



PHILOSOPHY

The mission of Woodside Bible Preschool is to provide a fully integrated preschool program based on biblical values*. Providing a caring, nurturing environment, we seek to develop the child's spiritual, social, and emotional growth, as well as their physical and mental development, to prepare each child for a successful transition into kindergarten.

We believe in the individual dignity of each child regardless of race, color, national and ethnic origin, and strive to develop his/her unique talents to the fullest. Our program provides a creative environment where a child is free to explore, experiment, and grow in all areas of learning.

Attending Woodside Bible Preschool affords children the opportunity for social and emotional growth along with the skills necessary for a smooth transition into kindergarten: pre-reading, pre-writing, improving large and small motor abilities, language development, science, math, music, and Bible.

A child in our well-equipped learning environment is provided with the setting for many enriching activities that implement our basic goals. With the small pupil/teacher ratio, we can assist each child in attaining his/her full potential.

By working closely with our parents, we strive to encourage independence, foster pride in accomplishments, and realize each child's important place in his/her family and the world around him/her. These channels of communications are kept open through daily feedback – weekly emails, monthly newsletters, evaluations, and conference sessions.

* see Addendum: WBC Statement of Faith

LOCATION: Woodside Bible Preschool
6600 Rochester Road
Troy, MI 48085
Phone: (248) 879 - 8533

DIRECTOR: Julie Benzenbower (248) 687-7135
Email: juliebenzenbower@woodsidebible.org

ADMISSIONS POLICY

Woodside Bible Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

A completed registration form and non-refundable \$75 registration fee is required for enrollment. Children between the ages of 3 and 5 who meet the following criteria may enroll for preschool when there is a vacancy:

- 3s Preschool - a child must turn three years old by Sept. 15 of the current school year
- 4s Preschool - a child must turn four years old by Sept. 15 of the current school year
- 4s+ Preschool – a child must turn 5 years old by May 31 of the current school year ***must have previous preschool experience**
- Young 5s – a child must turn five years old by Dec. 31 of the current school year

All students must be fully potty trained to attend Woodside Bible Preschool.

TUITION

Tuition is \$1260.00 for the year for the 3s program, \$1710.00 for the 4s & 4s+ (3 days) program, and \$2160.00 for the year for the 4s+ (5 days) & Young 5's program.

We accept cash, check made payable to Woodside Bible Preschool, or online payment for tuition.

You may choose to pay up for the entire year, monthly, quarterly, or multiple months at a time. If you choose monthly, those payments would be the following:

\$ 140.00 per month (9 monthly installments) for the 3s program.

\$ 190.00 per month (9 monthly installments) for the 4s & 4s+ (3 days) program.

\$ 240.00 per month (9 monthly installments) for the 4s+ (5 days) & Young 5s program.

Monthly payments are due the first week of each month. If payment is not received by the 15th of the month, a late fee of \$10.00 may be assessed to your account. If payment is not received for a given month, it must be paid along with a \$20 late fee by the beginning of the next month. If the late payment and next

month's tuition is not paid by the 20th of that next month, your child may no longer attend class.

A \$10.00 per month discount is given for multiple children from the same family enrolled in the preschool. We also offer discounts for Woodside Bible Church part-time and full-time staff.

No tuition adjustments will be given for illness, snow days or family vacations. Monthly payments are based on the total cost for the year, divided into 9 monthly installments. Exceptions may be made for extenuating circumstances at the discretion of the preschool director.

WITHDRAWAL POLICY

Parents may withdraw their child at any time during the school year but are required to give a **two-week notice** prior to withdrawal. If a child is withdrawn without proper notice, parents are liable for payment of the two weeks of tuition.

PROGRAM SUSPENSION AND DISMISSAL POLICY

Woodside Bible Preschool reserves the right to terminate an enrollment for any of the following reasons:

- if the parent fails to pay tuition fees
- is habitually tardy in picking up their child
- consistent non-compliance of rules and procedures
- if a child exhibits consistent physical misbehavior
- fails to provide the necessary forms and information requested by the staff.
- if Woodside Preschool is unable to meet the special needs of the child

CALENDAR

School will be in session from September through May. The Troy and Rochester School calendars are observed regarding holidays, but not their teacher professional days.

In August, you will receive a notice inviting you and your child to our orientation in early September. If you enroll after orientation, you must plan to attend a special orientation on your child's first day of school.

The following are the class times for our various programs:

3s – Tuesday & Thursday	9:00 – 11:30 am
4s & 4s+ (3 days) Monday, Wednesday, and Friday	9:00 am – 12:00 pm
4s+ (5 days) & Young 5s Monday – Friday	9:00 am – 12:00 pm

We will be closed for snow when Troy schools close, roads will be evaluated if other local area schools close due to inclement weather. A notice will be posted on the preschool Facebook page, and parents will receive a text and email notifications. If for any reason our building is not able to be used for the day, we will contact you directly via phone or text.

REQUIRED INFORMATION

The following is required for each student file:

***CHILD INFORMATION CARD**

A child information card must be filled out completely. In case of an emergency, the preschool staff must have complete telephone numbers for relatives, employers, and friends, as well as the name and phone number of the child's doctor and preferred hospital. **A child may not be released into the care of an adult unless they are listed on the information card.** In the event of an accident or emergency, and the people listed cannot be reached, medical care will be sought as prescribed by the parents or guardians.

***HEALTH FORM AND IMMUNIZATION RECORD**

A health appraisal form will be provided with your student enrollment packet. The health form must be filled out, signed by your physician, and be on file at school. This form will be good for two (2) years.

If, for any reason, the health appraisal form is not on file when school starts, then a statement of immunization form must be completed by the parent or guardian, for the child to begin preschool. If the health form is not on file in our school within the first 30 days of preschool, the child will no longer be admitted to preschool until the form is complete and on file.

A record of immunization or statement of immunization form must be on file before the child may begin preschool. If immunizations are not up to date for any reason, parents must obtain a waiver from the health department in the county in which they live.

Parents who object to the child's physical examination or medical treatment on religious grounds must provide us with a signed statement that the child is in good health and that the parent assumes responsibility for the child's state of health while at Woodside Bible Preschool.

*** SPECIAL NEEDS**

The staff of Woodside Bible Preschool offers the best possible care to all the children in the program. To best meet the needs of each individual child it is imperative that parents inform the staff of any special needs or allergies that their child may have.

QUALIFICATIONS FOR STAFF AND VOLUNTEERS

Woodside Bible Preschool is licensed by the State of Michigan; therefore, our teachers must meet the educational qualifications as established by the Michigan Department of Licensing and Regulatory Affairs (LARA). Woodside Bible Preschool requires that all current and future employees and volunteers who have unsupervised contact with children undergo a complete criminal history background check, including submission of FBI fingerprints. Staff and volunteers at Woodside Bible Preschool shall not be present with the children if they have been convicted of child abuse or neglect or a felony involving harm or threatened harm to a child. Supervised volunteers must receive clearance from the Public Sex Offender Registry (PSOR) before any contact with children in the facility.

A volunteer who has not completed and been approved through the Woodside Bible Church Child Protection Program will always be supervised by the Woodside Bible Preschool staff.

Our staff attends conferences, seminars, and workshops annually to give them the opportunity to stay current with educational changes taking place in early childhood development.

DISCIPLINE POLICY

The staff at Woodside Bible Preschool strives to establish a positive learning environment by teaching children to be safe in their play and how to appropriately interact and respect each other, encouraging the development of positive self-esteem, self-control, and self-direction. Young children can have powerful feelings and may require help in learning to appropriately express them. Through clear and consistent, age-appropriate limits and positive reinforcements, your child will develop a respect for themselves and others. Woodside Bible Preschool does not permit or tolerate any abusive discipline methods by our staff, including but not limited to hitting, spanking, slapping, grabbing, shaking, yelling, withholding food, embarrassment, or ridicule of a child.

If a child exhibits unacceptable behavior that is non-physical (examples include but are not limited to yelling at teachers or other students, grabbing toys from other children, refusing to participate in class activities), the following steps will be taken:

- Teachers will consult with the child, giving the child the opportunity to express thoughts and feelings regarding the situation to determine the reason for the child's behavior.
- Teachers will work with the child to find a replacement skill to help the child in future situations.
- If the behavior occurs a 2nd time, the teacher will move the child from the group to a quiet place in the room where he/she can regain composure and the director will be notified.
- If this behavior becomes a consistent problem, occurring more than 2 times per class period, the parents will be notified via phone or in person and a parent/teacher conference will be scheduled for the next class day to collectively formulate a written behavior intervention plan (BIP).

For physical misbehavior (examples include but are not limited to hitting, kicking, biting, or destroying property), the following will occur:

- Staff will document any incident of physical misbehavior by a child on an incident report form. Parents will always receive a copy of any incident report written for their child.
- For the 1st incident of physical misbehavior, parents will be notified of the incident in person at pick up time or with a follow-up email later in the day.
- After the 2nd incident of physical misbehavior, parents will be notified immediately by phone call or text. The director will step into the classroom to monitor student behavior. If another child or staff member is injured due to the physical misbehavior, the student may be sent home for the day.
- After the 3rd incident of physical misbehavior, the student will be removed from class until a parent/staff conference is held. The parent/staff conference will be scheduled within the week of the incident. During the conference, a written behavior intervention plan (BIP) will be formulated collectively between parents and staff.

If behavior goals are not met following the implementation of the BIP, or if the safety of the child or other students and staff is at risk, the child will be removed from the program.

*This policy can be modified at the discretion of the preschool director based on the severity of a student's behavior.

MANDATED REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT

Under the Child Protective Services Act, mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities. The employees of Woodside Bible Preschool are considered mandated reporters, under the law. The employees of Woodside Bible Preschool are not required to discuss their suspicions with parents before reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior, or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Woodside Bible Preschool take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

PROGRAM

Daily sessions include free play and the development of large motor skills in activities of climbing, balancing, jumping, hopping, and skipping. Small motor skills are developed using clay, paints, scissors, glue, other art media, and developmental learning materials.

Dramatic play is encouraged in the housekeeping area and using puppets and dress-up clothes. Blocks, trucks, and sensory tables are also children's favorite activities. Circle time provides an opportunity for music, finger plays, and seasonal activities. Large group time also includes praying for students in the classroom and a weekly Bible story. After a snack is served, science, math, language skills, story time, or games may be offered.

Our programs are varied and aimed at encouraging a child's creative abilities. With carefully planned projects and materials, Woodside Bible Preschool strives to develop listening skills, lengthen attention span, and foster social development. Our caring environment and developmentally appropriate program are administered by our professional staff to provide a positive school experience.

General Daily Schedule for 3s program (*Times may vary by classroom and age group*):

9:00 – 9:55	Sign-in & Individual planning for Choice Time
10:00 – 10:15	Circle (Music & Movement, Daily Concepts, Story)
10:20 – 10:40	Wash Hands/Snack
10:45 – 11:00	Small Group (Art Exploration, Introduce concepts)
11:05 – 11:25	Outdoor or Gym Time
11:30 – 11:35	Dismissal

ILLNESS

Children, staff, and volunteers must be stay home or could be sent home from school for any of the following reasons:

- a fever or had a fever within a 24-hour period
- an infectious runny nose (green discharge)
- a severe cough
- nausea or vomiting within a 24-hour period
- been on antibiotic less than 24 hours
- 3 or more episodes of diarrhea in a 24-hour period
- Suspicion of communicable disease or contagious rash

If your child will not be attending class for any reason, please notify the preschool office via phone, 248-687-7135, or email, juliebenzenbower@woodsidebible.org

When your child has been exposed to or has been diagnosed with a communicable disease, please notify the preschool at once. The preschool director will notify parents when a child or staff member at preschool has been diagnosed with a communicable disease. It is required that the preschool report any communicable disease exposure to the MI Department of Health and Human Services.

If a teacher or other staff member observes changes in the child's health while at preschool, the child will be checked for a fever and asked about symptoms. If a child is deemed too ill to remain at school, parents will be notified and asked to come pick up the child. If the child is too ill to remain with the group while waiting for pick up, they will be placed in a separate area and cared for until the parent arrives.

MEDICATION POLICY

If your child requires medication to be administered while in the care of the preschool, a medication permission and administration form must be completed prior to the beginning of school and kept in the child's student file. Medication,

prescription or nonprescription, shall be given to a child by the teacher or director only. Medication, prescription or nonprescription, will be given or applied only with prior written permission from a parent. All medication must be in original container, stored per instructions, and clearly labeled for named child. Prescription medication must have the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and shall be given per those instructions. Medication will be kept out of reach of children and shall be returned to child's parent when it is no longer needed. Topical nonprescription medication, including, but not limited to sunscreen and insect repellent, requires written parental authorization annually. Woodside Bible Preschool will maintain a record as to the time and amount of medication given or applied.

MEDIA PERMISSION

Photographs or video of your child participating in Woodside Preschool program may be reproduced and utilized in promotional material for the preschool. Pictures may be placed in the classroom, preschool newsletters, or Facebook account. If you choose not to have your child included in the promotional material for the preschool, a waiver must be signed by a parent and on file in the office.

ACCIDENT/INJURY POLICY

In the event of an accident or incident occurring at the preschool, Woodside Bible Preschool will notify the parents either by phone, email, or "Ouch Report" depending on the severity of the incident. Incidents include, but are not limited to, a child being left unsupervised, an incident involving an allegation of inappropriate contact, a fire on the premises, if the center is evacuated for any reason, or a minor injury during play. A verbal and written report of the incident will be made to the Department of Health and Human Services. The written report will be kept on file in the school office.

Minor Injuries:

1. Comfort child
2. Give necessary first aid
3. Call or talk with parent in person or send note home
4. Record incident on the "Ouch Report".

Serious Injury Procedure:

1. Call 911
2. Give necessary first aid
3. Notify parent by phone
4. Record incident

TRANSPORTATION AND FIELD TRIPS

Parents will be responsible for the child's transportation to and from preschool. Children can only be picked up by the appropriate parent or guardian specified. In the event someone else will be picking up a child, the parent/guardian must provide written notice prior to such pickup.

Field trips to places of interest will be arranged when possible. Parents will be responsible for the child's transportation to and from field trips. We would appreciate your participation at these times, as we hope this will be an enriching experience for parent and child. Parents will be given advanced notification of upcoming field trips. Field trips take place during class time. The class will meet at the field trip location. There will not be class at school that day.

SNACKS

The preschool day is quite busy, and the children work up a healthy appetite. Therefore, each child is asked to bring a healthy, **peanut and tree nut free** snack each day. Healthy snacks include apple slices, grapes, banana, vegetables cut into bite size pieces, yogurt, cheese, etc. Snacks will be labeled with the child's check-in tag containing first and last name and current date. Water is offered with each snack.

DRESS

Play clothes are important, so dress your child to enjoy the day. As messy media is occasionally part of our program, easily washed clothing is recommended. Tennis shoes are a must for safety and ability to learn new skills. Be sure to mark all removable clothing (coats, hats, sweaters, mittens, and boots) with the child's first and last names. A change of clothes is requested at the beginning of the school year to keep at the preschool in case clothing becomes too soiled.

CONFERENCES

Conferences may be scheduled in October and/or February to update parents on their child's progress and to share with them the knowledge our staff has gained about the child. An evaluation is sent home in May for each individual child. We encourage open parent/teacher communication. If you have any questions or concerns regarding your child's progress, please reach out to your child's teacher at any time.

LICENSING NOTEBOOK

A licensing notebook is kept on file in the preschool hallway per licensing rule #400.8146. This notebook contains all the licensing inspection and special investigation reports and related corrective action plans for the past 5 years. Parents are welcome to view this notebook during regular preschool hours. Licensing inspection, special investigation reports, and corrective action plans from at least the past 3 years are available on the childcare licensing website at www.michigan.gov/michildcare. Please see Julie for further questions.

INTEGRATED PEST MANAGEMENT (IPM)

The Natural Resources and Environmental Protection Act, Act 451 requires schools to notify parents and guardians of preschool children of their right to be informed prior to applications of pesticides in or around school buildings. Our building is inspected every 4th Tuesday of the month by Rose Pest Solutions. If a pesticide is applied, Woodside Bible Preschool is required to post a notice on the bulletin board in the hallway and on the counters next to the sign in sheets 48 hours in advance of the application.

EMERGENCY & EVACUATION PROCEDURES

Emergency and evacuation procedures for severe weather and fire are posted in each classroom. Teachers are trained twice a year on plans and students practice various times throughout the year. An individual evacuation plan will be written at the beginning of each school year for any child that has special needs or a chronic illness that would require additional assistance during any emergency procedure.

PARENTS CAN HELP PREPARE THEIR CHILD

For every child, even those who are returning from the previous year, the first few days of the school year can be filled with new experiences, expectations, and people. Parents can help create a bridge between school and home in helping their children get acclimated to the new environment of preschool. Parents can assure their child by telling him/her what to expect: meeting new friends and enjoying new experiences through songs, games, and play. The first day of school is designed to be a time where parents and children can explore the room together to get acclimated to the new surroundings.

When it is time to send your child off to class with the teacher, be sure to bid your child good-bye in a casual manner, assuring them that you will be back soon to pick them up. Hugs, kisses, and an "I love you" are 3 great things to leave your

child with as they go off to school, along with the reassurance that you will return when school is over. Once you have said good-bye, expect the child to show some reaction; hopefully happy, but if there should be tears, be assured that our staff is prepared to give the attention and love required. Keep the “good-byes” brief. The longer you stay, the greater the chance that your child may become apprehensive and tearful.

PARENT AND STAFF COMMUNICATION

Most communication between staff and parents is done via email. Teachers send weekly newsletters to families and the updates are sent frequently by the director. We ask that you read these communications thoroughly for any important information.

We encourage open communication between parents and staff of Woodside Bible Preschool. Our goal as a staff is to work in positive partnership with parents to provide the best care for the children in our program. Expressing concerns, questions, or any needs throughout the school year is vital to your child’s successful experience at the Preschool. We encourage you to reach out to your child’s teacher via email or in person regarding any concerns you may have. The preschool director is available for consultation as well.

ADDENDUM – WBC STATEMENT OF FAITH

Section 1 – The Bible

While God reveals Himself through His creation, so that no one is without excuse; He also reveals Himself through the Bible. The Bible is God's Word to all mankind. It was written by human authors under the supernatural guidance of the Holy Spirit. It is complete in its present form, and we should not add to it or subtract from it. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth inerrant and infallible – the supreme standard by which all human conduct, creeds and opinions should be tried. **(Romans 1:20; 2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Deuteronomy 4:2; Revelation 22:18-19; Psalm 119:105; Psalm 12:6; Proverbs 30:5)**

Section 2 – God

God is the Creator and Ruler of the universe. He eternally exists in three persons: God the Father, God the Son and God the Holy Spirit. These three comprise the Trinity, are co-equal and are one God. God the Father is the First Person of the Trinity. The Son and the Holy Spirit are equal with the Father, but voluntarily submit to His will. The Father is an invisible spirit who is all-knowing and present everywhere at all times. **(Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14; Philippians 2:5-11; Romans 1:20)**

Section 3 – Jesus Christ

Jesus Christ is the Son of God. He is equal with the Father and the Holy Spirit. Jesus was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life and offered Himself as the perfect sacrifice for the sins of all by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory where He sits at the right hand of the Father and makes intercession on behalf of those who trust in Him. We teach that Jesus will return for His Church before the Great Tribulation and before His Millennial Kingdom, at which time He will return again to Earth to reign as King of Kings and Lord of Lords. **(Matthew 1:22-23; Isaiah 7:14; Isaiah 9:6; Luke 1:27, 34; John 1:1-5; John 14:10-31; Hebrews 4:14-15; Hebrews 5:5-10; Hebrews 7:23-28; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13; 1 Thessalonians 4:13-5:11)**

Section 4 – The Holy Spirit

The Holy Spirit is a Divine Person, equal with the Father and the Son. He is present in the world convicting mankind of sin and making us aware of our need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with sanctification – power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. **(2 Corinthians 3:17; John 16:7-14; John 14:25-26; Acts 1:8; 1 Corinthians 2:12; 1 Corinthians 3:16; Ephesians 1:13, 5:18; Galatians 5:25)**

Section 5 – Human Beings

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Because the first man Adam disobeyed the revealed will of God in the Garden of Eden, he passed down to mankind a sinful nature. All people are sinners by nature and by choice and are therefore spiritually dead, in need of salvation. **(Genesis 1:27; Psalm 8:3-6; Genesis 3; Romans 5:12; 1 Corinthians 15:22; Isaiah 53:6a; Jeremiah 17:9; Romans 3:23; Romans 6:23; Isaiah 59:1-2)**

Section 6 – Salvation

Salvation is by God's grace – a free gift to us; but we must accept it in order to obtain eternal life – thus avoiding eternity in hell. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we repent, turn from our self-ruled, sin-filled life and turn to Jesus in faith we are saved. Eternal life begins the moment one trusts Jesus Christ as Savior by faith. **(John 3:16-17; Romans 6:23; Ezekiel 36:26-27; Ephesians 2:8-9; John 14:6; John 1:12; Titus 3:5; Galatians 3:26; Romans 5:1)**

Section 7 – Eternal Security

Because God gives us eternal life through Jesus Christ, the believer is justified and secure in his or her salvation for eternity. If you have been genuinely saved, you cannot “lose” it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and power of God that gives this security. **(John 10:29; 2 Timothy 1:12; Hebrews 7:25; Hebrews 10:10,14; 1 Peter 1:3-5)**

Section 8 – The Believer

Every believer has direct access to God through prayer and Bible reading. The Bible teaches that every Christian is called to full-time Christian service, regardless of his or her vocation. We practice the truth that every believer is a minister by encouraging every member to find a place of service and ministry. The Holy Spirit endows each believer with spiritual gifts. Woodside Bible Church does not encourage the use of “sign gifts”. Instead, we seek to emphasize the more excellent way of love as well as zeal for the more edifying gifts. **(1 Peter 2:9; Ephesians 2:18; 1 Timothy 2:5; Matthew 4:4; 1 Corinthians 2:15; John 14:15; Ephesians 4:11-12; 1 Corinthians 12:4-5, 12:11-13, 12:19, 12:31; Galatians 5:25)**

Section 9 – The Church

Christ is the recognized head of our Church, not any person, group or religious organization. While recognizing the value of associating and cooperating with other groups of Christians, we believe every local church should be self-governing and independent from any denominational control. Woodside is one church with many locations working together to accomplish our mission statement in the region and beyond. **(Matthew 16:16-18; Acts 2:42-47; Romans 12:5; 1 Corinthians 12:12-27; Ephesians 1:19b-23, 4:3-10; Colossians 3:14-15)**

Section 10 – Baptism

Water baptism is the symbol used to describe our salvation experience and to publicly declare our commitment to Christ. We practice baptism by immersion – in the manner Jesus was baptized. **(Acts 8:36-38; Romans 6:3-4; Colossians 2:11-12; Acts 2:41-42; Matthew 3:13-17; Mark 1:9-11; Luke 3:21-22)**

Section 11 – The Lord’s Supper

The Lord’s Supper consists of two elements; the bread and the cup. The bread symbolizes the broken body of Jesus, and the cup represents the blood He shed. We as believers are to take the bread and cup in a worthy manner, after a period of self-examination, to remember what Jesus did for us on the cross. **(Matthew 26:26-30; Mark 14:22-26; Luke 22:17-20; 1 Corinthians 11:23-32)**

Section 12 – Marriage

Marriage is a covenant relationship designed and ordained by God from the very beginning of creation as a union between one man and one woman. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. A civil government’s sanction of a union will be recognized as a legitimate marriage by this church only to the extent that it is consistent with the definition of “marriage” as found in this Article. **(Genesis 2:24-25; Matthew 19:4-6; Ephesians 5:22-33)**

Section 13 – Angels and Demons

Angels are spirit beings, made by God before the creation of the world. They are personal, powerful and highly organized. The good angels perform God’s will including providing special care for believers. Satan was created holy but fell through pride and evil ambition. Those angels who followed Satan’s rebellion became agents for evil in the world in opposition to God, His work and His people. **(Hebrews 1:14; Psalm 148:2,5; Job 38:4-7; Revelation 22:8,9; Psalm 103:20; Isaiah 14:12-15; Ezekiel 28:12-17; Matthew 25:41 Acts 5:3; Zechariah 3:1)**