



# **CHILD PROTECTION POLICIES AND PROCEDURES**

***Keeping children safe at  
New Haven United Methodist Church***

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***New Haven United Methodist Church reserves the right to modify, supplement, rescind, or revise any policy or provision in his handbook, with or without notice, as necessary or appropriate. At all times, the church will comply with all applicable laws.***



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## **PURPOSE OF THIS HANDBOOK**

Welcome to your new position ministering to children at New Haven United Methodist Church. The staff and lay leaders of the church are excited about your gifts and skills, and we look forward to your service as part of the church's ministry team. While we may use the term "volunteers" as a convenient way of referring to those who serve, what we're really talking about is people who lovingly respond to Jesus' call to serve.

This handbook provides a general overview of safety procedures and guidelines that New Haven has established for anyone who works with children (birth-6<sup>th</sup> grade) in the church. New Haven is a small, loving church, and you may be wondering why we even need policies dealing with such sticky issues as child safety and abuse. But just consider these stories from other small, loving churches:

- A nine-year-old girl in California got up from the sanctuary during the worship service and went to get a drink of water. A man who had been attending the church a few months got up and followed her. He pulled the young girl out of the church and into his car. Her body was found later that day just a few miles from the church.
- When nursery workers changed the diaper of an 18-month-old toddler, they found the outline of an iron on his thigh. They reported the incident to the Department of Human Services, as required by law.

If you think these are simply isolated incidents, you have only to think of the abuse scandals that have been rocking the Catholic church for the last several years.

Of course, none of these incidences happened at our church. But could they? Yes! we need these policies to protect our children, our youth, and ourselves from abuse and allegations of abuse.

With all this in mind, it's important that you understand these policies. Please read through the handbook carefully. If you have any questions or need additional information, please talk with the Children's Minister. We also welcome your input and suggestions about this handbook and your ministry area, as well as the overall operation and programs of the church.



## WHY DO WE NEED CHILD SAFETY POLICIES AT A CHURCH?

*“Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs.”*

Luke 18:16

Jocelyn was baptised when she was just a few months old. It was May, right around the time teenagers were going through confirmation. The pink gift bag in the back of the sanctuary filled with cards and mementos for Jocelyn - cards from her church family commemorating her baptism day, the day she was welcomed into provisional membership in the church. While Jocelyn will never remember her baptism, she has a bag full of cards sitting in the back of the closet waiting to be opened on her own confirmation day. These messages will affirm for Jocelyn the love her church family has had for her since the beginning of her life.

Baptism in the Methodist church is a beautiful ceremony that reminds all of us participants of God’s covenant with us. As the minister sprinkles or pours water on the infant or child being baptised, we recite the traditional pledge in which we affirm our own faith, pledge to act as spiritual mentors and support for the one being baptized, and promise to surround the child with a community of love. The power of baptism comes as the church assures each of its members that they are included, loved, important, noticed, and **safe** - no matter how young or old they are.

Baptism is an outward sign of the care we give our children, an acceptance of the responsibility God has placed upon us to care for each other. We have an active and vital Children’s Ministry that seeks to provide opportunities for children to experience, learn, and extend the love of God. Children are welcomed and loved here at New Haven. Part of our responsibility to our children means ensuring that the church is a place of sanctuary and safety. Because child abuse is an unfortunate reality in our world, we have developed these policies to reduce the risk of abuse or injury to infants and children who participate in our programs. In addition, the policies protect staff and volunteers who work with children, as well as the church as a whole.

This document includes procedures for

- Keeping children safe at church
- Training adults who minister with children
- Responding to possible abuse

It also includes procedures for keeping children safe during emergencies and natural disasters.



## KEEPING CHILDREN SAFE AT CHURCH

We keep children safe at church by

- Choosing volunteers and paid staff carefully
- Following classroom safety procedures

### ***Choosing Volunteers and Paid Staff***

New Haven follows these guidelines when it comes to inviting anyone to work with children in the church:

- Volunteers and paid staff must complete a form providing personal information, spiritual background, and references. All references will be checked.
- Volunteers and paid staff will undergo a background check. All information related to background checks will be held in strictest confidence.
- Paid staff will be interviewed formally by the Children's Minister.
- Volunteers and paid staff will sign a statement indicating that they have received this handbook, a statement of commitment to their position, and a covenant statement
- Volunteers and paid staff should attend training opportunities offered by the church, including an orientation to acquaint them with the church's guidelines and procedures and their ministry position descriptions. As funds allow, they may also attend outside training that relates to their position.
- Volunteers will be interviewed informally by the Children's Minister so they can be placed in a ministry position that matches their skills, talents, experience, and spiritual gifts.
- Volunteers must attend the church for six months before they can serve as a leader with children. In some cases, as determined by ministry or program leaders, volunteers may serve sooner with an already approved volunteer leader.

New Haven does keep files on volunteers. Your file is confidential, accessible only to the Children's Minister and the senior minister. Your file may include the following types of personal information:

- Application for volunteer service
- Spiritual gifts testing and inventories
- Copies of completion-of-training certificates
- Ministry position descriptions
- Letters and other records of affirmation/appreciation
- Documentation required by local, state, federal, and/or private regulatory agencies, including items such as background checks

You may request to view your file at any time.

Should you be placed in a position that later does not seem to fit your skills, interests, or commitment levels, the church may, without explanation or notice, ask you to choose a different ministry opportunity.

## **Following Classroom Safety Procedures**

Children need a safe and nurturing environment where they can come to a growing relationship with Jesus Christ. To help provide this environment, you should strive to

- Use common-sense safety practices
- Refrain from unsafe acts that might endanger yourself, the people you serve, or those who minister with you
- Use any safety devices provided for your protection: for example, use safety belts in church vehicles or rubber gloves when changing diapers in the nursery.
- Report any unsafe situations or acts immediately to a church staff person

In addition to these general guidelines, this section also includes specific policies for

- Architectural precautions
- Classroom management
- Drop-off/pick up procedures
- Restroom procedures
- Staffing and supervision procedures
- Health guidelines
- Discipline procedures
- Field trip procedures
- Playground safety
- Appropriate and inappropriate touch

Everyone who teaches, helps, or cares for children must agree to follow these guidelines. They represent minimum requirements; leaders of individual programs may develop additional guidelines as appropriate to the ministry setting.

### **Architectural precautions**

- Doors should be open whenever possible to allow for easy viewing of the classroom. Windows must also be left uncovered. If a classroom does not have windows, the door **MUST** remain open.
- Children under 3 will be cared for in rooms with gates or Dutch doors to keep them from leaving the nurseries without adult supervision.
- Nursery changing tables should be in view of all nursery workers.
- Electric outlets will be covered when not in use.

### **Classroom Management**

- We share classroom space with the Day School. Please be respectful of their supplies and equipment, and teach the children to do the same.
- Space is available in each classroom to store basic supplies and snacks. Please collect any additional supplies before class begins.
- If you find you need more supplies, you can call the Children's Minister's cell phone, take the whole class to get the supplies, or send two responsible children. **Do not send children out of the classroom alone.**
- Encourage students to walk in the church hallways.
- Always avoid being alone with a child.
- Only adults can move or set up TVs, projectors, or other heavy equipment.
- Toxic materials, including cleaning supplies, will be kept out of reach of children.

- Show affection and kindness to all the children equally - no favoritism
- Keep dixie cups in the classroom so children do not have to leave to get a drink of water

### **Drop-off/pick up procedures**

- Children should never be dropped off in a classroom without the teachers present. This is the responsibility of parents.
- Parents of children aged nursery through fifth grade need to complete an annual registration form.
- Parents of children aged nursery through fourth grade need to check their children into Sunday School each week. Check-in sheets are located near Room 110.
- After Sunday School, parents of children in the nursery through fourth grade should promptly pick up their children at their classrooms (unless they have indicated on their annual registration sheet that the children can be released). Children in fifth grade and above will be released on their own unless parents inform teachers otherwise.
- Children should not be released from Sunday School until 10:45, and they must then go directly to their parents' classroom, the sanctuary, or a meeting place pre-determined by the family.

### **Restroom procedures**

Child-size restrooms are available in each classroom. Assist children only if they ask. Encourage parents to take their children to the restroom before class begins.

***Never be alone with a child in the restroom with the door closed.***

### **Staffing and Supervision**

- For the safety of children and for the protection of volunteers, we will try to place at least two unrelated teachers in each classroom. If this is not possible, the Children's Minister will routinely check on classrooms.
- Volunteers will always be at least five years older than the children they are working with. Exceptions may be made for mid-high students assisting adults during Vacation Bible School, Sunday School, etc.
- Children must be supervised any time they are in the church building, on the playground, or at a church-sponsored activity. When official childcare is not provided, parents are expected to provide supervision.
- Maintain leader/children ratios of 1 adult/6 preschoolers or 1 adult/10 school-age children. If more children arrive than are expected, let the Children's Minister know.

### **Health Guidelines**

As representatives of Christ, we commit ourselves to obey Jesus' command to love all persons and welcome them into the church. However, we also need to take reasonable care not to jeopardize the health of others. In order to protect individuals from infectious diseases, New Haven follows these guidelines:

No child will be allowed into the nursery or other children's program when he or she has any of the following illnesses or symptoms:

- Acute cold
- Fever
- Sneezing
- Coughing
- Vomiting
- Diarrhea
- Sore throat
- Earache
- Runny nose
- Red or discharging eyes
- Skin rash
- Chills

In addition, anyone who has a known communicable disease won't be admitted into activities, programs, or child care where the disease could spread to others.

If a child is admitted to the nursery or children's programs and is later determined to be ill, the parents will be notified to pick the child up.

### **Discipline Procedures**

Our children's ministry wants to foster a sense of both fun and learning, and for the most part our children are cooperative and respectful of their teachers and classmates. If a student's behavior becomes inappropriate, we follow these steps:

1. Help the child redirect to more acceptable actions
2. Tell or remind the child what behavior is expected
3. Move to a quiet place in view of the others to speak to the child about his/her behavior
4. Give the student a time-out to relax and reflect (outside the classroom if supervision is available, or in a quiet area of the classroom). The time-out should be no longer than one minute for each year of the child's age.
5. As a last resort, escort the student to a parent.

Please be fair, consistent, and reasonable in your expectations, keeping in mind the age and abilities of each child. ***Never use physical punishment.***

If a child consistently and repeatedly disrupts the class, notify the Children's Minister, who will discuss the issue with the child's parents.

### **Field trip procedures**

Sometimes the classroom hits the road! This section includes procedures for field trips, camp-outs, etc.

- Parents or guardians must sign a permission slip authorizing the field trip for their child and a medical waiver giving the adult in charge permission to authorize medical procedures should an accident or injury occur. The person in charge of the trip needs to carry these items on the trip.
- For co-ed overnight events, at least four adults must be present, two of each gender. For single-gender overnight events, at least two adults must be present of the same gender as the children.

- If you are driving, a completed Auto Safety Certification form needs to be in your file. See Appendix A for a copy of this form.
- Follow safe driving practices, speed limits, and other driving laws at all times
- Require everyone in the vehicle to wear a safety belt.

### **Playground safety**

- Children need to play on the appropriate playground for their age - the small playground for children age two and younger, and the large playground for children age three and older
- Supervise children at all times on the playground. During family church activities when formal childcare is not provided, parents are expected to supervise their own children.

### **Appropriate and inappropriate touch**

A touch can communicate care, comfort, and love. It is important to use appropriate touch, which may include

- Holding or rocking a crying infant or toddler
- Patting a child on the head, shoulder, or back as an affirmation
- Bending down to the child's eye-level and placing a hand gently on his/her hand or forearm
- Taking a child's hand and leading him/her to an activity
- Holding a child gently by the hand or shoulder as you redirect behavior
- Holding hands in a circle prayer
- Cleaning a small wound with a wet cloth or applying a band-aid

Examples of inappropriate touch include--

- Kissing a child or coaxing them into kissing
- Extended cuddling
- Tickling
- Piggyback rides
- Having others sit on your lap (except for babies and toddlers)
- Touching anyone in any area covered by a bathing suit
- Hand-holding



## **TRAINING ADULTS WHO MINISTER WITH CHILDREN**

All workers with children, whether paid or volunteer, must be familiar with the policies and procedures outlined in this handbook. To help workers, the Children's Minister may offer periodic training sessions. Parents and other interested parties are also welcome to attend these sessions.

Periodic training sessions may also be offered on topics of interest to children's workers. In addition, the Children's Ministry budget includes money for teacher support and resources, which could be used to

- Send children's workers to appropriate local or regional conferences
- Participate in on-line courses
- Purchase books or journal subscriptions

The Children's Minister also has a library with many resources that can be borrowed.



## **RESPONDING TO POSSIBLE ABUSE**

This section of the handbook deals with three areas: listening to children, reporting suspected abuse, and responding to complaints or accusations of abuse made against the church.

### ***Listening to Children***

If a child begins to tell you about an abusive situation, you need to

- Listen to the child, rather than asking him or her direct questions
- Allow the child to freely recall significant events without trying to either stop or coach the child
- Take what the child says seriously
- Offer reassurances without making promises
- Explain what you have to do and you have to tell

Do not overreact or interrogate the child.

As soon as possible, you need to record the situation (see the Report of Suspected Incidence of Child Abuse in Appendix A) and report it to the senior minister or Children's Minister.

### ***Reporting Suspected Abuse***

If you are concerned that a child is being abused or neglected, Oklahoma law requires that you report it to the Department of Human Services (DHS). A person making a report in good faith is immune from civil and criminal liability. The number for the Child Abuse Reporting Hotline is 1-800-522-3511. This number is answered 24 hours a day.

A report is only a request for an investigation. When you make a report, you will have to provide the following information:

- Name, age, and gender of the child and other family members
- Address, phone numbers, and/or directions to the child's home
- Parents' place of employment
- Description of suspected abuse
- Current condition of the child

After your report, a child protection worker from DHS will investigate.

### ***Responding to Complaints and Accusations of Abuse***

If a student or parent makes a complaint regarding a teacher or a worker, the Children's Minister will review the incident and discuss it with the worker involved. Parents will be notified of any actions (such as additional training, leave of absence, or termination) that results from the complaint.

Any accusation of abuse will be taken very seriously and will be investigated. If an accusation of abuse occurs, the church will

- Immediately notify the appropriate law enforcement and/or child protective

services agency

- Immediately notify the church trustees, District Superintendent, and the church's insurance agent
- Cooperate fully with law enforcement authorities, with the guidance of the church trustees, District Superintendent, and the church's insurance agent
- Treat the alleged abuser with dignity, but immediately remove him or her from contact with children until an investigation is complete
- Give appropriate care to victims and their families, as well as to the alleged abuser and his/her family
- Get proper assistance for the victim and accused
- Appoint a spokesperson to respond to any media inquiries, and advise all church members to not respond on their own.
- Be prepared to show the precautions it takes with every volunteer who ministers in areas where abuse could occur
- Thoroughly document each step in the investigation, beginning with the Report of Suspected Incident of Child Abuse (Appendix A)
- Prepare a brief and honest statement that can be made to the congregation. This statement will not give unnecessary details, place blame, interfere with the victims' privacy, or violate confidentiality.

The church will not deny or minimize the incident, attempt to blame or accuse the victim, or detail the event to those not involved with the incident.

## **RESPONDING TO OTHER EMERGENCIES**

It was just a couple years ago that a transformer blew in the parking lot during Sunday School, leaving us all in darkness. Unfortunately, no one knew what to do. The children's Sunday School teachers didn't know where to take the children, and the children's parents didn't know where to pick them up. How much chaos and worry we could have avoided with a set of clear safety procedures in place!

Emergencies like these can occur anytime. To help ensure everyone's safety, please be familiar with these procedures:

- Preventing emergencies
- Responding to fires
- Responding to tornadoes
- Responding to power failures
- Providing basic first aid

Emergency exit plans are posted in each classroom and throughout the building.

### ***Preventing Emergencies***

- Turn off electrical equipment when not in use
- Notify church staff of any unsafe conditions around the church (cracked or exposed wiring, loose stair treads, inadequate surface on the playground, etc.)

### ***Responding to Fires***

- Familiarize yourself with the locations of fire exits, alarms, and extinguishers in the areas of the church where you regularly serve.
- If you see smoke or fire, pull the fire alarm to alert people in the building. If it's a small fire, use a nearby fire extinguisher.
- If evacuation is called for, use the closest unaffected exit. Guide the group you're working with to walk in single file and to proceed quickly and calmly to the front lawn of the church. Do not run.
- If you and your group encounter smoke, stay low.

### ***Responding to Tornadoes***

If the tornado sirens sound, lead your children to the downstairs main hallway in the Education Wing. You may also go into the Sunday School closet or Day School closet off of this hallway. Try to keep the children calm until the sirens end.

### ***Responding to Power Failures***

In the event of power failure, use your classroom flashlight to lead the children to the Community Hall.

### ***Providing Basic First Aid***

First-aid supplies are located in many areas of the church building, including the classrooms and the Sunday School closets. Volunteers should become familiar with these locations.



## **APPENDIX A: FORMS**

This section contains the following forms:

- Field Trip Consent Form/Medical Waiver
- Accident/Injury Report
- Report of Suspected Incidence of Child Abuse



# FIELD TRIP CONSENT FORM/MEDICAL WAIVER

Child's name \_\_\_\_\_ Birth date \_\_\_\_\_

Address \_\_\_\_\_

Home phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

Medical Insurance \_\_\_ Yes \_\_\_ No

Insurance Company

Policy Number

Please list any allergies or special medical problems your child may have.

I hereby give permission for my child, \_\_\_\_\_ to attend and participate in (describe activity) \_\_\_\_\_

\_\_\_\_\_ sponsored by New Haven United Methodist Church on \_\_\_\_\_.

I further authorize an adult, in whose care the minor has been entrusted, to consent to any X-ray examination, anesthetic, medical, surgical, or dental diagnosis or treatment, and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned child pursuant to his authorization. Should it be necessary for our (my) child to return home due to medical reasons or otherwise, the undersigned shall assume all transportation costs. The undersigned does also hereby give permission for my child to ride in any vehicle designated by the adult in whose care the minor has been entrusted while attending and participating in activities sponsored by New Haven United Methodist Church.

Signature: \_\_\_\_\_ Date \_\_\_\_\_



## ACCIDENT/INJURY REPORT

Please fill out this form completely for any safety-related incident, whether or not the incident resulted in injury. Complete the form as soon as possible after the incident. In completing the form, provide as much detail as possible including time of occurrence, location, general physical conditions present, witnesses, and any other relevant information. Use the bottom and back of this form to add detail, draw diagrams, etc.

Your name \_\_\_\_\_

Name of injured person: \_\_\_\_\_

Date and time of accident: \_\_\_\_\_

Specific location of accident: \_\_\_\_\_

Witnesses present: \_\_\_\_\_

Explain what happened (use as much detail as possible, including diagrams):

Action taken:

\_\_\_ Person was OK

\_\_\_ First aid kit used (give details) \_\_\_\_\_

\_\_\_ Parents notified

\_\_\_ Medical attention needed

\_\_\_ Called 911



# REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse:

\_\_\_\_\_

2. Victim's name \_\_\_\_\_

3. Victim's age/date of birth \_\_\_\_\_

4. Date/place of initial conversation with or report from victim \_\_\_\_\_

5. Summary of victim's statement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Name of person accused of abuse \_\_\_\_\_

7. Relationship of accused to victim (paid staff, volunteer, family member, other)

\_\_\_\_\_

8. Reported to Children's minister or senior minister \_\_\_\_\_

Date/time \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Call to victim's parent/guardian \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

10. Call to church trustees \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

11. Call to District Superintendent \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Call to church's insurance agent \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

13. Call to DHS \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

14. Call to police \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

15. Other contacts \_\_\_\_\_

Date/time \_\_\_\_\_

Spoke with \_\_\_\_\_

Summary \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature of person making this report \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX B: ACKNOWLEDGMENTS AND COVENANTS**

This appendix contains items you need to fill out, sign and give to the Children's Minister for inclusion in your file.



# CHILDREN'S MINISTRY VOLUNTEER APPLICATION FORM

*The information on this form is confidential and for internal use by this local church only.  
Please complete both sides of the form*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Email \_\_\_\_\_

Please mark the ministry areas you are interested in volunteering for:

- |   |  |
|---|--|
| <input type="checkbox"/> Lent and Easter activities | <input type="checkbox"/> Vacation Bible School                       |
| <input type="checkbox"/> Advent activities          | <input type="checkbox"/> Short-term Wednesday night programs         |
| <input type="checkbox"/> Bible Blast                | <input type="checkbox"/> Sprouts or other discipleship/mission group |
| <input type="checkbox"/> Night Owl Camp             | <input type="checkbox"/> Christmas Pageant                           |
| <input type="checkbox"/> Sunday School teacher      | <input type="checkbox"/> JAM Session (children's church) leader      |
| <input type="checkbox"/> Sunday School co-teacher   | <input type="checkbox"/> Sunday School substitute teacher            |
| <input type="checkbox"/> Children's Sermon          | <input type="checkbox"/> Children's Council (planning team)          |
| <input type="checkbox"/> Other events that come up  |  |

Describe your background working with children (include information about church-related, volunteer, and paid experience you may have.)

Why would you like to volunteer as a worker with children?

What skills, spiritual gifts, or talents do you have which might be useful in this position?

What training or experiences do you have which might be useful in this position?

*Child Protection Policies and Procedures*

What is the minimum length of commitment you can make?

Current employer's name, business address, and phone number:

Time at this employment: \_\_\_ years \_\_\_ months

Work history past 5 years:

How long have you been attending New Haven United Methodist Church?

Names and addresses of other churches you attended regularly during the past 5 years:

Name and phone number of 3 non-relatives we may contact who have known you at least 3 years and are familiar with your character:

Have you ever been convicted of any criminal offense?	Yes	No
Have you ever been charged with or convicted of child neglect or abuse?	Yes	No
Have any complaints or allegations of misconduct involving children ever been made against you?	Yes	No
Have you been convicted of the possession, use, or sale of drugs?	Yes	No
Within the past 30 days have you abused alcohol, legal or illegal drugs?	Yes	No
Do you have any moving violations on your driving record?	Yes	No

On a separate sheet, please explain fully any YES answers to the above questions.

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

*I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal. The information that I have provided may be verified by contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information, and this release may be sent to any reference. I also agree to hold harmless New Haven United Methodist Church, and the officers, employees, and volunteers thereof from any use of this application or information. I waive any rights that I may have to inspect references provided on my behalf.*

Signature \_\_\_\_\_  
Date \_\_\_\_\_

## PERMISSION TO CONDUCT BACKGROUND CHECK

I authorize New Haven United Methodist Church to conduct a background on me, which may include an OSBI check, credit report, and search of police records. I understand this information will be kept confidential.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Identifying Information

Name

\_\_\_\_\_  
Last First Middle

Other names used (alias, maiden, nickname) \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State issuing license \_\_\_\_\_

License expiration date \_\_\_\_\_



## **ACKNOWLEDGMENT OF CHILD PROTECTION POLICIES AND PROCEDURES**

I have received a copy of New Haven's Child Protection Policies and Procedures handbook and understand the importance of the matters set forth within this handbook. I agree to follow and abide by these guidelines during my service at the church.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## **STATEMENT OF COMMITMENT**

I have reviewed and agree to fulfill the duties listed in my Ministry Position Description. While, ideally, I will serve in this ministry for the full term specified in the position description, I understand that my service is volunteer and that either I or New Haven can choose to end this relationship at any time (if possible, by providing ample notice to the Children's Minister).

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



# MY COVENANT

As a teacher at New Haven United Methodist Church, I accept the responsibility of cooperating with parents in the spiritual education of their children. In order to be faithful to the trust placed in me by God, as well as by New Haven parents and children, I will strive to—:

**1. Demonstrate my commitment to God**

- Be regular in worship attendance
- Be faithful in prayer and devotional life
- Be a Christian role model in thought, word, and deed

**2. Demonstrate my commitment to my students**

- Follow up with absent students and visitors by post card or phone call
- Send birthday cards to students
- Arrive early enough to welcome students as they arrive
- Get to know my students, listening to them and giving them my time
- Be respectful of my students, expecting the same respect in return
- Challenge and engage my students, adapting my teaching style to their needs
- Keep my students safe
- Use fair and consistent discipline in my classroom

**3. Demonstrate my commitment to teaching ministry**

- Plan well and be prepared for my lesson each week
- Attend teacher meetings and take advantage of training opportunities
- Be regular in attendance, arranging substitutes when needed and calling the Children’s Minister if an emergency keeps me from teaching my class
- Fulfill my obligation as a teacher for the school year unless prevented by some unavoidable situation
- Seek assistance for any problem that impairs my ability to serve

**4. Demonstrate my commitment to New Haven United Methodist Church and to my fellow ministers in service to God**

- Support New Haven with my time, money, and loyalty
- Serve in harmony with New Haven policies and statements of faith
- Seek cooperation, unity, and teamwork; respecting others, treating them with fairness and courtesy; and solving differences peacefully and professionally
- Respect the privacy and confidences of others

***With the example of Jesus, the Master Teacher, I will abide by this covenant while I teach at New Haven United Methodist Church.***

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## AUTO SAFETY CERTIFICATION

If you are transporting children on church business, whether in your own vehicle or a church vehicle, please complete this form.

Yes  No I am over 21 years of age.

Yes  No I am a licensed driver.  
*Please include a copy of your driver's license with this form.*

Yes  No I have personal auto insurance.  
*Please include a copy of your proof of insurance card with this form.*

Yes  No I agree to transport children only in vehicles that are in safe operating condition.

Yes  No I will ensure that all passengers wear appropriate seat belts or use child safety seats.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## COVENANT FOR SHARING SPACE

The New Haven United Methodist Church building is used by many groups seven days of the week. Most rooms in the building are multi-purpose, including the children's classrooms. On weekdays, these classrooms are used by the preschool; on weekends and many weeknights, they are used for Sunday School and other church activities. In addition, other groups such as the Scouts use rooms periodically.

Because preschool and Sunday School teachers share rooms regularly during the school year, conflicts occasionally arise about the space. In order to further our shared ministry to children, church ministry leaders (Sunday School teachers, JAM Session leaders, Nursery workers, etc.) and Day School teachers will work together as Christian professionals to

- Support each other in providing a welcoming environment to all New Haven children, whether church members, Day School students, or guests in the building
- Quickly and respectfully resolve conflicts concerning shared space that may arise during the year, using the following conflict resolution procedures:
  1. Communicate your concern to the person with whom you share space via phone, e-mail, or scheduled one-on-one meeting.
  2. Openly discuss and support one another in working together to identify and resolve the concern.
  3. If the two parties are unable to agree upon a resolution, then they need to direct their concern to New Haven's Children's Minister and/or Day School Directors.
- Be good stewards of the room and any equipment and supplies in the room
- Realizing that each group regularly using rooms may need slightly different furniture arrangements, arrive early enough to make your adjustments
- Refrain from territorial views and attitudes, remembering that the church provides ministry space, not space for "my ministry"
- Share equal rights and responsibilities concerning classroom space
- Refrain from gossip about one another, but instead be kind and welcoming to each other

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



