

Office Copy

FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
510 Poinsettia Avenue, Sebring, Florida 33870-3855
Telephone # (863) 385-0352

**ADULT LEADERSHIP POLICY
FOR CHILDREN AND YOUTH MINISTRY PROGRAMS**

First Christian Church (Disciples of Christ) is a community of faith committed to using our resources to promote a safe environment for the physical, emotional, and spiritual growth of our children and youth.

A. PURPOSE

The primary purpose of this policy is to maintain a safe environment for those children and youth participating in the children and youth ministry programs of First Christian Church (Disciples of Christ). Compliance with this policy will also help protect our church and its members who work with children and youth from unfounded charges and legal liability.

B. OPEN PROGRAM

All aspects of our children and youth ministry programs are open to observation by parents and congregational leaders at any time.

C. SCREENING

Any staff or volunteer adult who regularly works with children or youth at our church must be at least 21 years old. Every adult must submit a personal information and self disclosure form and must authorize a background check (see Appendix A) before working with our children or youth. This form and background check must be renewed by August 31st of every other year. All information obtained from this disclosure and background check will be treated as confidential. The senior pastor will be responsible for reviewing the information submitted and approve each staff or volunteer adult to work with children or youth, designating them as an "Adult Leader". No adult may regularly work with children or youth at our church without the prior approval of the senior pastor.

D. HISTORY OF SEXUAL MISCONDUCT

Any adult who has been convicted of sexual misconduct or abuse may not participate in any capacity in our children or youth ministry program.

E. TWO-DEEP LEADERSHIP

At least two Adult Leaders must be present at each children or youth program activity from its beginning until all participants have been released to a parent or another approved person. If a program is occurring simultaneously in separate areas, two Adult Leaders must be present in each area where children or youth are present. An adult who is at least 18 years old and who has not been screened may assist in an activity, if at least two Adult Leaders are also present.

F. ONE-ON-ONE INTERACTION

When a planned one-on-one meeting between an Adult Leader and a child or a youth takes place in the church building, the meeting must be in a room with an unobstructed window or an open door. A second Adult Leader must be in the same area of the church, although not necessarily in the same room. Unplanned individual contact during program activities off church property must be done in view of a second Adult Leader. Planned individual contact off church property may only occur in public places and with the prior consent of the minor and parent or guardian. An Adult Leader should not meet alone with a child or a youth in a private place for any reason.

G. RESPECT OF PRIVACY

Adult Leaders need to respect the privacy of children and youth in situations such as use of restrooms, changing into swimming suits, or taking showers on overnight outings, and intrude only insofar as health and safety require. Adult Leaders also need to protect their own privacy in similar situations.

H. SEPARATE ACCOMMODATIONS

A minimum of two Adult Leaders must be present at an overnight children or youth activity. If participants are both male and female, the Adult Leaders must be male and female. Males and females will sleep in separate areas. Adult Leaders will not occupy the same bed as a child or a youth.

I. TRANSPORTATION

When the church provides transportation to a program activity, the following requirements apply:

1. The driver must be an Adult Leader at least 21 years of age.
2. The driver must have a valid Florida driver's license.
3. The driver must have proof of insurance that meets the State of Florida requirements.
4. The driver must not have had a driver's license revoked or suspended within the last three years for any reason.
5. The number of passengers in a vehicle may not exceed the number of working passenger seat restraints.
6. The driver and all passengers must wear seat restraints at all times.
7. The driver must have a copy of and follow the Transportation Safety Guidelines (see Appendix B).
8. A parent or guardian must sign a consent form (see Appendix C).
9. An Adult Leader should avoid being alone in a car with a minor.

J. CONSTRUCTIVE DISCIPLINE

Discipline used in church activities should be constructive and should reflect the accepting and loving environment that Jesus Christ intended for us to have with each other. Corporal punishment is never permitted.

K. NO HAZING OR DISRESPECTFUL BEHAVIOR

Hazing and initiations are prohibited and may not be included as part of any First Christian Church program activity. Bullying, discriminatory jokes or comments, and other behavior that is disrespectful of others is not allowed.

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L. NO SEXUAL BEHAVIOR

No sexual ~~conduct~~ is permitted at children and youth ministry activities. Other behavior that does not involve physical contact, such as suggestive or sexual comments, displaying sexual materials, or exposing sexual body parts, is also prohibited.

M. GIFTS

Adult Leaders shall not give personal gifts or money to an individual child or youth without first notifying the parents or another Adult Leader. Gifts to entire classes or groups are acceptable.

N. REPORTING OF VIOLATIONS OF THESE RULES.

Any suspected violations of this policy should be reported to the pastoral staff immediately.

O. TRAINING

Training shall be required of all Adult Leaders once a year. A copy of this policy shall be provided annually to every Adult Leader. This training will be designed and provided by the pastoral staff and chosen Adult Leaders. The Christian Church (Disciples of Christ) "Praesidium Program" is to be used along with similar training programs recommended by our denomination.

P. CONGREGATIONAL AWARENESS AND REVIEW

A copy of this policy will be available in the church office at all times.

Q. EFFECTIVE DATE

This policy shall become effective on (date) Sunday November 20, 2011 @ 11:48 AM

PASSED AND APPROVED by the General Board of First Christian Church (Disciples of Christ) of Sebring, Florida this 20th day of November, 2011.

Board Chairperson Linda J. Ellis

Board Secretary Frank L. Lanfer

APPENDIX A
FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)
ADULT LEADER APPLICATION – CHILDREN & YOUTH MINISTRY

Thank you for your interest in working with the children and youth of our church. Your involvement is vital to a successful ministry with children and youth here. This form will help us to get to know you better so that we can give our youngsters the best possible experience in their faith journey. We hope and pray that God will lead and guide us in our ministry together.

PERSONAL INFORMATION

NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

E-MAIL _____ OCCUPATION _____

EMPLOYER _____

HOBBIES/ INTERESTS _____

BIRTH DATE _____

How long have you been an active member of First Christian Church? _____

Please list the States you have lived in since you were 18 years old. _____

Do you have any training that would assist you in your ministry with our youngsters?
CPR training _____ First aid training _____ Other _____

When could you be available to help with the program?
Thursday nights _____ Sunday mornings _____ Sunday afternoons or evenings _____
Overnight trips _____ Other _____

Please describe any previous volunteer experience with children or youth. _____

Have you ever been charged with, or convicted of child abuse, neglect, or a crime involving actual or attempted molestation of a minor? Yes _____ No _____

Have you ever been charged with or convicted of any other crime? Yes _____ No _____

If you answered yes to either of the last two questions, you will need to complete a form describing those convictions or charges (attached as Appendix D).

Tell us about your level of formal education and check all that apply –

Grade School _____ Middle School _____ High School _____ GED _____ Jr. College _____
College _____ (degree) _____ Graduate College _____ (degree) _____
Advanced Studies _____ (degrees) _____
Other _____

TRANSPORTATION INFORMATION

Do you have a vehicle you would be willing to use to transport children and youth to program activities?
Yes _____ No _____

If yes, how many seats with passenger restraints does this vehicle have? _____

Do you have a valid ^{FL}~~Florida~~ driver's license? _____

Has your driver's license been revoked or suspended within the last 3 years for any reason? _____

Do you have proof of insurance that meets the State of Florida requirements? _____
If you answered yes to this question, please attach a copy.

APPLICANT'S STATEMENT

I hereby acknowledge that the information provided by me on this Adult Leader Application is true and correct to the best of my knowledge, and I authorize a personal background check on me. I have been provided with a copy of the First Christian Church ADULT LEADERSHIP POLICY FOR CHILDREN AND YOUTH MINISTRY PROGRAMS.

Signature _____

Print Name _____ Date _____

Please attach a copy of your driver's license and social security card to this application.

APPENDIX B TRANSPORTATION SAFETY GUIDELINES

A. REQUIREMENTS FOR DRIVERS

1. Each driver must be an approved Adult Leader and at least 21 years old.
2. Each driver must have a valid Florida driver's license.
3. Each driver must have proof of insurance that meets the State of Florida requirements.
4. The driver must not have had a driver's license revoked or suspended within the last three years for any reason.

B. SEAT RESTRAINTS

1. The number of passengers in a vehicle may not exceed the number of working passenger seat restraints.
2. The driver and all passengers must wear seat restraints at all times.

C. EMERGENCY PREPAREDNESS

Each vehicle shall have a copy of these Travel Safety Guidelines, an emergency medical kit, a cell phone, and a consent form for each child or youth passenger.

D. TRAVELING IN GROUPS

1. Don't leave until every driver has directions; a map; a phone number at the destination; the cell phone numbers of the other drivers; and the license plate numbers of the other drivers.
2. Drive with headlights on at all times.
3. Do not put passengers at risk in order to drive in a group.

E. IN CASE OF AN ACCIDENT

1. Check for any injured persons.
2. If anyone is injured, make them as comfortable as possible. **DO NOT ATTEMPT TO MOVE THE INJURED PERSON.** Keep him or her warm. Administer first aid only if you have had the proper training.
3. Do not leave the injured person unattended!
4. Call 911 for an ambulance. Don't forget to give the location clearly and distinctly. Do not hang up until they tell you to.
5. Call police or fire departments as necessary.
6. Get the name, phone number, driver's license number, license plate number, VIN number, and insurance information for other parties involved with the accident.
7. Get the names and telephone numbers of any witnesses
8. Call the senior pastor and board chairman of First Christian Church and inform them of the accident and the well being of all persons involved. Since you may be understandably upset, let them call and explain the status of the situation to any injured person's family.
9. Cooperate with police and fire department investigators.
10. Inform your insurance agent of the accident and provide him or her with the information you have gathered.

APPENDIX C
CHILDREN AND YOUTH MINISTRY PROGRAM CONCENT FORM

General Information

Full Name: _____

Nickname: _____

Address: _____

Home Phone Number: _____

Youth Phone Number (if other): _____

Youth Cell Phone: _____

Youth Email: _____

Family Email: _____

Date of Birth: ____/____/____

____ Male ____ Female

School: _____ Grade: ____

Church Membership at _____

City _____ State _____

Parent/Guardian 1

Name: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Relation: _____

If address is different than child, please

complete the following:

Address: _____

Home Phone: _____

Parent/Guardian 2

Name: _____

Work Phone: _____

Cell Phone: _____

Email: _____

Relation: _____

If address is different than child, please

complete the following:

Address: _____

Home Phone: _____

Emergency Contact

Name: _____

Daytime Phone: _____

Relation: _____

If address is different than child, please

complete the following:

Address: _____

Home Phone: _____

* Thank you for your support
of the children & youth ministry
program of First Christian Church.

I represent to First Christian Church, its employees and volunteer workers (collectively FCC) that I have the legal authority to make decisions regarding the welfare, safety and legal rights of _____ (child or youth). I understand that this document waives certain legal rights that my child or youth and I might have, and limits the liability of FCC in the event of an accident or injury occurring during an FCC event. It is my intention to grant permission for my child or youth to participate in all FCC events. I and the above named child or youth understand that every FCC event presents a risk of injury or even death to the above named child or youth.

I understand and agree that it is my parental duty to request information about each event from FCC; to assess the risk of each individual event; to discuss those risks with my child (youth); and to prevent my child (youth) from participating if I deem the event too risky. I further understand and agree that FCC is not responsible for determining whether I have given permission for my child (youth) to participate in any given event. FCC may rely on this signed document, coupled with my child's (youth's) actual participation, as an expression of my permission for the above named child or youth to participate in any event.

I understand that parent and child (youth) assume the risk of any injury or death that may result from participation in FCC events. As parent and child (youth), we waive any right to sue FCC for any injury or death to the above named child (youth) while engaged in any FCC children or youth ministry event, and we agree to indemnify and to defend FCC against any claim or liability asserted against FCC for any such injury or death to children or youth. We also hold FCC harmless from all liability to any other person or entity arising as a result of the conduct of the above named child (youth) during any FCC event, and we agree to defend and indemnify FCC against any claim or liability arising as a result of such conduct.

If I, as parent, cannot be contacted in the case of an emergency or other medical necessity, FCC is authorized on my behalf and on the behalf of the above named child (youth), to arrange for such medical and hospital treatment as FCC deems advisable for the health and well-being of the above named child (youth).

I authorize FCC to transport the above-named child (youth) to, from and during any FCC event. Youth with valid Florida driver's licenses and parental permission may drive themselves to and from events, but all FCC activity trips require approved drivers who are at least 21 years old. I agree that FCC is not responsible for determining whether I have given my permission for my child (youth) to ride in vehicles driven by anyone under the age of 21 to or from any children or youth ministry event, and I acknowledge that it is my parental duty to prevent my child (youth) from riding in vehicles driven by anyone under the age of 21 years old.

As parent and child (youth), we agree that this document, and the waiver of rights and limitations of FCC's liability, continue in full force and effect until youth attain the age of majority or otherwise become emancipated.

Parent/Guardian Signature(s) _____ Date _____
Participant Signature _____ Date _____
Insurance Company Name _____ Group# _____ Policy# _____
Physician Name & Phone # _____
Medications or Current Medical Conditions/Problems _____

Allergies (food & medical) _____
Other Important Information _____

**APPENDIX D
CRIMINAL HISTORY QUESTIONNAIRE**

If you have been convicted of or charged with a criminal offense, the senior pastor of First Christian Church must review your criminal history to determine if you should be an approved Adult Leader at First Christian Church. If you have been convicted of a felony or misdemeanor, other than a minor traffic violation, or pleaded guilty or no contest (nolo contendere) to any such offense, please complete this section. If you have more than one conviction, please provide the required information as to each conviction. Attach additional pages if necessary.

Name: _____ Social Security #: _____

Address: _____

Phone: _____ E-mail: _____

County where convicted: _____

Court where convicted: _____

Date of conviction: _____

Exact crime of which you were convicted:

Sentence imposed by court, or other action taken by court:

Specific actions or events leading to conviction:

Are you currently on probation or parole? ____ Yes ____ No

If so, what are the terms and conditions of your probation or parole?

I hereby acknowledge that the information provided in this Criminal History Questionnaire is true and correct to the best of my knowledge.

Signature: _____ Date: _____