

Grace Crossing  
a Community Church of Christ

Children and Teen Safety Guidelines  
February 2018

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## **1. INTRODUCTION**

### **Welcome Parents!**

We are excited to partner with you, the parent, in growing your child's faith! We know parents want the best for their children. This often means seeking out "experts" to teach their children skills like music, sports, ballet, etc. However, when it comes to nurturing faith in God, the Bible gives the responsibility primarily to parents. After all, you will spend about 1,500 hours of non-sleeping, non-school time with your kids over the course of a year, so it makes sense that you would have the most influential role in their spiritual development.

Grace Crossing seeks to partner with you, the parent, to teach and lead children into a relationship with Jesus. We provide classes and activities for children and families, as well as tools, resources and support for parents. We strive to do our best to enable you to nurture your kids in faith and character.

### **Welcome Volunteer!**

Thank you for choosing to guide our children here at Grace Crossing into a better understanding of God's grace, love and salvation! Whether you have chosen to teach, assist, or serve lemonade at VBS, you are an important piece in their faith development! Your time is valuable to these little ones and is seen as the love that Jesus shared with the children in Matthew 19:14.

## **2. GENERAL INFORMATION**

### **Worship Times**

Bible Class for all ages at 9:00am

Worship Service is at 10:00am

Below is a breakdown of age groups and their Bible Class location.

### **Whistle Stop Nursery**

Babies E144

Toddlers E140

Preschool A (2's turning 3)

### **Jubilee Junction**

Preschool B (3's turning 4) E155

Preschool C (4's turning 5) E150

Kindergarten E154

KidzWorship is for children 3yrs—Kindergarten during our worship gatherings. Children will be released during service to workers who will lead them to room E151.

### **Elementary Express**

1st & 2nd grade E171

3rd & 4th grade E161

### **Switchyard**

5th & 6th grade Main Building 1421

### **Lighthouse Teens**

7th—12th grade Main Building Youth Center

### 3. GUIDELINES FOR PARENTS OF CHILDREN

- a. Your Child's Health
  - i. We operate a well-child nursery and children's ministry. For the protection of all children in our ministries, we cannot accept a child that has had a fever within the last 24 hours, rash, persistent cough, pinkeye, diarrhea or any other signs of illness. Parents are expected to not bring their children to the nursery or any children's events for the risk of exposing other children with the illness. If a child has been put in our care that appears to be ill, the parents will be notified to pick up their child. If your child has been exposed to an illness, you will be notified.
  
- b. What to bring
  - i. For children in Whistle Stop Nursery we ask you to bring 2-3 disposable diapers and a complete change of clothes. Please label all personal items.
  - ii. All other children are encouraged to bring their Bible.
  - iii. Please leave personal toys at home.
  
- c. Sunday Morning Check-In and Dismissal
  - i. *Whistle Stop Nursery*
    - 1. Our nursery is staffed by paid childcare workers who have been screened and trained. The parent signs in and out his/her child at the greeting counter and are required to leave his/her cell phone number in case of emergency. The completion of a Nursery Care Card is requested. The parents will be given a number card that matches the number assigned to their child. Teachers will only release the child to the person with the matching card.
  - ii. *Jubilee Junction and Elementary Express*
    - 1. Do not leave children in a room without an adult. Wait for the teacher to arrive. For pick-up, we ask the parents to promptly pick up their child after Bible class. No child is to be released to anyone under the age of 12. For our guests, we use a numbered nametag system for check in and pick up. A guest parent will place one of the provided numbered nametags on their child. The parent retains the backing to this card, which has the matching number and is used to pick their child up. A guest child will not be released without the matching parent card. If another adult (grandparent or family friend) will be picking up the child, it is the parent's responsibility to give that adult the parent card.
  - i. *SwitchYard and Lighthouse Teens*
    - 1. Children are released to find their parents.
  
- d. Snacks
  - i. Occasionally children will be provided with a snack and/or food craft. Please inform the teacher of all food allergies.

- e. Special Needs Children
  - i. Every effort is made to teach and include all children. Parents will be asked to provide information to help and assist the teacher in teaching children with special needs. In most situations, a shadow would be provided for this child.
  
- f. Child Dedication Service
  - i. Once a year we have a meaningful, symbolic service of dedicating our new children to the Lord. In this service, both the family and the church promise before God to help your child grow into a follower of Jesus. If you have recently had a new addition to your family, and/or you have joined our church family with young children that you would like to dedicate, please contact the Children's Family Minister in the church office for more information.
  
- g. Promotion to Your Child's Next Class
  - i. Promotion by your child's grade in school occurs once a year at the beginning of the Fall Semester (generally around the time CISD begins their school year) Toddlers and Preschool children are also promoted at the beginning of the Fall Term based upon their ages as of September 1st of each year. One exception is that our children who have completed the 6th grade are promoted to Lighthouse Teen Ministry at the end of the school year, beginning of summer.

#### 4. VOLUNTEER REQUIREMENTS

- a. Teachers and leaders of children's ministries shall be at least 18 years of age. Youth (9th grade and above) may serve as helpers in the church's various children's ministries.
- b. It is preferred that all persons serving in the Children's and Youth Family Ministries be members of the church for a minimum of three months. Non-members may serve at the discretion of the ministry leader.
- c. Parents of children who are regularly attending the various activities are expected to serve on a regular basis.
- d. Volunteers are required to complete an application ([Exhibit 4A](#)) and a background check ([Exhibit 4B](#)) before serving. These forms, and the results, shall be reviewed and approved by the church staff member overseeing the ministry and retained on file. The information contained on these forms, and the resulting information shall be considered confidential with access available only to the church staff.
- e. No person who has been convicted of either child sexual or physical abuse shall be allowed for service in any of our activities involving children.

#### Off-Campus Activities

- a. A notarized Medical Release ([Exhibit 4C](#)) form is required for each child for all off-campus activities.
- b. Volunteers driving students to and from events shall be 25yrs of age or older and must fill out and return the Grace Crossing Cell Phone Policy ([Exhibit 4D](#)).

#### Child Abuse Policy

- a. Any individual who suspects the physical, sexual or emotional abuse or neglect of a child is required by law to report his or her suspicions according to section 261 of the Texas Family Code, 1-800-252-5400 . Church policy is to inform the ministry leader and a shepherd.
- b. *How should I respond if a child tells me they are being abused?*
  - ii. Research has shown that the number one indicator of trauma is the initial response of the person a child entrusts this dreadful knowledge. There-fore, it is crucial that if a child tells you he/she is being hurt by an adult that you respond with warmth and love. Here are some guidelines:
- c. DO
  - iii. Believe the child
  - iv. Remain calm and listen
  - v. Follow the guidelines and inform a staff member of your suspicions
  - vi. Treat the accused with respect
  - vii. Be supportive and caring
  - viii. Make every effort to maintain confidentiality of the child, the child's family and the accused
  - ix. Encourage the child and family to seek counseling.

d. DON'T

- x. Fly into a rage at the abuser
- xi. Ask leading questions
- xii. Try to conduct an investigation - that is someone else's job
- xiii. Confront the accused
- xiv. Minimize the child's hurt
- xv. Tell any other teacher, parent, family member what you suspect
- xvi. Try to be their counselor

## 5. VOLUNTEER RESPONSIBILITIES

*Please review all policies for parents as many of these will pertain to your volunteer position.*

a. **Arrival**

- i. Please remember to be in class 10 minutes early. There is no better discipline strategy than being in the class and prepared when the first child arrives. Greet each child as they come in. Speak to the parents but remember, it is the children you want to be greeting.

b. **Safety and Security**

- i. One of our goals at Grace Crossing is to create an environment that will reinforce that church is a safe and happy place for our children and their families. In an effort to accomplish this, several security measures are in place to protect the children, their parents, our volunteers and the church.
- ii. Nametags, it is very important that you wear your nametag each week. Guests especially appreciate knowing the name of the person they are entrusting their child to.
- iii. Again, review the check-in and release policies in the Parent's section of this book.
- iv. For your protection and the protection of our children, never find yourself alone with a child. We have a non-related, two-adult volunteer rule. In the unlikely, extreme event that the two workers are related, we require the doors to the classroom to be left open.

c. **Accidents**

- i. Typically, an injury can be treated with a little loving attention, a cool cloth, a little first aid and a Band-Aid. A first aid kit is located in the welcoming cabinet for Whistle Stop Nursery. Volunteers are to treat child and complete the "Boo-Boo" form ([Exhibit 5A](#)) to give to the parent. "Boo-Boo" forms can be found in the teacher supply cabinet. Keep in mind that we are not authorized to dispense any over the counter or prescription medication. In the event that a child needs more attention than we can provide, the parent will be notified.

**d. Serious Injuries**

- i. Serious injuries include broken bones, convulsions, fainting, unconscious-ness or other serious bodily injuries.
  1. The following steps should be taken in such an instance:
    - a. Remain calm and help to keep the injured child/volunteer calm.
    - b. Speak calmly.
    - c. Do not move or leave the child/volunteer.
    - d. Ask someone to contact their parents
    - e. If needed, the coordinator/staff member will call 911 or any medical personnel available on location.
    - f. The staff will defer to the parents for details on hospital or physician preferences.
    - g. If parents cannot be found and coordinator/staff deems that the child's life is in danger, a coordinator or staff member will accompany the child to the hospital.
    - h. Coordinator/staff will follow-up with the parents as needed and make a written report of what happened following the emergency.

**e. Restroom Procedures**

**i. Whistle Stop Nursery**

1. Diapers are only to be changed in the designated areas and according to the guidelines given in the childcare policies.
2. Steps to Changing Diapers
  - a. Collect all necessary supplies (gloves, clean diapers, wipes, etc.).
  - b. Wash hands with soap and put on gloves.
  - c. Place the child on a clean surface. (Never turn away from the child on changing table, not even if child is strapped onto the table.)
  - d. Remove soiled diaper.
  - e. Use a wipe to clean the diaper area, wiping from front to back.
  - f. Put clean diaper on child and place diaper sticker on front of diaper.
  - g. Remove child from changing table.
  - h. Spray changing table with cleaning spray and wipe before changing the next diaper.
  - i. Wash hands with soap. Clean gloves are needed for each child.

**ii. Jubilee Junction and Elementary Express**

1. Volunteers assisting children need to leave the restroom door partially open. This provides some privacy for the child and protection for the volunteer. If the child is capable of tending to his/her own needs, the restroom door should still remain open, allowing the child to be in your sight at all times.
2. Assist child in flushing toilet and washing hands.

**iii. SwitchYard**

1. Children 5th—6th grade should go to the restroom prior to or after class. Should a child need to go the restroom during class, he/she should go with a class buddy.

**f. Discipline Guidelines**

- i. Every effort should be made to include all children, even a disruptive child. Here are four helpful ideas:
  1. Use praise and encouragement to reward good behavior rather than focusing on negative behavior.
  2. Remind children of our expectations of good behavior using clear, positive statements.
  3. Redirect behavior with positive statements. Example: Why don't we try this right now? Can you do this for me?
  4. Use a brief time out from the group, limited to no more than one minute per year of the child's age.
- ii. If you need help dealing with a child or situation, please contact a member of KidzCrossing Staff. One child should not be allowed to take up so much of your time that you cannot effectively share God's word with your class.
- iii. A designated person will stay with the child in class or remove the child from the group. The staff or coordinator will discuss the situation with the child and pray with him or her. If the disruption continues, we will partner with the parents for a solution.

**g. Proper Display of Affection**

- i. Physical touch is an important element in the communication of love and care. It is an essential part of the nurturing process that should be characteristic of ministry with children. However, there is appropriate touch (which is done publicly) and inappropriate touch.
- ii. Appropriate Touch
  1. Meet children at their eye level by bending down or sitting.
  2. Listen to individual children with your eyes, ears and heart.
  3. Hold the child's hand while listening or speaking to him or when walking to an activity.
  4. Putting an arm around the shoulder of an individual child when comforting, quieting or greeting is an appropriate way to hug. This side-to-side type of hug should only be done in public.
  5. A light touch to a hand, shoulder or back when encouraging is acceptable
- iii. Inappropriate Touch
  1. Kissing a child or coaxing a child to kiss you.
  2. Extended hugging and tickling, or prolonged physical contact of any kind.
  3. Touching a child in any area that would be covered by a bathing suit (exceptions: diaper changing, see "Diaper Changing Instructions")
  4. Carrying an older child or sitting him or her on your lap.

## **6. CHILDCARE POLICY**

- a. Children of any age are not to be left unattended in the building or on church grounds while parents are in classes, worship, training or etc...
- b. On church grounds and during church-sponsored activities, no adult will be permitted to be alone with a child in any non-public place or on any over-night event. If a volunteer feels the need to talk with a student privately he/she is either to (1) do so in an open area or (2) include another adult.
- c. The childcare ministry is the only ministry that is allowed to provide child-care on the church property, other than GCA for their functions. Childcare can be provided for ministries of Grace Crossing; however, the ministry requesting childcare will be responsible for the cost through their own budget. We require two workers and will pay a minimum of two hours each. If a Lifegroup requests childcare, \$2/child will be collected. Personal events, the full amount will be charged. This amount varies depending on the wage of the workers.
- d. The nursery will not provide care for children over twelve (12) years of age.
- e. The nursery will operate utilizing prudent child-to-staff ratios.
- f. Events needing Childcare must be approved by the church and requested at least one (1) week in advance. If adequate child-to-staff ratio and facility space for the number of children expected cannot be met, childcare may not be provided. Notification will be made to the person requesting child-care within 24 hours.
- g. Any scheduled events that are canceled at least 8 hours in advance will result in no pay for the workers. Scheduled events that are canceled less than 8 hours in advance will result in pay for ½ of the time scheduled.

## **7. EMERGENCY WEATHER PROCEDURES**

- a. An emergency evacuation route is posted near the exit door of each class-room. Teachers and students are to familiarize themselves with the route. Volunteers are to follow the following guidelines in case of a fire.
- b. Count the number of children in your class. Take the attendance sheet with names on it if you can.
- c. Evacuate to the area designated on the chart. Once you are outside, take a second head count to ensure that all the children are with you.
- d. Await further instructions from Children's Ministry staff.
- e. First aid will be brought to you as needed. Do not leave your group to obtain first aid.
- f. Remain calm in order to keep the students calm. Inform students, as there is information to share.
- g. Do not release children until permission to do so.
- h. Flashlights are kept visible in each classroom for emergencies.



## **8. GRACE CROSSING TEEN MINISTRY POLICIES**

### **a. Guidelines for workers of Teen Ministry Events**

#### **i. Physical Contact**

1. All inappropriate touching should be avoided. This includes but is not limited to back rubs, neck rubs, holding hands, sitting on laps, kissing. Teens need to be loved, but we encourage appropriate touch only. Hugs are encouraged, but prolonged frontal hugs are not allowed. Please be aware of how the physical touch looks from other's perspective, as well as keeping in mind the importance of respecting the teen in question.

#### **ii. Staffing**

1. As a general rule, we encourage a minimum of two adult workers at all church events. A specific teen to adult ratio is not required, however we will always strive for a ratio of 1:7 (teen to adult).
2. Any one-on-one meeting between teens and adults should occur with a door open, unless a window is present in the room and both parties are visible. One-on-one lunches with members of the opposite sex should only occur in public places and may only occur if separate transportation is used. Any such meetings should be fully disclosed to the teen's parent or guardian. At no time should an adult worker pursue a dating relationship with a teen.

#### **iii. Discipline**

1. Physical Discipline is never permitted. This includes but is not limited to hitting or binding. The use of physical restraint may be used in extreme cases where the teen is in danger of causing physical harm to another teen or group of teens. In all instances, affirmation and encouragement should be the first mode of discipline.
2. No alcohol, tobacco, illegal drugs, firearms/weaponry, or fireworks may be brought or purchased on any Lighthouse Teen Ministry event, activity or trip. If at any point this rule is broken, an adult worker will stay with the teen until the parent or guardian, or appropriate authorities (i.e. police) are contacted. If a repeat violation occurs, the teen may be suspended from future Lighthouse Teen Ministry events, activities, or trips.

3. If the behavior of a teen becomes disruptive in class, the YF Minister, or other adult worker will have a conversation about expectations with the teenager and will then alert the parent or guardian of the concern. If the disruption continues in subsequent class times, a parent or guardian will be asked to accompany the teen in class to observe and control the teen. If the behavior continues, the teen may be removed indefinitely.
4. At no point in time should any teen be hazed or bullied by another teen. If this behavior is observed, the YF Minister or adult worker should immediately intervene. The YF Minister or adult worker should then report the incident in the same manner as responding to allegations of child abuse.

## 9. DRIVING RULES

- a. Adult workers who are transporting teens to or from teen events, activities, or trips, must have completed a background check and a valid driver's license. Any adult worker transporting teens must have at least two teens in the vehicle, or another adult worker. The number of people in the vehicle may not exceed the number of seatbelts available, and everyone must be wearing a seatbelt.
- b. Adult workers who are transporting teens to or from events, activities, or trips must obey all traffic laws and must not exceed the speed limit. In extreme cases where heavy traffic is involved, the adult worker may use discretion as to the speed they should drive in relation to the flow of traffic. It is critical to recognize the importance of safety when transporting teens.
- c. Adult workers who are transporting teens must sign and comply with Grace Crossing's Cell Phone Policy ([See Exhibit 4D](#)).
- d. For events, activities, or trips where Grace Crossing provides transportation, all teens must ride in the authorized vehicles provided. A teen driver may use their own personal transportation provided they have a valid driver's license, and prior authorization is obtained from the parent or guardian for that specific event, activity, or trip. At no time should another teen ride with a teen driver without prior authorization from a parent or guardian from each teen. State requirements for provisional drivers must be strictly adhered to and the teen driver must comply with Grace Crossing's Cell Phone Policy.

## 10. OVERNIGHT TRIP GUIDELINES

We recognize that we cannot account for every situation we may encounter, nor is that our intention. Therefore, we will use these guidelines as a set of standards rather than hard and fast rules.

### a. Student Conduct

- i. All students are expected to represent their families, the Grace Crossing Church family, and most importantly, God, favorably at all times.
- ii. It should be understood that Lighthouse Teen Ministry cannot list all of the things that students should not do on an overnight trip. Therefore, if at any moment on an overnight trip the Youth Family Minister feels that the conduct of a particular student or group of students is unacceptable or inappropriate, they will be sent home immediately at the parent's expense. No exceptions. The following are to be understood as "non-negotiable":
  1. At curfew, all students will be expected to be in their assigned rooms and will not be allowed to leave (unless approved by the YF Minister or designated adult sponsor) until an appropriate time to wake up and get ready the following morning.
  2. Students of opposite gender may only be in each other's room if the door is left completely open and a sponsor is notified, or if a sponsor is in the room. At no point may opposite genders be in the same room after curfew.
  3. No alcohol, tobacco, illegal drugs, firearms/weaponry, or fireworks may be brought or purchased on any Lighthouse Teen Ministry activity or trip.
- iii. All students are expected to be respectful of the YF Minister and adult sponsors at all times. This includes an expectation of being on time, every time.

### b. Adult Sponsors

- i. All adult sponsors are required to have completed a background check before being allowed to sponsor any overnight trip.
- ii. We highly value our adult sponsors and are so appreciative of their willingness to serve. However, it is to be understood that a sponsor's role is that of a servant on all Teen Ministry trips. Overnight Teen Ministry trips are not a vacation for our adult sponsors, and their responsibilities may not be fun at all times. The primary responsibility of our adult sponsors is to ensure the safety of our teens. Their subsequent responsibility is to help facilitate the trip in *any way* needed.

- iii. Before each trip, all adult sponsors will be required to attend a trip meeting where the YF Minister will provide full disclosure on the purpose of the trip, details about the trip, as well as give instructions regarding specific responsibilities needed by each sponsor.
- iv. The YF Minister has final decision-making responsibilities.

c. **General Guidelines**

- i. All students must have a current Medical Release Form on file in the office.
- ii. We strive for a 1:7 adult to student ratio. This ratio is based on the number of adults needed to adequately supervise our teens.
- iii. Once registered for a trip, all participants (members *and* visitors) must be approved by the YF Minister.
- iv. Hotel Room Stays
  - 1. We believe it is important to create an environment of trust with our teens. This is one area where we choose to trust our teens to make good choices. If, however, this trust is broken, there will be stout consequences (to be determined by the YF Minister and the teen's parents) for those who break trust.
  - 2. An attempt will be made to find hotels with adjoining rooms. In the event that this type of hotel is unavailable or impractical, we will not require adult sponsors to be in each room. In this case:
    - a. The YF Minister or male adult sponsor will have a key to each male room. A female adult sponsor will be given a key to each female room. These keys may be used to "spot" check a room at any moment and without notice.
    - b. The YF Minister or designated adult sponsor will perform bed checks each night at curfew to ensure teens are accounted for and in their correct room.
    - c. Adult Sponsors will be asked to take a "shift" where they will be responsible for ensuring teens do not leave their rooms after curfew.
- v. If we are not staying in hotel rooms, we will ensure that there are adequate sleeping arrangements with separate guy and girl areas. Each area will have an adequate number of supervising adult sponsors sleeping in that area.

## 11. MODESTY GUIDELINES

The Lighthouse Teen Ministry aims to promote a healthy, safe environment for all teenagers. As Christians, we believe we are called to a greater standard than society promotes as “appropriate.” Unfortunately, modesty is not a trait that society promotes these days. Our goal is not to force our students to dress differently at church than they do at school or to the mall, but rather to encourage a modest dress everywhere they go...including church. Dress should be representative of who we are as Christians, and therefore, we have created this modesty guideline to be used for modest dress at all youth activities and trips. The intention of these guidelines is not to interfere with every fashion trend, but to honor Christ in everything. (1 Tim. 2:9-10; 1 Pet. 3:3-5; Eph. 5:3)

### a. The Guideline for Clothes:

- i. Straps on shirts should be at least three-finger widths wide. Guys should not wear “wife-beaters.”
- ii. No tube tops, halter tops, single-strap dresses or shirts, or shirts that reveal your midriff (if skin shows when arms are raised, you should not wear it).
- iii. Hemlines and necklines should be modest. No low-cut tops (avoid visual cleavage).
- iv. Avoid clothing that is too tight.
- v. Shorts are good, but No “short” shorts or skirts. All shorts should be 8” from the knee. Skirts should be no shorter than 2” from the knee.
- vi. “Message shorts” (or pants) should not be worn
- vii. All undergarments should be covered up. (This includes boxers...no sagging!)
- viii. No clothing should be worn that promotes tobacco, alcohol, cigarettes, sex, questionable sayings, slogans, etc.

### b. The Guideline for Swimsuits:

- i. Girls – In today’s age of swimsuits, one-piece swimsuits can be just as revealing, or more revealing, than two-piece swimsuits. Therefore, we will not enforce a specific dress code for swimsuits. The guideline is this – no swimsuits that are inappropriate or too revealing (i.e. no string bikinis). If the YF Minister or other sponsors feel the swimsuit does not comply with this guideline, every girl will be asked to put a dark-colored t-shirt on, not just the offender. If you choose to wear a t-shirt without being asked to do so, there is no consequence for the others. Girls and parents, please help monitor this yourselves.
- ii. Guys – No undergarments should be revealed. If you choose to wear board shorts, make sure they cover up your undergarments. No speedos should be worn (as if this really needs to be said!).

\*Ultimately, modesty begins at home. Please take the time to discuss the importance of modesty as a Christian and modest dress with your teen. Monitor what they choose to purchase and wear.

\*\*We want to be sensitive to our visitors. Therefore, this modesty guideline is primarily for members and regular visitors. However, anyone attending an overnight trip will be required to adhere to these guidelines.

## Commitment to Christ

### Behavioral Guidelines for Youth Activities/Trips

Because I (we) understand that the purpose of Lighthouse Teen Ministry events, activities, and trips is to serve God and others, I agree and fully commit myself to the following while on these activities and trips:

1. Not to possess or drink any alcohol.
  2. Not to use or possess any illegal substance.
  3. Not to use or possess tobacco in any form.
  4. Not to be present without my parent's/guardian's knowledge of my whereabouts.
  5. To follow all rules set forth by the Grace Crossing Youth Family Minister and the Grace Crossing Lighthouse Ministry Team.
- If suspicion of any of these occurs, I (we) agree for an adult supervisor to contact my parents, to search me personally, my room, my luggage and or personal belongings.
  - I (we) also understand that if my child conducts himself/herself with behavior that is deemed inappropriate, they can and will fall under the same discipline as those items above.
  - I (we) also agree to the Lighthouse Teen Ministry Modesty Guideline and will make every effort to adhere to it. If I am asked by the Grace Crossing Youth Family Minister or an Adult Sponsor to change clothes based on these Modesty Guidelines, I will do so without complaint. If I have no other clothes that adhere to these guidelines, I understand that appropriate clothing will be found for me to wear.

In order to support the purpose of this activity/trip and to uphold the group goals, I (we) understand that the following consequences will result if I violate the above commitment:

1. I will be asked to go home, at the parent's expense.
2. Parents agree to bear the expense for the child to go home.

This commitment is intended for the greater good of the group as well as the individual and is intended to be exercised by all concerned in the spirit of Christ.

THIS FORM MUST BE SIGNED BY BOTH PARENT/GUARDIAN AND STUDENT

**Signature of Parent/Guardian:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## APPLICATION FOR WORKERS IN KIDZCROSSING

### CONFIDENTIAL

*This application is to be completed by all applicants (volunteer or compensated) who are involved in the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the Children's Ministry, as a paid employee, will be required to complete an employment application in addition to this screening form. The purpose of this form is to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities.*

### GENERAL INFORMATION

Date\_\_\_\_\_ First Name\_\_\_\_\_ Last Name\_\_\_\_\_

Address\_\_\_\_\_

Home Phone\_\_\_\_\_ Work \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-Mail Address\_\_\_\_\_

May we contact you at work? NO YES

### BASIC INFORMATION

1) Are you are a member of the church? NO YES

2) Do you regularly attend services? NO YES

3) Do you regularly attend a Bible Study or have quiet time with the Lord? NO YES

4) In what other area (s) of ministry are you currently involved\_\_\_\_\_ How Long? \_\_\_\_\_

5) Have you personally accepted Jesus Christ as your Lord and Savior, been baptized and are you committed to having the character of Jesus live through you? NO YES

6) Do you have experience working with children? NO YES

7) What is your reason for wanting to work with children?

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8) Are you?

- Single
- Married
- Widowed
- Divorced

9) Do you have children of your own? NO YES (AGES:\_\_\_\_\_)

10) Have you ever been suspected, accused, charged, or alleged to have, or have you ever committed an act of neglecting, abusing or molesting a child?

NO                      YES

**PLEDGE OF COMMITMENT**

I understand the vision of the Children’s Ministry Department and will faithfully serve to the best of my ability. I will work towards improving myself and becoming a better servant. I will be in fellowship with God and so do all things with a spirit of love and meekness for the glorification of the Body of Christ. I believe in the vision that has been set forth for the Children’s Ministry Department.

I can consistently serve 2 times a month \_\_\_\_\_ 3 times a month \_\_\_\_ every week \_\_\_\_\_

At the following service: \_\_\_\_\_

Areas of Children’s Ministry I would be willing to serve in:

- Classroom (small group leader, storytelling, worship, sound, drama, etc)
- Registration (sign in/out, greeting, and monitoring hallways and rooms.)
- Help during the week get resources ready for Sunday small groups
- Support Teams (Prayer, resources, décor, clean up, special events.)

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR CONSUMER REPORTS**

**Authorization**

**I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company. If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Grace Crossing a Community Church of Christ to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.**

**This authorization is conditioned upon the following representations of my rights:**

I understand that I have the right to make a request to the consumer reporting agency: Datasource, Inc ("Agency"), 1200 South Outer Road, Blue Springs, MO 64015, telephone number (877) 577-3832, upon proper identification, to obtain copies of any reports furnished to **Grace Crossing a Community Church of Christ** by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on **Grace Crossing's** behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Grace Crossing obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: [www.datasourcecorp.com](http://www.datasourcecorp.com)

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights \_\_\_\_\_ (initials).

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**(For identification purposes (to perform the background check and will not be used for any other purpose)**

<b>APPLICANT/EMPLOYEE:</b>			
Printed Full Name: _____			
(First)	(Middle)	(Last)	
Alias/Maiden Name(s): _____			
Social Security Number: _____		Date of Birth: _____	
Driver's License Number: _____		State of Issuance: _____	
Email: _____		Phone: _____	
<b>(List all addresses during the past 7 years)</b>			
Current: _____			
(Dates)	(Street)	(City)	(State) (Zip)

Previous: _____ (Dates) (Street) (City) (State) (Zip)
Previous: _____ (Dates) (Street) (City) (State) (Zip)
Previous: _____ (Dates) (Street) (City) (State) (Zip)

**DISCLOSURE FOR CONSUMER REPORTS**

In connection with my application for employment (including contract or volunteer services), I understand consumer reports will be requested by you (“Company”). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers’ compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

If I am hired, I understand that my employer can use this disclosure and authorization to continue to obtain such consumer reports throughout my employment, contract period or volunteer service.

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_



### CHILDRENS/YOUTH MEDICAL RELEASE

I, the undersigned parent or guardian of \_\_\_\_\_, a minor, Birthdate \_\_\_\_\_ and social security number \_\_\_\_\_ do hereby authorize adult workers with the youth of the above named church to consent to any examination, x-ray, anesthetic, medical or surgical diagnosis or treatment and hospital care which is rendered under supervision of any physician or surgeon licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital, whether such diagnosis of treatment is rendered at the office of said physician or at said hospital. As parent or guardian of the minor named above, I do hereby expressly consent that my son/daughter may receive emergency medical treatment from any physician, hospital or other medical center for rendering such services.

Further, I agree to hold neither the Ministers, the Youth/Children's Ministry Team, the elders nor volunteer workers of the Grace Crossing, a Community Church of Christ liable for any accident or injury while the above named minor is a participant in a children or youth event.

(Please **Print** the following information)

The above named minor has the following allergies: \_\_\_\_\_

\_\_\_\_\_

He/She is on the following medication: \_\_\_\_\_

Insurance Company/Group: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Name of Insured: \_\_\_\_\_

Insured's Birthdate: \_\_\_\_\_ Insurance verification phone number: \_\_\_\_\_

Parents or Guardians: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian Signature

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Notary's typed or Printed name

My signature confirms that I hereby give witness to the proper completion of this form by the minor's parent or guardian.

Exhibit 4C

## **Grace Crossing Cell Phone Policy**

In order to protect the public from hazards associated with the use of cell phones by church employees and volunteers while driving vehicles on church business, Grace Crossing, A Community Church of Christ (hereinafter "Church") has adopted the following policy:

Any Church employee or volunteer who drives a vehicle (whether or not owned by the Church) in the course of Church business shall comply with the following policy and indicate his or her acceptance of this policy by a signed acknowledgment.

Definition of "course of Church business" means (1) in the course of employment, in the case of an employee; and (2) while engaged in driving a church owned or rented vehicle or transporting passengers in a personally owned vehicle to or from a church sponsored event, activity, or trip in the case of a volunteer.

Policy:

1. All use of a cell phone is prohibited other than placing or receiving a phone call whether in a handheld or "hands-free" mode while driving a vehicle in the course of Church business.
2. The use of a cell phone or tablet device for texting or emailing purposes while driving a vehicle in the course of Church business is strictly prohibited.
3. Drivers must comply with all local, state and federal laws concerning the use of cell phones while driving a vehicle in the course of Church business.

### **Acceptance of Cell Phone Policy**

I (name of employee or volunteer), acknowledge that I have read and understand the Cell Phone Policy of Grace Crossing, A Community Church of Christ (the "Policy"), and agree unconditionally to comply with the Policy whenever I am driving a vehicle in the course of Church business.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Exhibit 4D

# Boo-Boo Form

## Accident Report

Date: \_\_\_\_\_

Put on X on location of injury



\_\_\_\_\_ had a Boo-Boo today.

This is what happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Here is how we treated it: \_\_\_\_\_

\_\_\_\_\_

Exhibit 5A