeting during the semester. In the event of illness or other absences, I understand that I am responsible for preparing a lesson, making arrangements with the assistant or another SEEK member to substitute, and to get the lesson to the substitute.
3. I agree to be familiar with all policies outlined in the SEEK Policies and Procedures Manual and Group Leaders Handbook and to abide by them, particularly in regard to discipline and homework issues.
4. I agree to submit all required information, including expense reimbursement forms and the Family Night survey, by the established deadlines.
5. I agree to keep the SEEK copy code confidential and to use it only for copies related to SEEK.
6. I will avoid gossip by discussing conflicts or issues only with my co-leader (if appropriate), the parent, or the proper SEEK committee member.
7. The following applies ONLY to the SEEK Leadership Committee and Women's Bible Study & Support Group Leaders, and is required by Colonial Baptist Church.
 - I have read and am in general agreement with **Colonial's Doctrinal Statement**

SIGNATURE/DATE