MINISTRYSAFE

First United Methodist Church
907 West Lake Drive
Taylor, Texas

Children and Youth Ministry Policies and Procedures

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Dear Children/Youth Volunteer or Staff Member,

Welcome to First UMC Taylor!

At First UMC Taylor, we take our responsibility to care for children and youth very seriously.These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for our volunteers and staff members. Our policies are intended to create a safe environment for children/youth, protecting children/youth, you, and the mission of First UMC Taylor. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

The Safety Committee of FUMC Taylor

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First UMC Taylor
Policies & Procedures for
Children/Youth Ministries

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Overview of the Safety System at First United Methodist Church

First United Methodist Church loves children and youth, and desire to protect them. Thereby, we require all staff members and volunteers working with children or youth (and other vulnerable populations) to complete **4 SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training
FUMC Taylor policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the FUMC Taylor Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child/youth for sexual abuse. Grooming is the process used by an abuser to select a child/youth, win the child's/youth's trust (and the trust of the child's/youth's parent or 'gatekeeper'), manipulate the child/youth into sexual activity and keep the child/youth from disclosing the abuse.

To equip FUMC Taylor staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, FUMC Taylor requires all staff members and volunteers to complete MinistrySafe sexual abuse awareness training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

STEP TWO: Screening Process
Staff members and volunteers are required to complete FUMC Taylor Screening Process, which requires a staff member or volunteer to:
-complete an Employment Application (employees only)
-complete the Safety Application (employees and volunteers)
-complete a face-to-face interview (employees and volunteers)
-provide references to be checked (employees and volunteers)
*a volunteer must attend FUMC Taylor for six months before being eligible to serve in positions providing access to children, youth, students or vulnerable populations.

STEP THREE: Policies & Procedures
Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check
First UMC Taylor Safety Committee requires that all staff members and volunteers working or volunteering in children's, youth, or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

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Child and Youth Safety Policy at First United Methodist Church

ABUSE TOLERANCE
First UMC Taylor has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff and volunteer to act in the best interest of all children and youth in every program.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor, the Children's/Youth Pastor/Director or the Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS
We are committed to providing a safe, secure environment for children/youth and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the FUMC Taylor Safety Committee Chair and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of the FUMC Taylor Safety Committee. Because sexual abusers 'groom' children/youth for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the FUMC Taylor Safety Committee.

ENFORCEMENT OF POLICIES
Staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from Children's/Youth Ministry's positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Pastor and Church Council.

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Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our children and youth, staff members and volunteers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Children's/Youth Pastor/Director, or the Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child/youth will be immediately suspended from participation in Children's Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, youth, students or vulnerable populations. If the person is a staff member or employee, such conduct may also result in termination of employment from First UMC Taylor.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, youth, students or vulnerable populations at our church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff members and volunteers are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area, the Children's/Youth Pastor/Director, or the Pastor.

State laws vary concerning mandatory reporters and mandatory reporting requirements. Teachers, nurses and day care employees, for example, are usually listed as mandatory reporters. Further, state laws are changing reporting requirements – usually expanding the list of mandatory reporters and shortening the 'reasonable' time periods for a report. In 2013, the state of Texas modified Chapter 261.101(b) of the Texas Family Code (reporting statute) such that 'professionals' (teachers, nurses, doctors, day care employees, more) must personally make a report to the appropriate authorities … "a professional may not delegate to or rely on another person to make the report".

A staff member or volunteer will immediately notify an immediate supervisor, Children's/Youth Pastor/Director or Pastor. Together with the immediate supervisor, Children's/Youth or Pastor, the staff member or volunteer will make a report to the appropriate authorities. In no way does any provision in this policy discourage any staff member or volunteer from reporting a suspicion of abuse or neglect to the appropriate authorities.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer in Children's or Youth Ministries, the Children/Youth Pastor/Director or Pastor will speak with the person or volunteer to whom the child or youth spoke in order to get detailed information about the entire conversation. The Pastor will be notified as soon as reasonably possible.

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If appropriate, the Children's Pastor/Director or Pastor will inform the Texas Department of Family and Protective Services (1-800-252-5400), and/or Child Protective Services (817-321-8680).

RESPONSE TO REPORT OF ABUSE

The Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs.

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FUMC Taylor Safety Committee

SAFETY COMMITTEE
Recognizing the importance of providing and maintaining a safe environment for children and youth, First UMC Taylor will appoint and maintain a Safety Committee, which will meet once each quarter.

MISSION STATEMENT
The purpose of the Safety Committee is to enable the Children's/Youth Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION
The Safety Committee will be comprised of the following members:

1. the Pastor
2. the Children's Pastor/Director
3. the Youth Pastor/Director
4. the MDO Director
5. a member of SPRC
6. a member of the Board of Trustees
7. a member of Church Admin
8. a member of MDO Board
9. The SSA of Ministry Safe
10. Lay Leader

MEETINGS
The Children's Director and/or MDO Director or Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES
The Safety Committee will be charged with the following duties:

1. Applying existing policies and procedures related to children and youth safety and risk management issues.

2. Monitoring all Children and Youth Ministries programs for ongoing compliance with safety policies.

3. Making recommendations to the Church Admin regarding safety issues.

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Children and Youth Ministries Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff members and volunteer interactions with children and youth.

1. **Each supervisor** conducts an unscheduled observation at least once each week for programs that occur weekly.
2. **The Children/Youth Pastor/Director** conducts written performance evaluations every six months for individuals in paid staff positions.
3. **The Children/Youth Pastor/Director** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. **The Pastor** conducts an unscheduled observation of a Children/Youth Ministry program at least once each quarter.
5. **The Pastor** meets with the Children/Youth Pastor once monthly to discuss Children/Youth Ministry.
6. **The SPRC** meets with the Children/Youth Pastor/Director once each year to discuss Children's Ministry, including safety training and procedures.
7. **The Children/Youth Pastor/ Director** conducts an unscheduled observation at least once each month for programs occurring weekly.

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BUILDING SAFETY
The Children/Youth Pastor/Director will be responsible for ensuring that the Children's/Youth Building/Area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children/youth in classrooms.

No child/youth will ever be left unattended in the Building or on the children's playground during children's/youth ministry programming or classes. Children/Youth Ministries staff members or volunteers are prohibited from being alone with an individual child or youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child/youth, that staff member or volunteer will take the child/youth to a room or building occupied by others, or to a location easily observed by others. (Example: if a child/youth is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, Children/Youth Ministries staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the children's playground, staff members and volunteers are to circulate, watching children/youth during play periods, giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children/youth together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

WORKER TO CHILD RATIOS
FUMC Taylor is committed to providing adequate supervision in all Children/Youth Ministries programs. Accordingly, the following worker to child ratios will be observed:

Program	**Workers**	**Children**
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20

WORKER TO YOUTH RATIOS
Central Texas Conference recommends that the primary youth leader be at least 5 years older than the oldest youth, and any main helpers be 1 year post high school or equivalent and 3 years age difference from oldest youth participant. Accordingly, the following ratios will be observed for Youth Ministry activities and programs.

For groups up to and including 30 youth, there will be a minimum of 2 unrelated staff members or volunteers supervising. For groups larger than 30 youth, there will be a minimum of 3 unrelated staff members or volunteers supervising. For every additional 15 youth, 1 staff member or volunteer will be required.

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If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor or the Children/Youth Pastor/Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children/youth ratios into compliance with FUMC Taylor policy.

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In circumstances when it is not possible to have two adults present, an Eligible Helper may be assigned to partner with the volunteer and/or staff. If a helper is not available, a volunteer or staff person will make periodic visits to the room or ministry function setting. During the time that two adults are not available, the door or half-door shall remain open at all times.

The above ratios are MinistrySafe minimum recommendations. Where supervision is concerned, more is generally better.

DISCIPLINE

It is FUMC Taylor's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children and youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children and youth. Children are to be disciplined using time-outs and other non-physical methods of behavior management.

If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff/volunteer will verbally redirect youth involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Pastor/Director. In employing this procedure, staff members and volunteers should observe the following guidelines:

1) Verbally redirect the child/youth before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

2) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).

3) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.

4) Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.

5) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).

6) Monitor the child through the enter time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")

7) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

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Uncontrollable or unusual behavior should be reported immediately to parents and the Children's Pastor/Director.

Therefore you must have contact information for each child/youth at all times.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

1) Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2) Changing of diapers should be done in plain sight of other nursery workers.
3) Children will never be left unattended on changing tables.
4) Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6) Children should be changed on changing stations only.

Toilet training

1) No child will be forced to toilet train.
2) Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3) When children are taken into bathrooms the door will be left partially open.
4) Young children will never be left unattended in bathrooms.
5) Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
6) Children should be assisted in straightening their clothing before returning to the room with other children.
7) "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from FUMC Taylor in the children's area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Staff members and volunteers should never take a lone school aged child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should got to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

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Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special Needs
Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

INTOXICANTS
Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any facility, while traveling with children, or while working with or supervising children.

MEDICATION
Medication may be given to a child by a staff member or volunteer with a doctor's prescription. The medication must be in the original packaging, including over the counter medication. The only exceptions to this policy are diaper ointment/medication and insect bite cream, after a parent information sheet is signed by a parent or guardian.

NUDITY
Staff members and volunteers in Children's Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Children's Pastor/Director concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS WITH CHILDREN
Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's Ministry program. Another adult who has completed the application and screening process should always be present. In circumstances when it is not possible to have two adults present, an Eligible Helper may be assigned to partner with the volunteer and/or staff. If a helper is not available, a volunteer or staff person will make periodic visits to the room or ministry function setting. During the time that two adults are not available, the door or half-door shall remain open at all times.

ONE-TO-ONE INTERACTIONS WITH YOUTH
We recognize that meeting the emotional needs of youth may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guideline when interacting with youth.

Individual Meetings
Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed.

TRANSPORTATION
Staff members and volunteers may from time to time be in a position to provide transportation for children and youth. When this happens, the group will caravan when at all possible. The following guidelines should be strictly observed when workers are involved in the transportation of children and youth:

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1. Children/youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or youth in transport. Best practices of ministry recommend two adults in every car. **Never will there be a youth alone with an adult in a vehicle.**
2. Staff members and volunteers should avoid physical contact with children/youth while in vehicles.
3. No cell phones may be utilized by the drive while driving church vans, or vehicles owned or rented by the church, unless in an emergency.
4. No drivers under age 25 may drive church owned or rented vehicles.

PARENTAL CONTACT

Parents who leave a child/youth in the care of our staff members and volunteers during church services or activities will be contacted if their child/youth becomes ill, injured, or has a severe disciplinary problem while participating in Children's/Youth Ministries programs. Therefore, you must have contact information for each child/youth at all times.

PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child/youth is involved at FUMC Taylor. Parents have an open invitation to observe all programs and activities in which their child/youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's/youth programs at our church will be required to complete the volunteer application and screening process.

PHYSICAL CONTACT

FUMC Taylor is committed to protecting children/youth in its care. To this end, our church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Children's/Youth Ministries while protecting children and youth. The following guidelines are to be carefully followed by anyone working in Children's/Youth Ministries programs:

1. Side hugs, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children/youth are important for children's/youth development, and are generally suitable in the church setting.

2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children's/Youth Pastor/Director or the Pastor.

3. Physical contact should be for the benefit of the child and youth, and never be based upon the emotional needs of a staff member or volunteer.

4. Physical contact and affection should be given only in observable places or when in the presence of other children/youth or children's/youth staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children's/Youth Ministries must foster trust at all times. Personal conduct must be above reproach.

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6. Do not force physical contact, touch or affection on a reluctant child/youth. A child's/youth's preference not to be touched must be respected.

7. Children's/Youth's staff members and volunteers are responsible for protecting children and youth under their supervision from inappropriate or unwanted touch by others.

8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Children's/Youth's Pastor/Director or the Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children/youth, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child/youth in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Children's/Youth's Ministries at our church are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children/youth.

SLEEPING ORIENTED MATERIALS

It is anticipated that certain Children/Youth Ministry activities may occasionally require that overnight sleeping arrangements be made children/youth and staff/volunteers (i.e. lock-ins, mission trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult non-related rule must be followed. The 2 adult leaders present must have previously completed our church's application and screening process.
2. Overnight sleeping arrangements must be submitted in writing to and approved by the Pastor prior to the activity, and have signed approval by parents. It is recommended that this information be included in the permission slip for the event and signed by the parent.
3. As long as any children/youth are awake, one of the leaders must also be awake and monitoring children/youth to ensure safe behavior.
4. Leaders should check with parents and use good judgments regarding PG or PG13 movies. No R-rated movies are permitted.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate room, properly supervised by children/youth leaders of the same gender.
7. Staff and volunteers will monitor sleeping children/youth by periodically conducting visual bed checks to ensure that sleeping children/youth remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a child/youth.
8. In the event that overnight arrangements do no include standard beds, each staff, volunteer, and child/youth will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.

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TOBACCO USE
Our church requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children/youth or their parents, or during any activities or programs. Our church is a tobacco-free facility.

VERBAL INTERACTIONS
Verbal interactions between staff members or volunteers and children/youth should be positive and uplifting. Our staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children/youth.

To this end, staff members and volunteers should not talk to children and youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children and youth.

RELEASE OF CHILDREN
At any time that a child has been entrusted to our Children's Ministry staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministries staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child or student has authority to pick up the child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Children's Pastor before releasing the child.

We will not release a child to someone presumed under the influence of illicit drugs or alcohol.

SUPERVISION
Staff members and volunteers in Children's/Youth Ministries are expected to provide adequate supervision for children and youth in their care while working in church programs.

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Ministry Safe Key Staff/Volunteers

Indicated below are the names of person who hold these key areas of leadership (whether staff or volunteer) and their contact information. This list will be updated on an annual basis or when changes occur and provided to all active volunteers. It will be maintained with the official policy document.

Job Title	Name	Phone#	Email
MinistrySafe Lead Pastor	Rev. Sela Finau	817-874-3533	sela@fumctaylor.org
Children's Director	Blythe Cavender	432-770-9659	blythe@fumctaylor.org
Youth Director	Tylor Cavender	432-770-4486	
MDO Director	Tiffany Charles	512-229-8512	tiffany@fumctaylor.org
SSA (Safety Security Admin)	Joanne McDaniel	512-352-2593	joanne@fumctaylor.org
Trustee Rep	Frank Chavana	512-820-6774	frankchavana@yahoo.com
SPRC Rep	Shelli Cobb	512-352-9487	shellih@taylorisd.org
MDO Board Rep	Kristi Chavan	512-771-8213	kswonke@gmail.com
Lay Leader	Marsha Beckermann	512-663-1535	food.coach@sbcglobal.net
Church Admin	Brian Gray	512-365-0068	bgraypcb@sbcglobal.net

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Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of the Children's Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at FUMC Taylor.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by this church.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at any time (If possible, I will provide two weeks' notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and First UMC Taylor. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the policies and procedures manual.

_____

Staff Member or Volunteer's name (please print)

_____

Staff Member or Volunteer's signature

Date: _____

[This page to remain attached to the FUMC Taylor Policies and Procedures.]

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Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of the Children/Youth Ministries Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at this church.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by this church.

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I understand it is my responsibility to review new guidelines which may be created and distributed.

I acknowledge receipt of the policies and procedures manual.

_____
Staff Member or Volunteer's name (please print)

_____
Staff Member or Volunteer's signature

Date: _____

[This page to be detached and included in the employment/volunteer file.]

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