



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 children 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 BB Headquarters as below.

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

Bill Stevenson  
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](http://www.boys-brigade.org.uk)

### Contact Information and Return Address

**Got a question? Contact BB Headquarters:**

- ☎ 01442 231 681 (Option '4')
- ✉ [support@boys-brigade.org.uk](mailto:support@boys-brigade.org.uk)

**Return this form to:**

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

## Leader Categories

The Church or other Christian organisation of which the Company a part will nominate for registration all leaders in the Company.

*The regulations governing the registration of leaders and officials are available on the BB website at: [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)*

The Boys' Brigade has the following categories of leader:

### Lieutenant

Those people over 18 years of age who desire to work with the Church or other Christian Organisation, to promote the Object of The Boys' Brigade. Before appointment Lieutenants must have completed Youth Leader Training or KGV1.

### Amicus Leader

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

### Captain

All of the above regulations for Lieutenants will also apply to Captains. Captains MUST have completed Captain's Training prior to Appointment.

### Warrant Officer

Those people over 18 years of age who are in sympathy with the objectives of the Brigade. Warrant Officers must complete Youth Leader Training by 31st August of the first complete session after registration. Warrant Officers who have not completed Youth Leader Training 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.

### Helper

Those people over 18 years of age who are in sympathy with the objectives of The Boys' Brigade may be registered as Helpers. Typically, Helpers might assist with parts of the Company programme of activities. Helpers 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.

### Residential Activity Helper

Those people over 18 years of age who only assist with residential activities in the session (*such as camps, holidays & expeditions*). Residential Activity Helpers 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.

## 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 Nomination'.
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 send the form on to BB Headquarters (see address on the front of this form) or return to the Company Captain for them to send on.

## Important Notes

1. The Brigade is **registered under the Data Protection Act**. Any leader may request a copy of information held by the Brigade. 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 BB Headquarters.

2. The Brigade **does not permit access to mailing lists** or leaders Information by third parties (except where an authorised service provider to The Boys' Brigade).

# Leader Change of Appointment Form (Company)

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

Leader Registration Number

Date of birth

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|  |  |  |  |  |  |
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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

Training (Course, Date and place of Completion)

**Please note:** Prior to appointment as a Lieutenant or a Captain you MUST have completed Youth Leader Training and where the appointment is for a Captain have also completed Captain's Training.

## 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:**

|  |  |
|--|--|
| <input type="checkbox"/> Helper          | <input type="checkbox"/> Residential Activity Helper |
| <input type="checkbox"/> Warrant Officer | <input type="checkbox"/> Amicus Leader               |
| <input type="checkbox"/> Lieutenant      | <input type="checkbox"/> Chaplain                    |
| <input type="checkbox"/> Captain         | <input type="checkbox"/> Staff Sergeant              |

**New appointment:**

|  |  |
|--|--|
| <input type="checkbox"/> Helper          | <input type="checkbox"/> Residential Activity Helper |
| <input type="checkbox"/> Warrant Officer | <input type="checkbox"/> Amicus Leader               |
| <input type="checkbox"/> Lieutenant      | <input type="checkbox"/> Captain                     |
|  | <input type="checkbox"/> Chaplain                    |

Other Current Position(s)

## 3 Declaration TO BE COMPLETED BY APPLICANT

Understanding the object of The Boys' Brigade and recognising the responsibilities this carries, I wish to become a leader in The Boys' Brigade. I promise to carry out my role in accordance with Brigade regulations\*\*.

**Data Protection:** I understand that information provided on this form may be shared within the organisation or with authorised service providers.

Signed (by Applicant)

Date

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\*\* Constitution/Regulations can be found at: [www.boys-brigade.org.uk](http://www.boys-brigade.org.uk)

## 4 Company Nomination 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 Residential Activity Helpers** 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.

**Warrant Officers** are required to complete **Youth Leader Training** (or KGVI) by 31st August of the first complete session after registration.

**Lieutenants/Captains** are required to complete **Youth Leader Training** (or KGVI) before appointment. In addition Captains must have completed **Captain's Training** prior to appointment.

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

*Provide details of course attended, date and venue:*

Signed (by Company Captain)

Date

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## 5 Church Nomination

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 nomination is granted by the Governing Body of the Church (as above).

Signed (by Minister or appropriate Church official)

Position

Date

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