



MINISTRYSAFE

**City Point United
Methodist Church
North Richland Hills, Texas**

**Policies and Procedures
for Ministries with Protected Persons
2019 Edition**



City Point United Methodist Church

Dear Volunteer or Staff Member,

At our church, we take our responsibility to care for children, youth, and vulnerable adults very seriously. These policies are intended to facilitate a safe and nurturing environment in which children, youth, and vulnerable adults can grow in relationship with Jesus Christ.

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

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

Definitions

Protected Persons, when used herein, shall be defined as all children and youth participating in, and served by, programs and activities of the church.

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

Student or Youth, when used herein, shall be defined as anyone in sixth through twelfth grades.

Vulnerable Adult, when used herein, shall be defined as an adult who because of physical or mental infirmity or emotional disability or other physical, mental, or emotional dysfunction may be vulnerable to maltreatment. There is not a separate or unique Ministry Safe policy for such vulnerable adults. However, CPUMC uses this policy to protect vulnerable adults.

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

Workers/Volunteers, when used herein, shall be defined as all pastors, employees, program directors, and volunteers involved in programs and activities of the church that are a part of any of the ministries with Protected persons. Workers may be paid or unpaid.

Safety System Administrator (SSA), when used herein, refers to the person/s who is responsible for administering the Ministry Safe System at this church.

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

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

Any person has threatened or inflicted emotional or physical injury upon a Protected Person or is reasonably suspected to have done so.

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

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

MINISTRY SAFE POLICY AND PROCEDURES Revised July 2019

**CITY POINT UNITED METHODIST CHURCH
7301 GLENVIEW DRIVE, NORTH RICHLAND HILLS, TEXAS 76180**

Guidelines for the Prevention of Abuse of Children

Statement of Purpose:

Members of City Point United Methodist Church come from a variety of experiences, backgrounds and needs. Many of CPUMC's ministries involve married and single adults who have children in our children and youth areas. CPUMC is committed to providing a safe environment for children, youth, and vulnerable adults who attend the church or any church-sponsored programs or activities, and to taking the necessary precautions to protect church workers/volunteers from false accusations or suspicions.

Members of CPUMC recognize the need to have a formal, written policy and procedures to help prevent the opportunity for abuse or the appearance of abuse of children, youth and vulnerable adults. CPUMC has a zero tolerance for abuse in ministry programs and ministry activities. The following policy and procedures are not based on a lack of trust in workers but instead are intended to protect our, children, youth, vulnerable adults, workers, employees, volunteers and the entire church body. It is the responsibility of every staff and volunteer at CPUMC to act in the best interest of all children and youth in every program.

*City Point United Methodist Church will be a Biblically faithful
and caring community without walls, responding to God's grace and reflecting Christ's life.*

Guiding Principles

By fostering awareness of appropriate, as well as inappropriate, behavior in the presence of Protected Persons, CPUMC, as part of the body of Christ, will demonstrate Christian love and respect for one another.

CPUMC recognizes that certain Workers/Volunteers have exceptional talents for teaching and supporting the growth and development of CPUMC's Protected Persons and wishes to encourage them to use their spiritual gifts. At the same time however, CPUMC has set certain criteria for those Workers/Volunteers who choose to serve in this ministry in order to protect the wellbeing of the Protected Persons involved in programs and activities at CPUMC.

It is not the intent of CPUMC to be judgmental, for we are all accountable to God. We will rely on God's wisdom in developing, implementing and carrying out God's will through this policy. Compassion and truth will be the guiding forces for any investigation, reporting or follow-up action that results from the procedures as outlined in this policy.

Congregational support is critical for adherence to this policy. The limited nature of our resources, and our desire to devote as much time and effort as possible to the work of the Lord, mandates that this policy be fully understood by every member of our congregation and church family. This will enable church staff and leadership to do what is necessary to preserve the church's resources for the work of the Lord.

Overview of the Safety System at CPUMC

Because we desire to protect all people under our care, our church requires all staff members and volunteers working with children or students (and other vulnerable populations) to complete 4 **SAFETY STEPS** before ministry work or volunteer placements begin.

Step One: Sexual Abuse Awareness Training (this is required every two years)

CPUMC policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to the event supervisor or staff member in charge. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a person for sexual abuse. Grooming is the process used by an abuser to select a potential victim, win his/her trust (and the trust of the potential victim’s parent or ‘gatekeeper’), manipulate the potential victim into sexual activity and keep him/her from disclosing the abuse.

To equip CPUMC staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, CPUMC requires all staff members and volunteers to complete Ministry Safe online sexual abuse awareness training. A link will be sent to your email. **Please note: Volunteers must attend CPUMC for six months before being eligible to serve in positions providing access to children, students or vulnerable adults.**

Step Two: Screening Process

Staff members and volunteers are required to complete the CPUMC Screening Process, which requires a staff member or volunteer to:

- Complete Employment Application (employees only)
- Complete Safety Application (employees and volunteers)
- Complete a face-to-face interview (employees and volunteers)
- Provide references to be checked (employees and volunteers)

Step Three: Policies and Procedures

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

Step Four: Criminal Background Check

CPUMC requires that all staff members and volunteers involved with Protected Persons undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. The background check will be renewed every two years.

Safety Policy

Abuse Tolerance

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

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations in accordance with this policy. To the Ministry Director, SSA, and Senior Pastor.

Reporting Suspicious or Inappropriate Behaviors

City Point United Methodist Church is committed to providing a safe, secure environment for protected persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our Safety System Administrators, Safety Oversight Committee, the Police Department, Child Protective Services, or other appropriate agency. **Reporting Abuse or Suspicions of Abuse forms will be located in all Children's and Youth Sunday School Rooms and will be provided by a staff member to the leader of each event.** An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to the director of the event, SSA/Office Administrator and or the Senior Pastor. Because sexual abusers 'groom' children and youth for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child or youth for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a director of the event or director of the event, SSA/Office Administrator and or the Senior Pastor.

Enforcement of Policies

City Point United Methodist Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all CPUMC policies. Violations of these policies by either volunteer or staff member are grounds for immediate dismissal, disciplinary action, or reassignment from Ministries with protected persons. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Safety Oversight Committee.

Youth Department: Youth Director/Director of Program Ministries, reports to the Senior Pastor.

Children's Department: Nursery workers report to Nursery Coordinator. The Nursery Coordinator reports to Director of Program Ministries; Director of Program Ministries reports to the Senior Pastor. If those listed above are not available contact the Office Administrator.

Volunteers: Volunteers report to the Director in charge of the event at the time. Directors should make themselves known at each event.

CPUMC Safety Oversight Committee

Recognizing the importance of providing and maintaining a safe environment for protected persons, CPUMC has designated the Office Administrator along with the Senior Pastor to act as SSA. The Office Administrator will maintain the screening process of all employees and volunteers, with the help of other staff members.

The current Safety Oversight Committee is comprised of the following members:

1. Senior Pastor: (SSA) Rev. Dr. Jeff S. May
2. Pastoral Care: Rev. Amy Tate-Almy
3. Office Administrator: (SSA) Laurie Thompson
4. Director of Program Ministries: Sharma Castillo
5. Chair of Pastor Parish Relations: Louis Murray
6. Optional members may be added by the Safety Oversight Committee as needed.

Meetings

Meetings of the Safety Committee will be held on an as needed basis to discuss risk management practices and updates. The safety committee will also meet on emergency basis upon the recommendation of a member or following the report of any incident or allegation.

Responsibilities

The safety committee will be charged with the following duties:

1. Applying existing policies and procedures related to the protected persons and risk management issues.
2. Monitoring all ministries with protected persons for ongoing compliance with safety policies.
3. Making recommendations to our Trustees and Leadership Team regarding safety issues.

Monitoring Plan

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

1. Each supervisor conducts an unscheduled observation to monitor programs.
2. The Director conducts written performance evaluations every six months for individuals in paid staff.
3. The ministries Director or Pastor conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. The pastor meets with Director of Program Ministries once monthly to discuss Program Ministries.
5. The PPRC committee meets with Ministry Director once each year to discuss ministries with protected persons, including safety training and procedures.
6. The Ministry Director conducts an unscheduled observation at least once each month for programs that occur weekly.

Building Safety

The Ministry Director will be responsible for ensuring that any area designated for ministries with protected persons are monitored during programs. This will include casual monitoring of staff members, volunteers, and protected persons in classrooms.

Children

No child will ever be left unattended during children's ministry programming or classes, which is understood to include 15 minutes before and until reunited with a parent/after scheduled times. Children's Ministries Workers/Volunteers are prohibited from being alone with an individual child in any room or building. In the event a Worker/Volunteer finds he/she is alone with children after departure of other adults, that Worker/Volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other workers/volunteers are present.) Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area.

Workers/Volunteers are to circulate, watching children giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

After every programming event, Children's Ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

Worker to Child/Student Ratios

CPUMC is committed to providing adequate supervision in ministries with protected persons. Accordingly, a minimum of two unrelated adult workers are always required.

Program	Workers/Volunteers	Children
Nursery	2	6
Pre-school	2	8
Elementary	2	10

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

The Central Texas Conference of the United Methodist Church recommends any additional helpers be at least 5 years older than the oldest child participant. If a worker/volunteer is 'out of ratio' it is his/her responsibility to immediately notify the program supervisor or the Pastor/Director. Supervisors will make diligent efforts to find substitute workers/volunteers to immediately bring worker/volunteer to children ratios into compliance with this policy.

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

Students

The Central Texas Conference of UMC recommends any additional helpers be at least 5 years older than the oldest student, and any main helpers be 1 year post high school or equivalent and 3 years age difference from oldest student participant. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

For groups up to and including 15 students, there will be a minimum 2 unrelated workers/volunteers supervising. For groups larger than 15 students, there will be a minimum of 3 unrelated workers/volunteers supervising. For every additional 15 students, 1 additional worker/volunteer will be required.

If a worker/volunteer is out of ratio it is his or her responsibility to immediately notify the responsible ministry director. This person will make diligent efforts to immediately bring worker/volunteer to student ratios into compliance with this policy.

Medications

The director or counselors may distribute medicine to youth/children while on overnight trips. The medication must be in the original packaging, including over the counter medication. Parent information sheet must be signed and notarized with instructions on how to distribute medicine.

Inappropriate Oriented Conversations

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

Inappropriate Oriented Materials

Staff members and volunteers in Ministries at CPUMC are prohibited from possessing any inappropriate oriented materials (magazines, cards, images, videos, films, etc.) on church property, while traveling, or in the presence of protected persons.

Intoxicants

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any CPUMC property, while traveling with protected persons, or while working with or supervising protected persons.

Nudity

Staff and volunteers at CPUMC should never be nude in the presence of protected persons in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend, mission trip, or overnight retreat, etc.).

Tobacco use

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

Verbal Interactions

Verbal interactions between staff members, volunteers and protected persons should be positive and uplifting. Our staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of all church members.

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

Bathroom Supervision and Assistance

Nursery Children

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

Diapering:

1. Nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Any special instructions given by parents leaving children in nursery will be recorded on the registration form.
5. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
6. Children should be changed on changing stations only.

Toilet Training

1. No child will be forced to toilet train.
2. Only nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
3. When children are taken into bathrooms the door will be left partially open.
4. Young children will never be left unattended in bathrooms.
5. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration form.
6. Children should be assisted in straightening their clothing before returning to the room with other children.
7. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing,

It is understood that following bathroom activities all workers will wash hands and sanitize all necessary surfaces. Ministry Safe recommends that only females or the child's parent/legal guardian will undertake the diapering or toilet training efforts of children of either sex.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Staff members and volunteers should never take a child to the restroom by themselves.

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

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

Special Needs

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

Transportation

Staff members and volunteers are not allowed to bring or take protected persons home. The only time this is allowed is on a church outing, mission trip, etc. Never one on one.

1. NO cell phones may be utilized by the driver while driving CPUMC vans and church bus, unless in an emergency.
2. No drivers under the age of 25 may drive CPUMC owned or rented vehicles.
3. Drivers should always check vehicles or bus to make sure no one is left in the vehicle or bus.

Discipline Policy

It is the policy of CPUMC that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of protected persons. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, threatening, or any other physical force as retaliation or correction or inappropriate behaviors by protected persons. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the ministry director. Therefore, workers/volunteers must always have contact information for each protected person.

For Children, the CTC recommends the following best practices:

Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.

5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-out give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly-just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the Director of Program Ministries.

For youth, the CTC recommends the following best practices:

If a youth is unruly or fails to comply with verbal warnings or instructions from workers/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent/guardian will be contacted to pick up the youth. In the event of a fight or physical altercation, workers/volunteers will verbally redirect youth involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the ministry director.

Parental Contact

Parents/guardians who leave a protected person in the care of CPUMC church staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in program ministries. Therefore, you must always have contact information for each protected person.

Parental Involvement

Parents/guardians are encouraged to visit any and all services and programs in which their protected person is involved at CPUMC. Parents have an open invitation to observe all programs and activities in which their protected person are involved in. However, parents who desire to participate in or have continuous, ongoing contact with program ministries will be required to complete the CPUMC volunteer safety application and screening process.

Physical Contact

Our church is committed to protecting all people in its care. To this end, our church has implemented a ‘physical contact policy’ which promotes a positive, nurturing environment for all Ministries while protecting all people. The following guidelines are to be carefully followed by anyone working in Ministries with protected persons.

1. Side hugs, pats on the back and other forms of appropriate physical affection between workers/volunteers and protected persons are important for healthy development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Ministry Director or the Pastor.
3. Physical contact should be for the benefit of the protected persons, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other protected persons or workers/volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Ministries with protected persons must always foster trust. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant protected person. A protected person’s preference not to be touched must be respected.
7. Staff members and volunteers are responsible for safeguarding protected persons under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, the Ministry Director or the Pastor.

Sleeping Arrangements

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

1. The 2-adult rule must be followed. The 2 adult leaders present must have previously completed our church’s application and screening process.
2. Leaders should use good judgement regarding PG or PG-13 movies. No R-rated movies are permitted.
3. Appropriately modest sleeping attire must be worn.

4. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same gender.
5. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and protected persons will use single sleeping bags or blankets. In these instances, “one-person-to-one bag or blanket” rule will be observed.

Release of Children

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

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

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

In the event that a staff members or volunteers are uncertain of the property of releasing a child, they should immediately locate or contact their immediate supervisor or the Director of Program Ministries before releasing the child.

Supervision

Staff members and volunteers in protected persons Ministries are expected to provide adequate supervision for protected persons in their care while working in church programs.

Social Media and Digital Communication

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

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

To the best of their ability, church staff and volunteers shall NOT:

1. Use social media of any type to share photographs or video of Protected Persons anywhere on the internet except with specific written permission, given to the church, by their parents/guardians to post on official church pages/groups. In certain limited circumstances, a partner organization may invite church staff and volunteers to share photos of children from their organization on the church staff and volunteer's personal social media account. In this case, church staff and volunteers may defer to the partner organization guidelines. This DOES NOT apply to Protected Persons from our church.
2. Post personal or identifying information of Protected Persons with or without photos or videos, anywhere on the internet without specific written permission, given to the church, by their parents/guardians. For example, pictures of Protected Persons will not have names posted or have parents "tagged."
3. Ask a Protected Person to be a "friend" using any type of social media, such as Facebook. Adults may accept a "friend" request from Protected Persons with the knowledge and permission of their parents/guardians.
4. Ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected//exploited. The pastor should be contacted immediately in compliance with Texas law and this policy.
5. Use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures, manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a Protected Person are also inappropriate, much like it is inappropriate for a face to face discussion of this type to take place with no additional supervision. Conversations through social media should always be conducted by means that can be recoverable (e.g. email, text messages, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of communication that exists between their child and any adult.

Policies and Procedures

Statement of Acknowledgement and Agreement

I have received **and read** a copy of City Point UMC Ministry Safe Policies and Procedures for Protected Persons (which includes Children, Youth, and Vulnerable Adults) and understand the importance of the material in the manual. I agree to abide by these guidelines while serving, volunteering, or working at City Point UMC.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by CPUMC and that I will receive updates as needed. I understand it is my responsibility to review new guidelines which may be created and distributed.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at CPUMC at any time.

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

I understand that if I have any questions about any of these policies I can get with one of the Ministry Safety Oversight Committee Members for clarification or explanation.

I acknowledge receipt of CPUMC policies and procedures manual.

(Please print)

Staff member or Volunteer's name

(Please sign)

Staff member or Volunteer's name

Date: _____