



MINISTRYSAFE

**WM C MARTIN UNITED
METHODIST CHURCH**

**POLICIES AND PROCEDURES
MANUAL**

January 2016

NOTES

January 2016,

Dear Volunteer or Staff Member,

Welcome to Martin United Methodist Church!

At our church, we take our responsibility to care for children, students, and vulnerable adults, collectively “Protected Persons”, very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which Protected Persons can grow in relationship with Jesus Christ.

The pages of this policy manual provide a general overview of policies, procedures and guidelines for our volunteers and staff members. Our policies are intended to create a safe environment for children, students, and vulnerable adults, protecting them, you, and the mission of this church. The following has been adopted by our Board of Trustees 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,

MinistrySafe
Safety Committee

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DEFINITIONS

Protected Persons, when used herein, shall be defined as all children, students (youth), and vulnerable adults participating in ministries, programs and activities of Wm C Martin United Methodist Church (MUMC or Martin).

Child, when used herein, shall be defined as anyone age birth through sixth grade.

Student or Youth, when used herein, shall be defined as anyone in seventh through twelfth grades (through Labor Day of the school year they graduated in). It can also include students who have graduated High School but, who are still under the age of 18 years.

Vulnerable Adult, when used herein, shall be defined as an adult who requires special care and supervision because of a mental, emotional, or physical condition or disability.

Ministries, Programs and Activities, when used herein, shall be defined as any event, program, festival, production or presentation sponsored or sanctioned by MUMC. This includes on-campus as well as off-campus activities.

Director, when used herein, shall be defined as the person in charge of a particular ministry.

Supervisor, when used herein, shall be defined as the person in charge of a particular ministry activity or, to whom the Worker (see below) reports to. (For example, the director of Children's Choirs.)

Workers, when used herein, shall be defined as all ministers, employees, Scout leaders, coaches, program directors and volunteers involved in programs and activities at Martin United Methodist Church of Bedford, TX, which are a part of any of the ministries with Protected Persons of the church. Workers may be paid or unpaid.

Abuse by definition, is an act or omission that endangers or impairs a person's physical, mental, or emotional health and development. Abuse may take the form of physical or emotional injury, sexual abuse, sexual exploitation, physical neglect, medical neglect or inadequate supervision. It may occur as adult to Protected Person; adult to adult; or Protected Person to Protected Person.

Act of Abuse, when used herein, shall be defined as any occurrence in which;

- Any person has intentionally threatened or inflicted emotional or physical injury upon a Protected Person, or is reasonably suspected to have done so.
- Any person commits or allows any sexual offense to be committed against a Protected Person, or engages in any sexual contact with a Protected Person, or is reasonably suspected to have done so. This includes any kind of sexual advance including, but not limited to: making a request for sexual favors, engaging in sexually motivated physical contact, engaging in other verbal, visual or physical conduct of a sexual nature with a Protected person, or is reasonably suspected to have done so.

- A Protected Person makes any kind of unwanted emotional, sexual, or physical advance. This includes but is not limited to, making a request for sexual favors, engaging in sexually motivated physical contact, or engaging in other verbal, visual or physical conduct of a sexual nature, or is reasonably suspected to have done so.

OVERVIEW OF THE SAFETY SYSTEM AT MUMC

Because we love children, students, and vulnerable adults at MUMC and desire to protect them, our church requires all Workers to complete **4 SAFETY STEPS** before ministry working or volunteering in ministries with Protected Persons.

STEP ONE: Sexual Abuse Awareness Training

Our policies and procedures require that:

- Workers avoid abusive behavior of any kind.
- Workers are required to report any policy violations to a supervisor or a member of our Safety Committee.
- Workers should have a basic understanding of the characteristics of sexual abusers and their behaviors in “grooming” a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child’s trust (and trust of the child’s parent/guardian or “gatekeeper”), manipulate the potential victim into sexual activity and keep the child from disclosing the abuse.

To equip our Workers with information necessary to recognize the abuser characteristics and grooming behavior, we require all Workers to complete Ministry-Safe sexual abuse awareness training (live or online at www.MinistrySafe.com). This training will be reviewed every two years in order to continue working with Protected Persons.

STEP TWO: Screening Process

Workers are required to complete our Screening Process, which requires a Worker 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 actively attend this church for six months before being eligible to serve in positions providing access to Protected Persons (this does not apply to paid staff). An exception may be made with the approval of the Safety Committee.

STEP THREE: Policies & Procedures

Workers 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 the policy requirements.

Leaders for outside groups/organizations bringing protected persons onto the property of MUMC must read and review the policies contained in Ministry Safe Policies and Procedures Manual and sign the last page indicating that they have read and understand the material, and agree to comply with policy requirements.

STEP FOUR: Criminal Background Check

Our church requires that all Workers in ministries that involve Protected Persons undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required.

SAFETY POLICY FOR MUMC

ZERO TOLERANCE

Our church has a zero tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every Worker at this church to act in the best interest of all Protected Persons in every program.

In the event that Workers observe any inappropriate behavior (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspect abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to any of the following: their immediate supervisor, the Associate Pastor of Education and Children's Ministry, the Youth Director, the Preschool Director, or the Senior Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIOR

Our church is committed to providing a safe, secure environment for Protected Persons and their families. To this end, any report of inappropriate behavior or suspicion of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our 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 our Safety Committee. Because sexual abusers "groom" Protected Persons for abuse, it is possible a Worker may witness behavior intended to "groom" a child for sexual abuse. Workers are expected to report "grooming" behavior, any policy violations, or any suspicious behavior to a supervisor or a member of our Safety Committee.

ENFORCEMENT OF POLICIES

Our Workers who supervise other staff members or volunteers are charged with the diligent enforcement of all our policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministries with Protected Persons. Final decisions related to policy violations will be the responsibility of the Senior Pastor, Safety Committee and/or Staff Parish Relations Committee (SPRC).

*See page 22 for Key Staff/Volunteer List for MUMC

REPORTING ABUSE OR SUSPICIONS OF ABUSE, OR VIOLATIONS OF POLICY

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for our Protected Persons, our Workers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. Therefore they shall immediately report and document any violation of this policy which they have observed. All questions or concerns related to inappropriate, suspicious or suspected grooming behavior should be directed to a direct supervisor in the ministry area, the ministry director, or the Senior Pastor (see page 22). Any persons making and/or receiving such a report shall keep the information strictly confidential.

CONSEQUENCES OF VIOLATION

Any person accused of committing an act of abuse, as defined by this policy (see page 4), or any act considered by the church to be harmful to a Protected Person will be immediately suspended from participation in ministries with Protected Persons. This suspension will continue during any investigation by law enforcement, the Texas Department of Family and Protective Services, other appropriate agencies, or the Senior Pastor and SPRC.

Any person found to have committed an act of abuse, as defined by this policy, will be prohibited from future participation as a worker in all ministries that involve Protected Persons at our church. If the person is an employee, such conduct may also result in termination of employment from our church.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment for employees. Volunteers who fail to report a prohibited act may be restricted from participation in any ministries involving Protected Persons at our church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

Workers are required to report suspicions of abuse or neglect, or any inappropriate behavior of a fellow Worker, to the direct supervisor, the Ministry Director, or Senior Pastor (see page 22). For specifics on the reporting process, refer to Addendum 1: Procedures for Reporting and Investigations (see page 23).

Texas Law says anyone who thinks a child (age 17 or younger), a person 65 years or older, or an adult with disabilities is being abused, neglected, or exploited must report it to the Department of Family and Protective Services (DFPS). A person who reports abuse in good faith is immune from civil or criminal liability. DFPS keeps the name of the person making the report confidential. Anyone who does not report suspected abuse can be held liable for a misdemeanor or felony. Time frames for investigating reports are based on the severity of the allegations. Reporting suspected abuse makes it possible for a family to get help.

If the Worker suspecting abuse prefers, the worker may request reporting assistance from a direct supervisor, ministry director, or Senior Pastor. Together with the direct supervisor, ministry director, or Senior Pastor, the Worker will make a report to the appropriate authorities. If the Worker makes a report regarding a suspicion of abuse or neglect without assistance, the Worker will immediately notify a direct supervisor, ministry director, or Senior Pastor. In no way does any provision in this policy discourage any Worker from reporting a suspicion of abuse or neglect to the appropriate Texas authorities.

The Texas Department of Family and Protective Services (DFPS) has a central place to report:

- Child abuse and neglect
- Abuse, neglect, self-neglect, and exploitation of the elderly or adults with disabilities living at home
- Abuse of children in child-care facilities or treatment centers
- Abuse of adults and children who live in state facilities or are being helped by programs for people with mental illness or intellectual disabilities. These are run by the Texas Department of State Health Services (DSHS) or Texas Department of Aging and Disability Services (DADS) at 1-800-252-5400 or www.txabusehotline.org.

RESPONSE TO REPORT OF ABUSE

Our Safety Committee will take appropriate action on behalf of the church when a report of abuse occurs per Addendum 1: Procedures for Reporting and Investigations (see page 23).

MARTIN UNITED METHODIST CHURCH SAFETY COMMITTEE

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for Protected Persons, our church will appoint and maintain a Safety Committee, which will meet at least once each quarter.

MISSION STATEMENT

The purpose of the Safety Committee is to enable our church 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 Senior Pastor or other clergy staff assigned by the Senior Pastor
2. The Associate Pastor of Education and Children's Ministry
3. The Youth Director
4. The Preschool Director
5. A member of SPRC
6. A member from the Board of Trustees

7. Other optional members that may be determined by the MinistrySafe Safety Committee.

MEETINGS

Meetings will be chaired by the Senior Pastor or whomever he/she appoints in his/her absence. Meetings of the Safety Committee will be held 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 the safety of Protected Persons and risk management issues.
2. Monitoring all ministries with Protected Persons for ongoing compliance with safety policies.
3. Making recommendations to our Board of Trustees and SPRC regarding safety issues.

STAFF/VOLUNTEER MONITORING PLAN

Monitoring of Workers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe Workers interactions with Protected Persons.

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

BUILDING SAFETY

The ministry director will be responsible for ensuring that the area designated by the church's master calendar for ministries with Protected Persons is monitored. This will include unobserved monitoring of Workers and Protected Persons in classrooms.

Classes shall remain in the assigned classroom location. If there is to be a change of classroom location or an activity requires leaving the assigned space, the Ministry Director will be notified and approve the change, and a sign must be posted on the door providing notice of any change of class location. After every programming event, the Ministry Director will make a reasonable effort to ensure all Protected Persons are accounted for and the designated area is clear prior to leaving.

CHILDREN

No child will ever be left unattended in the designated children's area or on the children's playground during Children's Ministry programming, classes, or childcare. Children's Ministries Workers are prohibited from being alone with an individual child in any room, building or isolated area of the playground, with the exception of circumstances outlined under One-to-One Interaction (see page 16).

In the event a Worker finds he/she is alone with a child/children after departure of other adults, that Worker will take the child/children to a room or building occupied by others, or to a location easily observed by others. (Example: If a child is the last in a class to be picked up by a parent/guardian, move to an adjoining room where other Workers are present.)

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

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

STUDENTS

No student will ever be left unattended or unsupervised during Youth Ministry programming or meetings. Youth Ministry Workers are prohibited from being alone with an individual student in any room, building or outside, with the exception of circumstances outlined under One-to-One Interactions (see page 16). In the event a Worker finds himself/herself alone with a student(s), that Worker will take the student(s) to a room or building occupied by others, or to a location easily observed by others. (Example: If a student desires additional conversation or counsel with a Worker after regular programming has concluded, move to an adjoining room where other Workers are present.)

Any two students together in an unseen or less easily viewed area should be redirected to another (more open) area.

WORKER TO CHILD/STUDENT RATIOS

This church is committed to providing adequate supervision in all ministries with Protected Persons.

CHILDREN

The Central Texas Conference recommends that the primary leader be at least 18 years old, and any main helpers be 5 years older than the oldest child participant. A minimum of two unrelated Workers are required at all times using the following ratios:

PROGRAM	UNRELATED WORKERS	CHILDREN
Nursery	2	8
Preschool, 2 & 3 years old	2	12
Preschool, 4 & 5 years old	2	18
Elementary (K-6)	2	20

In the case of an event or childcare with a mixed-age group, the ratio related to the youngest child will be followed.

If a worker is out of ratio, it is his/her responsibility to immediately notify the program supervisor or the Associate Pastor of Education and Children's Ministry. Supervisors will make a diligent effort to find substitute Workers to immediately bring the Worker to child ratio into compliance with this policy.

STUDENTS

The Central Texas Conference recommends that the primary student leader be at least 5 years older than the oldest student. Main helpers should be 1 year post high school or equivalent and be 3 years older than the oldest student participant.

For groups up to and including 30 students, there will be a minimum of 2 unrelated Workers supervising. For groups larger than 30 students there will be a minimum of 3 unrelated Workers supervising. For every additional 15 students, 1 Worker will be required.

If a Worker is out of ratio, it is his/her responsibility to immediately notify the program supervisor or the Student Director. This person will make a diligent effort to immediately bring the Worker to student ratio into compliance with this policy.

The above ratios are Ministry-Safe minimum recommendations. Where supervision is concerned, more is generally better.

DISCIPLINE POLICY OF MUMC

PHYSICAL INTERACTIONS

Workers are prohibited from using physical discipline in any manner for behavioral management of Protected Persons. **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 Protected Persons. This holds true even if parents/guardians request otherwise.

VERBAL INTERACTIONS

Verbal interactions between Workers and Protected Persons should be positive and uplifting. Workers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents/guardians in the spiritual growth and development of Protected Persons.

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

CHILDREN

Children are to be disciplined first using positive reinforcement, close proximity to Workers, choices and redirection. In the event these interventions do not work, Workers will use time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child 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 entire 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 two 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.

Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Associate Pastor of Education and Children's Ministry. Always try to end on a positive note when speaking with parents/guardians. Never give the impression that a child is no longer welcome in the ministry event/class. Therefore, the Director must have contact information for parents/guardians of each Protected Person at all times.

STUDENTS

If a student is unruly or fails to comply with verbal warnings or instructions from Workers, the student's parents/guardians will be contacted, and that student may be asked to leave (if not endangered by doing so) or the student's parents/guardians will be asked to pick up the student. In the event of a fight or physical altercation, the workers will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported to parents/guardians and to the Ministry Director. Therefore, the director must have contact information for parents/guardians of each Protected Person at all times.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINES

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 paid female nursery/childcare Workers or the child's parents/guardians will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery/childcare 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 and/or sign-in-sheet. ("Seth Adams has 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 paid female nursery/childcare Workers or the child's parents/guardians 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/guardians should be consulted on each child's progress in the toilet training process before leaving the child with Workers. Any special instructions given by parents/guardians leaving children in the nursery will be recorded on the registration card or sign-in sheet. (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 by our church in the children's area, if the parent/guardian 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 the individual capabilities.) Workers should never take a child alone to the restroom.

When a child is taken to a bathroom outside the classroom, a Worker must check the bathroom before the child enters to ensure it is safe. Ideally he/she will remain outside the bathroom while the child is inside.

If a worker 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 go 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.

Any assistance with the straightening or fastening of garments should be done in the open.

SPECIAL NEEDS

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

ALCOHOL, TOBACCO, AND DRUG USE

Workers are prohibited from the use, possession, or being under the influence of tobacco (including "e-cigarettes), alcohol, illegal drugs or impairing medications while on church property, while traveling with

Protected Persons, or while in the presence of Protected Persons or their parents/guardians. MUMC is a tobacco free facility.

MEDICATION

Medication may be given to a Protected Person by a Worker with written instructions from the parents/guardians. The medication must be in the original packaging, including over the counter medications. 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

Workers should never be nude in the presence of Protected Persons 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.), the Ministry Director will submit a plan for approval to his/her supervisor concerning arrangements for showering or changing clothes.

ONE-TO-ONE INTERACTIONS

We recognize that meeting the emotional needs of Protected Persons may occasionally require a staff member to minister to them on an individual basis. It shall not be a violation of the two-adult policy for the staff person to meet with the Protected Person, when the Protected Person or his/her parents/guardians have requested the closed meeting, provided:

1. If a child is in sixth grade or younger, parent's/guardian's permission will be obtained in writing.
2. The meeting is for a relatively brief time.
3. The Minister/Director informs another paid member of the MUMC staff at the beginning and end of the meeting.
4. A confidential record of the meeting, its duration, and the identity of the Protected Person involved is kept.
5. Such meetings are infrequent.

TRANSPORTATION

Workers may from time to time be in a position to provide transportation for Protected Persons. The following guidelines should be strictly observed when Workers are involved in the transportation of Protected Persons for ministry purposes:

1. Drivers must have a valid driver's license and current insurance as well as a clean driving record.
2. Protected persons should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Best practices of ministry recommend two unrelated adults

in every vehicle. Never will there be an individual Protected Person alone with an adult in a vehicle.

3. Workers should avoid physical contact with Protected Persons while in vehicles.
4. No cell phones (including “hands free” devices and texting) may be utilized by the driver while driving Protected Persons or any church vehicle, unless in an emergency.
5. No drivers under age 25 may drive Protected Persons.
6. Students who are licensed drivers will not be allowed to drive themselves from the church to an off-site church event. Occasional exceptions may be made in consultation between the Director, parents/guardians, and student.

Parents/guardians are discouraged from asking leaders to transport children or youth. However, if a leader does transport a child or youth at the parent’s/guardian’s request, this should be recognized as informal contact (not part of church activities), and the guidelines for informal contact should be followed (see “Informal Contact” below).

INFORMAL CONTACT

Informal contact independent of MUMC activities refers to phone calls, letters, email, messaging, or face-to-face contact between a Worker and a Protected Person that is not connected to official MUMC activities. MUMC recognizes that informal contact between Workers and Protected Persons frequently occurs; for example, Workers may hire teens as babysitters for their own children, or Workers may see children or students during social events with the child’s/student’s family. This interaction is usually legitimate and beneficial. However, Workers should see permission of parents/guardians before having informal contact with their child. The Worker should clearly let the parents/guardians know the nature of the contact and that it is not part of a church activity. Parents/guardians are responsible for monitoring this informal contact.

PARENTAL/GUARDIAN CONTACT

Parents who leave a child in the care of our Workers will be contacted if the Protected Person becomes ill, injured, or has a severe disciplinary problem. Therefore, Workers must have contact information for each child/student at all times.

PARENTAL INVOLVEMENT

Parents/guardians are encouraged to visit any and all services and programs in which their Protected Person is involved at our church. Parents/guardians have an open invitation to observe all programs and activities in which the Protected Person is involved. However, parents/guardians who desire to

participate in or have continuous, ongoing contact with their children's/students programs will be required to complete our volunteer application and screening process.

PHYSICAL CONTACT

Our church is committed to protecting children, students, and vulnerable adults in its care. To this end, our church has implemented a "physical contact policy" which promotes a positive, nurturing environment for our Ministries with Protected Persons while protecting children, students, and vulnerable adults, as well as those who work with them. The following guidelines are to be carefully followed by anyone working in ministries with Protected Persons.

1. Physical contact should be for the benefit of the Protected Person and never be based on the emotional needs of a Worker.
2. Side hugs, pats on the back, "high fives", handshakes, and other forms of appropriate physical affection between Workers and Protected Persons are important for human development, and are generally suitable in the church setting. Workers must be aware of how it looks and how the person being touched may interpret the contact.
3. Inappropriate touching, which includes, but is not limited to:
 - frontal hugs
 - back rubs
 - massages
 - lap sitting
 - kissing
 - and any other inappropriate displays of affection between Workers and protected Persons are forbidden.

Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Ministry Director, or the Senior Pastor. Furthermore, if you see Protected Persons engaging in these behaviors, you are to ask them to stop.

4. Physical contact and affection should be given only in observable places or when in the presence of other Protected Persons or Workers. 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 Workers in ministries with Protected Persons must foster trust at all times. Personal conduct must be above reproach. Remember: Perception is reality.
6. Do not force physical contact, touch or affection on a reluctant Protected Person. A protected person's preference not to be touched must be respected.
7. Workers are responsible for safeguarding Protected Persons under their supervision from inappropriate or unwanted touch by others, including that initiated by other Protected Persons or peers.

8. Any inappropriate behavior or suspected abuse by a Worker or Protected person must be reported immediately to a direct supervisor, the Ministry Director, or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Workers are prohibited from engaging in any sexually oriented conversations with Protected Persons, and are not permitted to discuss with any Protected Person any inappropriate or explicit information about their own personal relationships, dating or sexual activities. However, it is expected that from time to time Ministries discussions and lessons may address age appropriate issues related to human sexuality. These lessons will convey to the Protected Person the church's view on these topics.

CHILDREN

A parent/guardian signature will be required for each child involved in such lessons.

STUDENTS

It is recommended that parents/guardians be notified in advance of these lessons.

GRAPHIC, VIOLENT, AND/OR SEXUALLY ORIENTED MATERIALS

Workers in our ministries with Protected Persons are prohibited from possessing any graphic, violent, and/or sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of Protected Persons, with the exception of approved teaching materials discussed above. Leaders should check with parents/guardians and use good judgement regarding PG or PG-13 movies. No R-rated movies are permitted. In addition leaders should check with parents/guardians and use good judgment regarding age appropriate E-10 and Teen rated video games. Video games rated Mature or over are not permitted.

SLEEPING ARRANGEMENTS

It is anticipated that certain ministry activities may occasionally require that overnight sleeping arrangements be made for Protected Persons and Workers (i.e. retreats, lock-ins, mission trips, etc.). In the event an activity requires sleeping arrangements, Workers will strictly observe the following rules:

1. The two unrelated adult rule must be followed. The two adult leaders present must have previously completed our church's application and screening process.
2. Overnight arrangements, including sleeping, bathing, and changing, must be submitted in writing to and approved by the Senior Pastor prior to the activity, and have signed approval of parents/guardians. It is recommended that this information be included in the permission slip for the event and signed by the parents/guardians.

3. As long as any Protected Persons are awake, two of the leaders must also be awake and monitoring Protected Persons to ensure safe behavior.
4. Appropriately modest sleeping attire must be worn by Workers and Protected persons.
5. In the event of a sleepover on campus that involves males and females, males and females must sleep in separate rooms, properly supervised by leaders of the same gender.
6. Workers will monitor sleeping protected persons by periodically conducting visual bed checks to ensure that sleeping Protected Persons remain in designated sleeping places. During bed checks, Workers should never physically touch a child/student.
7. In the event that overnight arrangements do not include standard beds, each Worker and Protected Person will use single sleeping bags or blankets. In these instances, a “one-person-to-one-bag or blanket” rule will be observed.

SOCIAL MEDIA

Social Media is defined as social networking websites or applications that foster interactions in a virtual environment, including, but not limited to, Facebook, Instagram, MySpace, Tumblr, Twitter, Flickr, blogs, dating websites and apps; and video call services such as FaceTime or Skype, as well as email, instant messaging, texting and phone calls.

As our church seeks to provide a safe environment for Protected Persons, it shall be within the scope of our ministry to educated parents/guardians, youth, and children on the safe use of social media platforms. It is recommended that parents/guardians always monitor their child’s/student’s social media interactions.

To the best of their ability Workers who work with Protected Persons shall not:

1. Use social media of any type to share photographs or video of Protected Persons anywhere on the internet without specific written permission given to MUMC by their parents/guardians.
2. Post personal information of Protected Persons with or without photos or videos, anywhere on the internet without specific written permission given to MUMC by their parents/guardians.
3. Ask a Protected Person to be a “friend” using any type of social media such as Facebook. Adults may accept a “friend” request from Protected Persons with the knowledge and permission of their parents/guardians. We strongly recommend that youth small groups each have a closed Facebook group for added safety. Groups should have at least two unrelated adult staff or adult administrators. Invitations to youth to join the group should be made by adult staff or their designees.
4. Ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected/exploited. The Ministry Director or Senior Pastor should be contacted immediately in compliance with Texas law and this policy.
5. Use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures, manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a

Protected Person are also inappropriate, much like it is inappropriate for a face to face discussion of this type to take place with no additional supervision. Conversations through social media should always be conducted by means that can be recoverable (e.g. email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians are aware of communication that exists between their child and any adult.

RELEASE OF CHILDREN

At any time that a child has been entrusted to our Children's Ministry Workers, our church incurs responsibility for the safety and well-being of the child. Workers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry Workers are responsible for releasing children in their care only to parents/guardians or other persons designated by parents/guardians at the close of service or activities. In the event that Workers are uncertain of the propriety of releasing a child, they should immediately locate or contact their direct supervisor or the Ministry Director before releasing the child. For children:

- Third grad and younger, only a parent/guardian or other adult with the identifying nametag may pick up the child.
- Fourth grade or older may be released from Sunday school and other events by the Workers without being picked up by parents/guardians or other designated persons, provided the parents/guardians have given permission to do so and is identified on the child's name tag.

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

Parents/guardians shall be responsible for providing the Minister/Director with any special circumstances as they arise relating to the custody of the child. When parents/guardians must pick up a child, the parents/guardians should do so immediately at the end of the Sunday school class or event and before going to other activities.

MINISTRY-SAFE KEY STAFF/VOLUNTEERS AT MUMC

Indicated below are the names of persons 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 NUMBER	EMAIL
Senior Pastor	Rev. Dr. Jerry Chism	(817) 354-9038	jerryc@martinmethodist.org
Associate Pastor of Ed and Children's Ministry	Rev. Terre McGill	(817) 354-9038	terrem@martinmethodist.org
Director of Youth Ministries	Faiana Funaki	(817) 354-9038	faianaf@martinmethodist.org
Director of Young Adults and Outreach	Katie Nelson	(817)354-9038	katien@martinmethodist.org
Martin Preschool Director	Judy Lindner	(817) 354-9041	judy@martinmethodist.org
Staff Parish Relations Chair	Doug Northup	(817) 354-9038	dmnorthup@sbcglobal.net
Business Director	Chris Galloway	(817) 354-9038	chrisg@martinmethodist.org

ADDENDUM 1

REPORTING PROCEDURES

The person reporting an incident of abuse shall contact the Director (as previously defined in the Definitions section) or a minister of the church, or the Chair of the Safety Committee as soon as safely possible.

All situations shall be handled confidentially with due respect for the privacy of the alleged victim and all others involved in the incident. Before, during, and after the making of a report, the incident and report should be disclosed only to and discussed only with those defined by this policy as having a need to know.

The person making a report shall inform the Ministry Director or Senior Pastor of all facts known with respect to the incident. Upon receiving a report of an incident, the Ministry Director or Senior Pastor together with the person making the report shall complete the written Suspicion of Child Abuse Report. However, in all cases where the alleged abuser is the person to whom the a report should be made, he/she shall be considered absent for purposes of this reporting procedure, and the report shall be made to that Director's immediate supervisor or Senior Pastor.

In all cases where any worker has reasonable cause to believe that a Protected Person participating in or involved in MUMC ministries may have been abused or neglected, the Worker is required by state law to make a report to the DFPS. Prior to making such report, the Worker should follow the internal reporting procedure outlined above. If the Worker is in doubt regarding whether a report should be made, he/she should consult with the Ministry Director or Senior Pastor. The person reporting the incident of abuse and the Ministry Director or Senior Pastor shall then, together, contact DFPS. However, if after consulting with above said Ministry Director or Senior Pastor, the Worker is the only one who believes abuse or neglect has taken place, then the Worker shall make a report to the Texas Department of Family and Protective Services and immediately inform the Ministry Director or Senior Pastor, or Chair of the Safety Committee of having done so.

IMMINENT THREAT

In all cases where an imminent threat of continued or additional abuse exists, any person with knowledge or information about such abuse shall immediately contact another adult and take steps to ensure the safety of the Protected Person. After the safety of the Protected Person has been secured, the person with knowledge or information about the incident of abuse shall complete a written Suspicion of Child Abuse Report. In instances where the abuse of a Protected Person is alleged to have occurred at home and the child's safety at home is in doubt, the person reporting the alleged abuse shall, in consultation with the Ministry Director or Senior Pastor, call 911 to notify the appropriate law enforcement official.

RESPONDING TO THE REPORT

When a Ministry Director or Senior Pastor receives a report of an incident of abuse, he/she shall immediately take all steps necessary to ensure the safety of the alleged victim. After the safety of the alleged victim has been secured, and after the report has been appropriately documented (using the Suspicion of Child Abuse Report), the person receiving the report shall:

1. Immediately contact the parents/guardians of the alleged victim and inform them of the alleged incident. If one parent/guardian is the alleged wrongdoer, the person receiving the report shall not contact either parent/guardian until after DFPS has conducted their initial investigation.
2. Immediately contact MUMC legal counsel, who shall, as soon as possible but at least within 72 hours of the report, conduct an investigation (with the assistance of either the Ministry Director of Children or Students if the attorney requests such assistance) and determine whether there is reasonable cause to believe that the abuse may have occurred.
3. Take all reasonable steps necessary to ensure that the alleged wrongdoer has no contact with the alleged victim pending the investigation.
4. Take all steps necessary to ensure the alleged wrongdoer is barred from further work with Protected Persons pending the investigation.
5. If, after investigation, there is a finding of abuse or neglect, the Ministry Director or Senior Pastor shall follow the steps set out below in section marked "Finding of Abuse", and timely make a report of the subject abuse neglect to DFPS.

INVESTIGATION

Upon notification of a reported incident of abuse within ministries of MUMC, the attorney shall conduct an investigation under the supervision of the Safety Committee. The Safety committee shall ensure:

1. That the investigation is kept strictly confidential and that all evidentiary privileges are maintained.
2. That the investigation is thoroughly documented and that a confidential file is maintained.
3. That all witnesses with information concerning the alleged abuse are contacted and interviewed.
4. That the interest of the alleged victim and alleged wrongdoer are protected during the investigative phase.
5. That the attorney, as soon as possible but at least within 72 hours of the report and in consultation with the Safety Committee, reaches a conclusion whether there is reasonable cause to believe abuse may have occurred.

FINDING OF NO ABUSE

If the attorney finds that there is not a reasonable cause to believe the alleged abuse may have occurred, the attorney shall provide a written report to the Safety Committee. The accused may be reinstated. The written report shall:

1. Preserve the identity, confidentiality, and privacy of the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.

2. Summarize the allegations and the steps taken to investigate them.
3. Set forth the conclusion and the reasons supporting the conclusion.
4. Set forth the temporary actions taken by the Safety Committee and also set forth a recommendation of additional action to be taken, if any, by the SPRC in response to the reported incident of abuse (see page 6, Enforcement of Policies).

FINDING OF ABUSE

If the attorney finds that there is reasonable cause to believe abuse may have occurred, the attorney shall provide a written report to the Safety Committee and shall meet with the Safety Committee to discuss the report. The report shall:

1. Preserve the identity, confidentiality, and privacy of the alleged victim, the alleged wrongdoer, and all witnesses identified and contacted.
2. Set forth the allegations and the steps taken to investigate the allegations.
3. Set forth the facts discovered during the investigation.
4. Set forth the conclusion reached as a result of the investigation and the reasons supporting the conclusion.
5. Set forth the temporary actions taken by the Safety committee and additional actions, if any, to be taken by the SPRC.

In addition, the Senior Pastor shall ensure that the following actions are taken:

1. Send notice of a claim or potential claim to MUMC general liability insurance carrier and, if appropriate, the sexual misconduct liability insurance carrier, as soon as possible, but in no event later than thirty (30) days after receiving the report of the incident or such shorter period of time as set forth in any applicable policy of insurance. In addition, provide the carrier with all other information and cooperate with such carrier as may be required.
2. Cause the Crisis Response Plan (see page 26) to be implemented.
3. Report the incident to the District Superintendent and the Bishop.
4. Conduct all further investigations as directed by the SPRC.

In addition, the Safety Committee shall determine the need for counseling for the alleged victim, the alleged abuser, and others who may be aware of the incident. Where appropriate, the church should provide such counseling directly or arrange for it through other sources.

VIOLATIONS OF THE TWO-ADULT POLICY

Upon receiving information indicating a violation of the two-adult policy, the person receiving such information shall document the alleged violation by completing the Violation of Child Abuse Policy Report, discuss the violation with the person alleged to have violated the policy, and submit the report to the appropriate Director.

If any person refuses to comply with this policy or continues to violate this policy, such person shall be barred from further work with Protected Persons.

CRISIS RESPONSE PLAN

General Guidelines

The Safety Committee shall select a spokesperson to handle dissemination of information to staff, media and the congregation. In his/her absence, the Senior Pastor will be the spokesperson. The Safety Committee shall have ready for release a clear position statement outlining MUMC's policy regarding any abuse of Protected Persons and the establishment of safeguards. The Safety Committee shall select an attorney who will be present with the spokesperson while answering any investigative questions from the police or social service agencies.

The church spokesperson shall use text or a prepared public statement to answer questions from the news media and or inform the congregation. At all times, the identity, privacy and confidentiality of all those involved must be strictly maintained to the extent possible.

The church spokesperson should keep in mind that information given to or obtained by news media may have a bearing on the church's liability, so careful judgement should be exercised. Media questions should be anticipated. If he/she does not know the answer to a question, he/she can seek additional information prior to responding.

Guidelines for Spokesperson:

1. Be prepared.
2. Be candid and honest.
3. Be clear, concise, and in context.
4. Take notes.
5. Always respond to all calls and questions as quickly as possible.

ADDENDUM 2

Martin United Methodist Church
2621 Bedford Road, Bedford, TX 76021
(TELC) 817-354-9038

Emergency Preparedness Plan

1. In an emergency, the first responsibility of the Workers is to move the Protected Persons to a designated safe area or alternative shelter known to all employees, caregivers and volunteers, and posted beside the light switch in each classroom.
 - a. In the event of a weather alert (tornado, severe thunderstorm, etc.) that place will be the restrooms in front of the Preschool director's office in Building C (Tom Vastine Education Building).
 - b. In the event of a building evacuation due to fire, explosion or chemical spill, that place will be the far northwest end of the parking lot, near the dumpster and storage building.
2. If the Protected Persons are going to the parking lot, they will all walk with their respective Workers.
3. The Associate Pastor of Education and Children's Ministry, or designated appointee, will need to take the emergency bag with parent/guardian contact information as well as Protected Persons in attendance. The Director will also make sure all Protected Persons are accounted for.
4. Parents/guardians may call Martin UMC at 817-358-9038, or Terre McGill at 817-823-4387. Communication will be made with authorities using cell phone service if it is available in order to leave location phones open for parent calls.
5. Parent/guardian and emergency contact telephone numbers for each child in care will be available with the Director at all times. Authorization for emergency care will be included.
6. We will continue to use our sign in/sign out policy to track children still in care.
7. A copy of this plan will be available to all parents/guardians upon enrollment and will be included in Ministry Safe Policy & Procedures.

POLICIES AND PROCEDURES
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT
(Your Copy)

I have received and read a copy of the MUMC 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. Any changes will be made public.

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 this church. 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 as well as manual guidelines that are changed or deleted.

I acknowledge receipt of the policies and procedures manual.

Worker's name (please print)

Worker's signature

Date: _____

POLICIES AND PROCEDURES
STATEMENT OF ACKNOWLEDGEMENT AND AGREEMENT
(MinistrySafe Copy)

I have received and read a copy of the MUMC 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. Any changes will be made public.

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).

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I understand it is my responsibility to review new guidelines which may be created and distributed as well as manual guidelines that are changed or deleted.

I acknowledge receipt of the policies and procedures manual.

Worker's name (please print)

Worker's signature

Date: _____