



Dear Applicant,

Thank you for your interest in employment at The Little Light House. Our Mission Statement is to “Glorify God by improving the quality of life for children with special needs, their families and communities.” To accomplish this mission we rely on individuals committed to serving Jesus Christ as Lord and Savior with the talents, knowledge and wisdom He has given them.

The funding for this ministry comes from the Lord through numerous means, such as individuals, churches, corporations, and private grants. All services are provided tuition free to the students and their families, no government funds, or funds from third party payers such as insurance companies, and TLLH is not a United Way agency. This unique funding source places a great deal of responsibility on TLLH to make the best use of the financial gifts received. Therefore it is imperative that all employees understand the mission, standards and commitment required for TLLH cooperatively and as individuals. It is requested that all applicants review TLLH website, www.littlelighthouse.org before filling out the application or coming for the first interview.

Attached you will find the Employment Application, Commitment to Biblical Standards and a Background Check form. The application needs to be filled out completely and the Commitment form signed to be considered for an interview. All individuals who feel called by our Lord to employment at TLLH are welcome to apply. All applications will be reviewed and acknowledged, however interviews are generally held only if there is an appropriate position opening. Other applications will be kept on file for future consideration.

The interview process is as follows:

- The interested person reviews the entire LLH website, www.littlelighthouse.org
- The applicant fills out and sends to TLLH a completed application.
- The application is reviewed, and if appropriate, the individual is called for an interview.
- The first interview is conducted by the head of personnel or the Director of the appropriate area of TLLH.
- During the initial interview, in addition to the verbal interview, the applicant will:
 - View a video about TLLH
 - Be given a tour of TLLH
 - Be given a copy of the book, Milestones and Miracles, about TLLH in print or on CD.
- As appropriate, the applicant will be asked to return for a second interview with another member of the management team. Before this interview, it is required that the applicant have read or listened to the entire book, Milestone and Miracles.
- The applicant will bring to the second interview the check list they receive at the first interview.
- At the end of the second interview the applicant will be informed of the next step in employment at TLLH.



Mission: To glorify God by improving the quality of life for children with special needs, their families and communities.

(Please attach a quality photo)

PHOTO

A Christian Developmental Center for Children with Special Needs
5120 E 36th Street * Tulsa, OK 74135-5228
(918) 664-6746 * Fax (918) 664-2293
www.littlelighthouse.org

**THE LITTLE LIGHT HOUSE
EMPLOYMENT APPLICATION**

Please type or print the following information. All answers should be as complete as possible. Responses will be held in confidence. All applications will remain on file for a minimum of 6 months from date of application.

Position Desired

Date

PERSONAL INFORMATION

SSN #

Name

(____)_____
Phone

Mailing Address

Email Address (if available)

City

State

Zip

Military Status

Nationality

Name of Spouse

Spouse's Place of Employment

Names & Ages of children

Yes No Are you a citizen of the US? If no, please explain VISA status _____

Yes No Are you legally able to work in the US? _____

Yes No Are you a previous applicant? Year of application _____

Yes No Are you a previous employee? Year (s) of employment _____

Yes No Other than traffic violations, have you ever been convicted of a felony? (If yes, please give details on the back of application).

The Little Light House will have a criminal background check completed on applicants who are being considered for employment. Please sign to acknowledge your awareness of this procedure: _____

(Signature)

Are you over the age of 17? _____ If under 18 do you have working papers? _____

Referred By

Full-time

Part-time

Minimum Salary Requirement

Have you ever been employed by the Little Light House? _____ Or are you a former applicant? _____

How did you find out about The Little Light House? _____

REFERENCES

Give name and telephone number of three Supervisor business references from your most recent work experience and three personal references that are not related to you. If Supervisor references are not possible, please state why on the back of this reference page.

Name	Phone	Email (if available)	Relationship (Peer, Supervisor, etc.)	Length of Relationship
------	-------	----------------------	---------------------------------------	------------------------

Business

1. _____
2. _____
3. _____

Personal

1. _____
2. _____
3. _____

EMPLOYMENT HISTORY (Please list last three employers in order with most current being first)

1. _____

CURRENT (or most recent) EMPLOYER	Position
_____	_____
Address	Annual Salary
_____	_____
Reason Left	Dates of Employment
_____	_____

2. _____

EMPLOYER	Position
_____	_____
Address	Annual Salary
_____	_____
Reason Left	Dates of Employment
_____	_____

3. _____

EMPLOYER	Position
_____	_____
Address	Annual Salary
_____	_____
Reason Left	Dates of Employment
_____	_____

HEALTH INFORMATION

Do you consider your health adequate for this position? _____

Please describe any health conditions or disabilities that may affect your performance: _____

ACADEMIC INFORMATION

1. _____
School or University City State

1. _____
Years Completed Diploma/Degree Earned Course Studied

2. _____
School or University City State

2. _____
Years Completed Diploma/Degree Earned Course Studied

3. _____
School or University City State

3. _____
Years Completed Diploma/Degree Earned Course Studied

Do you speak English? _____ Circle any other languages you can speak: Spanish Chinese Filipino

Describe any special courses/training received in Administration or Special Education that is relevant to the position.

Name any special certificates or licenses: _____

Describe any special courses/training received in Christian Education: _____

Describe any special honors received, articles or books published, offices held, etc: _____

Would you be willing to take additional college courses or attend educational workshops? _____

What are your future educational goals? _____

Typing Skills (words per minute): _____ Shorthand (words per minute): _____ Calculator: _____ By touch? _____

Word-processing, Data Entry, and Computers (list hardware and software knowledge and type of computer): _____

SPIRITUAL INFORMATION

Name of church currently attending Address City State Zip

Have you accepted Jesus Christ as your Lord and Savior? _____ Date: _____

Please comment on the Lord's leading in your life in regards to working at The Little Light House

Please comment on the idea of our LLH staff being accountable to a 24 hour Christ-like lifestyle.

What does it mean to you to be called to a ministry?

What is God saying to you and doing in your life at the present time _____

_____ (Please use back of page for additional space)

How has your walk with Christ changed over the last five years? _____

_____ (use back of page for additional space)

Describe any type of Christian service in which you have been involved: _____

- Yes No Are you committed to reading and studying your bible on a regular basis?
- Yes No Are you committed to daily prayer?
- Yes No Do you feel you walk in love toward others and have the peace and joy of the Lord in your life?
- Yes No Are you committed to living in such a way that the habits and attitudes of your life are a good testimony of Jesus to others?
- Yes No If you were to have a need arise for Christian counseling while employed with The Little Light House , would you be willing to receive it?
- Yes No Are you and your spouse (if married) or parents if not married, in agreement with your employment at The Little Light House?
- Yes No Are you committed to living by biblical principles?
- Yes No Are you committed to submitting to the authorities God places over your life, including those at the LLH so long as they do not ask anything of you that is immoral, illegal, unethical or unscriptural?
- Yes No To preserve the unity of the staff, are you willing to honor the Little Light House policy that staff members are not to impose their own denominational, doctrinal, political or controversial views on other staff members.?
- Yes No Are you committed to a life of spiritual growth?
- Yes No Are you comfortable participating in conversational prayer in a corporate setting?

What are your spiritual gifts? _____

What temperament best describes your personality best? Please rank in order of dominance.

_____ Outgoing (Sanguine)	_____ Easy Going (Laid Back)
_____ Leader/Organizer (Choleric)	_____ Serious-Thoughtful (Melancholy)

Please give a brief testimony of how and when you became a Christian and also describe the role that Jesus Christ has had and currently has in your life. (Use back of page for additional space)

PLEASE READ THE FOLLOWING INFORMATION, THEN SIGN AND DATE BELOW:

RIGHT TO KNOW POLICY: The Little Light House does not discriminate against any child based on any medical condition as long as the child can attend regularly, has updated immunizations, and has been released by a physician. Should a child enroll with a history of HIV, Hep B, Toxoplasmosis, Rubella, Cytomeglovirus, or Herpes due to confidentiality laws only those persons working with the child will be informed of the condition. If the condition would compromise a staff member or volunteer who is pregnant, TLLH would inform this staff member on the basis of "Need to Know". For this reason your supervisor will need to be notified if you are to become pregnant. Please sign indicating you have read over this policy and understand it.

Signature

Date

Parent's Signature (required in under 18)

Date

The Little Light House does not discriminate in the selection qualified persons for employment with regard to race, sex, or national origin, but does, however, reserves the right to use established selection criteria in support of its goals and objectives. All information submitted will be held in confidence.

I hereby state that all information on this application and presented by me in the application process is true and correct. I understand that any attempt on my part to submit false or misleading information may preclude future employment with this ministry.

Signature

Date

Parent's Signature (if under 18) Date

PLEASE READ THE FOLLOWING BEFORE SIGNING:

The Little Light House
Statement of Faith

All those who participate in the on-going witness of The Little Light House must be in sympathy with this statement of faith. To qualify for membership on the Board and for positions on the regular staff, persons must support the following:

We Believe In:

1. The Scriptures of the Old and New Testaments as originally given by divine inspirations, are the Word of God, the final and supreme authority in all matters of faith and conduct;
2. One God existing eternally as a Trinity of persons: The Father, The Son, and The Holy Spirit;
3. Jesus Christ as God manifest in the flesh, His Immaculate Conception, His virgin birth, His sinless life, His divine miracles, His bodily resurrection, His ascension, His work as Mediator between God and man, and His personal return in power and glory to consummate God’s purpose;
4. The salvation of lost and sinful man through the death and resurrection of Jesus Christ by faith, apart from works, and regeneration by the Holy Spirit.
5. The Holy Spirit whose indwelling in us as believers renews our hearts, persuades us to repent of our sins, confess Jesus as Lord, leads us to trust in divine mercy, whereby we are forgiven of our sins, and enables us to live a holy life to witness and work for the glory of our Lord Jesus Christ;
6. The unity of the Spirit of all true believers, the church and the Body of Christ;
7. The resurrection of both the saved and the lost. Those who are apart from Christ shall be eternally separated from God’s presence, but the righteous shall live and reign with him forever.

Signature

Date

The Little Light House
Check Upon Request Policy

The Little Light House is a Christian “faith” ministry dedicated to meeting the developmental, educational, and spiritual needs of children with disabilities. Our foundational principles regarding our purpose, fiscal control, community relations, and accountability are based on scriptural beliefs.

Because we are a Christian “faith” ministry, all Little Light House employees are expected to believe and follow these biblical principles and have a lifestyle that is a positive reflection of the Christian commitment to spiritual growth. Employees also must be willing to participate together in prayer, praise, and Bible study. The Little Light House relies totally on donations for funding and operates on the principle of paying bills first, staff, last. If lack of funding necessitates, there may be times when the entire staff cannot be paid on designated paydays. At such times, staff members will be notified and will have the option of requesting their paycheck on time, or voluntarily delaying timely receipt of their check. Every effort is made to pay employees immediately upon funding becoming available. .

I have read the above statements and if I am accepted for employment with the Little Light House. I will support the Little Light House policies and commitment to bring glory and honor to our Lord Jesus Christ

Signature

Date

CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)

Date: _____ **Race:** Caucasian African American American Indian Asian Driver Lic. State
(circle one)

Last Name _____ **First Name** _____ **Middle Name** _____ **Dr. Lic. Number** _____

_____ **Maiden and/or Other Last**

Address* _____ **City*** _____ **State*** _____

Date of Birth** _____ **Social Security Number**** _____ **Circle One**:** M F

This authorization and consent for release of personal information acknowledges that _____ (Hereafter referred to as "Company") and/or its agent, Oklahoma State Bureau, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; state driving records; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Oklahoma State Bureau of Investigation following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **Oklahoma State Bureau of Investigation, Oklahoma City, OK 73116** telephone number **1-405-848-6724**. After reading this document, I fully understand its contents and authorize the background verification.

Are you applying for employment in California, Minnesota or Oklahoma? Yes ___ No ___ If so, do you want a copy of any Consumer Report prepared concerning you? Yes ___ No ___

I understand that California law required Company to give me a copy of any report requested within seven (7) days of the date the information was obtained and that failure to do so will expose Company to liability (Section 1786.29).

*** AS SHOWN ON THE ORIGINAL APPLICATION ** TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF THE PERSONNEL FILE.**

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS AUTHORIZATION IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT WILL EXIST AND MAY BE USED AT THE DISCRETION OF _____.

Signed this _____ day of _____, 20____

Applicant (Print Name) _____

Applicant Signature _____



**The Little Light House, Inc.
Corporate and Individual Commitment
To Biblical Principles**

As a body of believers, we recognize we must be individually committed all biblical principles and standards and that the ones listed below are only a few of those set out by God which are purposed to bring direction and correction to our lives, and to allow us to draw closer to our Heavenly Father, experience the “abundant life” He desires for us and teaches us respond to His call to Holiness.

“The whole bible was given to us by inspiration from God and is useful to teach us what is true and to make us realize what is wrong in our lives; it straightens us out and helps us do what is right. It is God’s way of making us well prepared at every point, fully equipped to do good to everyone.” II Timothy 3:16-17

We corporately agree we all fall short of the glory of God and operate by His grace and mercy and are forgiven when we fail to fulfill our commitment to Christ. We also recognize we must rely on each other for encouragement and accountability and grace.

This righteousness from God comes through faith in Jesus Christ to all who believe. There is no difference, for all have sinned and fall short of the glory of God, and are justified freely by his grace through the redemption that came by Christ Jesus. God presented him as a sacrifice of atonement, through faith in his blood. He did this to demonstrate his justice, because in his forbearance he had left the sins committed beforehand unpunished— he did it to demonstrate his justice at the present time, so as to be just and the one who justifies those who have faith in Jesus. Romans 3:22-26

We also realize that as individuals who have been called to represent The Little Light House, His ministry, we are called into accountability to submit to His Lordship, obey His commands and live out His principles.

Therefore, as “born-again” believers in Jesus Christ, The Little Light House Body of Believers are committed to living out God’s standards set forth in God’s Word, the Holy Bible.

Some of these standards include:

1. A commitment to seeking God’s will for our lives through prayer, bible study, and wise godly counsel and a commitment to yielding our lives, hearts and souls to the power of the Holy Spirit relying on His leading for the day to day direction and activities of our lives.

“For I know the plans I have for you say the Lord. They are plans for good and not for evil, to give you a future and a hope. And in those days when you pray, I will listen. You will find me, when you seek me when you seek me with all your heart.” Jeremiah 29:11-13

“Create in me a clean heart, O God and renew a steadfast spirit within me. Do not cast me away from your presence and do not take your Holy Spirit from me.” Psalm 51:10-11

“But you will receive power when the Holy Spirit comes upon you. And you will be my witnesses, telling people about me everywhere” Acts 1:8 NLT

“But you have an anointing from the Holy One, and you know all things”. 1 John 2:20

2. A commitment to exemplify Christ-like character in the way we live our lives both personally and vocationally.

“So think clearly and exercise self-control. Look forward to the gracious salvation that will come to you when Jesus Christ is revealed to the world. So you must live as God's obedient children. Don't slip back into your old ways of living to satisfy your own desires. You didn't know any better then. But now you must be holy in everything you do, just as God who chose you is holy. For the Scriptures say, “You must be holy because I am holy.” **1 Peter 1: 13-16**

3. A commitment to faithfully developing the gifts and abilities God has given us as members of the body of Christ, and a commitment to using our God given gifts and talents for His kingdom and to His glory.

“We are all one body, we have the same Spirit, and we have all been called to the same glorious future. There is only one Lord, one faith, one baptism, and there is only one God and Father, who is over us all and in us all and living through us all. However, he has given each one of us a special gift according to the generosity of Christ.” **Eph. 4:4-7**

4. A commitment to treating our bodies as temples of God and therefore a commitment to good health habits and regular participation in wholesome physical activities. This commitment causes us to refrain from the excessive use of any addictive substance including but not limited to alcohol and tobacco. It also causes us to abstain from drunkenness and the use of any illegal substances and the abuse of over the counter medication or prescriptive drugs. We recognize that the bible tells us that anything done in excess can be harmful, we are therefore committed to healthy living habits and moderation in all things.

And so, dear brothers and sisters, I plead with you to give your bodies to God because of all he has done for you. Let them be a living and holy sacrifice—the kind he will find acceptable. This is truly the way to worship him. **Romans 12:1**

Or don't you know that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body. **1 Corinthians 6:19-20 (NLT)**

5. A commitment to abstaining from any conduct which would even give the appearance of immoral activity such as adultery, homosexuality, sex outside of marriage, lust and/or pornography.

Abstain from all appearance of evil. **1 Thessalonians 5:22 (KJB)**

Run away from sexual sin! No other sin so clearly affects the body as this one does. For sexual immorality is a sin against your own body. Or don't you know that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So you must honor God with your body. **1 Corinthians 6:18-20**

6. A commitment to abstaining from activities, attitudes or conduct implicitly forbidden in the Word of God, the Holy Bible. This includes but is not limited to witchcraft, coveting, sorcery which includes horoscopes, lying, deception, divisiveness, idol worship, conceit, self-centeredness, insubordination, immodest dress, and gambling.

So I advise you to live according to your new life in the Holy Spirit. Then you won't be doing what your sinful nature craves. The old sinful nature loves to do evil, which is just opposite from what the Holy Spirit wants. And the Spirit gives us desires that are opposite from what the sinful nature desires. These two forces are constantly fighting each other, and your choices are never free from this conflict. But when you are directed by the Holy Spirit, you are no longer subject to the law.

When you follow the desires of your sinful nature, your lives will produce these evil results: sexual immorality, impure thoughts, eagerness for lustful pleasure, idolatry, participation in demonic activities, hostility, quarreling, jealousy, outbursts of anger, selfish ambition, divisions, the feeling that everyone is wrong except those in your own little group, envy, drunkenness, wild parties, and other kinds of sin. Let

me tell you again, as I have before, that anyone living that sort of life will not inherit the Kingdom of God.
Galatians 5:16-21

7. A commitment which causes us to abstaining from activities which “could give the appearance of” involvement in conduct prohibited by the Word of God, The Holy Bible. This would include frequenting of casinos, night clubs, Bars, X rated movies or adult films and adult bookstores which carry x rated materials.

*You see, this is what can happen: Weak Christians who think it is wrong to eat this food will see you eating in the temple of an idol. You know there's nothing wrong with it, but they will be encouraged to violate their conscience by eating food that has been dedicated to the idol. So because of your superior knowledge, a weak Christian, for whom Christ died, will be destroyed. And you are sinning against Christ when you sin against other Christians by encouraging them to do something they believe is wrong. If what I eat is going to make another Christian sin, I will never eat meat again as long as I live—for I don't want to make another Christian stumble. **1 Corinthians 8:11-13***

8. A commitment to use our language for works that uplift and encourage our peers and those we work with and others who are involved in our lives. This commitment prompts us to abstain from foul language, lying, gossiping or sowing discord of any kind.

*“Let the words of my mouth and the meditations of my heart be pleasing in your sight, oh Lord, my strength and my redeemer.” **Psalms 19:14***

“Let your conversation be always full of grace, seasoned with salt so you will know how to answer everyone.”

Colossians 4:6

9. A commitment to submitting ourselves to the leadership of The Little Light House and consistently demonstrating respect for those in authority as we are directed to do in the Word of God, the Holy Bible.

*“Obey those who rule over you and be submissive for they watch out for your souls as those who must give account. Let them do so with joy and not with grief for that would be unprofitable for you.” **Hebrews 13:17***

*“Let every soul be subject to governing authorities for there is no authority except from God and the authorities that exist are appointed by God. Therefore whoever resists the authority resists the ordinance of God and those who resist bring judgment on themselves”. **Romans 13:1, 2***

10. A commitment to grow spiritually and because of our desire to do so, we are committed to being a part of a body of believers and attending church and/or a Bible study on a weekly basis and spending time in prayer and God's Word on a daily basis.

*And let us not neglect our meeting together, as some people do, but encourage and warn each other, especially now that the day of his coming back again is drawing near. **Hebrews 10:25 (NLT)***

*“Remain in me, and I will remain in you. For a branch cannot produce fruit if it is severed from the vine, and you cannot be fruitful apart from me. Yes, I am the vine; you are the branches. Those who remain in me, and I in them, will produce much fruit. For apart from me you can do nothing.” **John 15:4-5 (NLT)***



The Little Light House mission is to “Glorify God by improving the quality of life for children with special needs, their families and communities.” In order to accomplish our mission, it is vital that Little Light House Staff members and Board members be totally devoted followers of Christ, committed to bringing glory to God both individually as well as corporately. This commitment means operating and living by biblical principles at home, at work and in the community, since our personal lives can reflect positively or negatively on The Little Light House as a Christian ministry. The Little Light House has set out to identify a Life Style Commitment which is biblically sound and consistent with the teachings of Christ. LLH Staff members will be asked to sign a Lifestyle Commitment form indicating their understanding and commitment to live out the standards embraced by The Little Light House Lifestyle Commitment.

We ask that you sign the commitment form after you have read over it carefully. Doing so, indicates your understanding of what The Little Light House is referring to when we reference moral values and principles which are in accordance to the infallible Word of God recorded in the Holy Bible.

This Lifestyle Commitment form will be a part of the interview and application process and signed prior to employment and also yearly as a part of the Annual Performance Evaluation process.

**Little Light House
Lifestyle Commitment**

I _____ recognize my position on The Little Light House staff is a blessing and a privilege, and I am committed to giving my best as “service to the Lord”, and to prayerfully supporting The Little Light House staff, Board of Directors and it’s mission to “Glorify God by improving the quality of life for children with special needs, their families and communities.”

With that in mind, I have read and understand The Little Light House Life Style Commitment, and, as a Born-again* believer of Jesus Christ, and having made Him Lord of my life, I am committed to relying on Christ to enable me to live my life and carry out my work *and life* in compliance with these standards.

I understand this Signed Commitment will become a part of my permanent file.

I further understand, if at any point in my employment with The Little Light House, my lifestyle fails to reflect this Lifestyle commitment, the area of concern will be brought to my attention privately in a spirit of love and grace. I further understand I will be given an opportunity to devote myself to addressing this area of concern by modifying my life-style, conduct or attitude.**

I also understand failure to address the area(s) of concern or blatant refusal to honor this Life Style Commitment on my part may result in consequences which could include but are not limited to verbal warning, written notification of probation, and/or termination of employment.

Signature of Staff Member _____

Position _____

Date _____

* Born-again believer in Jesus Christ – having confessed Jesus as the Son of God, asked him to reside in my heart, and to be Lord of my life.

** Matthew 18:15-17 (NLT) "If another believer sins against you, go privately and point out the fault. If the other person listens and confesses it, you have won that person back. But if you are unsuccessful, take one or two others with you and go back again, so that everything you say may be confirmed by two or three witnesses. If that person still refuses to listen, take your case to the church. If the church decides you are right, but the other person won't accept it, treat that person as a pagan or a corrupt tax collector."