



# ***POLICY MANUAL***

## ***2010***

### **Mission Statement:**

***God has called Custer Road United Methodist Church  
into being to make disciples of Jesus Christ.  
Custer Road seeks to fulfill its calling by helping  
any and all people grow in their experience and commitment to Jesus Christ through providing  
opportunities for worship, nurture, fellowship, and service.***

### **Vision Statement:**

***Custer Road United Methodist Church ...  
where God is offering hope through Jesus  
and transforming lives through the power of the Holy Spirit.***

**This policy manual has been compiled to aid staff, program council chair and all committees to work more efficiently within the guidelines of the church, its policies and its programs. If you have questions, contact the staff person responsible for your area.**

***4/5/2010***

Office Open: Monday - Thursday 9 a.m. - 4:30 p.m.; Friday 9 a.m. - noon

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<b>Melissa Hatch</b>	<b>College/Young Adult/Singles Ministries</b>	<b>ext. 223</b>
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## ***TABLE OF CONTENTS***

<p><b>Program Council</b>  <b>Scheduling an Event</b>  <b>Modifying/Canceling an Event</b>  <b>Room Set-up</b></p>	<p><b>Page 6</b></p>
<p><b>Room Clean-up</b>  <b>Publicity – Newspaper</b>  <b>Publicity – Bulletin Insert Announcements</b></p>	<p><b>Page 7</b></p>
<p><b>Publicity – Website</b>  <b>Publicity – e-Connections Electronic Newsletter</b></p>	<p><b>Page 8</b></p>
<p><b>Publicity - Hallway Monitors</b>  <b>Publicity - Welcome Slide Show</b></p>	<p><b>Page 9</b></p>
<p><b>Printed Materials</b>  <b>Media Materials – During Sunday Worship Services</b>  <b>Media Materials – Outside of Sunday Worship</b></p>	<p><b>Page 10</b></p>
<p><b>Media Materials – On Church Website</b>  <b>Welcome Center(s)</b>  <b>Computer Check-In Stations</b>  <b>Building and Property Policies</b>  <b>Security Guard</b></p>	<p><b>Page 11</b></p>
<p><b>Opening &amp; Closing the Building (Keys)</b>  <b>East Parking Assistance</b>  <b>Heating and Air Conditioning</b>  <b>Care of Interior Walls</b>  <b>Furniture &amp; Fixtures</b>  <b>Bulletin Boards</b></p>	<p><b>Page 12</b></p>
<p><b>Care of Grounds</b>  <b>Controlled Substances</b>  <b>Use of Rooms</b>          <b>Kitchen</b>          <b>Fellowship Hall, Narthex and Room 130</b></p>	<p><b>Page 13</b></p>
<p><b>Use of Rooms (cont'd)</b>          <b>Sanctuary, Chapel and Upper Room</b>  <b>Weddings</b>  <b>Office Procedures</b></p>	<p><b>Page 14</b></p>
<p><b>Computers - Offices, Library, Journey Computing</b>          <b>"The Word" Room</b>  <b>Copy Machines</b></p>	<p><b>Page 15</b></p>

<b>Clerical</b>	<b>Page 16</b>
<b>Mailing Procedures - Postage</b>	
<b>Mailing Procedures – Daily Mail</b>	
<b>Mailing Procedures - Bulk Mail</b>	
<b>Mailing Procedures – Pitney Bowes PresortXtra</b>	
<b>Name Tags</b>	<b>Page 17</b>
<b>Membership Lists</b>	
<b>Church Equipment - Audio/Visual</b>	
<b>Fixtures, Tables &amp; Chairs</b>	
<b>Safe Sanctuary</b>	
<b>Child Care Policies</b>	<b>Page 18</b>
<b>Preschool and Elementary Policies – Sunday Morning</b>	<b>Page 19</b>
<b>Preschool and Elementary Policies – Other</b>	<b>Page 20</b>
<b>Adult Policies</b>	
<b>Adult Sunday School Task Force</b>	
<b>Adult Sunday School Class Organization and Leadership</b>	
<b>Adult Sunday School Teachers and Curriculum</b>	<b>Page 21</b>
<b>Adult Sunday School Special Programs and Retreats</b>	
<b>Adult Sunday School Fellowship Events</b>	<b>Page 22</b>
<b>Adult Sunday School Class Room Assignments</b>	
<b>Bible Studies</b>	
<b>Bible Studies –Curriculum Policy</b>	
<b>Expenditures</b>	<b>Page 23</b>
<b>Deposits</b>	
<b>Fund-Raising or Fund-Collection Policy</b>	
<b>State Sales Tax</b>	<b>Page 24</b>
<b>Credit Card Fees</b>	
<b>Facility Use Policy</b>	<b>Page 25</b>
<b>Child/Youth Protection Policies and Procedures</b>	<b>Page 31</b>

## **Program Council**

The Program Council is made up of the staff of Custer Road, a lay chairperson and any lay representatives nominated to chair programs of the church. Examples of programs: Education, Missions, Scouts, Singles, Music, etc.

All programs, fundraisers, functions or activities of the church must have a staff sponsor before they can be brought to the Program Council meeting. The program must be approved through the quarterly Program Council meeting before it can be added to the existing programs of the church. (If the program/event/activity approved is a fundraiser, it will next be brought to the Finance Committee for approval.)

The Program Council (staff only) meets quarterly to make sure all programs or fundraisers are sponsored by a staff person, to make sure all programs or fundraisers are appropriate for the church and its mission statement and to make sure there is not a programming conflict. The sponsoring staff person brings new ideas, programs, fundraisers and meeting dates before the Program Council. Discussion may ensue, followed by a vote of approval. Occasionally, guidelines for the use of the facilities are discussed as well.

The Program Council also shares ideas of how to improve different programs in the church or to help one area work with another area. The staff stays in communication with the Program Council chairs of their individual area(s) to let them know what happened at the staff-only meeting. Minutes are also sent to all staff and chairs.

## **Scheduling an Event**

1. The church building is available for meetings only to groups that are programs of the church, are church-sponsored and/or have been approved through Program Council. (See attached Facility Use Policy, to be used by "outside" non-profit organizations.)
2. All events, whether a meeting, an all-church event, worship service, wedding, funeral, or an off-site event, must be added to the church calendar by your staff person using the EventU Reservations System.
3. By using EventU, we will be able to insure the availability of a room and include the event in the Calendar of Events on the back of the Sunday morning worship bulletin. All areas of the church are considered a room (Kitchen, Fellowship Hall, Narthex).
4. Information must be submitted to your staff person 10 days prior to an event but can be made for any **future** event if date, time and location are correct and firm. Your staff person will double-check dates in EventU, then direct the request to the Director of Facilities and the Coordinator of Nursery/Child Care & Preschool if child care is being requested.
5. If there is a conflict with your event reservation, your staff person will try to find another room for you to use.

## **Modifying/Canceling an Event**

Let your staff person know of any cancellations/changes as soon as possible. Child care must also be cancelled/changed (if previously requested) through the Director of Child Care.

## **Room Set-up**

1. If you need the room you have reserved set up in a particular layout, let your staff person know as soon as possible. Your staff person will see that the layout is requested through the EventU system, or by leaving a drawing that you provide (with name and phone number legibly printed on it) with them.
2. Only church-sponsored activities will be facilitated.
3. Rooms may be set up for you any day of the week.

4. A 10-day lead-time is required; less than 10-day lead time may result in room set-up being done by the person(s) using the room.

### **Room Clean-up**

All areas are set up with Sunday morning in mind. Do not use a room that you have not requested and change the room set-up; this will cause a problem for the people scheduled to use the room on Sunday morning.

### **Publicity - Newspaper**

1. Lay persons must submit articles for publication in the paper to the appropriate staff person by 9 a.m. Monday, twelve days prior to the Friday publication date.
2. Articles will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system.
3. Information must be saved in the computer by your staff person by 10 a.m. Wednesday, nine days prior to the Friday publication date, for final editing and layout.
4. All articles accepted for publication in the church newspaper must relate directly to church-sponsored activities.
5. Fund-raiser information accepted for publication in the church newspaper must have prior approval of the Finance Committee and the Program Council.
6. Articles must be submitted in legible writing. **NO ARTICLES WILL BE TAKEN OVER THE PHONE.**
7. Please note on the article the publication date the article should run (which is always a Friday), and an information phone number.
8. The newspaper will be sent to all active adult members of Custer Road United Methodist Church.
9. The newspaper will be sent to requesting visitors. An annual subscription to the newspaper is \$20.

### **Publicity - Bulletin Insert Announcements**

1. Lay persons must submit articles for publication in the bulletin insert to the appropriate staff person by 9 a.m. Monday, thirteen days prior to the Sunday publication date.
2. Information will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system.
3. The editor reserves the right to final editing of the announcement. Information must be submitted to the editor by 10 a.m. Wednesday, eleven days prior to the Sunday publication date, for final editing and layout.
4. Space allowance for a bulletin insert announcement is 4 lines (approximately 40-45 words) unless the editor approves additional space. Other announcements will be printed according to the date of the event if there is a problem for space.
5. Bulletin insert announcements must be submitted in legible writing. **NO ANNOUNCEMENTS WILL BE TAKEN OVER THE PHONE.**
6. All announcements must point to Fellowship Hall for complete information, sign-ups and money collections, if needed.
7. Bulletin inserts (separate sheets) will not be allowed unless approved by the Worship Committee.
8. No social events for Sunday school classes will be publicized in the bulletin insert. All articles accepted for publication in the bulletin insert must relate directly to church-sponsored activities.
9. Fund-raiser information accepted for publication in the bulletin insert must have prior approval of the Finance Committee and the Program Council.
10. Any once-a-month ongoing event\* may be publicized one week before the event if space allows. Any area with several ongoing groups meeting each week may refer to the "Calendar of Events" printed on the bulletin each Sunday for information on times and places.

11. No announcement for hiring for positions other than church positions may be put in the bulletin insert.
12. Fund-raisers can be included if previously approved through the Finance Committee and the Program Council.
13. An announcement will have three (3) weeks\* to run in the bulletin insert for a new event, prior to the event, if space is available.

\* Exceptions to this rule will be announcements occurring every Sunday in the bulletin: communion in the Chapel, the Singles gathering, joining Custer Road, Sunday school for all ages, etc. These will be inserted in the bulletin as space allows and will change according to input from the Worship Committee.

### **Publicity - Website**

1. Information for publication on the website must be submitted to your staff person.
2. Information must be submitted to the staff person in legible writing. **NO INFORMATION WILL BE TAKEN OVER THE PHONE.**
3. Information will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system.
4. Information must be saved in the computer by your staff person for final editing and layout by the Webmaster.
5. All information accepted for publication on the church website must relate directly to church-sponsored activities.
6. Fund-raiser information accepted for publication on the church website must have prior approval of the Finance Committee and the Program Council.
7. Please note the publication date that the information should be posted to the web, and an information phone number.
8. **The church will not provide links from the church website to websites created by other individuals or businesses. Some links may be approved, by the Program Council, to appropriate websites and/or servers in order to accomplish internal business such as background checks or other like business.**

### **Publicity – e-Connections Electronic Newsletter**

1. Information for publication in e-Connections weekly electronic newsletter must be submitted to your staff person.
2. Information must be submitted to the staff person in legible writing. **NO INFORMATION WILL BE TAKEN OVER THE PHONE.**
3. Information will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system.
4. Information must be saved in the computer by your staff person for final editing and layout by the Webmaster.
5. All information accepted for publication in the electronic newsletter must relate directly to church-sponsored activities.
6. Fund-raiser information accepted for publication in the electronic newsletter must have prior approval of the Finance Committee and the Program Council.
7. Please note the publication date that the information should be posted in the electronic newsletter, and an information phone number.
8. **The church may provide links from the e-Connections electronic newsletter to websites created by other individuals or businesses only when applicable to supporting the missions and objectives of Custer Road UMC.**

## **Publicity – Hallway Monitors**

1. Information for display on the hallway monitors will consist of the following: daily church schedule (will reflect what is in the church scheduling software ONLY), generic announcements (worship service times, special church-wide events), pictures of church activities.
2. Information for display on the hallway monitors must be submitted to your staff person.
3. Information must be saved in the computer by your staff person by 10 a.m. Wednesday, for the following Sunday through Saturday displays.
4. Information will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system in the standard display format. Any information that is not in the standard display format will not be used until it is corrected by your staff person.
5. All information accepted for display on the hallway monitors must relate directly to church-sponsored activities.
6. Fund-raiser information accepted for publication on the hallway monitors must have prior approval of the Finance Committee and the Program Council.
7. Information must be submitted in legible writing. **NO INFORMATION WILL BE TAKEN OVER THE PHONE.**
8. Final approval for all information will rest with the staff person responsible for the hallway monitors. Any information deemed inappropriate or not in the proper format will not be used.
9. No social events for Sunday school classes will be publicized on the hallway monitors.
10. All information accepted for display on the hallway monitor must relate directly to church-sponsored activities.
11. No announcement for hiring of any kind may be displayed on the hallway monitors.
12. Fund-raisers can be included if previously approved through the Finance Committee and the Program Council.
13. An announcement will have three (3) weeks to be displayed on the hallway monitors for a new event, prior to the event, if space is available.

## **Publicity – Welcome Slide Show**

1. Information for display in the welcome slide show will consist of the following: generic announcements (worship service times, special church-wide events), pictures of church activities, event and program information and recruitment.
2. Information for display on the hallway monitors must be submitted to your staff person.
3. Information must be saved in the computer by your staff person by 10 a.m. Wednesday, eleven days prior to the Sunday publication date.
4. Information will be edited for content and appropriateness by the staff person responsible for that area and placed into the church's computer system in the standard display format. Any information that is not in the standard display format will not be used until it is corrected by your staff person.
5. All information accepted for display in the welcome slide show must relate directly to church-sponsored activities.
6. Fund-raiser information accepted for publication on the welcome slide show must have prior approval of the Finance Committee and the Program Council.
7. **NO INFORMATION WILL BE TAKEN OVER THE PHONE.**
8. Final approval for all information will rest with the staff person responsible for the welcome slide show. Any information deemed inappropriate or not in the proper format will not be used.
9. No social events for Sunday school classes will be publicized in the welcome slide show.
10. All information accepted for display in the welcome slide show must relate directly to church-sponsored activities.
11. No announcement for hiring of any kind may be displayed in the welcome slide show.
12. Fund-raisers can be included if previously approved through the Finance Committee and the Program Council.

13. An announcement will have three (3) weeks to be displayed in the welcome slide show for a new event, prior to the event, if space is available.
14. All announcements must point to Fellowship Hall or the breezeway for information.
15. The staff person responsible for that area must be the contact person on the slides
16. Special event slide shows (e.g. Confirmation) should be coordinated with the Welcome Slide Show editor at least two (2) weeks prior to the Sunday publication date.

### **Printed Materials**

1. All printed materials representing CRUMC must be approved by the Creative Director in order to maintain and protect CRUMC's visual image.
2. The CRUMC preferred logo must be used at all times, unless color and/or printing methods dictate otherwise.
3. If the preferred logo cannot be used, approval for secondary logos must be approved by the Creative Director.
4. The CRUMC logo, address, phone and fax numbers and web site must be included on all printed materials.
5. The Creative Director must have a minimum of six hours and a maximum of twenty-four hours to review and approve printed materials.

### **Media Materials – During Sunday Worship Services**

1. All media to be used during Sunday Morning Worship Services in the Sanctuary must be approved by the Media Ministry Coordinator, Director of A/V and Music Minister.
2. All needs and ideas for media during worship should be brought to only the Media Ministry coordinator or Director of A/V with as much advance notice as possible, but definitely no later than the Tuesday immediately preceding the Sunday worship service in which the media is to be placed.
3. If a video is desired, enough lead time must be allowed to obtain the necessary elements to be used in the video (ie. voiceovers, interviews, stock footage), create a rough draft, receive feedback from the appropriate ministry areas, and finalize the video.
4. While it is preferable for the Media Ministry Coordinator to create all media to be used in the service, certain exceptions may apply. The Media Ministry Coordinator must be kept in the communication loop at all times and has final authority on content and quality in order to maintain CRUMC's visual image.

### **Media Materials – Outside of Sunday Worship**

1. Approval from the Media Ministry Coordinator is not required to use media for an event other than Sunday morning worship. However, depending on the use of the media and/or exposure to people outside of the church, certain restrictions may apply to ensure quality and protect CRUMC's visual image.
2. The Media Ministry Coordinator is available to help all ministry areas create content for their areas. Contact the Media Ministry Coordinator or Director of A/V *prior* to beginning any media project as we may be able to provide tips, suggestions, and possibly equipment to ensure a quality product.
3. All needs and ideas should be brought to only the Media Ministry Coordinator or Director of A/V with as much advance notice as possible. All media needed for worship takes priority over all other requests.
4. Media that is not created by the Media Ministry Coordinator or from outside sources (such as Powerpoint slides, DVDs, video files, etc) that requires the use of A/V equipment in either the Sanctuary or Upper Room should be provided to either the Media Ministry Coordinator or Director of A/V no less than 24 hours prior to the event to ensure compatibility with CRUMC equipment. No guarantees can be made that media will work if no advance notice is given. The staff person in

charge of the event is responsible for coordinating with and making sure that outside parties who will be providing any media are aware of and follow this policy.

5. If the Media Ministry Coordinator is not involved, it is the responsibility of the staff person for a particular ministry area to review all content/quality prior to using any media and make sure that appropriate procedures have been followed as it pertains to copyright laws.

### **Media Materials – On Church Website**

1. CRUMC provides a webpage in which videos related to church activities may be uploaded.
2. The Director of A/V will review all uploaded videos prior to releasing them for public viewing on the webpage and has final authority if a video is accepted for use.
3. Uploaded videos may be edited for content, size, and/or time restraints.
4. Depending on size/space restrictions, certain videos may only be made available for a limited time.

### **Welcome Center(s)**

1. There are several welcome centers throughout the first floor of the building. Each welcome center has a staff person who owns it.
2. All items placed on or around any welcome center must be assigned by the staff owner of that specific welcome center.
3. All welcome centers must be manned by a staff person or pre-approved volunteer during our three Sunday worship services.
4. All welcome center collateral needs to be kept up to date.

### **Computer Check-In Stations**

1. Computer check-in stations are to be used by authorized individuals/organizations for check-in purposes only.
2. The staff person responsible for each ministry area and at least one other designated person should be fully trained on how to use check-in as it pertains to their ministry area. It is the responsibility of each ministry area to make sure that a trained person is available each time the system needs to be used for their ministry needs.
3. Each ministry area will be responsible for purchasing labels and/or reimbursing another ministry area depending on the quantity used.
4. Check-in stations can be set up on a schedule to power on automatically. However, it is the responsibility of each ministry area to log off and completely shut down the stations at the end of the day or event. The Check-In Coordinator will maintain a master list of which stations will be powered up at what time and who is responsible for shutting them down.

### **Building and Property Policies**

The church property and grounds are the responsibility of the Board of Trustees. All areas of the church are multi-purpose rooms and are used by many groups in the church. No group “owns” a room and decisions to move groups to other appropriate areas are made using relevant criteria.

### **Security Guard**

1. There is a Security Guard on duty every day of the week from 4:30 p.m. until the last group leaves, or 10 p.m.
2. For events when the church office is closed, the chairperson of each program should work with their staff person about un-locking and re-locking the building for any meeting or function.

### **Opening & Closing the Building (Keys)**

1. Building security is the staff person's responsibility.
2. Chairpersons will be issued outside door keys if needed for events, programs or meetings. Upon completion of a term as the chair, the key must be returned to the Business Administrator.
3. Staff is responsible for recovering a building key when a lay person rotates out of a position and returning it to the Business Administrator, or seeing that the lay person does so.

### **East Parking Assistance**

1. Police Officers shall be on duty directing automobile and pedestrian traffic Sunday mornings to maintain safety.
2. Officers shall work from 8:15 a.m. to 12:15 p.m.

### **Heating & Air Conditioning**

Our energy management system requires that information be entered into EventU for any activity using the facilities. This will provide heat/air conditioning for your meeting in the building. Likewise, EventU must be used for activities being changed or cancelled.

### **Care Of Interior Walls**

1. The suitability of any item to be attached to an interior wall must be approved by the Board of Trustees or the Director of Facilities, and must be installed under supervision. The content of what is on the wall is determined by various committees/groups.
2. In order to preserve the paint and condition of the interior walls, extreme care must be taken in attaching materials to walls. It is requested that nothing be tacked, pinned, taped, stapled, etc. to hallway walls or to walls in Fellowship Hall. Large bulletin boards are provided in hallways for this purpose.
3. No room or wall shall be painted, upholstered, etc. without prior approval of the Board of Trustees.

### **Furniture & Fixtures**

1. The Trustees will have responsibility for approving any furniture and fixtures to be used in the Church's building. Notify the Director of Facilities of any needed repairs to the Church buildings or fixtures.
2. No equipment or furnishings (tables, chairs, audio/visual equipment, etc.) may leave the church premises.

### **Bulletin Boards**

1. Many large bulletin boards line our hallways and are in classrooms. All of these are maintained by certain groups of the church. Ask your staff person for permission to use a bulletin board.
2. To use the bulletin board in the loggia or the divider in Fellowship Hall, contact your staff person; they will see if either is available.
3. Another group may not move the divider in Fellowship Hall or fold it up without checking with their staff person. Moving or folding may destroy the design on the divider.
4. All information posted on bulletin boards must relate directly to church-sponsored activities.
5. Flyers, bulletins, etc. may not be tacked to bulletin boards without permission of the group who maintains the board. Please be aware of the appropriateness of the information on the board. Any flyers or information tacked to the boards without permission will be removed.
6. Bulletin boards need to be kept up to date.

## Care Of Grounds

Many hours are put in to make our grounds functional and attractive. Damage to any of the grounds will not be tolerated and fees will be charged to the area or person responsible for damage. Contact the Director of Facilities with any questions.

## Controlled Substances

No alcoholic beverages or drugs considered controlled substances shall be brought onto or consumed on Church property. *This includes parking lots.*

## Use of Rooms

### Kitchen

1. The kitchen is treated as any other room. To use the kitchen, you must ask your staff person to reserve it through the EventU system.
2. Do not leave items on the counters. Label all personal items (name & phone number) so that they may be identified. Encourage persons in your group to retrieve marked items within one week. After that time, they will become church property or be discarded.
3. Cups, paper plates, sugar, coffee, etc. must be provided by your group. There is no *“general supply”* of disposable items in the kitchen.
4. Do not leave leftover food items in the refrigerator or the kitchen. Take them with you or dispose of them in the dumpster. Any unlabeled item left in the refrigerator more than one week will be thrown away.
5. Dish towels, dishcloths and potholders are not provided.
6. Put all trash items from your activity in the dumpster outside as soon as your activity is finished.
7. All dishes, pans, etc. must be washed, dried, and put away by your group. The Director of Facilities and/or other maintenance personnel *are not* responsible for kitchen clean up.

### Fellowship Hall (FH & FHA/B), Narthex, and Room 130

1. Set-up for Fellowship Hall is designed to accommodate Sunday morning fellowship. Use of this room during the week must be on the church calendar (through the EventU system).
2. Fellowship Hall is used on Sunday mornings for coffee and doughnuts, conversation, obtaining information and sign-ups for different events. Doughnuts and coffee are sometimes moved to the kitchen area on Sunday mornings when numerous sign-ups are scheduled in Fellowship Hall.
3. Groups may not schedule the use of the Fellowship Hall (including FH A/B), the Narthex and Room 130 prior to 12:30 p.m. on Sundays.
4. The Welcome Centers in Fellowship Hall, in the Narthex (area outside the Sanctuary), and at the bus doors (near the Chapel) store information about current programs of the church. *Only Custer Road related items are allowed in these areas.* A staff person or a volunteer at one of the Welcome Centers will help visitors or members find out about the programs that Custer Road has to offer.
5. To use a table to present information or take sign-ups for an event on Sunday mornings, ask your staff person to reserve a table in Fellowship Hall for the dates you need; information and/or sign-ups may have a table for not more than three (3) consecutive Sundays. Only a limited number of tables are available, so reservations are on a first-come, first-served basis. All information on this table must be current and a sign up sheet available, if needed. *Do not take a table that is not reserved for you or set one up on Sunday mornings without checking with your staff person.*
6. Someone from your area must be behind the table to take reservations, sign-ups, etc. from 8 to 8:30 a.m. **and after all three** Worship Services. A collection of items does not require someone to be at a table. (ex: Food Drive, Clothing Drive, etc.)
7. **All** exchange of money will take place in Fellowship Hall.

8. Signs or banners to promote your area may be taped to the tables or set on easels. No banners or signs may be taped, pinned or stapled to the walls without the permission of the Trustees.
9. *No advertisement or publicity for a "product" for sale from a profit-making organization can be attached to or set on tables.*
10. Special requests will be submitted at the Program Council Meeting when the program is approved. Between meetings, call your staff person with special requests.

### **Worship Space (Sanctuary, Chapel and Upper Room)**

1. All requests for use of worship space must be made to the Worship Coordinator. Use of this room during the week must be on the church calendar (through the EventU system).
2. Requests are subject to suitability of the event and the availability of the Sanctuary, Chapel and/or Upper Room.
3. Groups may not schedule the use of any worship space prior to 12:30 p.m. on Sundays. The Upper Room is not available for use on Sundays, except for Student Ministries programming.
4. No programming may take place adjacent to worship space during worship-related services.
5. There will be a custodial fee charged to the user group.
6. The Worship Coordinator will determine if there is a need to submit proposed requests to the entire Worship Committee for approval. Requests submitted to the entire committee are to be in written form, including the purpose and text of the program.
7. After approval of the Worship Committee, it is the responsibility of the requesting ministry or group to make sure the event is scheduled on the church calendar using the EventU system.
8. *Sunday morning worship service takes priority over all other church activities regarding the Sanctuary.*
9. *Student Ministry activities take priority over all other church activities regarding the Upper Room Celebration Hall.*
10. Worship area vestments must not be substituted.
11. All A/V systems will be operated only by trained A/V personnel.
12. There shall be no food or drink of any kind in the Sanctuary or the Chapel, including the Choir Loft, by anyone at any time other than bottles for babies (Holy Communion excepted).

### **Weddings**

1. Weddings are scheduled by contacting the Wedding Director and as the church calendar allows.
2. Weddings are offered for members and non-members. A building use charge will be added to a non-member's wedding fees.
3. No secular or recorded music will be used.
4. No alcohol or controlled substances will be allowed on Church premises before, during or after a wedding.
5. The church is a non-smoking facility; receptacles for outdoor smoking are provided.
6. Weddings will be governed by the Wedding Policy Manual.

### **Office Procedures**

During the week the church is a place of business with many people in and out of the offices. Many staff people, as well as many volunteers, are on-site producing material used for programs during the week and on Sunday morning.

Contact your staff person or the Front Office Coordinator to make sure there is room that day or that hour to accomplish what you need to do for your area. Many of our copy machines and computers are used by staff, or volunteers working for staff, and are available only at certain times.

Office equipment (telephones, copiers, computers, fax machines, postage machines, etc.) are intended for church use only.

## **Computers - Offices, Library, Journey Computing "The Word" Room**

1. *The computers in all office areas or library can be used by staff persons only.* Volunteers who have been trained and/or approved by staff can use computers when available.
2. Volunteers will need to work around staff schedules for computer time and arrange, in advance, with their staff person, a convenient time for them to do computer work.
3. The staff person will then need to check with other staff in their office as to when the computers are available to make sure there are no conflicting times.
4. If used by a volunteer, the appropriate staff person must be available to supervise. Any computer work must be church-related.
5. No youth or children are allowed on computers.
6. Computer usage shall also be governed by the following guidelines:
  - a. Copyright: All users are expected to follow existing copyright laws. The Church takes seriously the commandment "You will not steal."
  - b. Attempting to log on or logging on to a computer or email system by using another's password is prohibited. Assisting others in violating this rule by sharing information or passwords is unacceptable.
  - c. Improper use of any computer or the network is prohibited. This includes (but is not limited to) the following:
    - Submitting, publishing or displaying any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages either public or private
    - Using the network for financial gain, political or commercial activity
    - Attempting to or harming equipment, materials or data
    - Attempting to or sending anonymous messages of any kind (this includes "chat rooms")
    - Using the network to access inappropriate material
    - Knowingly placing a computer virus on a computer or the network
    - Using the network to provide addresses or other personal information that others may use inappropriately
    - Accessing of information resources, files and documents of another user without authorization
7. Individuals who are found using computers and/or the Internet for any other purpose will be banned from Church computer use and Internet access at the church building.

## **Copy Machines**

1. There is one copy machine in the Administrative Office, one in the second floor Staff workroom and one on the second floor of the Education Wing. They are available for the use of church-related work.
2. Staff will be glad to help church members with their copying, but availability of the machines may be limited on certain days. Call the church office to see when time is available and schedule an appointment.
3. If used by a volunteer, the appropriate staff person must be available to supervise. Any copies must be church-related.
4. The machine in the Administrative Office cannot be interrupted when copying the church bulletin, church bulletin insert(s), or other large projects.
5. On Sunday mornings, the copy machine on the second floor of the Education Wing is available for use by teachers.
6. The copy machine in the Administrative Office is available on Sunday mornings *with staff supervision only*.

## **Clerical**

1. Volunteers will type or perform other clerical tasks if enough lead-time is given. It is necessary to allow two weeks for the work to be finished.
2. All work needs to be given to the Front Office Coordinator. Please indicate the person and phone number to call when the work is completed.
3. A typewriter is often available for use by Adult Sunday school class members who need to type for their classes. Please call ahead to arrange a time with the Front Office Coordinator.

## **Mailing Procedures - Postage**

1. Postage for large mailings and for daily use is purchased by the Front Office Coordinator and used by all the work areas.
2. All usage of postage stamps must be posted in the blue notebook in the Front Office Coordinator's office. Please note the date, number and the denomination of stamps, total charge, and work area to be charged. Posting should be done when the stamps are received from the Front Office Coordinator.
3. A staff person may charge a full roll of stamps to their work area for later use.
4. Metered mail must have an account code. All metered mail is dated and must be mailed the same day. If mail has already been picked up and you use the meter, it must be taken by you to the Wildcat Station at Independence and Parker Road.

## **Mailing Procedures - Daily Mail**

Outgoing mail is placed in the post office bucket at the reception desk in the Administrative Office. Check to see if there is sufficient postage on the heavier pieces. Generally, one envelope and four sheets of paper are the limit for one stamp.

1. Do not send mail without zip codes or without apartment numbers, as they will be returned.
2. Mail must have a return address.
3. Mail is picked up daily. Our service comes from the Wildcat Station, Parker & Independence.

## **Mailing Procedures - Bulk Mail**

Mailings that consist of more than 200 pieces and that are not personalized in any way will be sent bulk, unless specifically requested to be sent first class.

1. The Communications Office has complete instructions on preparing bulk mailings, and will be glad to give them to you.
2. The form needed to mail the bulk mailing can be obtained from the Communications Office. A receipt must be returned to the Front Office Coordinator, certified by the Post Office, so your area will be charged the correct amount for the mailing.
3. You must take all bulk mailings to the Bulk Mail Center at the Main Post Office at 14th and Jupiter.

## **Mailing Procedures – Pitney Bowes PresortXtra**

Mailings that consist of more than 500 pieces but do not qualify for bulk mail rates due to personalization of enclosed materials (i.e. contribution statements, pledge confirmations) can be sent at a reduced rate through Pitney Bowes.

1. Reduced mail rates apply to mailings up to 3 ounces.
2. Mail must be scheduled for pick-up with Pitney Bowes at least 24 hours in advance.
3. The posted date must be for the following date after pick-up.
4. A Customer Pick-Up Form must be completed.
5. Mail must be left in the Front Office prior to the scheduled pick-up time.

## **Name Tags**

Name tags are made for new adult members when they join Custer Road. The tags will be made once a week and put on the name tag board. Name tags may be purchased by Sunday School classes for their regular membership roster, but should be stored in their respective classrooms and not on the main name tag board.

## **Membership Lists**

1. In order to protect our members' privacy, membership lists will not be given out.
2. If you are working on a project as a volunteer and need members' addresses and/or phone numbers, see your staff person.

## **Church Equipment - Audio/Visual**

1. Equipment is to be used on church property and for church activities only. Equipment will not be allowed off the church property.
2. Contact the staff person for your area to reserve use of A/V equipment. (example: Requests for Adult Sunday school classes will go to the staff person for Adult Sunday School. Requests for Singles will go to the Director of Singles Ministries.) That staff person will see if the AV equipment is available.
3. Requests for equipment **will not** be taken after 12 noon on Thursdays for the following Sunday.
4. *The staff person for each area is responsible for set-up of equipment and for returning equipment to the locked storage area.*
5. A ten (10) day lead time is needed to ensure the equipment is available on a first-come, first-served basis.
6. Only persons familiar with its proper use should use equipment.
7. Notice of repair of any A/V equipment should be made immediately to the A/V Support person. Repair cost will be deducted from the responsible work area budget, if necessary.

## **Fixtures, Tables & Chairs**

1. Trustees will have responsibility for approving any furniture and fixtures to be used in the Church's buildings. Notify the Director of Facilities of any needed repairs to the Church buildings or fixtures.
2. No equipment or furnishings (tables, chairs, audio/visual equipment, etc.) may leave the church premises.

## **Safe Sanctuary**

**No one who has been convicted of abuse (either sexual, physical, emotional or neglect) may volunteer to work in any church-sponsored activity.** Volunteer information as well as a Volunteer Application that authorizes a background check can be found in the attached Child/Youth Protection Policies and Procedures document.

The congregation of Custer Road United Methodist Church is committed to providing a safe and secure environment for all minors and vulnerable adults who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

*I commit myself to:*

- respecting and protecting the inherent human dignity of each of minors and vulnerable adults with whom I have the privilege to work. I will strive to treat all with respect due children of God.

- serving as a positive role model of a Christian witness by my speech and actions as well as by the presentation I give to the Christian faith by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity to act and react with Christian love and understanding in all situations.
- interaction, which is affirming of the goodness of minors and vulnerable adults and adds to their positive self image and which enables mutual acceptance among themselves.
- affirming CRUMC's positive teaching on the role of human sexuality and the grace of human relationships.
- the building up of this community as a sign of God's presence and God's Kingdom in which all may feel secure and valued.
- maintaining a positive ongoing personal and working relationship with all minors and vulnerable adults of CRUMC.

### **Child Care Policies**

1. Child care arrangements must be made through the Coordinator of Nursery/Child Care and Preschool.
2. Child care will be available for children of CRUMC staff members when they are working onsite during regular child care hours. Child care will only be available for staff children when the staff member is offsite **on church or work-related business**. The Coordinator of Nursery/Child Care and Preschool must be notified in advance that the staff member will be offsite, and a current medical release form for the child must be on file. Staff members will be required to leave a minimum of two contact names and phone numbers with the Coordinator of Nursery/Child Care and Preschool while offsite. All reservations and cancellations for staff child care must be made with advance notice to the Coordinator of Nursery/Child Care and Preschool.
3. Child care requests must be made through the EventU system ten (10) days prior to the beginning of classes, Bible studies or any other event.
4. Reservations for child care **MUST** be turned in to the Coordinator of Nursery/Child Care and Preschool four (4) days prior to the event. Reservations for child care **MUST** be taken by someone within the sponsoring group. Child care providers will be scheduled based on the number of children who have a reservation.
5. Child care will be available if there are a minimum of three families represented.
6. Child care providers will be given a list of children with reservations prior to the event. In the event the adult-to-child ratio becomes unsafe (due to sick child care providers and/or too many children **WITHOUT** reservations), parents will be asked to stay in the rooms or children will be turned away.
7. Child care is not available for Sunday School class parties or outings, weddings, funerals, or other "non-meeting" type events.
8. In order to ensure privacy for our child care providers, no names and/or phone numbers of said providers will be released by our staff or volunteers.
9. Parents utilizing the child care facilities while at an off-site location **must** have an up-to-date, notarized Medical Form on file with the Coordinator of Nursery/Child Care and Preschool **prior** to the off-site event. Forms may be obtained in the front office and a notary is usually on hand from 9 a.m. to 4:30 p.m. Monday - Thursday.
10. Only parents/guardians may sign a child in and out - not brothers or sisters. This is for the child's protection.
11. Child care providers will be paid for 1 hour if a group "no shows."
12. Nursery and/or preschool rooms will not be utilized without notification and approval of the Coordinator of Nursery/Child Care and Preschool and will be staffed by the same. Preschool rooms will be used only for preschool activities.
13. Two or more child care providers will be required at all times during scheduled child care.
14. Child care is for children ages ten (10) years and under. The Coordinator of Nursery/Child Care and Preschool must review all exceptions (i.e. children between the ages of 10 and 13).

15. Children in child care may not use Fellowship Hall.
16. Child care is available in rooms 113 through 128. These are the only rooms available and they will be used on a first-come, first-served basis. Other rooms are NOT to be opened or other equipment used for child care purposes. Journey Sunday school rooms may be used on Friday nights as well as during the summer.

### **Preschool and Elementary Policies – Sunday Morning**

1. Children participating in our Sunday school program must have a parent or other responsible adult on site.
2. To ensure a safe student/teacher ratio, we ask that all children be placed in their assigned classroom. The Coordinator of Elementary Ministries or the Coordinator of Nursery/Child Care and Preschool must review all exceptions.
3. All preschool children must be signed into and out of their assigned classroom by a parent or responsible adult.
4. All children in kindergarten through second grade must be picked up at the end of their Sunday school hour by a parent or responsible party. Any exceptions must be communicated to the teacher by the parent or guardian.
5. Children in the nursery and preschool may stay as long as care is needed, or noon, whichever comes first. Children in kindergarten through fifth grade may only attend *one* hour of Sunday school.
6. The 8:30 a.m. children's Sunday school hour will end by 9:20 a.m. The 9:45 a.m. children's Sunday school hour will end by 10:35 a.m. Children should be picked up promptly.
7. From time to time a child's behavior can disrupt the Sunday school lesson. At such times, both preschool and elementary children may first be given a verbal warning by the teacher. If the behavior does not change, immediate action may be taken to have one teacher supervise a time-out for the child apart from the group. An elementary child may be asked by the teacher to sit outside the classroom within view of the teacher until he/she can correct the behavior. If the behavior continues in subsequent weeks, the teacher will consult with a staff member and the parent will be called. If the behavior continues after the parent is contacted, the parent will be asked to stay in the room with the child during the Sunday school hour.
8. Rooms for the *Journey* Sunday school program (# 211, 212, 214, 216, 217, 218, 219, 220, 221, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232 and 233) and for the Special Needs Sunday school program (#116) are designed specifically for those groups and are not available for other types of meetings or usage. Questions about these rooms and their intended use should be directed to the Coordinator of Elementary Ministries.
9. Equipment in the *Journey* and Special Needs classrooms is to remain in the room it belongs in. Only persons trained in the proper use will be allowed to use said equipment, including, but not limited to the popcorn machine, A/V equipment, computers, etc. Training in operation of this equipment must be provided by a Children's Ministry team member, or the Director of Facilities.
10. There shall be NO food or drink other than popcorn brought into the *Journey* Cinema on the Mount room. There shall be NO food or drink brought into the *Journey* Computing "The Word" room.
11. Computer usage in the *Journey* Computing "The Word" room shall be governed by the guidelines found under **Computers - Offices, Library, Journey Computing "The Word"** Room on page 14. In addition, the following shall apply:
  - Supervision and permission: Student use of the computers and computer network is only allowed when supervised by at least 2 adults with one adult 21 years or older.

## **Preschool and Elementary Policies – Other**

Parents leaving children for non-Sunday school events should complete the appropriate registration and/or medical release forms.

Sunday morning *Journey* classes and Special Needs classes take priority over all other church activities regarding the above-referenced rooms.

General rules of use (cleanliness, supervision, etc.) apply to the *Journey* and Special Needs classrooms. Abuse of these rooms will result in a billing for cleaning or repairing, or a refusal of future use of the area.

## **Adult Policies**

**Mission Statement:** *Our mission is to reach out and nurture Christian disciples through encouraging and promoting participation in the Adult Sunday School program which we seek to make available to as many people as possible. The foundations of the program are education, care giving (fellowship), missions (outreach), evangelism and stewardship. Each adult Sunday School class may choose a different emphasis among these foundations. We affirm this diversity and encourage each class to develop its own identity. All classes are encouraged to exist not just for themselves, but to reach out and care for others outside their group.*

## **Adult Sunday School Task Force**

The Adult Sunday School Task Force is comprised of the Coordinator of Adult Sunday School, the Director of College/Young Adult/Singles Ministries, one minister, and one representative from each adult Sunday School class. The task force will meet at least once a year to review policies and programmatic concerns related to adult classes and to determine space assignments for all classes based on current and projected needs. The Coordinator of Adult Sunday School, who has final responsibility regarding space assignments, will serve as chair of the task force. (*Policy changes are only effective following approval by the Program Council which meets quarterly.*)

## **Adult Sunday School Class Organization and Leadership**

1. Each class is responsible for its organization, including leadership, teacher/s and teaching style in consultation with the Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries.
2. The recommended minimum leadership consists of the offices of president, membership, curriculum, fellowship, and mission. Committees should include curriculum (program/study) and greeters.
3. Officers should be selected in August of each year to serve a one-year term beginning September 1 and should have a strong commitment to serve.
4. The class leaders are expected to attend leadership trainings focused on strengthening and growing the Adult Sunday School program.
5. Each class develops its own mission project and is responsible for the financial and human resources support for the project/s. *It cannot be assumed that other classes or groups within the church will support the project.*
6. Every class is expected to meet each Sunday in the assigned room and is responsible for providing drinks and food as decided upon by members.
7. Adult Sunday school classes are encouraged to use the following practices:
  - Use Legacy Texas Bank which is the church's banking institution;
  - Split collected funds 50/50 with the class and the church;
  - For those classes opting to have checking accounts, two class members should have signing privileges;
  - Checking accounts should have address information as follows:

CRUMC- *class name*

6601 Custer Road  
Plano, Texas 75023

- Classes will be asked to submit year-end reports that will summarize their financial activity to the Coordinator of Adult Sunday School no later than September 15 of the following year.

### **Adult Sunday School Teachers and Curriculum**

1. Each class is responsible for maintaining teachers. The class may choose to “self teach” using class members or may recruit a trained teacher. Anyone teaching a class longer than two weeks must be a member of Custer Road and approved through the office of the Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries. *Guest speakers who are not members of CRUMC must be pre-approved through the office of the Coordinator of Adult Sunday School or for single adult classes, the Director of College/Young Adult/Singles Ministries. Teachers do not have to serve as class officers.*
2. The teacher should be allowed a minimum of 30 minutes to present the lesson. This allows 15 minutes for fellowship and announcements. It is recommended that the teacher start the lesson promptly at the beginning of the session and announcements can be made at the end. *This will assure the teacher opportunity to impart the lesson for which the teacher prepared.*
3. Sunday School classes are expected to use United Methodist curriculum (*from Cokesbury catalogs, Forecast and Good Books*). Curriculum should deal with distinctive Christian ways of approaching life consistent with the United Methodist tradition. Topical studies (curriculum) should last a maximum of 7 weeks and should be varied to meet the needs and interests of all members. *The Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries may authorize exceptions to this in advance of presentation.*
4. Custer Road respects the design of the studies we use. If a Bible or small group study is designed to be taught in hour increments, then it is appropriate for both Sunday school classes and small groups. If a Bible or small group study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours.
5. Teachers and other class leaders are encouraged to frequent the adult education area of the Library that provides samples of approved curriculum resources.

### **Adult Sunday School Special Programs and Retreats**

1. Classes are encouraged to promote participation in special **Sunday programs** offered periodically through the office of the Coordinator of Adult Sunday School – *suggestions about topics and speakers are welcome.*
2. Requests for classes to combine or relocate on Sunday morning for a special program will be considered on a case by case basis through the office of the Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries. *Requests should be submitted at least six weeks in advance to allow for necessary review and logistical arrangements.*
3. Class **retreats** or other off site plans for classes should be approved through the office of the Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries. Wherever possible, off site class retreats are recommended for Friday and Saturday only with Sunday morning reserved for regular class and worship attendance. *If the class must be gone on Sunday morning, every effort should be made for class to be held for any class members who are not attending the retreat and to accommodate any visitors who might come on that Sunday.*

### **Adult Sunday School Fellowship Events**

1. Fellowship events sponsored by an adult class and held either in the church or outside the church must be coordinated with the church calendar. *Any event sponsored by a class is seen as church sponsored and as such carries the church's name and reflects upon the church and its membership.*
2. Because alcohol can be a “stumbling block” in many ways to many different people (I Cor. 8:9), it is recommended that no alcohol be served, consumed, or purchased at any “official” class party or social. *If a class sponsors an event and invites others from the church to be a part of the event, under no circumstances shall alcohol be served, consumed, or purchased at that event.*

### **Adult Sunday School Class Room Assignments**

1. Room assignments are reconsidered at least once a year by the Adult Sunday School Task Force. Classes must move periodically to facilitate an appropriate distribution of space. Every attempt is made to move as few classes as possible.
2. Each class has one hour of classroom use on Sunday mornings. 8:30 a.m. classes may use the room until 9:30 a.m.; 9:45 a.m. classes until 10:45 a.m.; 11 a.m. classes until 12 noon. Each class is asked to respect the class/es with which the room is shared. Class members should not attempt to enter their classroom until the designated time if it is still in use by others.
3. Several groups use each classroom during the week; therefore, rooms should be left clean and in good order. Modifications to rooms cannot be made without approval. Requests should be submitted to the Coordinator of Adult Sunday School or, for single adult classes, the Director of College/Young Adult/Singles Ministries.

### **Bible Studies**

1. Custer Road respects the design of the studies we use. If a study is designed to be taught in hour increments, then it is appropriate for both Sunday school classes and small group studies. If a study is designed to be taught in more than hour increments, then it is appropriate only for groups outside the Sunday school hours.
2. The registration fee charged for study participation is disbursed for expenses for the group, including, but not limited to, literature, child care, leadership training, facility usage or any miscellaneous expenses.
3. No group sponsored by the church is charged a rental fee for using the church building, but may be charged a custodial fee if deemed necessary by the Associate Minister in charge of education.
4. No church member is ever paid a fee or honorarium for leading a group, presenting a seminar, etc. Honorariums may be paid to outside speakers. Any outside speaker must be approved by both group leaders and church ministers.
5. No private program may be offered without prior approval of the Associate Minister in charge of education.
6. Custer Road respects the integrity of the curriculum the author has written. If a study puts a requirement on the number of class members a class can have, we will honor the author's wishes.

### **Bible Studies – Curriculum Policy**

Curriculum for adult studies, other than official United Methodist curriculum, must be approved by the Coordinator of Small Groups or a minister on staff and must be taught by members of CRUMC, CRUMC clergy, or previously approved guest speakers.

## Expenditures

1. A staff person has the responsibility to monitor and regulate the spending of funds allocated to that work area in the current Operating Budget. Bills to be paid may be submitted to the Finance Manager-Payables for payment, along with the work area to which the item should be charged, on a completed blue Request for Payment Form. The blue Request for Payment Form should tell what was purchased, when it was purchased, where it was purchased, why it was purchased, and who did the purchasing.
2. All expenditures will be in accordance with Committee on Finance mandates where addressed specifically with regard to funds used from budget or designated accounts.
3. All requests for payment must be approved and signed by the staff person responsible for that work area. All receipts should be signed by the person making the purchase.
4. Personal expenditures will be promptly reimbursed by attaching original receipts to the back of the blue Request for Payment Form filled out and approved by the staff person.
5. Staff members and volunteers are expected to utilize the church's tax exempt status for expenses that will be incurred and/or reimbursed by the church. Sales tax will not be reimbursed on items purchased for the church.
6. Requests for payments must be submitted by 11 a.m. Wednesday. Checks are written on Wednesday morning, signed on Sunday and mailed on Monday.
7. Items will be charged to a work area up to the amount budgeted. Keeping a record of expenditures for the year will aid in setting the new budget for the following year. A computer printout of the work area (to date) will be provided for the staff person monthly and at budget preparation time. The staff person will be requested to submit a next-year budget request sometime in July of the current year.

## Deposits

If a work area has money to be deposited, complete a green Cash Deposit ticket or a yellow Checks Deposit Ticket. Indicate the area to be credited, what the deposits are for, the amount and who is depositing it. Turn in to your staff person who will forward to the Finance Manager-Receivables.

## Fund-Raising or Fund-Collection Policy

1. Any church-related fund-raising or fund-collection activity shall be approved by the Finance Committee **and** the Program Council.
2. All fund-raisers or fund-collection activities must be approved by both committees before they can be presented to the church membership and/or publicized in the newspaper, website, bulletin insert, hallway monitors, worship slide show, bulletin boards, flyers, other printed materials, etc.
3. A church-related fund-raising or fund-collection activity is defined as any fund-raising or fund-collection activity that uses either the church name or the church property.
4. Any conflict of interest or appearance of conflict of interest should be avoided.
5. Any fund-raising or fund-collection activity will be evaluated as to its appropriateness as a church or church-related activity.
6. Any fund-raising or fund-collection activity using the church building can have no connection to a commercial for-profit enterprise. ***Any display of a commercial business cannot be in view when promoting a fund-raiser.***
7. **All proceeds must be directed to the church or church-related activity.**
8. **All exchanges of money will take place in Fellowship Hall.**
9. Fund-raisers or fund-collections may sell/collect for not more than three (3) consecutive Sundays.
10. All fund-raisers or fund-collections must be scheduled on the church calendar (through the EventU system) after approval of the Program Council and Finance Committee.
11. All fund-raisers or fund-collections must be approved for the time period intended regardless if approved in a previous calendar year.

**State Sales Tax**

1. State sales tax must be paid by a nonprofit organization if sales are made to the general public.
2. If sales are only to church members, sales tax does not apply. It is the responsibility of the sponsoring group to handle any state sales tax responsibility and to notify the Financial Assistant-Payables of such action.
3. Sales tax will not be reimbursed on items purchased for the church. It is the responsibility of the person making the purchase to use a tax exempt form for the purchase.

**Credit Card Fees**

1. The church does accept payments for classes and/or merchandise by credit card. See the Business Administrator for current fee structure to allow for appropriate planning.

# Custer Road United Methodist Church

## Facility Use Policy

### Mission Statement

*“God has called Custer Road United Methodist Church into being to make disciples of Jesus Christ. Custer Road seeks to fulfill its calling by helping any and all people grow in their experience and commitment to Jesus Christ through providing opportunities for worship, nurture, fellowship, and service.”*

### Facilities Use Philosophy

God has entrusted to Custer Road United Methodist Church (CRUMC), physical resources. In keeping with our mission to provide opportunities for worship, nurture, fellowship and service, the following guidelines for the use of these facilities are established as an extension of our stewardship of the resources God has placed in our care. The facilities at CRUMC are a tool to be used to make an impact on the lives of the people in our community.

We desire that CRUMC facilities are:

- Available to effectively carry out ministry objectives and goals through scheduling;
- Protected against loss or misuse through risk management;
- Maintained to extend the life of the facilities through proper maintenance.

### Criteria

This policy applies to members and non-members requesting to schedule the use of our facilities and/or equipment. This policy does not apply to weddings. Please contact the Wedding Coordinator for wedding information.

The following groups are permitted to use the facilities provided the activity is in keeping with the above philosophy:

- CRUMC groups
- Denominational groups
- Non-profit organizations and institutions, provided they are sponsored by a functioning organization of the church, and provided they supply a Certificate of Liability Insurance as outlined in paragraph 6, page 4, and a copy of their 501(c)(3) IRS status.
- Qualified governmental agencies
- Weddings/funerals

The facilities are generally not available for use by either members or non-members for personal, business, professional, commercial or other for-profit purposes. Exceptions will only be allowed after Board of Trustees approval.

### Facilities

**Sanctuary** - available for weddings, funerals, large group meetings, concerts and worship events, etc. and will seat up to 1500 people. Worship events have priority and no event will be scheduled prior to 1:30 pm on Sundays. The sanctuary is generally not available for use on Saturday evenings. All requests for use of the sanctuary must be made to the Worship Coordinator who will determine if there is a need to submit proposed requests to the entire Worship Committee and Board of Trustees for approval. Requests submitted to the entire committee are to be in written form, including the purpose and text of the program. After approval, it is the responsibility of the requesting ministry or group to make sure the event is scheduled on the church calendar using the EventU system. Only

trained A/V personnel will operate the A/V systems. There shall be no food or drink of any kind in the Sanctuary including the choir loft. There shall be no recorded music used in the Sanctuary.

**Chapel** - available for worship events, funerals, weddings, concerts, large group meetings, etc. and will hold up to 125 people. The same rules that apply to the Sanctuary apply to the Chapel (see above).

**Upper Room** - available for large group meetings, worship events, concerts, seminars, Bible studies, etc. and will hold up to 650 people. The Upper Room is not available on Sundays except for the Student Ministries programs. Student Ministry's activities take priority over all other activities.

**Fellowship Hall** - available for large group meetings, worship events, seminars, Bible studies, etc. and will hold anywhere from 40 to 725 people. Fellowship Hall is used on Sunday mornings for coffee and doughnuts, conversation, obtaining information and sign-ups for different events and may not be scheduled prior to 1:30 pm on Sundays. For information on setting up a table in Fellowship Hall on Sunday mornings, ask your staff contact person.

**Classrooms** - available for seminars, workshops, study groups, adult studies, etc. On Sunday mornings, Sunday school events take precedence over all other events.

**Kitchen** – may be used by groups and is treated as any other room in regards to reservations. To use the kitchen, you must ask your staff person to reserve it through the EventU system. Do not leave items in the kitchen. Label all personal items so that they may be identified. All items left in the kitchen for over two weeks will be donated to charity. There is no “general supply” of disposable items in the kitchen and the group must supply these. Any unlabeled food left in the refrigerator will be thrown away after one week. As is the case in every room, the kitchen must be cleaned after its use (i.e. dishes washed, dried and put away) when the activity is finished and all trash removed to the dumpster.

### **Guidelines**

1. Approval for use of church facilities will be granted based on the appropriateness of the request, with preference given to church organizations. Appropriateness of the event will be determined by a) Administrator, b) Sr. Minister, c) Board of Trustees.
2. All requests for the use of the building will be made to the staff person in charge of the event or group. Requests will be taken to the Administrator and reviewed by the Ministerial staff at its weekly meeting to make sure we do not complicate other program plans in the building. After approval by the Ministerial staff, the staff person in charge of the event is required to schedule the event in our Event U system.
3. All events, whether a meeting, an all-church event, worship service, wedding, funeral, or an off-site event must be added to the church calendar by your staff person using the EventU Reservation System.
4. Agreements for the continuing use of the facility are valid for a period never to extend beyond the end of any calendar year. Those groups that are using the facility on a continuing basis need to renew the agreement before January 1 of each year.
5. It will be the responsibility of the group requesting the use of facilities to follow-up with church staff for all services requested.
6. Requesting a specific room will not guarantee use of that room. In consideration of the number of use requests, room use will be assigned based on the size of the group and type of activity. More than one group may be using different areas of the facility at the same time. Your group's activities are limited to the area(s) approved and the restrooms.
7. Unexpected significant events related to the mission of the church (i.e. funeral) will always have precedence over agreements for other uses.
8. Let your staff person or the Administrator know of any cancellations/changes as soon as possible. Childcare must also be cancelled/changed (if previously requested) through the Coordinator of Nursery/Child Care & Preschool.

9. User groups will reimburse the church for any damage to the facilities or its equipment. If damaged equipment must be replaced the church will make the actual purchase.
10. No alcohol or tobacco products are permitted in the building
11. The nursery department requires special permission for use. The Facility Use Policy does not include use of the nursery area. The nursery is only available for CRUMC functions and childcare is not provided or permitted for outside groups. The use of the nursery rooms for outside groups, including weddings and funerals, is also not permitted.
12. Unless otherwise arranged ahead of time, non-CRUMC groups are responsible for setting up, taking down and cleaning after each use. This includes putting away all equipment used, replacing tables and chairs how they were, turning out all lights, taking out trash and vacuuming if necessary. Leave the area like you found it or better. Do not adjust the thermostats. This will only interfere with their pre-programming. The thermostats will be set in advance and programmed to meet your needs at the time of your event. In the event the temperature needs to be adjusted, please advise our custodial or security staff so they can properly adjust it.
13. CRUMC does not charge outside non-profit groups a fee for the use of its building **except for the chapel and sanctuary**. However, donations to the church for the use of the building, custodial staff and resources are encouraged.
14. CRUMC will have custodial or security staff available for closing the building after events.
15. Any group that will have more than 750 people involved (or with their group and the activities of the church have more than 750 people involved) will be required to hire at least two police officers to help direct automobile and foot traffic to and from our parking lot on the east side of Custer Road.
16. The church retains the right to cancel any activity or agreement, and to deny access of the facility to any person or any group.
17. All groups that regularly use the facilities shall purchase insurance and include CRUMC as an additional insured under the policy.
18. All groups that use the facilities shall be required to execute a facilities use agreement in the same general form that is attached.

## Facility Use Agreement

All groups using the facilities of Custer Road United Methodist Church (“the Church”) are required to sign and return this Facility Use Agreement (the “Agreement”). Please take a few minutes to carefully read the attached Facility Use Policy, which is incorporated into, and made a part of this Agreement. If you have questions, contact the Administrator of the Church at 972-618-3450.

\*\*\*\*\*

This Agreement is entered into by and between Custer Road United Methodist Church, and the undersigned, referred to herein as the “Licensee.”

As used herein, the term “Facility” shall mean that room or portion of the Property which will be used by the Licensee. A description of the areas and times of usage covered by this Agreement are attached as **Exhibit “A.”** This Agreement is a license to use the Facility only on the terms, provisions and conditions set out herein, and for the period of time indicated on the attachment hereto.

WHEREAS, the Church is the owner of the land, and the improvements thereon (herein called the “Property”) located at 6601 Custer Road, Plano, Texas, and

WHEREAS, undersigned Licensee desires to use the Facilities on the terms and conditions set forth herein,

NOW, THEREFORE, in consideration of the license to the Licensee to use the Facilities, and for the mutual promises contained herein and other good and valuable consideration the parties hereto agree as follows:

1. The Church shall make available to Licensee the Facility, which is the designated area indicated on the attachment hereto, at the date and times so indicated on the attachment, and subject to the terms and provisions of this Agreement.
2. \_\_\_\_\_ is the “Contact Person.” The Contact Person represents and warrants that he (or she) has the authority to sign this Agreement on behalf of the Licensee and all members of the Licensee organization, and when signed is binding on the Licensee organization.
3. Licensee agrees to indemnify, release and hold harmless the Church, its administrators, employees, agents and members of the Church from all losses, costs, demands, claims, damages or expenses resulting from injury (including death) to persons or damage to property arising out of Licensee’s use or presence in the herein described Facility, or any area of the Property of which the Facility is a part, including attorneys’ fees, court costs and other expenses which may be incurred by the Church.
4. Licensee has read this Facility Use Agreement and agrees to make all members of its organization who enter upon the property aware of the terms of this Agreement and the Facility Use Policy attached hereto, and shall require all such members to comply therewith.
5. The Licensee acknowledges that it has inspected the Facility, and it is satisfactory for the uses and purposes of Licensee.
6. The Licensee shall obtain and deliver to the Church (at the sole cost and expense of the Licensee) commercial general liability insurance on an “occurrence” basis against all claims resulting from the acts or omissions of Licensee, with limits of not less than \$1,000,000 per occurrence and \$1,000,000 as a general aggregate. Such insurance coverage shall include broad form property damage, with a limit of \$1,000,000 per occurrence. Such insurance policy or policies shall name the Church as an additional insured. Such policy or policies or a duplicate thereof with a certificate evidencing such coverage in effect, shall be delivered to the Church prior to entry into the Facility. Such policies obtained by Licensee shall be primary insurance for all claims under such policy and shall provide that any insurance carried by the Church is strictly excess, secondary and non-contributing with any insurance carried by Licensee. All such policies shall contain a provision that the company writing said policy will give to the Church at least 15 days notice, in writing, in advance of cancellation, modification or lapse of any such insurance. It understood that the Church shall not be liable to the Licensee for any injury to persons or damage to property, and all property left or stored within the Facility shall be at the sole risk of the Licensee.

- 7. This license is non-assignable.
- 8. The provisions contained herein represent the only agreement and understanding of the parties hereto, and this agreement may be not be altered, changed or amended except by instrument in writing signed by both parties hereto.
- 9. Time is of the essence with respect to the obligations of the parties hereunder.
- 10. Notwithstanding anything herein to the contrary, the Church shall in no event be liable to the Licensee, any of its members, agents, contractors or any other person for any indirect or consequential damages and no personal liability of any kind or character whatsoever now attaches or at any time hereafter shall attach to the Church or to any of its officers, administrators, members, congregants or employees for payment of any amounts due hereunder or performance of any obligations hereunder.
- 11. THE LICENSEE SPECIFICALLY ACKNOWLEDGES THAT THE CHURCH HAS NO DUTY TO PROVIDE SECURITY FOR ANY PORTION OF THE PROPERTY, AND LICENSEE HEREBY EXPRESSLY AGREES TO ASSUME SOLE RESPONSIBILITY AND LIABILITY FOR THE SECURITY OF ITSELF, ITS MEMBERS, EMPLOYEES, OFFICERS AND INVITEES, AND THEIR RESPECTIVE PROPERTY, IN, ON OR ABOUT THE PROPERTY INCLUDING, WITHOUT LIMITATION, THE FACILITY AND THE COMMON AREAS OF THE PROPERTY. THE LICENSEE EXPRESSLY HEREBY INDEMNIFIES AND HOLDS THE CHURCH HARMLESS FROM ANY CLAIM, INJURY, LOSS OR DAMAGE RESULTING FROM THE ACTS OF OTHER PARTIES (OTHER THAN THOSE WHO ARE MEMBERS OF OR REPRESENTING OR INVITEES OF THE LICENSEE) OCCURING AT THE PROPERTY, INCLUDING REASONABLE ATTORNEY’S FEES AND ALL COSTS OF COURT.

IN WITNESS WHEREOF, the undersigned party has executed the Agreement as of the day and year written below.

**LICENSEE:** \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (contact person) Printed Name:  
\_\_\_\_\_

Title \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_, 200\_\_

CUSTER ROAD UNITED METHODIST CHURCH

By: \_\_\_\_\_  
Title \_\_\_\_\_

Dated: \_\_\_\_\_, 200\_\_

Keep a copy of this agreement for your own records. The original agreement and not a copy must be returned to the church office ten days in advance of the first facility use date.



**Event:** \_\_\_\_\_

**Date(s) & Times of event:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

# Child/Youth Protection Policies and Procedures



## Table of Contents

<b><i>Section I</i></b>	<b><i>Safe and Secure Environment Commitment</i></b>	<b>33</b>
	Introduction and Purpose	33
	Underlying Principles	33
	Statement of Covenant	33
	Scope	34
	Responsibility	34
	Conclusion	34
	Common Questions and Answers	34
<b><i>Section II</i></b>	<b><i>Screening Policies and Procedures/Volunteer Selection</i></b>	<b>34</b>
	Scope	34
	Screening Process	35
	Disqualifying Offenses and Legal Review Process	35
	Participation Covenant	35
<b><i>Section III</i></b>	<b><i>The Two-Adult Rule</i></b>	<b>37</b>
	Introduction	37
	Policies	37
	Procedures for Waiving the Two-Adult Rule	38
<b><i>Section IV</i></b>	<b><i>Overnight Policy</i></b>	<b>38</b>
	Introduction	38
	Policies	38
<b><i>Section V</i></b>	<b><i>Reporting Responsibility and Response Plans</i></b>	<b>38</b>
	Reporting Responsibility	38
	CRUMC Abuse Response Process	39
	CRUMC Accident Response Process	40
<b><i>Section VI</i></b>	<b><i>Supervision Policies and Procedures</i></b>	<b>40</b>
<b><i>Section VII</i></b>	<b><i>Child Abuse Related Education and Training</i></b>	<b>41</b>
	Introduction	41
	Education and Training	41
<b><i>Section VIII</i></b>	<b><i>Use of Private Vehicles</i></b>	<b>41</b>
	Introduction	41
	Policies	41
<b><i>Section IX</i></b>	<b><i>Other CRUMC Policies and Procedures</i></b>	<b>42</b>
<b><i>Section X</i></b>	<b><i>Definitions</i></b>	<b>42</b>
	<b><i>Volunteer Application</i></b>	<b>44</b>
	Volunteer Application	44
	Participation Covenant Statement	45
	Authorization and Request for Criminal Records Check	46
	<b><i>Incident Report Form</i></b>	<b>47</b>
	<b><i>Clergy Checklist</i></b>	<b>48</b>
	<b><i>Accident/Illness Report</i></b>	<b>49</b>
	<b><i>Private Vehicle Accident Report Form</i></b>	<b>51</b>

## I. Safe and Secure Environment Commitment

### Introduction and Purpose

“Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Matt. 19:14). Custer Road United Methodist Church (CRUMC) sees our ministry to children and youth as a central part of Christ’s calling for the church. In seeking to follow the mandates of Christ, CRUMC desires to provide a safe and secure environment in which all can grow in their faith. Because children and youth are so highly esteemed, the staff and members of CRUMC provide the following document as an integral part of our work with children and youth.

The purpose of this document is to provide an overview of the policies and procedures that have been adopted by CRUMC in providing a safe environment for the children and youth entrusted to our care. CRUMC devotes countless hours, resources and energy toward the development of children and youth in nurturing their faith. This is a charge that we take seriously. This is a charge given by Jesus to each of us.

The Apostle Paul reminds us that “all have sinned and fallen short of the glory of God.” Sometimes this means that, through neglect and intentional acts of abuse, adults in the community of faith on occasion inflict harm upon minors instead of serving as channels of life and grace. This is a serious matter, especially because of the nature of children not to be fully equipped to understand or defend themselves. Such abuse leaves many victims. The ministry of the Church is not brokenness, but wholeness and healing.

CRUMC is addressing child safety through this policy. Abuse, whether mental, physical or sexual, whether inflicted by laypersons or clergy, professionals or volunteers, cannot and will not be tolerated at CRUMC.

The purpose of our child/youth protection policies and procedures is:

- To provide a safe and secure environment for all children and youth at CRUMC.
- To protect children and youth from any possibility of abuse, inasmuch as humanly possible.
- To reduce the probability of false accusations against volunteers, staff and clergy.
- To educate and train our staff and volunteers to identify and guard against child abuse.
- To reduce the legal risk and liability of the church.

### **Underlying Principles**

There are a number of principles that underlie the details of this. They are:

1. Allegations of child abuse are to be taken seriously.
2. An accused person has the right to due process, both civilly and per the *Book of Discipline*.
3. The concern of CRUMC is the well-being and care of all involved.
4. Incidents of abuse are to be handled forthrightly, but with due regard for confidentiality and privacy.
5. CRUMC will cooperate with the civil authorities responsible for handling incidents of child abuse.
6. A victim is not to be held responsible for abuse that occurs.
7. As disciples of Jesus Christ, all persons directly or indirectly involved with incidents of child abuse are to act with honesty, charity and confidence in God’s power to forgive and to heal.

### **Statement of Covenant**

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate our workers with children and youth regarding the use of appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for

reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

### **Scope**

These policies and procedures apply to all members, visitors and staff of CRUMC. Special requirements apply to all current and future workers, compensated and volunteer, who will have the responsibility of supervising the activities of minors.

### **Responsibility**

The Program Council (PC), with support from the clergy, is defined as the body responsible to:

- Maintain the policies of this document.
- Investigate infractions of these policies.
- Be an advocate of safety and respect in conjunction with the Church Council.

### **Conclusion**

In all of our ministries with children and youth, CRUMC is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal Covenant II," *United Methodist Hymnal*, p. 44).

### **Common Questions and Answers**

#### *1. Why is this policy being implemented?*

For the safety of our children. We acknowledge that we live in a sinful world. This policy is just one tool in offering the gospel of Jesus Christ *in safety* to our children. Other organizations working with children and youth (i.e. Scouts, YMCA, etc.) have established such policies, and we care for our children as much as they.

#### *2. I have been teaching Sunday school for six years. You know me. Do I have to go through this process?*

Yes. We are so thankful to those faithful volunteers who have served over the years in children and youth programs. We know what an impact you have on our children and youth. However, once this policy is effective, we cannot be "selective" in who should or should not have to comply with these requirements. We have tried very hard to make this policy fair. We must now make sure that it is consistently applied.

#### *3. Will anyone be able to work with the children or youth if they don't complete and turn in the needed forms?*

Beginning August 23, 2003, only those adults that have received notification that they are listed as a screened adult will be able to participate in these programs. Applications may be submitted on a flow basis throughout the year and processing should be completed within a week after the application is submitted.

## **II. Screening Policies and Procedures/Volunteer Selection**

### **Scope**

Screening will include (but may not be limited to) the following people at CRUMC.

- All ministerial staff
- All paid staff members
- All volunteers who work with minors
- All Custer Road Christian Day School (CRCDS) staff
- All employed childcare teachers

All volunteers and staff must be at least 18 years old. Teen volunteers (youth age 13-17 years of age) are wonderful in assisting with group activities. Teen volunteers do not satisfy the Two-Adult rule and two cleared adults will supervise the teens at all times. Our adult volunteers care enough about both children and youth safety to make sure that teen volunteers do not have to supervise a child or children alone or with only one adult.

### **Screening Process**

Volunteers (full or part-time) serving with minors should fulfill the following. Volunteers who are interested in serving are encouraged to complete the application process at the earlier of their joining CRUMC or attending regularly.

1. Complete the attached **Volunteer Application and Consent Form** including **Participation Covenant and Release** and **Authorization and Request for Criminal Records Check**.
2. **Contact** a minister, Director or Coordinator of Children or Youth Ministries.
3. **Attend** training related to our Child/Youth Protection Policies and Procedures within four (4) months of completed background check and before attending any off-site event with minors.
4. Be available for periodic **training sessions**.
5. **Regularly attend** CRUMC for at least six (6) months. Exceptions may include Friday NITE Friends or Vacation Bible School, which use volunteers from the community who do not regularly attend CRUMC. Such exceptions must be approved by a minister, by the director of the program, and by a member of the Trustees *or* a member of the Staff-Parish Relations Committee (3 people altogether).

The following should be maintained in the strictest confidence by the church administrator and personnel director only, except on a “need to know” basis:

1. All personal information voluntarily disclosed,
2. The results of all criminal history/background checks.

### **Disqualifying Offenses and Legal Review Process**

- CRUMC shall comply with the North Texas Conference Criminal Background Policy Statement. This includes the guidelines suggested by *Background Information Services*, which lists disqualifying offenses.
- Persons who have ever been convicted of any disqualifying offense, been on probation or received deferred adjudication for any disqualifying offense, or have presently pending any criminal charges of any disqualifying offense before a determination of guilt is made including any person who is presently on deferred adjudication shall not serve with youth or children.
- Volunteers in a supervisory capacity should be at least five (5) years older than the age group of the minors they are serving.

### **Participation Covenant**

CRUMC desires that all children and youth find the church to be a safe place to grow in their walk with Christ. Therefore, we ask that all volunteers with children and youth commit to the following:

#### **I**

*I commit* myself to respect and protect the inherent human dignity of each of the minors with whom I have the privilege to work. I will strive to treat all with respect due children of God.

*Therefore, I shall make a good faith effort NOT to discriminate* among minors based upon gender, race, color or ethnic background and financial situation. Because God does not discriminate, neither shall I.

#### **II**

*I commit myself to serve as a positive role model of a mature United Methodist Christian witness by my speech and actions as well as by the presentation I give to the Christian faith by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity to act and react with Christian love and understanding in all situations.*

*Therefore, I shall make a good faith effort to:*

- a. Give witness by my example to the centrality of worship in the life of CRUMC;
- b. Stay with the goals and objectives of the approved curriculum;
- c. Impart teachings or personal beliefs to minors that are in harmony with the recognized teaching of the United Methodist Church;
- d. Introduce only materials that are approved by a minister, Coordinator or Director of Children's Ministries or Youth Ministries;
- e. Not smoke or use tobacco products in the presence of minors;
- f. Not use, possess, or be under the influence of alcohol, illegal drugs, or non-prescribed inhalants in the presence of minors;
- g. Not have possession of weapons, including licensed and unlicensed guns, in the presence of minors unless I am required to do so as a law enforcement officer;
- h. Not allow the presence of obscene or pornographic materials at any CRUMC function or show movies rated other than G, PG (not including PG-13), or equivalent. The use of PG-13 movies should only be shown with junior or senior high students and only with caution. In all cases, I will preview a movie that we are considering showing at a children/youth activity.

### III

*I commit myself to interaction, which is affirming of the goodness of minors and adds to their positive self image and which enables mutual acceptance among themselves.*

*Therefore I shall make a good faith effort to:*

- a. Discourage or halt teasing or bullying of one person by another;
- b. Never verbally abuse, demean, or cause mental or emotional injury;
- c. Not use language, such as profanity, which is demeaning or crude or tolerate its use in the presence of a minor;
- d. Not inflict bodily injury or demonstrate physically abusive behavior;
- e. Not allow physical neglect including failure to provide adequate supervision in relation to CRUMC activities;
- f. Work with minors only when my physical or psychological conditions will not adversely affect their health.

### IV

*I commit myself to affirming CRUMC's positive teaching on the role of human sexuality and the grace of human relationships.*

*Therefore I shall make a good faith effort to:*

- a. Touch only appropriately and never in a sexual manner;
- b. Not make inappropriate sexual comments using innuendo, jokes, inference or solicitations;
- c. Act in a fashion, which could never be easily interpreted by a minor to be a sexual advance or threat;
- d. Not allow any display or demonstration of abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
- e. Not allow any inappropriate sexual advances or activity of any kind between any adults or minors;
- f. Never forget the vulnerability of minors to misinterpret sexual information or references;

- g. Strive to remember that abuse can not only be the intention of the perpetrator but also in the perception of the receiver.

## V

*I commit myself to the building up of this community as a sign of God's presence and God's Kingdom in which all may feel secure and valued.*

*Therefore I shall make a good faith effort to:*

- a. Adhere to the "Two-Adult Rule;" (see section III below)
- b. Keep the safety of minors as a priority;
- c. Immediately report to my supervisor any behavior that seems abusive or inappropriate;
- d. Respect the students and fellow ministers with whom I have the privilege to serve;
- e. Maintain the confidence, intimacy and trust of the small group or of a particular minor except as required by Texas Law.
- f. Adhere to Overnight Policy. (see Section IV below)

## VI

*I commit myself to maintaining a positive ongoing personal and working relationship with the minors of CRUMC.*

*Therefore I shall make a good faith effort to:*

- a. Periodically update personal information forms;
- b. Be teachable, realizing that none have arrived at Christian perfection;
- c. Attend training and educational events provided by the church to keep staff and volunteers informed of church policies and state laws regarding child abuse;
- d. Agree to be subject to an annual criminal background check;
- e. Understand that any violation of this Code may be grounds for removal as a volunteer.

### **III. The Two-Adult Rule**

#### **Introduction**

In order to make every effort to ensure the safety of our minors and to protect the good work and reputation of our staff and volunteers, the following guidelines are established to protect all.

#### **Policies**

1. The goal of CRUMC is that any staff or volunteer of our church should not be alone with minors, but be in the view of another screened adult.
2. Minimum circumstances may arise in which only one adult is present with one or more of our minors in a room in our facility or away from our facility. In such circumstances
  - a. Another screened adult should be present in the building.
  - b. The door to that room should be unlocked, and
  - c. The door should be either open or have a window either in the door or the wall.
  - d. The lights of the room should be on.
  - e. A reasonable ratio of workers should be maintained in activities involving minors.
3. Two screened adults should be present for transportation of minors.

4. Two screened adults should be present for the supervision of minors before and after scheduled events.
5. All activities of CRUMC, staff, or volunteers should be planned with consideration of this Two-Adult Rule.
6. The following are examples where exceptions may be made to the Two-Adult Rule.
  - a. Any emergency where the safety or welfare of a minor is at risk.
  - b. In the case of counseling on CRUMC premises, where privacy is required. However, policy number 2 (above) still applies.
  - c. A temporary situation that may arise, for example, if a teacher has to escort a minor to the bathroom or remove the minor from the class for disciplinary reasons.
7. For ministry events, two related individuals do not satisfy the Two-Adult Rule. There must be a third screened adult present in that situation.

#### **Procedures for Waiving the Two-Adult Rule**

1. In situations where one adult supervises one minor, parental permission should be obtained and notification of a CRUMC Minister, Director or Coordinator of Children or Youth Ministries should be completed in advance where this is possible.
2. For situations where one adult meets with one minor and the meeting cannot be anticipated or delayed, a report should be made as soon as possible after the meeting and submitted to a CRUMC Minister, Director or Coordinator of Children or Youth Ministries for review.

### **IV. Overnight Policy**

#### **Introduction**

In the case of overnight events involving minors, the following practices shall be followed to ensure safety of minors and to protect the good work and reputation of our staff and volunteers.

#### **Policies**

1. Adults are not to share a bed or bedding with minors. Exception to this rule shall only be made for the legal guardian of a minor.
2. No less than three minors are to sleep in the same room.
3. Adults and minors are not to use open shower facilities at the same time; however, a shower room with individual shower stalls is acceptable.
4. For all mixed gender overnight events, at least one male and one female screened adult must be present for the entirety of the event.
5. All overnight activities of CRUMC, staff, or volunteers shall be planned with consideration of the Overnight Policy.

### **V. Reporting Responsibility and Response Plans**

#### **Reporting Responsibility**

The obligation of any person under current Texas law is to immediately report within 48 hours to a law enforcement agency, the designated local agency, or the Texas Department of Human Services if they have cause to believe that a minor has been or may be abused.

Clergy, employees or volunteers who have cause to believe that a minor has been or may be abused by another clergy, employee or volunteer, or receives a report of such an act, should also report the incident immediately to their direct church supervisor and the senior minister or an associate minister of CRUMC.

*CRUMC will respond to all allegations. Do not treat any suspicion as frivolous.*

### **CRUMC Abuse Response Process**

Note: Use the attached **Incident Report Form** and **Clergy Checklist**

1. The following are the basic steps to be followed in possible abuse cases:
  - a. The Senior Minister or a delegate should investigate the incident immediately. For incidents involving clergy and staff, immediately remove the accused from the situation and suspend the accused from duties involving minors.
  - b. For incidents involving volunteers, immediately remove the accused from the situation and notify the closest available clergy who will suspend the accused.
2. Make written documentation of everything done and said using the **Incident Report Form**. The clergy receiving the initial report should be responsible for confirming the facts reported and the condition of the minor within 48 hours.
3. The pastor will inform the alleged victim's parents or legal guardians as soon as possible and will inform them of the steps that are being taken, respond to their questions/concerns and continue to keep them advised of the status of the church's involvement in the investigation.
4. The appropriate staff will reach out to the victim and family and treat the accused with dignity and support.
5. After the information is secured, the pastor will contact the proper civil authorities within 48 hours of notification of the alleged abuse—they, not CRUMC, will handle the investigation (see **Clergy Checklist**).
6. Upon notice, the senior minister should notify the Conference office and Conference Attorney of the facts and allegations.
7. The senior minister should form a *Response Team* that should consist of people who have experience and skills in the fields such as psychology, pastoral care, legal work, nursing, or social work. The *Response Team* should
  - a. Meet within a week of the substantiation of the matter and devise a short term and long term plan.
  - b. Maintain confidentiality of the investigation as much as possible.
  - c. Emphasize confidentiality of the victim and any accused.
  - d. Report its plan to the senior minister who should agree on its implementation including the assignment of responsibilities.
  - e. Confer on a regular basis during the implementation of its short and long term plan.
8. The short and long-term plan should include the following elements:
  - a. Notify the insurance carrier of the incident immediately and comply with its investigation.
  - b. Cooperate fully with legal and state authorities in their investigation, if any.
  - c. Prepare a written statement and designate the senior minister or a spokesperson to respond to media inquires. *Only this spokesperson is allowed to speak to the media about the incident in question and other staff is expected not to speak to the media.*
  - d. Provide assistance to the alleged victim and family in obtaining counseling or referral to a mental health professional, if needed.
  - e. Provide assistance to the accused in obtaining counseling or referral to a mental health professional, if needed.
  - f. Respond to the needs of the families of the alleged victim and the accused to seek a redemptive solution for all involved.
  - g. Inform the affected volunteer(s) and paid staff members of the need for confidentiality.

- h. Consider and respond to the concerns of other parents.
- 9. Within five (5) days of the alleged abuse, the clergy staff person who made the original report should prepare a written report and send one copy to the state agency and should give one copy to the senior minister.
- 10. The senior minister or associate minister should notify the person who made the initial report whether the incident has been reported to the civil authorities. The reporter, of course, retains the right to report the incident to the appropriate civil authority personally, if this has not already been done.
- 11. In the event the allegations are made about an appointed minister, the Conference should conduct the investigation. In such case, the chairperson of the Staff Parish Relations (SPR) should notify the Conference offices and offer the resources and assistance of *CRUMC Response Team* during the response phase.
- 12. Confirmed child abuse is grounds for immediate dismissal of the volunteer. Member termination should be considered as appropriate for the circumstances, per the *2008 Book of Discipline* paragraph 2714 item 6.
- 13. If the charges do not appear substantiated, the original copy of the investigation report should be placed in a confidential file of the senior minister (or personnel files in the finance office) and kept for ten (10) years. All other copies should be destroyed.
- 14. If the charges are substantiated, the Senior Minister or District Superintendent or appropriate Conference official should place the accused person on a leave of absence from any official duties pending the final resolution of the matter.
- 15. If the charges are substantiated, it is essential that effective, immediate and compassionate care be provided to the victim and the victim's family, in close consultation with the civil agency (or agencies) that are involved.
- 16. The *Response Team* will devise a plan on communicating any incident to the congregation as a whole.

#### **CRUMC Accident Response Process**

Note: Use the attached **Accident/Illness Report** form.

- 1. The Senior Minister or a delegate should investigate the accident immediately and should take preventive measures to prevent reoccurrence.
  - 2. CRUMC should provide assistance to the person in obtaining medical attention, if needed.
  - 3. The Senior Minister or a delegate should notify the insurance carrier of the accident immediately and comply with VI. Supervision Policies and Procedures
- 1. Children (birth through second grade) should be released to a properly identified person.
  - 2. CRUMC expects parents or guardians to be prompt in retrieving children from their activities.
  - 3. Minors should not be left unsupervised.
  - 4. CRUMC staff should supervise volunteers on an ongoing basis.
  - 5. CRCDS shall follow its own supervision-related policies and procedures.

#### **VI. Supervision Policies and Procedures**

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## VII. Child Abuse Related Education and Training

### Introduction

CRUMC recognizes all forms of child abuse, as that term is defined herein and under the Texas Penal Code. CRUMC reminds its members that abuse of minors can take on many faces. The thrust of these policies and procedures is to provide for the safety and respect of our minors.

### Education and Training

All employees of CRUMC, key leaders and volunteers serving with minors will be required to attend education on the subject of child abuse as a part of training related to Child/Youth Protection Policies and Procedures.

Education and training should include the following:

- The reading of this Child Protection Policy and Procedures.
- Lecture, written materials, and/or video(s) on child abuse with discussion about:
  - Moral responsibility of the CRUMC community;
  - Legal liability of CRUMC;
  - Texas' definition of child sexual abuse, reporting requirements and criminal sanctions under the Texas Penal Code;
  - Discussion of all supervisory guidelines that are in effect (i.e. two adult rule);
  - Reporting – Explanation of reporting requirements (i.e. when mandatory, to whom to report, when proper to report, forms);
  - Responding – Explanation of responding requirements (i.e. checklist, forms).

The congregation will be offered education on the subject of child abuse to better understand the problem and rationale for CRUMC's policy.

## VIII. Use of Private Vehicles

### Introduction

The following policies are intended to ensure the safety of our minors and to protect them when being transported during church-related activities.

### Policies

1. No tobacco products shall be used in the vehicles.
2. No alcoholic beverages shall be allowed in the vehicles.
3. User should provide one or more screened adults in addition to the driver for each vehicle when minors are being transported. Exceptions may be made for trips within the DFW metroplex with prior consultation of the director of the activity, a minister, *and* a member of Trustees *or* a member of the Staff-Parish Relations Committee (3 people altogether).
4. All passengers, including the driver, shall wear a seat and shoulder (when available) belts.
5. Nothing shall extend out of the windows.
6. The maximum number of people in the vehicle shall be the same as the number of adult seats in the vehicle with seat belts.
7. All vehicle drivers shall:

- a. Have a valid driver's license and provide a photocopy of driver's license and liability card to CRUMC;
  - b. Have a good driving record (i.e. no moving violations within 12 months on their record or been convicted, or received deferred adjudication, for driving under the influence of a controlled substance within the past ten (10) years);
  - c. Authorize CRUMC the right to check their driving record with the Texas Department of Public Safety;
  - d. Read and comply with this policy.
8. The driver shall have complete authority over the passengers and full responsibility for the safety of the passengers at all times.
  9. Each driver shall drive no longer than a continuous two hours at any one time without a rest stop, and no one driver shall drive a total of more than eight hours in any one day. Drivers shall stop the vehicle(s) and rest for a period of time equal to ten minutes for each hour driven before stopping. Drivers may rest while an alternate driver takes over. On long trips, the user shall have available an alternate approved driver to relieve the primary driver if necessary.
  10. For at least 12 hours prior to driving the vehicle(s), all drivers shall not have consumed any alcoholic beverages.
  11. Drivers shall operate vehicle(s) in compliance with speed limits, traffic laws, and road conditions.
  12. In the event of an accident, with or without injury, the driver shall report the incident to the proper police authority and to a church staff member (using attached **Private Vehicle Accident Report Form**) within 24 hours. If anyone requires hospitalization, the driver shall notify the church office or staff member by telephone as soon as possible. Once the driver has returned from the church function, a **Private Vehicle Accident Report Form** must be completed.

## IX. Other CRUMC Policies and Procedures

All members, employees, visitors and volunteers should comply with all of the other policies and procedures of CRUMC.

## X. Definitions

Definitions to this policy are attached hereto and incorporated herein by reference. For the purpose of this policy, the following definitions should apply.

1. **"Adult"** shall be defined as any individual at least eighteen (18) years of age.
2. **"Child Abuse"** shall be defined as verbal, physical, emotional, or sexual abuse of a minor.
3. **"Clergy"** shall be defined as any pastor ordained, commissioned, and/or licensed to the ministry by the United Methodist Church and officially appointed to or hired by CRUMC.
4. **"Member"** shall be defined as any person who has joined CRUMC by profession of faith, transfer of membership from another United Methodist Church, or transfer from another denomination.
5. **"Minor"** shall be defined as any preschooler, child, or youth under the age of eighteen (18) or mentally challenged individual whose mental capability is that of a minor.
6. **"Program Council"** shall be defined as the staff of CRUMC and the lay representatives nominated to chair these positions of the programs of the church. (Examples of programs: Education, Missions, Scouts, Singles, Music, etc.)
7. **"Response Team"** shall be defined as a body consisting of the Senior Minister, church administrator and two of the following:

- Chair of the Board of Trustees (BOT)
  - Chair of the Staff Parish Relations Committee (SPR)
  - Chair of the Church Council (CC)
  - Lay Leader
8. **“Screened Adult”** shall be defined as an adult who has satisfactorily passed a criminal background check and agreed to CRUMC’s Child Protection Policies and Procedures.
  9. **“Teen Volunteer”** should be defined as any worker at least thirteen (13) years old or older, but under the age of eighteen (18).
  10. **“Volunteer”** shall be defined as any adult who serves as a volunteer person and is eighteen (18) years of age or older.

**Custer Road United Methodist Church Volunteer Application**

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

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_ Zip \_\_\_\_

Daytime Phone \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Occupation \_\_\_\_\_

List work and/or volunteer experience \_\_\_\_\_

What areas/ministries have you been involved with at Custer Road UMC? \_\_\_\_\_

List special interests, hobbies, and skills \_\_\_\_\_

Why would you like to volunteer at Custer Road UMC?

How many hours per week are you available to volunteer? (indicate days, evenings or weekends)

Would you be available for periodic volunteer training sessions? \_\_\_ yes \_\_\_no

What gifts do you have that would help you serve as a volunteer? \_\_\_\_\_

Some opportunities may involve driving. Do you have liability insurance on your automobile?  
(list policy limits and name of carrier)

Are you a member of Custer Road United Methodist Church? \_\_\_ yes \_\_\_no

References: Please list two (2) personal references (people who are not related to you by blood or marriage) who have known you for at least three (3) years and provide a complete address and phone information for each. References are confidential.

1. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime/Evening phone \_\_\_\_\_

Relationship to reference \_\_\_\_\_

2. Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime/Evening phone: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

## **Custer Road UMC Participation Covenant Statement**

The congregation of Custer Road United Methodist Church is committed to providing a safe and secure environment for all people who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others. **No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.**

*I commit myself to:*

- respecting and protecting the inherent human dignity of each person with whom I have the privilege to work. I will strive to treat all with respect due children of God.
  - serving as a positive role model of a Christian witness by my speech and actions as well as by the presentation I give to the Christian faith by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity to act and react with Christian love and understanding in all situations.
  - interaction, which is affirming of the goodness of all people and adds to their positive self image and which enables mutual acceptance among themselves.
  - affirming CRUMC's positive teaching on the role of human sexuality and the grace of human relationships.
  - the building up of this community as a sign of God's presence and God's Kingdom in which all may feel secure and valued.
  - maintaining a positive ongoing personal and working relationship with the people of CRUMC.
1. As a volunteer with this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  **Yes**  **No**
  2. As a volunteer with this congregation, do you agree to observe the "Two-Adult Rule" at all times when working with minors?  **Yes**  **No**
  3. As a volunteer with this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?  **Yes**  **No**
  4. As a volunteer with this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor?  **Yes**  **No**
  5. As a volunteer with this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of any criminal offense?  **Yes**  **No**

## **Authorization and Request for Criminal Records Check**

I hereby certify that the information I have provided on this application is true and correct. I authorize Custer Road United Methodist Church as a part of its volunteer application process, to verify the information I have provided on this application, by contacting the references and employers I have listed and by conducting a criminal records check including local, state, and national files, which may include a motor vehicle report. I do hereby consent to the use of any and all information provided to CRUMC in the application process to be used in the criminal history/background check.

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

Driver's License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_ \*\*

\*\* Because we respect your privacy, all background check information, including your Social Security number, is confidential and is stored in a locked cabinet, in a locked storage room, which is accessible by limited Custer Road UMC staff. In order to perform the background check, this information will be entered into a third-party system (database) which utilizes 256-bit Secure Sockets Layer (SSL) encryption, thus ensuring the data is protected. Failure to disclose your DL# and/or SS# will prevent Custer Road UMC from performing a complete criminal records check. Until a criminal records check is completed, you will not be eligible to volunteer.

**Incident Report Form**

Filled out by: \_\_\_\_\_

Reason for report: \_\_\_\_\_

Date of incident: \_\_\_\_\_ Class/Place: \_\_\_\_\_

Name(s) of minor(s) and age(s): \_\_\_\_\_

Quote the minor's first words verbatim: \_\_\_\_\_

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

Briefly describe what happened: \_\_\_\_\_

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

What action did you take? \_\_\_\_\_

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

Has the incident been resolved?  Yes  No, Explain: \_\_\_\_\_

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

Were there any witnesses?  Yes  No

Names: \_\_\_\_\_

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

Signatures (if possible): \_\_\_\_\_

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

Report submitted to: \_\_\_\_\_



## ACCIDENT/ILLNESS REPORT

Fill in all appropriate areas. Use additional sheets as necessary.

Name		Date of Birth	Today's Date
Child's Address		Date of Incident/Illness	Time of Incident/Illness <input type="checkbox"/> am <input type="checkbox"/> pm
Place of Incident			
Staff Person in Charge of Child	Parent's Name	Date Parent Notified	Time Parent Notified <input type="checkbox"/> am <input type="checkbox"/> pm
Child's Doctor	Doctor's Address	Doctor's Phone #	Date/Time Consulted <input type="checkbox"/> am <input type="checkbox"/> pm
Doctor's Diagnosis or Instructions			
Was First Aid Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No What was done?		Was medical attention required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Was EMS called? <input type="checkbox"/> Yes <input type="checkbox"/> No Time called <input type="checkbox"/> am <input type="checkbox"/> pm Time responded <input type="checkbox"/> am <input type="checkbox"/> pm

### A. Details of Accident That Caused Injury:

Describe injury or incident:
Where and how did the incident/injury occur?
Other children involved and what was the involvement? Names of children who witnessed the incident/injury. <i>(optional)</i>
Staff who witnessed the incident/injury.
Other staff who were present at the time of the incident/injury.
Follow-up required.

**B. Details of On-set of Illness While in Care**

Type of Illness	Does the illness require exclusion from care? <input type="checkbox"/> Yes <input type="checkbox"/> No
If communicable: other parents notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Method used:	Health Dept. notified? <input type="checkbox"/> Yes <input type="checkbox"/> No Date
Temperature of Child	Medication given

I verify that the above information is a true and accurate account of the incident/injury that occurred concerning this child.	
Signature of Director/Person in Charge	Date Signed
I verify that the director/person in charge appropriately relayed the information concerning the incident/injury concerning my child. I have received a copy of this report.	
Signature of Parent	Date Signed

**Private Vehicle Accident Report Form (Side A)**

Date of accident: \_\_\_/\_\_\_/\_\_\_\_\_ Time of accident: \_\_\_\_\_

Location of accident (be specific): \_\_\_\_\_

Driver of vehicle: \_\_\_\_\_

Driver's license#: \_\_\_\_\_ Vehicle plate#: \_\_\_\_\_

How accident occurred (be specific): \_\_\_\_\_

Extent of damage to vehicle: \_\_\_\_\_

Names of all passengers and injuries, if any:

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name(s) of other witnesses:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Filled out by: \_\_\_\_\_

**Private Vehicle Accident Report Form (Side B)**

*(Note: If more than one vehicle is involved, please complete a separate form for each.)*

Name of driver: \_\_\_\_\_

Driver's license#: \_\_\_\_\_ Vehicle plate#: \_\_\_\_\_

Driver's address: \_\_\_\_\_

Make of vehicle: \_\_\_\_\_

Vehicle insurance carrier: \_\_\_\_\_ Policy number: \_\_\_\_\_

Insurance agent: \_\_\_\_\_ Phone #: \_\_\_\_\_

Extent of damage to other vehicle: \_\_\_\_\_

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

Names of all passengers and injuries, if any:

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name: \_\_\_\_\_ Injury: \_\_\_\_\_

Name(s) of other witnesses:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Filled out by: \_\_\_\_\_