



Safe Sanctuary Policy for Tomball Methodist Church

Approved by Church Council, June 2022,

revised February 2023

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Introduction

OUR CALLING AND OUR MANDATE IS TO ENSURE SAFE SANCTUARY FOR GOD'S PEOPLE

Throughout the gospels, Jesus provides teachings on providing a peaceable kingdom for all of God's people, including our most precious gifts, our children, pre-teens, and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary.

Scriptures provide examples of how sanctuary is to be a community of protective nurture and harmony (Psalms 20:1-2, 27:4-5). As Christians, we are called to create a safe sanctuary in our churches. They must be holy, safe, and protective communities for all of God's children, regardless of age or ability. The purpose of this policy is to address the safety of our children, pre-teens, and youth at events sponsored by this church. This church recognizes the need to have a formal, written policy with procedures in place (1) to help prevent the opportunity for the occurrence and/or the appearance of abuse of children, pre-teens, and youth and (2) to help protect workers from false accusations and/or suspicions.

The following policy and procedures are not based on a lack of trust in workers, but are intended to protect our preschoolers, children, pre-teens, youth, workers, employees, volunteers and the entire church body. Careful and confidential documentation is essential to show compliance with policies, to verify information as needed, and to have an accurate record in the case of an incident.

Scope of Policy

This policy and its provisions shall apply to all persons including all paid and unpaid adults, whether lay or clergy who have any direct or indirect contact with children, pre-teens, and youth who participate in any activities or events sponsored by this church.

Supervision

An adult is anyone 22 years of age or older.

A young adult (YA) is anyone 18 (graduated) - 21 years of age. They may work with children and pre-teens only when supervised by at least one adult of or over the age of 21 years.

A youth assistant is anyone over the age of 13 and under the age of 18, who may work with children, pre-teens, only when supervised by at least one adult and/or one young adult. Youth assistants cannot be in charge of, nor left alone with children, pre-teens, and youth. There would be only one exception to this rule: During KidsMin Summer programming (ie. VBS and Music Camp) we rely on the youth in our community to participate as Crew Leaders. Crew Leaders walk the kids to each of the rotations offered in that program. There is always at least one adult/young adult as they are walking and always adults in each of the rotations. Safe Sanctuary policy is still enforced, however background checks on youth under the age of 18 are inaccessible.

To achieve compliance with the Safe Sanctuary policy it may be necessary to combine groups; recruit, train, and reference additional volunteers; or cancel an event. Recognizing that there is safety in numbers, children,

pre-teens, and youth will be instructed to use the “buddy system” and/or the Rule of Three” It is also essential that there be present at all times, for the event, at least one adult who is trained and certified in First Aid and CPR. In order to ensure this, all staff will be trained in First Aid and CPR.

For all persons seeking to work or volunteer with children, pre-teens, and/or youth, a volunteer application or job application must be completed, safe sanctuary completed, and a background check performed on all aged 18 and over. After applications are reviewed by one of the pastors on staff, a reference may be requested.

Supervision for Nursery

- There shall be a minimum of one adult and one young adult ~~assistant~~, who are unrelated, per room or within line of sight.
- All nursery staff must be trained in First Aid and CPR every 2 years (24 months).
- All caregivers must wear their name badge at all times. These name badges communicate that you are a certified Safe Sanctuary volunteer. Persons without this name tag on are not allowed to come into contact with children, pre-teens, or youth. Event Coordinators must be notified if an unauthorized person comes into the space and will remove this person.
- Only adult staff members can assist nursery children in the bathroom and must be in eyesight of a second adult while doing so.
- State Childcare Minimum Standards shall be followed, particularly in relation to the number of adults to child ratio. While a minimum of two caregivers must be in the room, this ratio is needed when 3 or more caregivers are required. The ratio in Texas is below.

If the specified age of the children in the group is...	Then the maximum number of children one caregiver may supervise is...
0 – 11 months	4
12 – 17 months	5
18 – 23 months	9
2 years	11
3 years	15

Supervision of children, pre-teens, and youth

- The “2 Adult or the combo of 1 adult and 1 YA Rule” shall be observed (2 unrelated adults or the combo of 1 adult and 1 YA per classroom, 2 unrelated adults or the combo of 1 adult and 1 YA within line of sight).
- In the event that the 2 Adult rule cannot be followed, the Rule of Three will be followed with children over 3 years of age and youth (there will always be three people together, one adult and at least two children/youth)
- Any one-to-one mentoring or consulting shall be conducted in sight of another adult.
- All caregivers must wear their name badge at all times. These name badges communicate that you are a certified Safe Sanctuary volunteer. Persons without this name tag on are not allowed to come into contact with children, pre-teens, or youth. Event Coordinators must be notified if an unauthorized person comes into the space and will remove this person.

- Understanding that there is safety in numbers, one adult can be in contact with multiple youth (7th-12th grade) so long as they are in line of sight of other adults.
- If the number of children, pre-teens, or youth in one group exceeds 26, an additional adult or YA is required for every 13 additional children, pre-teens, or youth.
- The group must be visible at all times to others. Tomball Methodist Church highly recommends keeping with the “open door policy”. In the case of rooms with Dutch doors, the top half of the door shall be kept open. It is acceptable to close the door to a room if there is a window to the hallway that allows observation of activities in the room. In no circumstance shall a child, pre-teen, or youth be alone with a caregiver behind a closed door with no window. Doors shall never be locked while occupied by caregivers and children, pre-teens, or youth unless it is a Dutch door in which the top portion must be completely left open.
- When children need to use the restroom, a screened adult (a) will accompany children to and from the restroom and (b) check the restroom to ensure it is safe for children to use. The screened adult would then wait outside the restroom. If assistance is required, the screened adult can assist the child with the door propped open so that a second screened adult can visually monitor the assisting adult.

Classes shall remain in the assigned room location. If there is to be a change of location, a sign shall be posted on the door providing notice of any change of location.

Adult “Floaters”, or hall monitors, are highly recommended in the case an adult has to step out of the classroom for any reason. These floaters must be safe sanctuary certified as they are in indirect contact with children/pre-teens/youth and have a high chance of coming into direct contact.

Check-In and Check-Out System for KidsMin

All children (0-4th grade) will need to be checked in to events by the parent or guardian. The check-in system Tomball Methodist Church uses generates a code on the child’s name badge and a parent pick up tag matching the child’s code. The name badge must be worn by the child at all times. This system checks each participant into the church’s system (Church Community Builder).

Upon check-out, the parent and/or guardian must display the parent and/or guardian pick up tag in order to receive their child. Without this tag, a photo identification card must match authorized check-out persons for the child. Authorized check-out persons can be found on the Event Release Form.

If for some reason the above system is down, KidsMin will implement a back up of ID bracelets that have matching bracelets for the parent.

Recording Attendance for Pre-teens and Youth

Attendance for any pre-teen or youth Tomball Methodist Church event must be recorded in the church system (Church Community Builder).

Transportation to Off-Site Events

In the occurrence of an off-site event, caregivers driving children, pre-teens, or youth must be at least 23 years of age, safe sanctuary trained, complete a motor vehicle record check, have a valid Texas driver’s license, and provide proof of current insurance coverage.

When transporting children, pre-teens, and youth in the Tomball Methodist Church van, caregivers must follow the above guidelines, be at least 25 years of age, and complete a van training with the designated trainer

provided by the Tomball Methodist Church Trustees Committee. The Tomball Methodist Church Trustees Committee have the right to alter the age required for a caregiver driving the Tomball Methodist Church van with a unanimous vote.

When one vehicle is used for an event, the two-adult rule applies. When multiple vehicles are used for an event, a single worker may drive if all the vehicles travel together.

All occupants of vehicles shall wear seatbelts. Buses not equipped with seatbelts are exempt. Children or pre-teens of or under the age of 12 years shall not sit in the front seat of the vehicle.

Overnight Accommodations

At events that require overnight accommodations:

- At least 2 Adult or the combo of 1 adult and 1 YA Rule must be present in every room.
- Only same genders are allowed to be in the same overnight rooms.
- When staying in a hotel, adults shall sleep in separate rooms from children/pre-teens/youth.
 - Recognizing accommodations may be restrictive in some cases one adult is adequate, so long as any one adult shall NOT be alone with any one-child/pre-teen/youth and sleeps in a separate bed from any children/pre-teens/youth.
- Sleeping accommodations for children, pre-teens, and youth must be accessible to parents or legal guardians.
- If the group of children, pre-teens, or youth contain both male and females, there must be at least two male and two female caregivers.

Definitions of Abuse

1. Verbal Abuse- Any verbal act that humiliates, degrades or threatens any child or youth.
2. Physical Abuse – Any act of omission or an act that endangers a person’s physical or mental health. In the case of child or youth physical abuse, this definition includes any intentional physical injury caused by the individual’s caretaker. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts that pose serious danger to physical health of a child or youth.
3. Sexual Abuse – Child or youth sexual abuse is the sexual exploitation or use of same for satisfaction of sexual drives. This includes, but is not limited to:
 - incest,
 - rape,
 - prostitution,
 - romantic involvement with any participant,
 - any sexual intercourse, or sexual conduct with, or fondling of an individual enrolled as a child or youth in sponsored activities of this church,
 - sexualized behavior that communicates sexual interest and/or content. Examples include but are not limited to: displaying sexually suggestive visual materials, making sexual comments or innuendo about one’s own or another person’s body, touching another person’s body, hair or clothing, touching or rubbing oneself in the presence of another person, kissing, and sexual intercourse.

Screening for Adults

Careful screening is one way to prevent the abuse of children, pre-teens, and youth. Screening calls for a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

1. Anyone applying to be a volunteer with children or youth must have been active in the life of the church for a minimum of 6 months and meet all other screening requirements. In the event we need volunteers that have not satisfied the minimum 6 month waiting period, only volunteers that have satisfied the requirement can be counted in the supervisory 2 Adult rule or Rule of Three.
2. When interacting with other organizations, each volunteer is subject to the policies and guidelines of their own organization.
3. Prior to employment or acceptance as a paid or unpaid adult worker/volunteer, the event leader in charge of an event or program shall direct each prospective applicant to complete the application and Background Check consent form. By signing the form, the applicant gives permission to this church to contact references and perform the necessary investigation to complete the review of the application.
4. This church is responsible for conducting at least two references and screening. This screening shall be done through the company, Protect My Ministry. All persons shall be screened annually.
5. If any of the reports raise questions about fitness of the applicant, this church will disapprove the application. This church reserves the right to turn away any persons for service.
6. If the applicant (paid or unpaid) is found to have been involved in any activity in which the applicant abused or exploited children, pre-teens, or youth, the applicant will not be approved. Any conviction of a crime against children, pre-teens, or youth shall disqualify any applicant.
7. Results of screens shall be kept confidential to the staff member responsible for the volunteer, the senior pastor, and the SPR Committee. The determination of whether a particular crime is serious enough to result in this church giving a negative recommendation shall be made by this church in its sole discretion by the staff member responsible for the volunteer, the senior pastor, and the SPR Committee. Without in any way limiting those crimes which this church may determine to be serious, these are guidelines:

Persons having a criminal history of any of the following types of offenses shall not be allowed to serve in any ministry with children, pre-teens, and youth:

- Child abuse, whether physical, emotional, sexual, or neglectful
- Violent offenses, including murder, rape, assault, domestic violence, etc
- Persons having a Criminal History of a drug related conviction within the five (5) years immediately prior to application
- Persons having a Criminal History of DUI or DWI conviction within the five (5) years immediately prior to application shall not be allowed to act as a driver.

Training

This church has developed and implemented training and orientation procedures for all persons (including young adult and youth assistants) who work with children, pre-teens, and youth. Training shall include this policy, and appropriate discipline, appropriate physical and emotional boundaries, and leader misconduct as described in this policy along with volunteer guidelines. No person shall have any direct or indirect contact with children, pre-teens, and/or youth until they have completed this training program. Training must be redone annually in order for volunteers or staff members to continue serving.

The trained person must complete the Safe Sanctuary quiz following their training session. The applicant must receive a perfect score on the quiz (up to three re-takes are allowed).

The guidelines of these policies and procedures create a status of Safe Sanctuary Certification with this church. Adults thus certified are entrusted with the title “Certified Local Church Safe Sanctuary Worker with Children, Pre-Teens, and Youth”.

Reporting of Incidents

A Tomball-Methodist Church Incident Report must be completed when a child’s physical or emotional safety has been violated. This includes administering first aid, giving a child emotional support, or any other assistance a parent should know about. If the child or youth is being sent home in any different way than they arrived, an incident report must be completed. The caregiver must ensure that the incident report is completed as soon as possible and is signed by the event coordinator. A copy of the incident report must be given to the parent after explaining the situation to the parent and the original then will be filed with the staff member overseeing the event. Event coordinators are the only persons allowed to communicate with the parent regarding incident reports. Incident reports must be kept on file (can be electronically) for at least seven years following the incident.

Reporting of Abuse Incidents

When an adult leader of an event or activity suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, he or she shall call 911 when needed and report the abuse to the appropriate local law enforcement agency and/or the Department of Protective and Regulatory Services (800-252-5400). The adult leader shall contact the administrator or event leader immediately who will contact the senior pastor, and cooperate fully with the investigation conducted by law enforcement officials or child protective services.

Address any needs the child or youth may have, medical or otherwise. The administrator or event leader will report to the parent(s) and/or legal guardians(s).

The person suspected of abuse (respondent) shall, for the safety and well-being of the children, pre-teens, or youth, be removed with dignity from further contact with the children, pre-teens, and youth until an appropriate investigation has taken place. The matter shall remain confidential. If the adult event leader is the respondent, then the report will be made to that person’s supervisor.

Following the report of an incident, the adult event leader, or supervisor in charge shall document the report, and then speak with the alleged victim, being careful to use open-ended questions.

All such conversations shall be documented. Careful and confidential documentation is essential. The documentation will include the following:

- a. The name of the adult leader observing or receiving the disclosure of abuse, including the date, time and place and any action taken by this person.
- b. The alleged victim’s name, age, and date of birth.
- c. Any statement made by the alleged victim.
- d. Name of the respondent, the date, time and place of any conversation or any statement made by the respondent.
- e. Any action taken, i.e. suspension of the respondent.
- f. Date and time of call to the appropriate agency, name of worker spoken to, content of that conversation and case number assigned.

- g. Date and time of call to law enforcement agency, name of officer spoken to and content of that conversation.
- h. Date and time of any other contacts made regarding this incident.

It shall be the goal to provide supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include the procedures of the criminal justice system, provisions of the current *Global Methodist Church Transitional Book of Doctrines and Discipline*, appropriate counseling referrals and continued pastoral visitation.

Confirmed reports of proven incidents of abuse shall be retained in a confidential file for future screening purposes.

Leader Misconduct

It is a privilege to work with children, pre-teens, and youth. Great responsibility is required. Those who violate this policy shall immediately be removed from contact with children, pre-teens, and youth and appropriate authorities shall be notified immediately.

Media Response

The Senior Pastor, District Superintendent and Bishop shall be informed of all investigations or allegations of abuse. If investigations or allegations of abuse should come to the attention of the media, a response shall come from a designated church spokesperson or a spokesperson in the Conference Communications Office or as designated by the Bishop. Refer all inquires to the spokesperson. The spokesperson for Tomball Methodist Church is the senior pastor. **Do not give out any information, simply state that all inquiries will be answered by our spokesperson.**

Appropriate Discipline

Children, pre-teens, and youth must be made aware that appropriate behavior is expected at all events. Gentle reminders are always necessary when dealing with children, pre-teens, and youth. When these reminders don't work, then discipline needs to move to the next step. In cases where behavior has to be addressed, designated event adults will be the ones to handle it. In no case is physical discipline an appropriate measure to deal with problems. A reasonable response might include a period of "time out" for the child or youth. This must be done with necessary supervision keeping safe sanctuary guidelines in mind.

Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding directed toward teaching the child acceptable behavior and self-control, and a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following:

- Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- Reminding a child of behavior expectations daily by using clear, positive statements;
- Redirecting behavior using positive statements; and
- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- Corporal punishment or threats of corporal punishment;
- Punishment associated with food, naps, or toilet training;

- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age, including requiring a child to remain in a restrictive device

When a caregiver is supervising their own child, only appropriate discipline outlined in this section is appropriate to administer.

Keeping parents involved is important. They need to be kept up to date on their child's behavior. For serious offenses, the appropriate response will be to send the child or youth home immediately. Parents and the leaders will help make proper arrangements.

Appropriate Physical and Emotional Boundaries

Physical boundaries are most important in dealing with children, pre-teens, and youth. Persons working with children, pre-teens, and youth have to understand and respect those boundaries. Obviously these boundaries change as children grow older. A young child (0-2yrs of age) sitting in the lap of a caregiver is most appropriate, whereas an older child or youth (4 years of age or older) sitting in a adult's lap would not be acceptable. Hugs can never be initiated by the caregiver. "Side" hugs can be given to children initiating under the age of 6yrs old. Any child or youth older than this, the caregiver should avoid physical contact completely. Comfort can be given (touch to hand, arm, shoulder, back, or head) if in eyesight of another adult.

Emotional boundaries are also important. As a child grows older it is important for the adult to maintain appropriate boundaries in relationships. It is important for those working with children, pre-teens, and youth to not step outside of those lines and allow the younger person to become too attached to them. It is important for the older person to be careful where conversations might lead and to steer clear of inappropriate talk. When an adult recognizes that there might be an issue with these boundaries, great space must be allowed to come between them and the child or youth in question. If that does not solve the problem, then the event leadership will be the one to address the issue.

Spiritual Boundaries for Safe Sanctuary

As we seek to lead young people in the development of their faith story, it is essential that we guide them and do not manipulate their emotions. This is especially true at longer children/pre-teen/youth's events. The attendees may be exhausted by longer and more active days than they are accustomed to and thereby more susceptible to emotional manipulation. It is therefore necessary that, as we present the message of the Gospel of Jesus Christ and the opportunity to follow Jesus in a life-long journey, we present the invitation with "no-strings-attached." We must allow each person involved to make their own decisions without stigma, coercion, or pressure in any form. As we do this faithfully, we will see more fruitful commitments in the lives of all our participants.

Record Keeping

Tomball Methodist Church Event Release Forms (Medical Release, Travel Release, and Photo Release) must be gathered for all children, pre-teens, and youth participating in Tomball Methodist Church events. These forms are attached to this policy. All children, pre-teens, and youth records must be immediately accessible to caregivers for use in an emergency. These release forms are confidential and thus is only to be reviewed fully by the program staff and will be kept in a secure, locked cabinet in the family ministry pastor's office.

Caregivers must be notified of any information necessary (allergies, medical conditions, etc.) by the event coordinator and must keep this information confidential.

Parents or legal guardians may revoke any waiver at any given time. The revocation shall be in writing and given to the applicable event coordinator.

These forms must be completed and signed on an annual basis due to the changing nature of emergency information on these forms. The prior year forms will be shredded.

Tomball Methodist Church Volunteer forms (Application [for all] and Background Check [for those 18 and over]) must be gathered for all individuals working with youth and children and completed annually. These release forms are confidential and thus the application is only to be reviewed fully by the program staff, and the background check is only to be reviewed by the pastoral staff. These will be kept in a secure, locked cabinet in the family ministry pastor's office for a total of 6 (six years) and then will be shredded.

Social Media

Children, pre-teens, and youth can be photographed with a church camera if permission has been given on the Tomball Methodist Church Event Release Form. Photos taken on personal cameras can be downloaded to the a church computer or emailed to the event coordinator but must be deleted prior to leaving Tomball Methodist facilities. Deletion must be shown to the event coordinator. Under no circumstances will a caregiver post photos of children, pre-teens, or youth on their own social media platforms. Photos will be posted to the children, pre-teens, or youth platform and can be shared by caregivers if desired.

Outside Communication

Outside private communication between an adult and a child, pre-teen, or youth must never occur. This includes text messaging, direct messaging on social media platforms, Facebook messenger, and more. Any communication in which the caregiver and youth or child can be the only two persons to view it immediately is prohibited. If communication is necessary, a second adult must be included at all times (preferably the event coordinator). Program Staff is exempt from these communication requirements and are allowed to communicate with children, pre-teens, and youth one-on-one.

Ministry Programs and Outside Organizations

All programs or organizations who come into contact with children and use any of the facilities of Tomball Methodist Church must have a representative sign this policy stating that they are in compliance with it. If the program or organization has an existing policy, the policy is sufficient if approved as such by the Director of Family Ministries and Senior Pastor.

This policy must be readdressed and reapproved by the Tomball Methodist Church council every 2 years, unless changes occur before then.

Medication Administration

Tomball Methodist Church requires that all children, pre-teen, youth AND adults who need medication during an event/camp must comply with the following:

- ALL medications, prescription & over the counter, must be in the Original bottle.
- Prescription medication must be properly labeled, if dosage on the bottle is different then what is to be given then a note from the doctor must accompany the medication with current instructions.

- Over the counter medication will be given according to the directions on the label (ie: age appropriate, amount, time intervals) unless accompanied by a note from a doctor stating otherwise.
- PLEASE put medication(s) and the attached Medication Form completed in a zip-lock type plastic bag with the child, pre-teen, youth or adults name and church written with a marker on the outside of the bag.
- DO NOT pack medications in the suitcase.
- All Medication Forms and medication should be given to the Church Staff Person the day of the event and/or departure to event/camp.

Parents should emphasize to their child it is the CHILDS responsibility to go to the Church Staff Person, Nurse and/or Safety Coordinator to take their medication.

SUMMARY

APPLICATION PROCESS

1. All adults shall complete an application and Background Check consent form. By signing the form, the applicant gives permission to have references checked and background screening completed by the appropriate authority.
2. The application will be processed with all references checked and background screening completed by the company with which the conference has a contract.
3. All applicants must attend Tomball Methodist Church Safe Sanctuary training in person or online and complete the Safe Sanctuary Quiz following. The applicant must receive a perfect score on the quiz (up to three re-takes are allowed).

REPORTING OF INCIDENTS

1. If an adult worker/volunteer observes or suspects a violation of the Safe Sanctuary policy, these steps must be taken immediately.
 - A. Address any immediate needs the child or youth may have.
 - B. Report concerns to event coordinator.
 - C. Cooperate with leadership and authorities throughout the crisis.
2. If an adult suspects that abuse or any suspected violation of the Texas Penal Code is taking or has taken place, he or she shall call 911 when needed and report the abuse to the appropriate local law enforcement agency and/or The Department of Protective and Regulatory Services. (800.252.5400)

Consent of Receipt of Tomball Methodist Church Policy

I certify that I have read the Safe Sanctuary policies of the Tomball United Methodist Church completely, understand it, and have no questions regarding the policy.

Printed Name

Signature

Date

Organization (if applicable)

Tomball Methodist Church

Volunteer Application

Name: _____ D.O.B.: _____
 Last First Middle

Address: _____
 Street City Zip

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ E-mail: _____

Regular Attender for more than 6 months: _____ Yes _____ No

Tomball Methodist Church Member: _____ Yes _____ No

In both answers are NO from above, what church do you regularly attend? Or last attended?

Name and contact information for Senior Pastor:

Ministry you wish to volunteer with: ___ Children ___ Pre-Teens ___ Youth ___ Faith In Action
 ___ Other

What led you to serve in this ministry?

What type of work do you wish to volunteer within this ministry? For? If you are wanting to work with kids/students, please elaborate on what draws you to wanting to work with them?

Church positions held in the past: _____

Occupation: _____

Where employed: _____ Full-time / Part-time

What skills, spiritual gifts, or talents do you have which might be useful in this volunteer position?

What gives you energy? What do you get really excited about?

What training or experiences do you have which might be useful in this position?

What drains you? What do you really not enjoy doing? (So, we don't ask you to do it!)

Have you ever participated in, been accused of, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct. Yes No If yes, explain on a separate sheet.

Have you been convicted of or pleaded guilty or no contest to a felony or misdemeanor? Yes No If yes, please explain on a separate sheet the date and nature of each offense.

Have you ever been denied the opportunity to work with children? Yes No

Are you currently using or have you used illegal drugs? ___ Yes ___ No

Have you ever been through treatment for alcohol or drug abuse? ___ Yes ___ No
If so, When? _____

References: (Please provide names and phone numbers of three references, including a former supervisor. Please **do not** list church staff members as references.)

All information is kept confidential and locked in the Family Ministry office. All issues will be considered and discussed between the Program Staff and SPR Committee.

I certify that all information provided in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration, and may result in my removal if discovered at a later date.

Signature _____ Date _____

TOMBALL METHODIST CHURCH BACKGROUND INVESTIGATION CONSENT

I, (Print Name) _____ hereby authorize Tomball Methodist Church, to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those by both public and private organizations and all public records for the purpose of confirming the information contained on my application or volunteer form(s), and/or obtaining other information which may be material to my qualifications for employment or as a volunteer now and, if applicable, during the tenure of my employment or as a volunteer with our church.

All information relative to the background investigation is confidential and any dissemination will be in accordance with state and federal law.

I release Tomball Methodist Church and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and *complete* legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) _____

Home Phone # _____ Other Phone # _____

Maiden Name or Other Names Used _____

Present Street Address _____

City/State/Zip Code _____

Length of time at present address _____

Former Street Address _____

City/State/Zip _____

Length of time at former address _____

Date of Birth ____/____/____ Social Security Number _____ - _____ - _____

Driver's License # _____ State of License _____

I certify that I have read and understand the forgoing language, that information developed as a result of my authorizing this investigation, shall only be shared with the Senior Clergy, the appropriate Director(s) of Tomball Methodist Church or other Methodist entities, as necessary.

Signature _____ Date _____

**NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment or placement.*

Tomball Methodist Church Incident Report



Date: _____

Name of Person: _____

Incident (if another child was involved, do not place their name here – use male child/female child in lieu of their name)
(complete a separate report for each child involved)

Actions that were taken:

Disposition of person:

Caretakers of person who witnessed incident and took care of child:

Staff/Leader on Duty that was notified:

If there are any questions concerning the mentioned incident, please contact

- Senior Associate Pastor, rebecca@tomballmethodist.org
- Youth Director, randi@tomballmethodist.org
- Children's Director, miranda@tomballmethodist.org

Leader on Duty: provide report to Ministry Leader

Ministry Leader: provide copy of report to parent and file original report



Medication Administration Form
 CURRENT MEDICATION INFORMATION:

Name: _____

Birth Date: ____/____/____ Age: ____ Sex: ___ Male ___ Female

As the parent or legal guardian of the above-named child, pre-teen, youth I give my permission to Tomball Methodist Church Staff, Camp Nurse and/or Event Safety Coordinator to administer the listed below medication to my child.

Parents/Guardian Signature _____

Date _____

(____) _____ (____) _____

Daytime Phone # _____

Evening Phone # _____

<p><u>Medication</u></p>	<p><u>Purpose</u> (e.g. allergies, asthma, antibiotic)</p>	<p><u>Form of Medication</u></p> <p><input type="checkbox"/> Pill <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhaler</p>	<p><u>Dosage</u> (amount to be given)</p>	<p><u>Time(s)</u></p> <p><input type="checkbox"/> AM <input type="checkbox"/> Lunch <input type="checkbox"/> PM <input type="checkbox"/> As Needed</p>	<p><u>Remarks/Instructions</u></p>
<p><u>Medication</u></p>	<p><u>Purpose</u> (e.g. allergies, asthma, antibiotic)</p>	<p><u>Form of Medication</u></p> <p><input type="checkbox"/> Pill <input type="checkbox"/> Tablet <input type="checkbox"/> Capsule <input type="checkbox"/> Liquid <input type="checkbox"/> Inhaler</p>	<p><u>Dosage</u> (amount to be given)</p>	<p><u>Time(s)</u></p> <p><input type="checkbox"/> AM <input type="checkbox"/> Lunch <input type="checkbox"/> PM <input type="checkbox"/> As Needed</p>	<p><u>Remarks/Instructions</u></p>
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**Make copies as needed to add additional medications

Tomball Methodist Church Family Ministries

Event Release Form 2024

Participant Information (Child/Pre-Teen/Youth/Volunteer)

Name: First Nickname (if any) Middle Last Date of Birth

Address: Street City State Zip Cell Phone Number

Parent/Guardian Information (if applicable)

Name Relationship to Child/Pre-Teen/Youth

Name Relationship to Child/Pre-Teen/Youth

Home Telephone Cell Phone

Home Telephone Cell Phone

Email

Email

Drivers License # (This is used in case your Safe Sanctuary tag/number is missing)

Drivers License # (This is used in case your Safe Sanctuary tag/number is missing)

Emergency Contact

Name Relationship to Child/Pre-Teen/Youth/Volunteer Home Telephone Cell Phone Drivers License #

Health Information (Please attach a copy of the front and back of your insurance card)

Family Physician Telephone Number

Primary Medical Insurance Company Phone Number

Date of Last Tetanus Shot

Policy Number Responsible Party

Medications

Group Number Responsible Party D.O.B

General Health Concerns/Past Medical History/Allergies

Authorized Persons to Pick-up Children (infants-4th grade) (in addition to parent/guardian & emergency contact)

Name: First Middle Last Drivers License # Date of Birth

Name: First Middle Last Drivers License # Date of Birth

Travel Release

I give permission for my child to travel with Tomball Methodist Church. I give permission for Tomball Methodist Church authorized volunteers to transport my child/pre-teen/youth.

___ Yes ___ No

Photograph Release

Regarding photographs of my child taken during the **above listed trip**, I **DO** give Tomball Methodist Church permission to the following for non-profit use and without charge: use at the discretion of Tomball Methodist Church display at a service or event or be used in a multimedia presentation, reprint distribution for any Tomball Methodist Church non-profit publication, and/or social media promotion including Tomball Methodist Church website. ___ Yes ___ No

As parent(s), legal guardian(s), or custodian(s) of this child, I/we permit him/her to participate in all officially supervised Tomball Methodist Church Family Programs and Activities for which he/she is registered. **I knowingly release, absolve, indemnify, and hold harmless Tomball Methodist Church its Members, Trustees, Boards, Leadership, and Staff, as well as counselors, organizers, workers and all others acting on behalf of Tomball Methodist Church or its programs and activities, from all claims that might result from any accident, personal injury, illness and/or death to the child named arising out of participation in such programs and activities.** In the event that my child requires medical or dental attention while attending a Tomball Methodist Church event, I understand that an adult sponsor of the event will make every reasonable attempt to contact me. In the event that I cannot be contacted, I consent to any medical attention deemed appropriate. In the event that treatment is called for, which the medical provider refuses to administer without consent, I hereby authorize the Tomball Methodist Church Ministry Leader, Event Coordinators, or any other adult counselor to give such consent for me if I cannot be contacted immediately or, because of an emergency, there is no time or opportunity to make contact. In the event that it is necessary for that person to give consent, I agree to hold such person free and harmless of any liability for damages arising from giving such consent. I declare that my child is covered by medical insurance and/or that I am responsible for any and all expenses incurred to treat my child whether covered under insurance or not.

I have read and understand this Medical Release & Consent Form and represent that all of the information contained herein is true and correct. I accept and assume all the risks of injury associated with the activities of Tomball Methodist Church Family Ministry.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

As a child, active in the ministry program of Tomball Methodist Church, I agree to uphold the standards of conduct set by the leadership of the ministry. I acknowledge that my conduct reflects the image of Tomball Methodist Church and most importantly, Jesus Christ. I commit to not participate in any conduct deemed inappropriate by the leadership of Tomball Methodist Church at any given event. As for any out of town trips requiring special transportation, I understand that my parents/legal guardians will be charged for any expenses of my early return home.

Children/Pre-Teen/Youth Printed Name

Children/Pre-Teen/Youth Signature

Date