



Youth and Child Protection Policy

adapted from
MAKING CHURCH A SAFE PLACE
Rationale and Procedures for Protecting Children and Youth

“...Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. I tell you the truth, anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, put his hands on them and blessed them.

Mark 10: 14-16 NIV

A Vision for Children and the Church

Because
we affirm that
all children are a gift of God,
created by God and created good;
all children are a gift
to the whole of the human community;
all children have a real faith and gifts for ministry;
all children have the right to be children;
and all children are not just tomorrow,
they are today.

Because
we believe that all children depend upon adults for safety and security
in a world that does not always value children;
all children are affected first and most deeply
by those things that work against health and wholeness:
where there is disease,
children sicken and die;
where there is homelessness,
children sleep on the streets and
in other dangerous places;
where there is war,
children are frightened
and without a safe place;
where the air and water are polluted,
children feel the effects in their bodies
and in their futures;
where there is shame children's spirits are wounded.

Therefore
we hope for a world
where all children can find a safe place;

where all ages, races, genders, creeds, and abilities
are recognized, valued, and celebrated;
where all adults hear the voices of children and speak with
as well as for them;
where all children have “first call” on the world’s resources
and first place in the minds
and hearts of the world’s adults.

Because
Jesus welcomed children and encourages us to
welcome them in his name;
Jesus lifted up a child
as an example of what the realm of God is like.

Therefore
we hope for a church
where we take seriously our baptismal vow to
nurture all children committed to our care;
where we bring good news to all those places
where children are in need;
where adults and children alike share in ministry.

Adopted by 205th General Assembly 1993

Goals

1. To provide youth and children a safe environment for learning, nurture, and care
2. To establish policies and procedures to lower legal risk to the church
3. To protect volunteers and church employees from false allegations of abuse
4. To provide models for establishing a program that meets the above goals

Purpose

The community of faith believes that children are a gift of God to the whole of the human community. They are an integral part of the community contributing to its worship and ministry. It is in the church that children and youth receive nurture and hear the good news of God’s love and protection. Therefore, it is the church’s responsibility to provide safety and security for children and youth as well as for the adults to whom they are entrusted. Policies to reduce the risk of child abuse are essential for the protection of all.

VOLUNTEER POLICY FOR THOSE WORKING WITH CHILDREN/YOUTH

He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God? Micah 6:8

POLICY:

- A. Screening procedure for volunteers working with minors:
Volunteers will submit a completed Volunteer Application Form (APPENDIX A).
 - 1. A background check and personal reference check (APPENDIX B) will be conducted by the supervisory staff member(s).
 - 2. The Volunteer Application Packet and related information will be kept in the church office in a locked filing cabinet. Only the Pastor(s), Director of Christian Education, and/or supervisory staff member(s) will have access to the volunteer's information.
 - 3. Volunteers who desire to review their information may do so by scheduling an appointment with the Director of Christian Education or assigned staff member.
- B. Only persons who are active in the life of the church for three months or more will be eligible to serve as volunteers with children/youth. The Director of Christian Education must review any exception. These exceptions are made often and monitored closely.
- C. The Volunteer Application Packet will be revised periodically and updated information will be requested from volunteers, as needed.
- D. There will be a minimum of two adults working together with children or students whenever possible. When only one adult is available, adult should leave door open, making every effort to be visible and be sure a staff member or coordinating volunteer is notified. For overnight youth activities, there will be a male adult present if there are any male students present and a female adult present if there are any female students present. This protects children/youth and the adults, as well as providing a safer situation in the event of an accident or emergency.
- E. Persons under the age of 18 who are asked to work with children or youth shall do so under the supervision of an adult and shall be screened by supervisory staff.
- F. For church sponsored activities for children/youth, only paid staff members or approved adult volunteers will be allowed to drive. For all church sponsored activities that require transportation there will be a minimum of three people present in the vehicle, either two adults and a child/youth or one adult and two children and/or youth. Parent permission is required for any exceptions and a supervisory staff member should be notified.
- G. For infrequent and unusual church situations that are not easily classified elsewhere in the policy, the standards and spirit of this policy shall be recognized as being in force.
- H. Each volunteer will receive a training packet and sign an acknowledgment form to be kept with application and background check.
- I. Topics from this policy and training packet will be highlighted at each Children's Christian Ed meeting. Including VBS training and event planning meetings.

- J. The Director of Christian Education or supervisory staff will regularly implement appropriate procedures and continuing education for all children and youth ministry volunteers to include First Aid/CPR training.
- K. The minimum age for youth advisors shall be 5 years older than the oldest youth fellowship member.
- L. Each room set aside for children and youth should have a door with a window in it or a half door. If that is not possible, doors should remain open to remove the opportunity for secrecy and isolation.
- L. Counseling sessions with children or youth and an adult (staff member or volunteer) should take place where the door to the room remains open for the entire meeting.

DISQUALIFYING OFFENSES TO SERVE IN MINISTRY WITH CHILDREN/YOUTH

These policies apply to full-time, part-time and volunteer ministry staff. Every reference made to “staff member” includes volunteer ministry personnel as well as paid staff persons.

Disqualifying offenses to drive children/youth to and from church sponsored activities:

- Any DWI arrest in past year or 2 DWI convictions in last 3 years
- More than 2 convictions (moving violations) during the last 2 years
- More than 2 moving accidents within the past 18 months
- Any accident in the past 3 years caused by the staff member, resulting in loss of life.

Disqualifying offenses to serve in ministry with children/youth

- Any conviction of assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, or any other kind of sexual offense
- Any felony conviction
- Any misdemeanor involving moral turpitude (sexual, lying, etc.)
- Conviction of any misdemeanor involving use of alcohol or drugs within the past year or 2 in the last 3 years

PROCEDURE WHEN CRIMINAL BACKGROUND CHECK ON VOLUNTEER OR STAFF MEMBER RESULTS INDICATE DISCREPANCIES

This procedure applies to full time, part time and volunteer ministry staff. Every reference made to a “staff member” includes paid staff and volunteers.

Convictions: If a conviction is discovered, the Senior Pastor, Director of Christian Education, and the supervisory staff member will decide upon a course of action depending on the nature of the offense and the position to be held. Procedure to follow shall include:

- Send Preliminary Adverse Action Notification to applicant (APPENDIX J) and include copy of A Summary of Your Rights Under the Fair Credit Reporting Act (APPENDIX K)
- Meet confidentially with staff member to inform him/her of discrepancies found in criminal background check.
- Ask for an explanation. (APPENDIX C)
- Focus on the area that pertains to the staff member's position.
- Excuse any staff member from service with children/youth if they have disqualifying offenses or a solution cannot be found.
- Document the conversation. (APPENDIX D)
- If decision is made to decline to retain the applicant, we must send Adverse Action Notification (APPENDIX L)
- Keep all proceedings confidential.

Arrests: If an arrest for a serious offense is discovered, the Senior Pastor, Director of Christian Education, and the supervisory staff member will decide upon a course of action while keeping all proceedings confidential, which could include:

- Meet confidentially with staff member to inform him/her of discrepancies found in criminal background check.
- Ask for an explanation, affording them an opportunity to correct the record.
- Excuse any staff member from service with children/youth if they have any disqualifying offenses or a solution cannot be found.
- Keep all proceedings confidential.

Be mindful that as a community of faith, our response to staff members shall be to offer support through counseling (referring to agencies as appropriate), pray, and guidance as to alternative areas in which to serve the church.

POLICIES GOVERNING CHARGES OF SEXUAL MISCONDUCT & INAPPROPRIATE BEHAVIOR

These policies apply to all full-time, part-time and volunteer ministry staff. Every reference made to a "staff member" includes volunteer ministry personnel as well as paid staff persons.

1. In cases of alleged sexual misconduct, the following procedure takes effect.

The Supervisory staff member(s) will report the alleged incident to the Director of Christian Education immediately. The Director of Christian Education then reports

immediately to the Senior Pastor and to the Elder for Personnel. The Senior Pastor and the Elder for Personnel will then begin the procedures in The Book of Order (D-10.0101 to D-14.0502). If the Director of Christian Education is the accused, an immediate report shall be given to the Senior Pastor. The Director of Christian Education, the Elder for Personnel and/or the Clerk of Session will initiate procedures if the Pastor(s) is accused.

2. If child abuse or neglect is suspected, state law requires the staff member to report to appropriate authorities. Please see Texas Family Code.
3. The accused staff member will be removed from direction contact with children/youth until the completion of an investigation.
4. The party involved with is referred to an outside agency or person for counseling.
5. Meeting dealing with this matter will be conducted with any two of the following staff: Pastor(s), Elder for Personnel, Director of Christian Education or supervisory staff members(s).
6. All communications shall be confined to those involved in the investigation.
7. All information about the alleged incident and the identity of the parties involved will be kept strictly confidential by all those staff members involved and any such information shall only be disseminated pursuant to procedures in the Book of Order or to law enforcement investigation. A single spokesperson for all communication will be appointed by the Senior Pastor (unless Senior Pastor is the subject of the alleged incident) and Elder for Personnel. The liability insurance company carrying the policy for the church should be notified immediately. The spokesperson shall communicate publicly via a news release approved in writing by the session. In addition, if the church retains a lawyer all communication shall be cleared in advance with the lawyer. It is understood that no such confidential information shall be revealed or communicated by staff members at home, work, or otherwise, other than to the limited extent contained in this paragraph.

TEXAS FAMILY CODE

Vernon's Texas Statutes and codes annotated Family Code
Title 5. The Parent-Child Relationship and the Suit Affecting the Parent-Child Relationship
Subtitle E. Protection of the Child
Chapter 261. Investigation of Report of Child Abuse or Neglect
Subchapter B. Report of Abuse or Neglect; Immunities
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Current through End of 1999 Regular Session

S 261.101. Persons Required to Report; Time to Report

- (a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
- (b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected or that a child is a victim of an offense under Section 21.11, Penal Code, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and the juvenile detention or correctional officers.
- (c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.
- (d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:
 - (1). As provided by Section 261.201; or
 - (2). To a law enforcement officer for the purposes of conducting a criminal investigation of the report.

As stated in Texas Family Code S261.101 Persons Required to Report; Time to Report (a) and (b), if you have cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect, you are to make a report immediately to Child Protective Services 1-800-252-5400

TYPES OF CHILD ABUSE

Generally, child abuse is categorized in five primary forms: physical abuse, emotional abuse, neglect, sexual abuse, and ritual abuse:

1. **Physical Abuse** Abuse in which a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap, and so forth), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child's body.

2. **Emotional Abuse** Abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness and of one not only unloved but also undeserving of love and care. Children exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and is devastating to the victim.

3. **Neglect** Abuse in which a person endangers a child's health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child's self-worth. This is perhaps the most common form of abuse.

4. **Sexual Abuse** Abuse in which sexual contact between a child and an adult (or another older and more powerful youth) occurs. The child is never truly capable of consenting to or resisting such contact and/or such sexual acts. Often the child is physically and psychologically dependent upon the perpetrator of the abuse. Examples of sexual abuse may include fondling, intercourse, incest, and the exposure to child pornography or prostitution.

5. **Ritual Abuse** Abuse in which physical, sexual, or a person or persons responsible for the child's welfare, inflict psychological violations of a child regularly, intentionally, and in a stylized way. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated threats of harm to the child, other persons, and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.

INDICATORS OF CHILD ABUSE

The following characteristics may be indicators of abuse, although they are not necessarily proof. Individually, any one of the indicators may be a sign of a number of other more or less serious problems. When these indicators are observed in a child, they can be considered as warning and lead you to look into the situation further.

Possible Signs of Physical Abuse

1. Hostile and aggressive behavior toward others
2. Fearfulness of parents and/or other adults
3. Destructive behavior toward self, others, and/or property
4. Inexplicable fractures or bruises inappropriate for child's developmental stage.
5. Burns, facial injuries, pattern of repetitious bruises

Possible Signs of Emotional Abuse

1. Exhibits severe depression and/or withdrawal
2. Exhibits severe lack of self-esteem
3. Failure to thrive
4. Threatens or attempts suicide
5. Speech and/or eating disorders
6. Goes to extremes to seek adult approval
7. Extreme passive/aggressive behavior patterns

Possible Signs of Neglect

1. Failure to thrive
2. Pattern of inappropriate dress
3. Beggars or steals food; chronic hunger
4. Depression
5. Untreated medical conditions
6. Poor hygiene

Possible Signs of Sexual Abuse

1. Unusually advanced sexual knowledge and/or behavior for child's age and developmental stage
2. Depression – cries often for no apparent reason
3. Promiscuous behavior
4. Runs away from home and refuses to return
5. Difficulty walking or sitting
6. Bruised/bleeding in vaginal or anal areas
7. Exhibits frequent headaches, stomachaches, and extreme fatigue
8. Sexually transmitted diseases

CODE OF CONDUCT

This Code of Conduct defines individual responsibilities as Ministers, leaders, employees or volunteers to meet the expectations of St. Mark Presbyterian Church with respect to behavior or conduct in the service of the ministries the church, especially those which serve children, youth and “vulnerable adults”.

General Requirements—

Each person subject to this Code shall

1. Act as a team member in fulfilling ministry objectives
2. Treat children and “vulnerable adults” with respect, and fairly without regard to race, age, gender sexual orientation or religion
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited.

General Prohibitions—

The following behaviors are prohibited at all times:

1. Display affection toward a child in privacy
2. Use profanity or tell off-color jokes
3. Discuss their sexual encounters with or around youth or children or in any way involve children in their personal problems or issues
4. Date or become romantically involved with youth or children
5. Use or be under the influence of illegal drugs while in the presence of children or youth
6. Possess sexually oriented materials, including printed or online pornography, on St. Mark property or at St. Mark events
7. Have secrets with youth or children
8. Stare at or comment on youth or children’s bodies
9. Engage in inappropriate or unapproved electronic communication with children
10. Work one-on-one with children/youth in private setting
11. Abuse youth/children in any way including (but not limited to) the following:
 - a. Physical abuse: hit, spank, shake, slap, unnecessarily restrain
 - b. Verbal abuse: degrade, threaten, curse
 - c. Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
 - d. Mental abuse: shame, humiliate, act cruelly
 - e. Neglect: withhold food, water, shelter
 - f. Permit children/youth to engage in the following: hazing, bullying, derogatory name-calling, ridicule or humiliation or sexual activity.
12. Manipulate or exploit a “vulnerable adult” in any way

Specific Interaction Standards

1. **Approval and Affection** – In providing approval or affection, the following guidelines apply:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) <p>These may be inappropriate if unwanted by the child or the employee or volunteer.</p>	<ul style="list-style-type: none"> • Kisses • Showing affection in isolated area • Wrestling • Tickling • Allowing a child to cling to an employee’s or volunteer’s leg • Any type of massage given by or to a child • Any form of affection that is unwanted by the child or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

2. **Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate children • Derogatory remarks about the child or his/her family

3. ***Out of Program Contact*** - the following forms of outside contact are appropriate and inappropriate:

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
<ul style="list-style-type: none"> • Taking groups of children on an outing • Attending sporting activities with groups of children • Attending functions at a child's home, with parents present 	<ul style="list-style-type: none"> • Taking one child on an outing without the written permission <ul style="list-style-type: none"> • Visiting one child in the child's home, without a parent present • Entertaining one child in the home or employee or volunteer • A lone child spending the night with an employee or volunteer

4. ***One-on-One Interactions*** – Because most abuse occurs when an adult is alone with a youth or child, private one-on-one meetings with a child are prohibited unless approved in advance by (Chair, Employment Committee). When so permitted, the following guidelines shall apply:

<i>One-on-One Interaction Guidelines</i>
<ul style="list-style-type: none"> • When meeting one-on-one with a youth/child, always do so in a public place in full view of others. • Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes. • If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. • Inform other employees and volunteers that you are alone with a youth/child and ask them to randomly drop in. (Ask to be supervised.) • Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted. <p><i>To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child.</i></p>

5. ***Social Media – Electronic Communications*** –

General Social Media Policy -- No Minister, employee, or volunteer shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent the St. Mark without the explicit permission of the Communications Committee, Director of Christian Education or Pastor. When clergy or staff, acting in their capacity as a representative of the St. Mark, lead or coordinate a group activity using social media, each may use only official St. Mark sites/channels when they have been made available by the St. Mark. These may include web pages, Facebook, e-mail and similar means.

Social Media Communications –

In order to extend the life of the Church, enhance communication and develop participation of young people in the life of the St. Mark and its ministry, St. Mark will authorize certain persons to manage the official website, Youth Instagram page and organization Facebook page.

Persons who shall create public pages on behalf of St. Mark programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with youth/children.

Parents of youth will be given the Social Media, Text and Web Release Form (APPENDIX M) to sign for listing the name of the youth and the specific media outlets that St. Mark Youth Director and adult sponsors are approved to use as a means to communicate with and/or post video or pictures of the youth.

Persons having Facebook privileges on behalf of the St. Mark, shall treat unsolicited communication or “friending” from youth/children underage as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by under-age children is a violation of the Code of Conduct.

If a child reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse”.

When using Facebook/Instagram/Snap Chat (or the like) to communicate with youth/children, the authorized employee or volunteer shall inform parents/guardians of each child that the latter is communicating with the person via social media, providing the parent/guardian the opportunity to disapprove or to participate in a Group.

Social Networking Code of Conduct –

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
- Provide children and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's interactions with employees and volunteers.
- Continuously remind children how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the Code of Conduct.

At the institution of the use of social media, the authorized employee or volunteer shall present this Social Networking Code of Conduct to children (or other client group) and parents/guardians.

PROCEDURES FOR CHILDREN AND YOUTH ATTENDING ST. MARK EVENTS

Defining ages—

Nursery: includes both Infants and Pre-k Students

Infants: Birth to age 2 years

Pre-K Students: 3 – 5year old children, whom have not entered kindergarten

Elementary Students: Kindergarten – 5th grade

Youth: 6th grade – 12th grade

Regular On-Campus Events—

This includes Sunday school classes, nursery care, youth meetings, etc.

- Nursery children (APPENDIX I Nursery Caregiver Guidelines)
 - will be signed-in and out by parent/guardian/appointed adult on Nursery Sign-in/out Sheet (APPENDIX E) with a nursery employee.
 - Infant ratio = 1 caregiver/ 2 infants (always at least 2 caregivers)
 - Pre-K student ratio= 1 caregiver/ 6 pre-k children (always at least 2 caregivers)
 - First-time families receive Nursery Policy book (APPENDIX H) and fill out Child Permission Form (APPENDIX F).
 - Nursery children should be in the presence of a caregiver at all times.
 - Only Nursery personnel and child's parents are allowed in the specified rooms. Parents will be able to observe their children/infant. Teens and other well-intentioned visitors to the nursery are not permitted without permission from the nursery coordinator, elder for Christian Ed or DCE.
 - Safe handwashing technique is to be observed at all times; the use of vinyl gloves for diaper changing; hand washing before and after food preparation. (Soap and running water, not hand sanitizer.) Also, wash caregiver and children's hands when coming in from playground.
 - Neither children nor caregivers are allowed to sit/stand on top of any equipment or furniture not designated for that purpose. Caregivers should model for the children behavior expected of them. Caregivers should not lie on the floor or roughhouse with the children.
 - Socializing between caregiver is to be kept to a minimum and caregivers should not bring schoolbooks or other reading materials to the nursery. No cell phones should be brought out in the nursery.

- Elementary
 - Elementary students should be escorted to and from classes by parents, volunteers or staff.
 - Kindergarten – 2nd grade student Ratio = 1 adult / 15 students (additional youth or adult is preferred)
 - 3rd grade – 5th grade student Ratio = 1 adult / 20 students (additional youth or adult is preferred)
- Youth
 - Youth Ratio = 1 adult / 25 youth (2 adults always preferred)
 - Youth may be dropped off by parents or drive themselves to regular on-campus events. A Youth Permission Form (APPENDIX G; previously titled “Transportation Form”) is required.

On-Campus Special Event Procedures—

Special Events include, but are not limited to: Vacation Bible School, First Fridays, God’s Gift Factory and any drop-off event. These events usually include children from the community that are not members of St. Mark.

- Ratios are the same for special events as regular events.
- All children left on campus without parents must have Child Permission Form (APPENDIX F) on file. This permission form includes medical release, medical/dietary/special needs, photo release, and release of liability. It is updated annually and a new form should be filled out each year so information is kept up to date.
- Nursery Children will be signed-in and out by parent/guardian/appointed adult on Nursery Sign-in/out Sheet (APPENDIX E) with a nursery employee.
- Elementary Children will be signed-in and out on a roster by parent/guardian/appointed adult.
- Youth do not require an adult to sign-in or out, however a Youth Permission Form with contact information for parents must be on file.

Off-Campus Event Procedures—

Off-Campus Special Events include, but are not limited to: youth outings, All-Church Retreat, service projects, pool parties and riding on the St. Mark float during parade.

- Children attending off-campus events should be accompanied by parent or an adult designated by parent.
- Youth attending off-campus events should have permission from parent to attend and a Youth Permission Form (APPENDIX G) should be on file.
- Youth may not drive themselves to off-campus events when leaving from St. Mark without special permission from parent or youth director.
- For over-night events, youth will have at least one sponsor of each gender per 10 youth attending event. (ie. 2 female youth and 10 male youth = 1 female and 2 male adult sponsors), unless otherwise required by event.

RESOURCE LIST

Reducing the Risk, The Church Law and Tax Report GuideOne Insurance Co. available from Wayne McGiboney Agency Suite 306 8620 N New Braunfels Ave San Antonio, TX 78217 800-949-2963 video, audiotape and workbooks Packet contains segments on the need for a child abuse prevention program, the legal liability of churches, and understanding child sexual abuse. A good resource for churches seeking to establish policies and procedures for recruiting and selecting volunteers and employees who work with children.

Presbyterian Child Advocacy Network PCUSA, 100 Witherspoon Street Louisville, KY 40202 502-569-5838

We Won't Let It Happen Here, PCUSA

Synod Youth Workshop and Synod of the Sun Child and Youth Protection Policy

Safe Sanctuaries Reducing the Risk of child Abuse in the Church Joy Melton Discipleship Resources 1998

Child youth ministry policies:

Coker United Methodist Church, San Antonio

Girl Scouts of America

University Presbyterian Church Child Care Center

Covenant Presbyterian Church, San Antonio

APPENDIX

APPENDIX A – Volunteer Application, Parts 1-4

APPENDIX B – Reference Check

APPENDIX C – Interview Questions and Help

APPENDIX D – Interview Summary

APPENDIX E – Nursery Sign-in/out Sheet

APPENDIX F – Permission Form

APPENDIX G – Transportation Form

APPENDIX H – Nursery Policy Book

APPENDIX I – Nursery Caregiver Guidelines

APPENDIX J – Preliminary Adverse Action Notification

APPENDIX K – A Summary of Your Rights Under the Fair Credit Reporting Act

APPENDIX L – Adverse Action Notification

APPENDIX M – Social Media, Text and Web Release Form

**APPENDIX A –
PART 1
Volunteer APPLICATION**

Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.
II Timothy 2:15 NIV

As we grow and move forward together in Christ, we want to provide protection for our volunteers and provide a safe and secure environment for the children and youth who participate in our programs and use our church facilities. We are asking that all volunteers involved with the children and youth ministries of the church complete the following screening form.

GENERAL INFORMATION

Full Name _____

Name you go by _____

Maiden Name (if applicable) _____ Date of Birth _____

Address _____ City _____

Phone _____ Email Address _____

Employer _____ Work Status: ____ part time ____ full time

Occupation _____ student ____ retired ____
other

Work phone number _____

Are you a member of this church? ____ Yes ____ No How Long? _____

BACKGROUND INFORMATION

To understand your call to serve this congregation, please respond to the following:

Tell us of your faith journey.

Why are committed to serve our church in the area of children and youth ministry?

What leadership roles have you held in this or other churches?

Please list any training or education, which you deem to be helpful preparation for children/youth ministry.

REFERENCES

Please list three personal references

Name _____ Dates Known _____ Relationship _____
City _____ State _____ Phone _____

Name _____ Dates Known _____ Relationship _____
City _____ State _____ Phone _____

Name _____ Dates Known _____ Relationship _____
City _____ State _____ Phone _____

EXPERIENCE

(Please complete the two sections below if applicable.)

Please list all church work involving children and youth in the past five years.

Church _____ Dates served _____
City _____ State _____ Zip _____
Contact Name _____
Type of Service _____

Church _____ Dates served _____
City _____ State _____ Zip _____
Contact Name _____
Type of Service _____

Please list all non-church work involving children and youth in the past five years

Organization _____ Dates served _____
City _____ State _____ Zip _____

Organization _____ Dates served _____
City _____ State _____ Zip _____

PART 2 CONFIDENTIAL

Because of the nature of ministering to youth and children, this part of the Volunteer Application Form asks you to answer questions that are intended to protect the children/youth, the volunteers and the church. Because answers to these questions are personal and sensitive, access to this part of the application will be limited to church staff (Pastor(s), Director of Christian Education, and/or supervisory staff member)

Your service as a children/youth volunteer will be based upon the answers to the following questions. If you would like to discuss this part of the application, please contact the Director of Christian Education or supervisory staff.

Has your driver's license ever been suspended or revoked? Yes No
If yes, please explain.

Have you ever been arrested? If yes, please explain. Yes No

Have you ever been convicted of, pleaded guilty to, or are you currently charged with assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, or sexual offense of any kind? Yes No
If yes, please explain.

Are you now, or have you in the past ever been subject to the reporting or registration requirements of Ch 62, Texas Code Criminal Procedure, The Sex Offender Registration Program? Yes No

Other than the above, is there any fact or circumstance involving you or your background that would affect your ability to supervise, guide, or care for children/youth? If yes, please explain. Yes No

Has your application or request to be a children/youth volunteer, or application for employment in connection with a child/youth related job, such as at a school, day care facility, or other child/youth related activity ever been declined? If yes, please explain. Yes No

May we have your permission to contact the organization, or group?
mentioned in your response to the above questions?

Yes No

The information contained in this application is within my personal knowledge and is true and correct.

Signature _____ Date _____

Please print your name

PART 3 ACKNOWLEDGEMENT

I have received and reviewed the following:

- Types of Child Abuse
- Indicators of Child Abuse
- Code of Conduct
 - Interaction Guidelines
 - Appropriate Contact
 - General Social Media Policy
 - Social Media Communications
 - Social Networking Code of Conduct
- Procedures for Youth and Children Attending St. Mark Events
- Texas Family Code

I agree to comply with and meet the standards in the above-named documents. If requested to do so, I will cooperate with any investigation of possible violation of St. Mark Presbyterian Church policies and rules providing complete and truthful information in an oral and/or written statement.

Applicant's signature

Date

Please Print name

PART 4

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate stand-alone Disclosure and certify that I have read and understand it and this authorization, I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by St. Mark Presbyterian Church at any time after receipt of this authorization and throughout my employment and/or volunteer purposes, if applicable. I understand that the scope of the consumer/investigative report may include, but is not limited to the following areas: verification of social security number; current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions, driving records, and any other public records. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Intellicorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355; www.intellicorp.net.

I do _____ do not _____ authorize you to contact, through IntelliCorp Records, Inc., my current employer for Employment and Reference Verifications. (checking “I do” will authorize inquiries to the Human Resources Department and to any listed supervisors.)

I also consent to have any legally required notices sent electronically.

_____ Printed Last Name	_____ First Name	_____ Middle Name
----------------------------	---------------------	----------------------

_____ Current Address	_____ Dates Lived Here
--------------------------	---------------------------

_____ Date of Birth	_____ Other Names Used (incl. maiden name)	_____ Years Used
------------------------	---	---------------------

_____ Social Security #	_____ Driver's License #	_____ DL State
----------------------------	-----------------------------	-------------------

Email address (may be used for official correspondence)

_____ Signature	_____ Date
--------------------	---------------

DISCLOSURE REGARDING CONSUMER REPORT BACKGROUND CHECK

St. Mark Presbyterian Church may obtain information about you from a third-party consumer reporting agency for volunteer or employment. Thus, you may be the subject of a “consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”).

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by **IntelliCorp Records, Inc., 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.888.946.8355;**
www.intellicorp.net.

Signature: _____ Date: _____

APPENDIX B – REFERENCE CHECKS

Name of Applicant _____

1. Name of reference and/or church _____

Date and time reference contacted _____

Method of contact _____ phone _____ personal visit _____ email _____ other _____

2. Name of reference and/or church _____

Date and time reference contacted _____

Method of contact _____ phone _____ personal visit _____ email _____ other _____

3. Name of reference and/or church _____

Person contacting reference _____

Method of contact _____ phone _____ personal visit _____ email _____ other _____

Summary of conversation:

Signature

Date

Position

APPENDIX C – INTERVIEW AND QUESTIONS HELPS

The following are questions, which could be asked during an interview with a volunteer. The interview would be necessary only if the criminal background check on the volunteer came back with discrepancies or the supervisory staff member is not well acquainted with the volunteer. Pray for the interview process and pray for discernment and honest communication.

What do you feel are your strengths? Weaknesses?

What would be the ideal position for you in order to maximize your strengths?

What motivates you?

What led you to choose this ministry?

Tell me about your walk with Christ?

How do you feel your spiritual gifts can be used in service to our children/youth?

How would you describe your most effective means of disciplining children/youth?
Your least effective?

Have you ever “bent the rules” for a child/youth?

Have you ever worked with children/youth when they did not meet your expectations? How did you feel? What did you do?

Do you think it would ever be appropriate not to tell the absolute truth to a child/youth?

Have you ever asked a child to keep a secret? If yes, describe, the occasion. If no, describe an example of when it would be appropriate to ask a child/youth to keep a secret?

List activities, frequency, and nature of your social/recreational/community involvement

What are your hobbies?

How do you handle disagreements or differences with others?

What kinds of things do you do for fun?

What do you do at your job?

What age group of children/youth do you prefer to work with?

Is there anything we have not covered that you would like to tell me?

**APPENDIX D –
INTERVIEW SUMMARY WITH POTENTIAL CHILDREN/YOUTH VOLUNTEER**

Name of volunteer _____

Date of interview _____

Summary of interview:

Additional comments:

Name of person conducting interview (please print)

Signature of person conducting interview

**APPENDIX E –
Nursery Sign-in/out Sheet**

St. Mark Presbyterian Church Nursery Sign In/Out Record:

Parents: Please Sign Your Child In and Out.

Date:

Child's Name	Age	Guardian sign-in time/initials	Cell phone	Guardian sign-out time/initials	Allergies or Medical Concerns
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

APPENDIX F – CHILD PERMISSION FORM

Child's Name: _____ DOB: _____

Parent's Name: _____ Phone: _____

Address _____

Email Address: _____

Child's Physician: _____ phone: _____

Does your child have any type or medical (including allergies), physical or mental condition that staff should be aware of to provide adequate care? (use back if needed)

Name of two (2) relatives or friends authorized to act in your behalf in case you cannot be reached:

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

I hereby authorize (child care entity), in the event of illness or injury that should require medical care or attention while the minor child is in the care of custody of (child care entity), to take such child to a healthcare provide for any medical care. I/We understand that (child care entity) will use reasonable effort to contact me or my authorized representative in the event such medical care is required. I/We hereby release (child care entity) from any liability by reason of (child care entity) acting pursuant to this authorization. The undersigned further agree they will be responsible (jointly and severally) for and will pay for all medical expenses/charges incurred for the minor child pursuant to this authorization.

In consideration for allowing my child to participate in activities during calendar year, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE Saint Mark Presbyterian Church, it's officers and/or members or their agents, or the Mission Presbytery with which it is affiliated (hereafter RELEASEES"), from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by my child, or any of the property belonging to me or my child, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.

Parent/Legal Guardian

Printed Name

Date

PHOTO RELEASE

I, _____ parent/guardian (please print name) give the St. Mark Presbyterian Church the right and permission to use my son's/daughter's photograph(s) in its promotional materials and publicity efforts.

I understand that the photograph(s) may be used in publications, print-ads, direct-mail pieces, electronic media (e.g., video, CD-ROM, World Wide Web, etc.) or other forms of promotion. I also understand that care will be given to limit the release of personal information in all of these publications. I release St. Mark Presbyterian Church, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Parent/Legal Guardian

Printed Name

Date

APPENDIX G – YOUTH PERMISSION FORM

Parents – Please fill out permission slip to cover the activities of the youth group.

STUDENT'S NAME _____ DOB _____
EMAIL ADDRESS _____ PHONE _____
ADDRESS _____
SCHOOL _____ GRADE _____
INVITED BY _____
MEDICATIONS/ALLERGIES/MENTAL OR PHYSICAL HEALTH CONCERNS _____

PARENT NAME(S) _____
EMAIL ADDRESS _____ PHONE _____
EMERGENCY CONTACT _____ PHONE _____

I give permission for my above-named youth to join the Youth Group of St. Mark Presbyterian Church on activities held in Boerne and activities held outside of the Boerne area which are approved by the church. I understand the group will travel together at all times and only youth leaders and adults will drive.

I hereby release St. Mark Presbyterian Church, its staff and sponsors, from any responsibility and liability for any injury or illness that my youth may sustain during activities held in Boerne or outside the Boerne area which are approved by the church. In the event of an emergency, I hereby authorize an adult leader of the activity, as an agent for me, to consent to an x-ray examination; medical, dental, or surgical diagnosis; and hospital care advised and supervised by a physician, surgeon, or dentist (as appropriate) licensed to practice in Texas, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible.

Parent/Legal Guardian Printed Name Date

PHOTO RELEASE

I, _____ parent/guardian (please print name) give the St. Mark Presbyterian Church the right and permission to use my son's/daughter's photograph(s) in its promotional materials and publicity efforts.

I understand that the photograph(s) may be used in publications, print-ads, direct-mail pieces, electronic media (e.g., video, CD-ROM, World Wide Web, etc.) or other forms of promotion. I also understand that care will be given to limit the release of personal information in all of these publications. I release St. Mark Presbyterian Church, the photographer, their offices, employees, agents, and designees from liability for any violation of any personal or proprietary right I may have in connection with such use.

Parent/Legal Guardian Printed Name Date

APPENDIX H – Nursery Policy Book

CLASSROOM MANAGEMENT

The behavior of children will be managed in a manner to protect their self-esteem and encourage children's independence, creativity and ability to mature in the knowledge of God's love.

Every attempt will be made to soothe a crying child. In the event a child cries miserably, the parent will be notified to assist.

Children are expected to follow the direction given by caregivers. Any correction needed will be done in a positive manner. Parents are expected to encourage children to follow directions. The parent will be contacted if any child refuses to comply with the caregiver's direction.

Nursery caregivers interact with children by helping them draw, play or reading stories. Each Sunday a Bible lesson is shared with the children.

Our nursery is a safe, secure and loving environment, filled with caregivers who love GOD and children.

CURRENT CURRICULUM



St. Mark Presbyterian Church
208 W. Bandera Road
Boerne, TX 78006
Phone: 830-816-3000
www.StMarkTX.org
Nursery Coordinator: Marilyn
Bonaguro
E-mail: MarJean@GVTC.com



Sunday Worship

9:00 a.m. Contemporary

10:10 a.m. Sunday School

11:10 a.m. Traditional

*5th Sundays one service at 10:45 a.m.



ST MARK
PRESBYTERIAN CHURCH

Nursery



"Jesus said, 'Let the little children come to me, and do not stop them, for it is to such as these the kingdom of heaven belongs.' -Matthew 19:14



Dear Parents,

Welcome to our Nursery Ministry at St. Mark Presbyterian church. We feel your child is a vital part of our church family. We seek to provide a safe, Christian atmosphere for the youngest members. We hope that our loving care for your child will allow you to participate in the multitude of opportunities available for you here!

We believe that our children are God's greatest gift! St. Mark Presbyterian Church would like to become an important part of your child's life. Nursery Ministry provides special care to infants through pre-school that contributes to their well-being. St. Mark Nursery Care complements and strengthens the Christian nurture the child experiences at home. We strive to help your child build trusting relationships at the very beginning of their lives with God, Christian adult mentors and their fellow crawlers and toddlers.

We hope this will convey our commitment to provide a safe, caring environment. Please take time to review. If you have any questions or suggestions, we hope you will call us.

CHILDCARE SCHEDULE

Childcare is available if prearranged and approved throughout the week for committee meetings, Bible Study, choir rehearsal and other church-sponsored activities.

Nursery care Monday– Friday is provided in Rm. 106 in the Family Life Center and on Saturday and Sunday in the Children's Ministry Building and adjacent playgrounds.

SUNDAY MORNINGS

Childcare and nursery facilities are provided all year on Sundays from 8:45 a.m. to 12:15 p.m. The facilities are located in the Children's Ministry Building, just north of the Sanctuary.

- Children are to be escorted to the nursery caregiver and signed in by parent/grandparent/guardians.
- Parents/grandparents/guardians should pick up their children immediately following service or event they have been attending.
- Please have our child's belongings properly labeled such as their diaper bag, bottles, pacifier, drinking cup, coat, or blanket.

SAFETY ASSURANCE POLICY & REGISTRATION

When you bring your child to the nursery caregiver, you should sign your child in on the Nursery Registry. Write his/her name, age, time in, phone number and sign. Please list any special instructions you feel the caregiver should know about your child during his/her stay at the nursery. Also, please sign your child out when you pick them up.

It is our goal to create and maintain a safe, clean and loving place our members and visitors to bring their children. An adult will be on the playground with the children at all times. The nursery staff wear nametags and aprons. Each caregiver has passed a criminal background check, received childcare training, and are current in Pediatric CPR and First Aid.

HEALTH POLICIES

For the protection of your child and the other children, please do NOT bring children who appear to be ill. A child should not be placed in the nursery when any of the following exists:

- Fever (currently or within the previous 24 hours) of 1.5 degrees above normal
- Vomiting or diarrhea
- Significant, persistent nasal drainage that is green or yellow in color.
- Any symptom of childhood disease, such as measles or chicken pox.
- Common cold
- Sore throat
- Any unexplained rash or skin infection
- Pink eye or other eye infection

We will not administer any medication. If child develops a fever or other symptoms while in the nursery, he/she will be separated from other children and parents contacted to take the child home.

FOOD POLICIES

- Infants will be fed formula, milk, juice or water as provided in plastic bottles. A refrigerator is provided to keep bottles fresh. Warming instructions, if any, should be conveyed on nursery registry.
- We will be happy to feed your child the food you provide. Please include bibs, spoons, straws or other necessary items.
- The nursery staff cannot give medications. Please do not put any type of medication in your child's bottle.
- Toddlers will be served a snack of juice, crackers and/or cereal when appropriate. If your child is allergic to anything please make note on nursery registry.
- Mothers who are nursing may do so in the nursery. Rocking chairs are available. However, please provide a bottle for your baby in the event your return is delayed.

APPENDIX I --St. Mark Presbyterian Church Nursery Caregiver Guidelines

1. Children are to be signed in and out of Nursery Care by a parent or duly designated in writing substitute (not older siblings).
2. First time Nursery families are to receive our Nursery Policy book and fill out medical information form on each child/infant.
3. Children are not allowed to roam the building or playground unattended. Children should be in the presence of a caregiver at all times.
4. Room 3 is to be used for 2 and under toddlers and infants.
5. Room 2 is for children over 2 up to age 5. If needed, separate, older 4's to Room 1 (check for guidelines as posted in Nursery—Room 3).
6. Only Nursery personnel and children's parents are allowed in the specified rooms.
7. Safe hand washing technique is to be observed at all times; the use of vinyl gloves for diaper changing; hand washing before and after food preparation. (Soap and running water, not hand sanitizer.)
8. Neither children nor caregivers are allowed to sit/stand on top of any equipment or furniture not designed for that purpose. Caregivers should "model" for the children the behavior expected of them. Caregivers should not lie on the floor or roughhouse with the children.
9. Caregivers are expected to interact with the children such as talking with them, helping them draw or playing with them. When children are working on crafts the nursery workers should assist them when needed and not simply sit and work on a craft by themselves.
10. Socializing between caregiver is to be kept to a minimum and caregivers should not bring schoolbooks or other reading materials to the nursery. No cell phones should be brought to the nursery. Please leave them in your car. (Remember, you are being paid to take care of the children, not to socialize, study, talk on the phone or check your cell phone messages.)
11. The Nursery snacks are shared with the supplies of the Early Learning Center. Juice will be located in the refrigerator and freezer in the kitchen. Summertime may require refilling of snack supplies. IF the nursery is in need of more snacks please notify either the nursery coordinator or the Children's Christian Education elder. Before any group snack time please remember to give a short blessing.
12. Regarding the playground:
 - Children are never to be on the playground alone, they are to be supervised at all times. If only toddlers, remain in small playground area. If needed, separate by appropriate ages between the two playgrounds.
 - Appropriate use of the equipment is expected (i.e. children are not to climb up the slide or on trees).
 - Remember to "pick up" outside by returning the outdoor toys to their proper place, replace the cover on the sandboxes, etc.
 - Please remember to place your body in such a way that the view of the largest number of children is possible.
 - Continue to visually scan the entire playground as often as possible...just be alert!
Please empty any playground trash into dumpster.
13. Caregivers are expected to do the following (as needed) before leaving:
 - wipe down tables/chairs (use the disinfectant or bleach water located above the sink)
 - clean messes from the floor and out of the sink

- sweep the floor/carpet as needed
- wipe the changing table after each use (use the disinfectant located above the sink)
- empty the garbage cans at the end of each day, take it out to the dumpster outside FLC and replace the trash liner (extra liners above the sink)

14. As you leave the building, please remember the following:

- turn all lights off
- check the a/c and set as needed
- check that the door to the playground (Rm. 3) and Rm. 1's door are locked
- unless other arrangements have been made, lock the front door and the kitchen door.

15. All caregivers are expected to change diapers. If you are aware that a child needs to be changed, take it upon yourself to handle the situation.

16. Please remember to control your language and the subject matter of conversations when you are talking among young children. Children are very receptive (even the youngest ones) and will repeat what they hear. For the sake of the children, inappropriate language or behavior by the caregivers will not be tolerated.

17. Music played in the nursery should be limited to children's music or Christian music.

18. Dress code: Shorts must be no higher than an inch or two above the knee, no short shirts...tummies must be covered and no strappy tank tops. If there is a question...just follow "the less the skin showing the better" philosophy.

19. Red aprons are provided for the Nursery staff to wear on duty, turn yours in each Sunday for washing to the Coordinator.

20. In the event of illness or unexpected absence for assigned times, you must notify by phone the Nursery Coordinator, Children's Christian Education Elder and the Director of Christian Education. (Program their numbers into your cell phones.)

I have read the above Nursery Caregiver Guidelines and I agree to follow these items to the best of my ability.

Signature of Nursery Caregiver

Date

Nursery Coordinator and/or CCE Elder

Date

APPENDIX J
PRELIMINARY ADVERSE ACTION NOTIFICATION

(Date)

(Applicant/Employee Name/Volunteer Name)

(Address)

(City), (State), (Zip Code)

Dear (Applicant/Employee Name/Volunteer Name)

You recently authorized **St. Mark Presbyterian Church** to obtain consumer reports and/or investigative consumer reports about you from a consumer-reporting agency. St. Mark Presbyterian Church is considering taking action in whole or in part based on information in such report(s).

We will evaluate the information in your report on an individualized case-by-case basis in accordance with applicable law. If you believe that there is additional information that may help us better evaluate your fitness for this position, including evidence of rehabilitation or mitigating circumstances, please contact **(name of individual/department and phone number within your business/organization that the applicant can contact)** immediately.

Enclosed please find (1) a copy of the report we obtained from **IntelliCorp, 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.866.202.1436; E-mail reinvestigation@intelicorp.net; www.intelicorp.net**; (2) A Summary of Your Rights Under the Fair Credit Reporting Act.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e. the source of the information contained in the report), you should contact the agency identified above directly).

If we do not hear from you within 10 days, we will make our employment/volunteer purpose decision based on the information currently available to us.

In the event that an adverse employment action is taken based upon information contained in the pre-employment background screen, St. Mark Presbyterian Church will provide you notice of such action.

Sincerely,

(Personnel Elder and/or Trustee)

Enclosures:

A Summary of Your Rights Under the FCRA
Consumer Report

APPENDIX K

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W, Washington, DC 20552.

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days. In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- You have the right to ask for a credit score. Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- You may limit “prescreened” offers of credit and insurance you get based on information in your credit report. Unsolicited “prescreened” offers for credit and insurance must include a toll-free number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT. (1-888-567- 8688).
- You may seek damages from violators. If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- Identity theft victims and active military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore. States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General.

For information about your federal rights, contact: TYPE OF BUSINESS: CONTACT: 1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB: a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357 2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25 A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314 3. Air carriers Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590 4. Creditors Subject to Surface Transportation Board Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423 5. Creditors Subject to Packers and Stockyards Act, 1921 Nearest Packers and Stockyards Administration area supervisor 6. Small Business Investment Companies Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416 7. Brokers and Dealers Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549 8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Protection Credit Associations Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

APPENDIX L

ADVERSE ACTION NOTIFICATION

(Date)

(Applicant/Employee Name/Volunteer Name)

(Address)

(City), (State), (Zip Code)

Dear (Applicant/Employee Name/Volunteer Name)

We regret to inform you that St. Mark Presbyterian Church declines to retain you for employment and/or volunteer purposes.

The decision was based in whole or in part on information contained in a report, including the following specific items contained in the report from **Intellicorp, 3000 Auburn Drive, Suite 410, Beachwood, Ohio 44122; Tel. No. 1.866.202.1436; E-mail reinvestigation@intellicorp.net; www.intellicorp.net.**

(List specific items)

A copy of this report was previously given to you. The agency did not make this employment/volunteer purpose decision and is unable to supply you with specific reasons why the decision was made. Under Section 612 of the Fair Credit Reporting Act, you have the right to obtain a free copy of the report if you submit a written request to the agency identified above no later than 60 days after you receive this notice. Under Section 611 of that Act, and state law you also have the right to dispute the accuracy or completeness of any information in the report by contacting the consumer-reporting agency above.

If you wish to dispute the accuracy of the information in the report directly with the consumer reporting agency (i.e. the source of the information), you should contact the agency identified above directly.

Sincerely,

(Personnel Elder and/or Trustee)

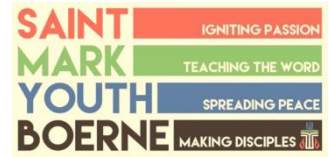
Enclosures:

A Summary of Your Rights Under the FCRA

APPENDIX M



Social Media, Text and Web Release Form



I understand that by signing this contract I am giving St. Mark Presbyterian Church and the Youth Director and adult sponsors permission to post photos, videos and stories and other content deemed appropriate on the following social media outlets, websites and/or promotional materials.

FACEBOOK:	YES	NO
INSTAGRAM:	YES	NO
ST. MARK WEBSITE:	YES	NO
ST. MARK YOUTUBE CHANNEL:	YES	NO
PRINTED PROMOTIONAL MATERIAL:	YES	NO

I understand and approve that St. Mark Youth Director and adult sponsors, may contact _____ (name of youth) via email, text, Facebook, Instagram, Remind, WhatsApp, and/or GroupMe.
