



Policies and Procedures

Children and Student Ministries

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CHILD/YOUTH PROTECTION STATEMENT

The Child/Youth Protection Statement serves as an umbrella policy for ministries of Sheets Memorial Baptist Church, Inc. of Lexington, North Carolina. Specific Policies and Procedures will be enforced per individual ministry. This policy manual is specifically for the church and does not include Sheets Memorial Christian School.

STATEMENT OF COVENANT

We will recruit, select, and educate all workers involved with children and youth using the appropriate policies and procedures including a clearly defined procedure for reporting a suspected incident of child abuse that meets the requirements of state and federal laws.

Sheets Memorial Baptist Church is committed to protecting children and will employ reasonable and appropriate measures to ensure safety for all children and youth. We will be consistent in enforcing the approved Child/Youth Protection Statement and the respective policies and procedures.

General Policies and Procedures

AGE DEFINITIONS

1. Worker/Leader/Teacher/Director - An adult who has responsibility for programming and/or supervision of children and youth.
2. Adult - person 18 years of age or older
3. Child - person between zero and 12 years of age (“Preschool” suggests the child who has not entered the first grade)
4. Youth - person between 13 and 17 years of age
5. Minor refers to a child/youth ages 0 - 17

EVENTS

Any time childcare is offered, it will start 15 minutes prior to the beginning of the event and will end 15 minutes after the event. Parents must be prompt in picking up their child(ren).

Private Parties

The church does not provide childcare for private functions (weddings, funerals, parties). If rooms are needed, the following procedures apply. A calendar request must be submitted for use of the buildings. Rooms may be reserved for use with the appropriate approval. Private parties are responsible for cleaning the facilities and providing any applicable payment.

ORIENTATION

Sheets Memorial Baptist Church will conduct Orientation for workers. This orientation may include but is not limited to: the church’s policies and procedures, prevention of child abuse, reporting process and teaching methods, etc. Information sharing and training will be scheduled with the master church calendar. Ongoing training may be conducted at church leadership meetings, director and teacher meetings, etc.

Workers must sign to affirm their receipt of the policies and procedures of Sheets Memorial Baptist Church. Students who serve as assistants are to be included in this process. Amendments to the policies and procedures must be communicated to the workers.

CLASS PROMOTION

1. Promotion is based upon the designated date of the church calendar.
2. When ages must be divided into more than one section, careful attention will be given to how the children should be divided. Factors of consideration include, but are not limited to, birth dates of children/youth, personalities, teacher/student ratio, size of classroom, common gender, etc.
3. Students will be promoted according to their academic grade level.
4. Any question regarding your child’s promotion must be addressed to the appropriate director or staff member.

SHORT TERM WORKERS

Short-term outside personnel do not have to go through the screening process as long as they are not left alone with children or youth, and the appropriate leadership who have been screened are present (i.e. a new parent sits in to observe a Sunday School class, guest speaker, etc.).

TRANSPORTATION

Extreme care will be exercised at all times when anyone (child, youth, adult, etc.) is transported. Those wishing to drive for a children’s or youth activity must have church approval and have a valid driver’s license. They also must follow the rules and expectations of the church. May be subject to a driving record check with the DMV.

VOLUNTEERS

1. All volunteers are expected to show love, understanding and acceptance for all children with whom they are called to minister.
2. All volunteers shall support Sheets Memorial Baptist Church, its ministries, the pastor and pastoral staff.
3. Any volunteer that feels he or she can no longer be loyal or faithful to Sheets Memorial Baptist Church and its ministries will willingly and voluntarily resign their position immediately.
4. All volunteers are required to maintain the in-reach of Sheets Memorial Baptist Church. It is the responsibility of the teacher, secretary or care leader to minister to and make consistent contact (phone call, card, post card, etc.) with the faithful and absentee members of his/her class.
5. All volunteers will participate in the regular leadership meetings and trainings as scheduled and announced by the church.
6. All volunteers should be willing to learn and remain teachable and open to the work of the Holy Spirit. Each volunteer should actively pursue a personal relationship with God through prayer and Bible study.
7. All volunteers are required to be early and prepared for any place of service. Sunday School and worship begin when the first child or youth enters the room.
8. All volunteers are to cooperatively work together providing the best teaching experiences and environment for all children (i.e. greet/dismiss children, engage children in learning centers, provide age/grade level appropriate activities, etc.).
9. All volunteers should strive to meet the physical needs of all children or youth. These needs include but are not limited to security measures, sanitation procedures, and accommodations for special needs.
10. Only the scheduled volunteers should be in any children's or youth ministry area. Specific attire may be required for some classrooms (i.e. smocks, name tags, socks versus shoes, etc.).
11. All Sunday School volunteers are to remain in their designated room until all children have been picked up or the next shift of workers arrives.
12. All volunteers are required to perform the duties necessary to conduct an effective and attractive classroom and to ensure the success of any extracurricular activity (i.e. preparation, clean up, etc.).

Classroom Policies and Procedures

POLICIES AND PROCEDURES SPECIFIC TO PRESCHOOL, CHILDREN, AND YOUTH MINISTRIES

CONDUCT

All volunteers shall conduct themselves responsibly and irreproachably, maintaining moral and Scriptural abstinence from fornication, adultery, abuse of any legal or illegal substance, violence of any form, and inappropriate behavior, or language.

CURRICULUM

All children and youth ministries will use doctrinally sound curricula that aligns with our Articles of Faith to teach biblical principles and godly truth.

DISCIPLINE

Behavior that is above reproach and Christ like is the standard or goal. All discipline measures must encourage correcting misbehavior. Sunday school and all other teaching environments should create a fun, fair, and firm classroom environment. Misbehavior will not be tolerated. Consequences that are appropriate to the misbehavior are imperative. Physical punishment is **NOT** an acceptable form of discipline (i.e. spanking, hitting). Examples of acceptable disciplinary measures include, but are not limited to:

1. Time-outs - suitable to the age of the child
2. Diverted attention - redirecting the attention of the offender
3. Summoning or requesting a parent to wear a paging device if necessary
4. Verbal warnings
5. Withdrawal of privileges

DRESS CODE

Workers should always dress in a manner that is appropriate and modest (conformity to the recognized standards of propriety and good taste).

METHODS

We believe that Bible content must be understood before it can be applied to life. We use a variety of learning experiences so that each child/youth will effectively learn at his/her appropriate age/grade level. *The methods of teaching will change; however, the message will never change.*

ONE ON ONE COUNSELING, MEETING, OR TRAINING

Counseling, meeting, or training with a child or youth will be done only while others are present in the same immediate area. It is advised that the session take place in a room with a viewing window or leave the door open with full intent to offer appropriate privacy to the individual. It is also advised that someone of the same gender deal with the issue or provide an unrelated third-party witness.

OPEN DOOR POLICY

The Sheets Memorial Baptist Church office maintains an understood “Open Door Policy” at all times. If you have any concern, question, suggestion, or interest that you would like to express, please feel welcome to address your concerns with the appropriate staff member.

POLICIES FOR PARENTS
(Specific to Parents of Preschoolers and Children)

We would like to encourage regular church attendance. When you bring your child weekly, a special relationship develops between the teachers and your little one. The more familiar your child becomes with Sheets Memorial Baptist Church, the happier he/she will be at church. God honors faithfulness.

1. If the child has a fever, a rash, or if diarrhea is present or has been present within the past 24 hours the parents should keep the child at home. Ill children are to be isolated from others, and their parents immediately notified by the appropriate staff member. For the protection of all children, this rule is strictly enforced.
2. Parents are asked to leave a child's classroom quickly after the preliminaries are completed so that the child may adjust to his/her new surroundings. If a child will not settle down, the parent will be contacted.
3. Children and scheduled workers are the only people permitted inside the classroom to promote a more secure environment.
4. If any child exhibits persistent biting or aggressive behavior while at church, his or her parents will be asked by the appropriate staff member to remove that child from those activities until such behavior ceases.
5. For security reasons, all parents with a nursery age child will be given a security pass for each child left in the Preschool Ministry. The appropriate pass must be presented in order to pick up the child. If a parent has lost their security pass, and teachers are unaware of the identity of the parent or guardian, he or she must see the student pastor or show a picture ID to the appropriate preschool worker prior to receiving the child.
6. Upon your child's first visit to Sheets Memorial Baptist Church, pertinent information is required ("All About Me" form, visitor card, etc.) in order for us to administer the best possible care. The parent must notify the workers of any special instructions (i.e. food allergies, sleeping preferences, habits, etc.).
7. Parents or guardians are welcome to watch the child through the viewing panels or windows at any time. However, parents should not try to gain the attention of or cause distraction to the child or any other child.
8. Child supervision is offered fifteen minutes prior to an event and closes fifteen minutes following the close of an event. Your promptness in picking up your child is encouraged.
9. Label all personal belongings that accompany your child to any church function.
10. Equip your child or infant with the personal belongings necessary to meet his/her needs (i.e. diapers, change of clothing, pacifier, cleansing agents, etc).
11. If you have any questions, suggestions, or concerns, please direct it to the appropriate staff member before discussing it with another person in the congregation. If you are unsatisfied with the results, please see the department director and/or the student pastor.

SCHEDULING OF WORKERS

1. Two (preferably unrelated) workers (See the “Two-Worker Rule” on Page 24) shall be present with a child (children)/youth at all times. Rooms will be staffed well, and substitutes should be available so that qualified volunteers are used at all times. It is imperative that no worker be left alone with a child at any time for any reason.
2. If possible, advanced notice of absence is requested; however, we understand that emergencies can and do happen.
3. It is requested that you be at and ready to receive children at your assigned ministry at least 15 minutes before the scheduled service time and remain there until all children are picked up.

Hygiene and Sanitation Policies and Procedure

UNIVERSAL PRECAUTIONS

Due to the risk of blood borne pathogens volunteers will practice the following steps to ensure safety. These steps must be followed when dealing with contact with blood or bodily fluid.

1. All caregivers must use disposable latex gloves when handling body fluids. One pair of disposable latex gloves is required for each task.
2. Caregivers will change diapers on the changing station or on a nonporous surface that can be sanitized after each use before placing soiled diapers in plastic bags for disposal.
3. Caregivers must follow strict hand washing guidelines (see “Hand washing” on page 17) to prevent the spread of germs.
4. Caregivers must use an appropriate disinfectant solution (see “Disinfecting” on page 17) to clean any surfaces that have been contaminated by any bodily fluid.
5. All toys/items must be disinfected before using again. A mouthed toy should be picked up when the child is finished and placed in a container for contaminated toys until it can be sanitized.
6. After each session, all toys, cribs, play articles and all other equipment used by children must be cleaned with a disinfectant solution.
7. The nursery director, the student pastor and/or designated professionals will continue to teach quality hygiene practices to all volunteer and paid children’s and youth workers.

DIAPER CHANGING PROCEDURES

1. Never leave a child unattended while diapering.
2. Check each child for a wet or soiled diaper.
3. When changing a diaper, make sure all needed supplies are within reach. Use diapers and materials provided by the parent.
4. Wear disposable latex gloves when diaper changing, assisting with toilet needs, and in cases of body fluid spills.
5. Change diapers in the specified changing area, wiping down the changing pad after each child with an appropriate disinfectant.
6. When finished, remove the gloves last by rolling inside out, so that any residue remains inside the gloves. Discard the soiled diaper and gloves in a lined container.
7. Place soiled clothing in a plastic bag labeled with the child’s name. Do not rinse to avoid the spread of germs.
8. Workers should wash their hands and the child’s hands before and after diaper changing, according to hand washing procedures.
9. Post hand washing and diaper changing procedures in appropriate locations.
10. Only ladies should change diapers.

DISINFECTING

A body fluid spill may occur at any time. Nosebleeds, abrasions or cuts to the skin, vomit, diarrhea, and urine are classified as body fluids. Workers must always exercise caution when there is contact with body fluids.

1. A disinfecting solution is made for daily use. Workers must use it to wipe or clean all spills, blood, urine, feces, cleaning the diaper changing area, cleaning play equipment/toys, and all equipment used by children.
2. If a child becomes ill and vomits, workers should wash the child's hands and face immediately. Calmly assure the child. With latex-gloved hands, wash all possible contaminated areas with soap and water and wipe again with the disinfecting solution. When necessary, change the child's clothing. Do not rinse to prevent the further spreading of germs. Place the soiled clothing in a plastic bag, labeled with the child's name.
3. Volunteers must clean and disinfect all contaminated areas.
4. Volunteers should communicate the need for the maintenance staff to provide further cleaning.

HANDWASHING

1. Strict hand washing is of utmost importance in the prevention of the spread of infection.
 - a. Children should wash their hands before and after eating, after using the toilet or being diapered, or whenever hands are visibly dirty.
 - b. Caregivers should wash their hands upon arrival at our facility before handling food, preparing bottles, or feeding children; after using the toilet or assisting a child in using the toilet; after changing a diaper; after contacting body fluids; after cleaning up a child, the room, bathroom, items, or toys; and/or whenever hands are visibly dirty.
2. Wash hands with running water using soap, rinse thoroughly under running water, dry with a disposable towel, and dispose of the used towel in a lined container.

LATEX GLOVES

1. Sheets Memorial Baptist Church supplies latex and latex free gloves for situations including but not limited to:
 - a. Changing diapers.
 - b. Handling a body fluid, even if the incident seems to be minor in nature.
 - c. Tending to an accident or nosebleed.
 - d. Cleaning contaminated surfaces with disinfecting solution provided.
 - e. Changing soiled clothing and placing clean clothes on a child.
2. Remove and dispose of soiled gloves by placing them in a lined trash container. At the close of the session, the trash can liner should be tied and removed from the classroom.

Safety Policies and Procedures

It is the desire and intent of Sheets Memorial Baptist Church to always provide a safe environment and safe experiences.

ACCIDENTS

1. In case of an accident, workers will care for the child/youth appropriately for the severity of the situation. If it is a minor incident, use the closest available first aid kit.
2. If a serious injury occurs, do not move the child/youth without the advice of medical personnel, immediately notifying the appropriate staff person on the premises. If you consider the injury to be life threatening, call 911 first, and then notify the appropriate staff person and parent or guardian.
3. All accidents regardless of nature shall be reported. If a child or student receives an injury of any kind while in your care, notify the appropriate person(s) (i.e., Student Pastor) and the parent(s) or guardians.
4. Complete an “**Accident/Incident Report**” and submit it to the appropriate staff member. The report will be kept on file in the business office. (Appendix A Page 24)
5. A sample copy of the “**Accident/Incident Report**” can be found in Appendix A – Page 24 of this manual and is subject to revision as needed.

FIRE ESCAPE ROUTES & METHODS

Sheets Memorial Baptist Church strives to meet high safety standards and is in compliance with state and city “Fire Safety Codes” as routinely inspected by the city Fire Marshall.

1. Fire exits and routes are to be posted in each room.
2. Exit doors should not be blocked.
3. Smoke detectors and fire extinguishers are mounted in appropriate places.
4. In the event of a fire, all persons must evacuate from the buildings.
5. Babies and small children should be placed in a portable crib and evacuated from the building using the nearest exit.

FIRST AID AND CPR TRAINING

Current First Aid and CPR certificates are recommended for those who work with children and students. It is encouraged that as many as possible that work with children and students become First Aid and CPR certified.

SECURITY MEASURES

1. Workers should make sure that the parents provide a cell phone number at drop off. Parents may be summoned to address the need of their child (i.e. nursing infant, diabetic child, visitor, etc). If the nursery leader is unable to satisfy the child’s need, then the parent will be summoned to the appropriate room. The parent is requested to attend to the need immediately.
2. All parents are requested to sign in the child when bringing him or her to the nursery (birth through age three (3)) area. This provides a document to verify attendance of children and leaders at any given service.
3. ALL parents and leaders are required to follow all security measures in order to ensure safety for all children at all times.
4. Security personnel (paid and/or volunteer) may be utilized to protect the people and the property.
5. Sheets Memorial Baptist Church will take every precaution to ensure the safety of all children and youth. When specific issues (i.e., custody, guardianship, estranged family situations, divorce, etc.) arise, it is imperative that we are immediately made aware.

Child Abuse Policies and Procedures

INTRODUCTION

Sheets Memorial Baptist Church is committed to the protection and safety of children and youth. We desire to reduce the risk of child abuse in any form and especially within the church. Therefore, we have adopted this Child/Youth Protection Statement and will abide by specific policies and procedures in the best interest of children and youth. We are especially careful in following the policies and procedures which are in place so that children and students have a safe environment in which to learn God's truth.

Scripture is emphatically clear in how children and youth are to be regarded. The words of our Savior are the reason we desire to offer care and protection to the little ones. (*Mark 10:14, Psalm 127:3, Matthew 18:3-5, Deut. 6:7*)

REDUCING THE RISK

Sheets Memorial Baptist Church will utilize preventative measures. Preventative measures may include but are not limited to: background screening for paid and volunteer workers, personnel training, use of the two-worker rule, standards of appropriate classroom discipline, waiting periods, reference checks, appropriate supervision, and open classrooms. Other specific measures are detailed within the respective Policy and Procedure manuals.

All paid and volunteer workers must complete an “**Application For Service**” (Appendix C - page 27), fill out an “**Authorization for Criminal/Court Records Check**” (Appendix F – page 33), and review the church's policies and procedures. The student pastor reviews all criminal record checks. Questions or concerns will be reported to the appropriate person on the administrative staff or to the lead pastor. All information and records gained through the screening process will be strictly confidential and kept secure in a locked location.

TYPES OF CHILD ABUSE

Abuse may be violent or non-violent. All forms of abuse are an exploitation of a child's vulnerability and powerlessness in which the abuser is fully responsible for the actions. The abuser may be an adult, an adolescent, or another child.

A. Definition of Abuse

Child/youth abuse refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child/youth on a daily basis) which is not accidental and which harms or threatens to harm a child's/youth's physical or mental health or welfare.

B. Types of Child/Youth Abuse

- 1. Emotional Abuse** - Emotional abuse is an act in which a child or youth is exposed to/spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child/youth of being worthless, bad, and not only unloved, but undeserving of love and care. Emotional abuse may include but is not limited to: confinement, as in a closet; inadequate nurturing, extreme discipline; and knowingly permitting such behavior as drug or alcohol abuse.
- 2. Neglect** - Neglect is a form of abuse in which a person endangers a child's/youth's health, safety, or welfare through negligence. Neglect may include but is not limited to: the withholding of food, water, bathroom privacy, clothing, medical attention, education, or even affection and affirmation of child's/youth's self-worth.
- 3. Physical Abuse** - Physical abuse is defined as any activity that deliberately and intentionally causes bodily harm to a child/youth. Physical abuse may include but is not limited to: violent battery with a weapon; striking a child with any object; causing bodily injury in any form; inflicting a burn, kicking, choking, shaking, or unduly restraining a child.
- 4. Ritual Abuse** - Ritual abuse is an act in which physical, sexual, or psychological violations of a

child/youth are inflicted regularly, intentionally, and/or in a stylized way by a person, or persons, responsible for a child's or youth's welfare. Ritual abuse refers to abusive acts committed as part of ceremonies or rites. Ritual abusers are often related to cults or pretend to be involved in churches.

5. **Sexual Abuse** - Sexual abuse is defined as any sexual contact between a child/youth and an adult (or another older and/or more powerful youth). The child/youth is incapable of consenting to or resisting such contact and/or such sexual acts. Sexual abuse may include but is not limited to: fondling, oral, genital and anal penetration, intercourse, forcible rape, verbal comments, pornographic videos, obscene language, illicit conversation or phone calls, exhibitionism, or allowing children to witness sexual activity.

REPORTING CHILD ABUSE

There will be a single spokesperson for Sheets Memorial Baptist Church. The spokesperson will be the lead pastor or an administrator designated by him. **“NO COMMENT”** shall be the firm response of anyone else. Sheets Memorial Baptist Church will cooperate fully in the investigation with respectful courtesy. Sheets Memorial Baptist Church will follow careful procedures should there be an allegation of child abuse. The person making the report may vary by ministry of Sheets Memorial Baptist Church. However we will follow these criteria/measures:

- A. Treat any allegation of child abuse as serious.
- B. Document the handling of the allegation of child abuse with the **“Child/Youth Accident/Incident Report”** (Appendix A -page 24).
- C. Notify the administrative staff person designated to that particular ministry. The administrative staff person is responsible for contacting the student pastor and making him aware of the allegation.
- D. Keep the information confidential and available only to the appropriate staff.
- E. If child abuse is suspected:
 1. If the suspected abuse comes from within the ministry these steps will be followed:
 - a. The lead pastor or student pastor will contact the church's attorney.
 - b. The parents/guardians will be notified by the lead/student pastor whether or not they do or do not have previous knowledge. This shall be done verbally and in written form with a witness present.
 - c. The student pastor will inform the accused worker of the allegation and remove the individual from the position until the conclusion of the investigation.
 - d. The lead or student pastor will contact the church's insurance company.
 - e. The staff will administer appropriate discipline consistent with your church or ministry bylaws, such as suspension or termination of church membership.
 - f. The lead pastor will keep the church members generally informed of the allegations that occur on the ministry property or in the course of ministry activities.
 - g. The student pastor will contact the Department of Child Protective Services and the appropriate law enforcement agency
 - h. Document all information. A **“Child/Youth Accident/Incident Report”** is to be used. (Appendix A – page 24)
 2. If the suspected abuse is suspected to come from the home or anywhere outside the church these steps will be followed:
 - a. The student pastor will report to the Department of Child and Family Services
 - b. The administrative staff will notify the insurance agent of Sheets Memorial Baptist Church.
 - c. Document all information. A **“Child/Youth Accident/Incident Report”** is to be used. (Appendix A – page 24)

PREVENTIVE MEASURES

1. Observe the “**Two-Worker Rule**”. The rule states: It is preferred that no fewer than two unrelated adults, who have passed the screening process, provide supervision at all times during any program, event, or ministry involving children or youth at the church. If a group is divided, each sub group meeting in a separate room will have two adult workers present. Invited guests who are not screened do not count as part of the two-worker rule.

If any group stays overnight at the church, or if a church-sponsored group leaves the premises, two or more workers must provide supervision. If it is a mixed group, the church prefers that the workers must include at least one unrelated male and female. If a group is one gender, at least one worker must be of the same gender. If necessary leadership cannot be secured, the event cannot take place. When a church group travels and stays in hotels, it is not required that two adults stay in each room.

If two related workers are serving together (i.e. husband/wife teaching), careful precautions will be taken. Preventative measures may include but are not limited to: a third party witness, classroom doors left open, floaters entering rooms at irregular times, department directors or a secretary to observe or assist. Classrooms and events shall be staffed well, with substitutes available so that qualified and screened volunteers are used at all times. No one will be alone with a child at any time for any reason.

2. Observe the “**Five Year Older Rule.**” Of the two adult workers for a group of children and/or youth, at least one of the workers will be at least five years older than the oldest member of the group. A youth (16+) may serve as an assistant, but if they are below the age of 16, they will not count as one of the two workers. A youth that desires to serve must obtain approval from the student pastor.
3. Viewing windows are installed in most classroom doors for increased visibility. Any doors without windows should be left open. For the protection of all children and students, we try to ensure that all classrooms are open. Floaters may go in and out of classrooms at irregular time intervals.
4. No one with a conviction, guilty plea, or prior sexual or physical abuse offense charge can work with children or youth in any capacity. No exceptions.
5. “Worker Screening” is imperative. This may include but is not limited to: a personal interview, completing an “**Application for Service**” (Appendix C – page 27), an “**Authorization for Criminal/Court Records Check**” check (Appendix–F page 33), a reference check, and/or the use of an additional screening form. The use of these various tools will be at the discretion of the student pastor and/or the lead pastor.
6. Observe the “**Six Month Rule**”. A six-month waiting period of active church involvement and membership is required to serve in ministry. This allows the church the opportunity to evaluate the volunteer and help to repel persons seeking immediate access to children/youth. Any exception to this rule shall be at the careful discretion of the student pastor and/or the lead pastor.
7. All paid employees will complete the requirements for employment of Sheets Memorial Baptist Church. This may include but is not limited to an application for employment, the checking of references, background screening, and a thorough reading of the Policies and Procedures.

COMPLIANCE TIMELINE

Within 3 months of the adoption of this policy, all current workers will comply with this paragraph in order to continue their position. New workers will be processed as they apply.

Appendix

Appendix A

CHILD/YOUTH ACCIDENT/INCIDENT REPORT

Sheets Memorial Baptist Church - Lexington, North Carolina

Date: _____ Name of Preparer: _____

Is this an: _____ Accident _____ Incident _____ Allegation _____ Other (Specify)

Name(s) of Child(ren)/Youth: _____

How was the incident brought to your attention?

Adults witnessing or present during incident:

Person reporting the incident: _____

Date, time, and location of incident: _____

Description of the incident as reported or witnessed: _____

Did anyone else witness the event? If so, list names: _____

Were there visible injuries? If yes, please list: _____

How were the injuries treated? _____

Who treated the injuries? _____

Were parents/guardians notified? _____ List the date/time: _____

Is this an incident requiring mandatory reporting to authorities? _____

Were any authorities notified? _____ Who? _____

When? _____

Was the insurance company notified? _____ When? _____

What other aspects or details do you need to include? _____

Signature

Position

Appendix B

CONSENT AND RELEASE FORM

I, the undersigned parent or guardian, hereby consent to my child, _____, participating in _____, an event sponsored by the Sheets Memorial Baptist Church on _____. I certify that my child is able to participate in these activities including:

_____.

If my child has medical conditions which may be relevant to a physician in the event of an emergency, I have listed them below. In the event an emergency occurs, I may be reached at the telephone number(s) listed below. If I cannot be reached, I hereby authorize _____ (an adult sponsor) to make emergency medical decisions for my child. If there are any activities I do not want my child to be involved in, I have listed them below.

I UNDERSTAND AND HEREBY AGREE TO ASSUME ALL OF THE RISKS WHICH MAY BE ENCOUNTERED ON SAID ACTIVITY, INCLUDING ACTIVITIES PRELIMINARY AND SUBSEQUENT THERETO. I do hereby agree to hold the Sheets Memorial Baptist Church and its agents and employees, harmless from any and all liability, actions, causes of actions, claims, expenses, and damages on account of injury to my child or property, even injury resulting in death, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities.

I expressly agree that this release, waiver, and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of North Carolina and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.

I further stat that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understand.

Parent or Guardian

Date

MEDICAL CONDITIONS TO BE AWARE OF:

TELEPHONE NUMBER WHERE I MAY BE REACHED IN AN EMERGENCY

I DO NOT WISH MY CHILD TO PARTICIPATE IN THE FOLLOWING:

Appendix C

APPLICATION FOR SERVICE

Sheets Memorial Baptist Church - Lexington, North Carolina

CONFIDENTIAL

Thank you for taking your time to share with us about yourself. We want you to know that the following information will be kept confidential. In maintaining the trust of parents and the community, and in compliance with increased insurance requirements because of the day in which we live; we must have on record this application for each person involved with any ministries, meetings, and/or activities with minors. Please complete this application and return it to one of the following: the church office, Children's Pastor, Family Pastor or Student Pastor.

GENERAL INFORMATION

First Name Middle Name Last Name Maiden Name

Address City State Zip

Home Number Cell Number Email

Sex Date of Birth (month, day, year) Place of Birth (city, state)

Marital Status (single, married, separated, divorced) Anniversary Name of Spouse

Do you have an authorized CDL Driver's License? _____ YES _____ NO

Please list any physical handicaps or conditions preventing you from performing certain types of activities with children/youth? _____

SPIRITUAL INFORMATION

Date of Salvation (as best known) Date of Baptism (as best known)

Briefly describe your salvation and baptism experience: _____

Are you an active member of Sheets Memorial Baptist Church? _____ YES _____ NO

How long have you been a member of Sheets Memorial Baptist Church? _____

Please list any other church(es) you have attended during the last 5 years. Provide name, address, date and duration of attendance.

What is your area of interest in working with children/youth?

What is your age / grade preference in working with children/youth? _____

What are your spiritual gifts, talents, training, education or other factors that have prepared you to serve children/youth?

Describe any church related ministry that you have been involved. _____

Describe any non-church related work involving children/youth. _____

LEGAL INFORMATION

Have you ever been convicted of, or plead guilty to, any crime (felony or misdemeanor, federal or state)?

_____ YES _____ NO *If yes, please explain. Use the reverse side or a separate page if necessary.*

Have you ever had a criminal offense expunged from your record?

_____ YES _____ NO *If yes, please explain. Use the reverse side or a separate page if necessary.*

Have you ever directly or indirectly been exposed or been the victim of an incident of child abuse or neglect?

_____ YES _____ NO *If yes, please explain. Use the reverse side or a separate page if necessary.*

If yes, how did you feel about the incident of abuse or neglect? *Use the reverse side or a separate page if necessary.*

REFERENCES

Please list two references (people who are not related to you by blood or marriage) 1 from the lead or senior Pastor and one ministry leader and provide a complete address and phone information for each. References are confidential.

1. Name: _____

Complete Address: _____

Cell Number

Email

Relationship to Applicant: _____

2. Name: _____

Complete Address: _____

Cell Number

Email

Relationship to Applicant: _____

PLEASE READ CAREFULLY.

I hereby certify that the information I have provided on this application is true and correct. I authorize the church to verify the information I have provided on this application by contacting the references I have listed and by conducting a criminal records check. I agree to cooperate in providing my fingerprints to a representative of Sheets Memorial Baptist Church, Inc. if requested by the church.

I grant permission and authorize Sheets Memorial Baptist Church, Inc. to conduct a personal criminal background check of any records maintained on me whether local, state or national.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind of nature, which may at any time result to me on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

Should my application be accepted, I agree to be bound by the By-Laws and Policies and Procedures set forth by Sheets Memorial Baptist Church, Inc. and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Should my application not be accepted, I further agree to do what is honorable and Christ-like. I will accept that it is not God's will at this time for me to serve in this area of ministry. I will not murmur about the decision regarding my application. I may reapply at a later date or ask to speak with a pastor about serving in another area of ministry.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature

Date

Administrative Staff Signature

Date

Appendix D

COVENANT FOR SEXUAL RESPONSIBILITY & RELEASE OF LIABILITY

Sheets Memorial Baptist Church, Lexington, NC

I understand that Sheets Memorial Baptist Church prohibits sexual misconduct, harassment, coercion, or exploitation of children or adults.

I swear/affirm that I have never been charged in a court of law or any other legal proceeding (or had a criminal offense expunged from my record) involving sexual abuse, harassment, or exploitation. I swear that, to the best of my knowledge, I have not been charged in any forum (legal, social, ecclesiastical) with sexual misconduct as defined by law and/or the policies of Sheets Memorial Baptist Church within the last five years of the date of this document.

I acknowledge that I have read Sheets Memorial Baptist Church policy on sexual misconduct, I understand it, and agree to abide by all principles and guidelines contained therein.

I understand that should my record, character, or morals be found inappropriate and/or criminal, my employment or volunteer status may be terminated by Sheets Memorial Baptist Church at any time, with or without expressed cause or prior notice. Should my conduct ever be brought into question, I agree to cooperate fully with any investigation deemed necessary to resolve any accusations or allegations against me. I hereby release Sheets Memorial Baptist Church and any other person involved in such an investigation from any and all liability for damages of whatever kind or nature which may result to me from sincere and lawful attempts to comply with current Georgia statutes should an allegation of misconduct be brought against me.

I further agree to be bound by the constitution and policies of Sheets Memorial Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Applicant's Signature

Date

Witness

Date

Appendix E

STATEMENT OF ACKNOWLEDGEMENT

Sheets Memorial Baptist Church, Lexington, NC

This is to acknowledge that I have received a copy of Policies and Procedures for Children's and Youth Ministries from Sheets Memorial Baptist Church of Lexington, North Carolina. I understand that these items provide guidelines and summary information about the Ministry's policies, procedures, and rules of conduct.

I also understand that it is my responsibility to read, understand, become familiar with, and comply with the policies and procedures that have been established by Sheets Memorial Baptist Church.

I further understand that the Ministry reserves the right to modify, supplement, rescind, or revise any policy or procedure from time to time, as it deems necessary or appropriate.

Signature

Date

Appendix F

AUTHORIZATION FOR CRIMINAL/COURT RECORDS CHECK

Sheets Memorial Baptist Church, Lexington, NC

I authorize Sheets Memorial Baptist Church of Lexington, North Carolina to solicit background information relative to my criminal record history. I understand that Sheets Memorial Baptist Church may make inquiries into my background that may include motor vehicle records, personal references, criminal records, and any other public record reports pertaining to me.

I authorize, without any reservation, any person, agency, or other entity contacted by Sheets Memorial Baptist Church, or their agent, for purposes of obtaining background report information to furnish the above-mentioned information.

Furthermore, I the undersigned, do, hereby release and forevermore discharge and agree to indemnify Sheets Memorial Baptist Church and each of their officers, directors, employees and agents harmless from and against any and all causes of action, suits, liabilities, claims and demands whatsoever, and any and all related expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

Please Print Full Name

Home Address

City

State

Zip Code

Date of Birth

Social Security Number

Driver's License Number

Name As It Appears on License

State Issuing License

Signature

Date

Appendix G

Applicant's Statement and Release of Liability

The information contained in my application, including the covenant for sexual responsibility, is correct to the best of my knowledge. I understand that Sheets Memorial Baptist Church may request a criminal background check to verify the information I provided as well as to obtain information concerning my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that you may be requesting information from public and private sources about my driving record, criminal record, education, and previous employment.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, insurance company and any references or churches listed in my application to give Sheets Memorial Baptist Church any information (including opinions) that they may have regarding my character and fitness to minister to children/youth.

I understand that should my record, character, or morals be found inappropriate and/or criminal, my employment or volunteer status may be terminated by Sheets Memorial Baptist Church at any time, with or without expressed cause or prior notice. Should my conduct ever be brought into question, I agree to cooperate fully with any investigation deemed necessary to resolve any accusations or allegations against me. I hereby release Sheets Memorial Baptist Church and any other person involved in such an investigation from any and all liability for damages of whatever kind or nature which may result to me from sincere and lawful attempts to comply with current Georgia statutes should an allegation of misconduct be brought against me.

I further agree to be bound by the constitution and policies of Sheets Memorial Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Applicant's Signature

Date

Witness

Date