



The Boys' Brigade

Leader Change of Appointment Form

Thank you for the service you give to The Boys' Brigade. The Brigade is grateful for the countless hours given by devoted volunteers throughout the United Kingdom and Republic of Ireland to ensure the smooth running of Companies and that the gospel message is presented to today's children and young people.

The Brigade is committed to providing a safe environment in which boys and young people can develop socially & emotionally towards mature adulthood. You will be aware that as part of this commitment it is a requirement that all Leaders are registered with BB Headquarters.

Please read through the guidance notes overleaf before completing the form and ensure that all parts are completed in full.

If you have any questions regarding the completion of this form or your change of appointment as a Leader in The Boys' Brigade please contact the appropriate regional headquarters as below.

We wish you every blessing and joy in your work with young people and thank you for your ongoing commitment.

Steve Dickinson
Brigade Secretary

Information on The Boys' Brigade

The Object of The Boys' Brigade:

The advancement of Christ's kingdom among boys and the promotion of habits of Obedience, Reverence, Discipline, Self-Respect and all that tends towards a true Christian manliness.

The Motto is '**Sure & Steadfast**' (taken from Hebrews Chapter 6, verse 19)

www.boys-brigade.org.uk

Contact Information

UK Headquarters / England & Wales:

The Boys' Brigade
Felden Lodge,
Hemel Hempstead,
Hertfordshire
HP3 0BL.

Tel: 01442 231 681 (Option '4')
Fax: 01442 235 391
Email:
enquiries@boys-brigade.org.uk

Scotland:

The Boys' Brigade
Carronvale House,
Carronvale Road,
Larbert, Stirlingshire,
FK5 3LH.

Tel: 01324 562 008
Fax: 01324 552 323
Email:
scottishhq@boys-brigade.org.uk

Northern Ireland:

The Boys' Brigade
Rathmore House,
126 Glenarm Road,
Larne, Northern Ireland,
BT40 1DZ.

Tel: 028 2827 2794
Fax: 028 2827 5150
Email:
nihq@boys-brigade.org.uk

Republic of Ireland:

The Boys' Brigade
Unit C1 Nutgrove Business
Park, Nutgrove Avenue,
Rathfarnham,
Dublin 14

Tel: +353 1296 4622
Fax: +353 1296 2079
Email:
boysbrigade@eircom.net

Leader Categories

The regulations governing the registration of leaders and officials is available on the BBUK Website at www.boys-brigade.org.uk

The Boys' Brigade has the following categories of adult leader in a Company for those aged 18 and over:

Helper / Instructor

Men or women who are in sympathy with the objectives of The Boys' Brigade may be registered as Helpers or Instructors. Typically, Helpers and Instructors might assist with parts of the Company/Battalion programme of activities. Helpers and Instructors should NOT be given any responsibility for children and young people unless they have completed a Child Protection & Safety Module (through BB or an equivalent church course). After completion of this training, they may be given responsibility for children and young people at the Captain's discretion.

Officers

Following completion of Youth Leader Training or KGV1 training, men or women who are of Christian character and who are in sympathy with the objectives of The Boys' Brigade may be registered as Officers. Individual churches will make the recommendation that the person be registered as a **Warrant Officer** or as a **Lieutenant** dependant on the experience of the individual or any other church requirement.

Captain

All of the above regulations for Officers will also apply to Captains. Captains MUST be at least 20 years of age and have completed Captain's Training prior to appointment.

Amicus Leader

All of the above regulations for Officers will also apply to Amicus Leaders.

Please Note: Forms for Regional appointments are issued by Regional Headquarters.

Guidance on completion

Please ensure that:

- you use **BLACK** ink only
- you write in **BLOCK CAPITALS**
- ALL writing is within boxes, a continuation sheet (blank A4 sheet attached to the form) should be used if required.
- you complete **ALL boxes** (unless indicated optional)

Guidance to the Applicant:

1. ALL parts of section 1 'About You' MUST be completed.
2. Section 2 'Appointment' MUST be completed. Tick the appropriate box to indicate which category of Leader you are registering for; and complete the Company name.
3. Section 3 'Declaration' MUST be completed by ALL applicants, and duly signed & dated.
6. Please pass on the form to your Company Captain.

Guidance to the Company Captain:

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 3.
2. Please check to ensure that if required for appointment training has been completed.
2. Please sign and date the form in Section 4 'Company Approval'.
3. Please pass on the form to the Company Chaplain or appropriate Church official.

Guidance to the Chaplain or Church Official:

1. Please check that the applicant has completed ALL boxes (unless indicated as optional) in Sections 1 to 3.
2. Please check that the Company Captain has completed Section 4.
3. Please complete Section 5, ensuring ALL parts are completed.
5. Please ensure the form is duly signed and dated.
6. Please pass on the form to the Battalion Secretary (this may be done through the Company Captain or directly).

Guidance to the Battalion Secretary:

1. Please check that ALL sections (as appropriate for the appointment) have been completed.
2. Please forward the completed form to your regional headquarters within 14 days of receipt and subsequently report the registration at your next meeting.

Important Notes

1. The Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held by the Brigade on payment of an administration fee. Please contact BB Headquarters. Information may also be held at Regional, District, Battalion or Company level and is also subject to the requirements of the Data Protection Act. Enquiries should be directed to the Regional, District or Battalion Secretary or the Company Captain.

2. The Brigade **does not permit access to mailing lists** or leaders information by third parties.

Leader Change of Appointment Form

HQ Reference

PLEASE READ GUIDANCE NOTES BEFORE COMPLETING THIS FORM
All parts of this form MUST be completed - Use Black Ink & Capital Letters

1 About You TO BE COMPLETED BY APPLICANT

Date of birth

D	D	M	M	Y	Y
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Surname

First name(s)

Title

Initials

Honours etc

Address

Town

County

Postcode

Country: England Scotland Republic of Ireland
 Wales Northern Ireland

Telephone (daytime)

Telephone (evening)

E-mail Address

Leader Registration Number

Training (Course, Date and place of Completion)

2 Appointment TO BE COMPLETED BY APPLICANT

Company

Please indicate your current appointment and your new appointment for which you are registering below.

Current appointment: Helper Warrant Officer
 Instructor Amicus Leader
 Lieutenant Captain

New appointment: Helper Warrant Officer
 Instructor Amicus Leader
 Lieutenant Captain

Other Current Position(s)

3 Declaration TO BE COMPLETED BY APPLICANT

Having read the **constitution** of The Boys' Brigade**, fully approving of its object and recognising the responsibility of the duties involved, I wish to change my appointment as a Leader in The Boys' Brigade. I promise to carry out my duties in accordance with the Constitution and regulations of the Brigade.

Signed (by Applicant)

Date

D	D	M	M	Y	Y
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** Constitution/Regulations can be found at:
<http://www.boys-brigade.org.uk/leaders/library/regs/>

4 Company Approval TO BE COMPLETED BY COMPANY CAPTAIN

! NOT APPLICABLE FOR CHANGE OF APPOINTMENT AS CAPTAIN

I consider the applicant to be suitable for appointment as a Leader (as indicated in section 2) in The Boys' Brigade.

Helpers and Instructors should **NOT** be given any responsibility for children and young people unless they have completed a **Child Protection and Safety Module**. After training, they may be given responsibility for young people at the Captain's discretion. *Provide details of course attended (either the BB one or an equivalent church course), date and venue below.*

Warrant Officers and Lieutenants are required to complete **Youth Leader Training** (or KGVI cadet training) before appointment. *Provide details of course attended, date and venue below.*

I confirm that the relevant training requirements have been met, and give details below (This box **MUST** be completed for appointments as a **Warrant Officer** or **Lieutenant**):

Signed (by Company Captain)

Date

D	D	M	M	Y	Y
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5 Church Approval

TO BE COMPLETED BY CHURCH

Church name

We consider the applicant to be suitable for appointment as a Leader (as indicated in section 2) in The Boys' Brigade. This approval is granted by the Governing Body of the Church (as above).

Signed (by Minister or appropriate Church official)

Position

Date

D	D	M	M	Y	Y
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6 Battalion Approval

TO BE COMPLETED BY
BATTALION SECRETARY

This registration form must be checked and countersigned on behalf of the Battalion, and forwarded to the Regional Headquarters (see contact details on cover sheet) **within 14 days** of receipt and subsequently reported to your next meeting.

The above application has been approved on behalf of the:

Battalion

Signed (by Battalion/District Secretary)

Date

D	D	M	M	Y	Y
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OFFICE USE ONLY

Received Regional HQ (Date)	Disclosure Complete (Date)	Added to Database (Date)