



**Ministry<sup>®</sup>**



**Safe**

**Ministry Safe Policy**  
First United Methodist Church  
Howe, Texas

Dear Ministry Volunteer or Staff Member

Welcome to FUMC Howe!

At FUMC Howe, we take our responsibility to care for children and youth very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children and youth, protecting them, you, and the mission of FUMC Howe. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

FUMC Howe Leadership

## **Overview of MY Church Safety System**

Because we desire to protect children and youth involved in our ministry, FUMC Howe requires all staff members and volunteers working with children, youth, and other vulnerable populations to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

### **STEP ONE: Sexual Abuse Awareness Training**

FUMC Howe's policies and procedures require that staff members and volunteers avoid abusive behavior of any kind. Staff members and volunteers are required to report any policy violations to a supervisor or a member of the FUMC Howe Safety Committee. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, FUMC Howe requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers working or serving with children and youth are required to complete FUMC Howe's Screening Process, which includes:

- An Employment Application (employees only);
- A Safety Application (employees and volunteers);
- A face-to-face interview (employees and volunteers);
- A references to be checked (employees and volunteers).

\*A volunteer must attend FUMC Howe for six months before being eligible to serve in positions providing ministry services to children or youth.

### **STEP THREE: Policies & Procedures**

Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material, and agrees to comply with policy requirements.

### **STEP FOUR: Criminal Background Check**

FUMC Howe requires that all staff members and volunteers working or volunteering in children and youth's activities undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

## **ABUSE TOLERANCE**

FUMC Howe has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at FUMC Howe to act in the best interest of all children and youth in every program.

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to a staff member or the Senior Pastor.

## **REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS**

FUMC Howe is committed to providing a safe, secure environment for children, youth, and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, policy violations, or any suspicious behaviors to a staff member or the Senior Pastor.

## **ENFORCEMENT OF POLICIES**

FUMC Howe staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Church Council.

# **Reporting Abuse or Suspicions of Abuse**

## **REPORTING VIOLATION OF POLICY**

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the Director of Children's Ministry, the Director of Youth Ministry, or the Senior Pastor.

## **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child or a youth will be immediately suspended from participation in the ministry area. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer in all activities and programming involving children or youth at FUMC Howe. If the person is an employee, such conduct may also result in termination of employment from FUMC Howe.

Failure to report a policy violation is grounds for termination of an employee. Volunteers who fail to report a policy violation may be restricted from participation in any future activities involving children or youth at FUMC Howe.

## **REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES**

Staff members and volunteers at FUMC Howe are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area or the Senior Pastor.

Staff members and volunteers are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a staff member or volunteer, the Director of Children's Ministry, the Director of Youth Ministry, or the Senior Pastor will speak with the person or volunteer to whom the child spoke in order to get detailed information about the entire conversation. The Senior Pastor will be notified as soon as reasonably possible.

If appropriate, the Senior Pastor will inform the appropriate law enforcement agencies or Child Protective Services.

## **RESPONSE TO REPORT OF ABUSE**

FUMC Howe Leadership will take appropriate action on behalf of the church when a report of abuse occurs.

## **MY Church Safety Committee**

### **SAFETY COMMITTEE**

Recognizing the importance of providing and maintaining a safe environment for children and youth, FUMC Howe will appoint and maintain a Safety Committee, which will meet once each quarter.

### **MISSION STATEMENT**

The purpose of the Safety Committee is to enable FUMC Howe Children's and Youth Ministries to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

### **COMPOSITION**

The Safety Committee on each campus will be comprised of the following members:

1. Senior Pastor
2. Director of Children's Ministry
3. Director of Youth Ministry
4. Church Council Chairperson

### **MEETINGS**

The Senior Pastor will chair the meeting of the Safety Committee on a quarterly basis to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

### **RESPONSIBILITIES**

The Safety Committee will be charged with the following duties:

1. Applying existing FUMC Howe's policies and procedures related to children and youth's safety and risk management issues.
2. Monitoring all Children's and Youth Ministry programs for ongoing compliance with safety policies.
3. Making recommendations to the Church Council regarding safety issues.

## **Ministry Staff Monitoring Plan**

Monitoring of staff members and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interaction with children.

1. The Senior Pastor conducts an unscheduled observation of a Children's or Youth Ministry program at least once each quarter.
2. The Senior Pastor meets with the Directors of Children's and Youth Ministries at least once a month to discuss their ministry area, including safety training and procedures.
3. The Church Council shall at its monthly meeting have an update on our Ministry Safe policies and procedures.
4. Every year, the Church Council, the staff, and the Senior Pastor will meet to review all Ministry Safe policies and procedures.

## **BUILDING SAFETY**

The Director of Children's Ministry will be responsible for ensuring that the Children's Ministry is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

The Director of Youth Ministry will be responsible for ensuring that the Youth Ministry is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers, and youth in the Youth Room.

No child or youth will ever be left unattended. Staff members or volunteers are prohibited from being alone with an individual child or youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child or youth, that staff member or volunteer will take the child or youth to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

After every programming event, staff members and volunteers must ensure every room and restroom is checked prior to leaving.

On the playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children or youth together in an unseen or less easily viewed area should be redirected to another (more open) area of the playground.

## **WORKER TO CHILD RATIOS**

FUMC Howe is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker to child **minimum ratios** will be observed:

<b>Program</b>	<b>Workers</b>	<b>Children</b>
Nursery	2	8
Preschool, 2 and 3 year old	2	12
Preschool, 4 and 5 year old	2	18
Elementary	2	20
VBS	2	20

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program Director of Children's Ministry or the Senior Pastor. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with Church policy.

## **ADULT TO YOUTH RATIO**

FUMC Howe is committed to providing adequate supervision in all Youth Ministry activities and programs. Accordingly, the following ratios will be observed for Youth Ministry activities and programs:

For groups up to and including 10 students, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 students, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 students, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory staff responsible for the program or event. The responsible supervisory staff member will make diligent effort to immediately bring staff member/volunteer to student ratios into compliance with this policy.



## **DISCIPLINE in Children's Ministry**

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
4. Provide the child with a chair to sit in or a "spot" to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes).
6. Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. ("Jamie, you're doing a great job of sitting quietly – just 2 more minutes.")
7. Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents and the staff.

## **DISCIPLINE in Youth Ministry**

It is the policy of FUMC Howe that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by youths. If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff members will verbally redirect the youth involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the staff.

## **BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE**

### **Nursery children**

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### **Diapering**

- Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded on the registration cards ("Seth Adams has a medicine in the bag for rash.")
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations only.

#### **Toilet training**

- No child will be forced to toilet train.
- Only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into bathrooms the door will be left partially open.
- Young children will never be left unattended in bathrooms.
- Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the registration card ("Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.").
- Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

### **School age children**

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

## **INTOXICANTS**

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children or youth, or while working with or supervising children or youth during any FUMC Howe program or activity.

## **NUDITY**

Staff members and volunteers serving in Children's and Youth Ministry should never be nude in the presence of children or youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer leading the event will submit a plan to the Senior Pastor concerning arrangements for showering or changing clothes.

## **ONE-TO-ONE INTERACTIONS WITH CHILDREN**

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's Ministry activities or programs. Another trained, screened adult should always be present.

## **ONE-TO-ONE INTERACTIONS WITH YOUTH**

FUMC Howe recognizes that meeting the emotional needs of students may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with youth.

### **Individual Meetings**

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Senior Pastor.

If a closed-door meeting must occur, the student staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked.

## **TRANSPORTATION**

Staff members and volunteers may from time to time be in a position to provide transportation for children or youth. The following guidelines should be strictly observed when workers are involved in the transportation of children or youth:

1. Children and Youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or youth in transport.
2. Staff members and volunteers should avoid physical contact with children and youth while in vehicles.
3. No cell phones may be utilized by the driver while driving.
4. All transportation must follow FUMC Howe's Vehicle Use Policy.

## **PARENTAL CONTACT**

Parents who leave a child or youth in the care of FUMC Howe staff members and volunteers during church services or activities will be contacted if a child or youth becomes ill, injured, or has a severe disciplinary problem while participating in Ministry programs.

## **PARENTAL INVOLVEMENT**

Parents have an open invitation to observe all programs and activities in which their child or youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child or youth's program will be required to complete the Church's volunteer application and screening process.

## **PHYSICAL CONTACT**

FUMC Howe is committed to protecting children and youth in its care. To this end, FUMC Howe has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Children and Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in the Children's or Youth Ministry programs:

1. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children or youth are important for their development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to a staff member or the Senior Pastor.
3. Physical contact should be for the benefit of the child or youth, and never be based upon the emotional needs of a staff member or volunteer.
4. Physical contact and affection should be given only in observable places or when in the presence of other children, youth, volunteers, or staff members. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Children's and Youth Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant child or youth. A child's or youth's preference not to be touched must be respected.
7. Staff and volunteers are responsible for protecting children and youth under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse must be reported immediately to the Director of Children's Ministry, the Director of Youth Ministry, or the Senior Pastor.

## **SEXUALLY ORIENTED CONVERSATIONS**

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child or youth in the program. However, it is expected that from time to time Youth ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings, and will convey the church's views on these topics.

## **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers are prohibited from possessing (or transmitting to any child or youth) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of children and youth, including those in electronic form.

## **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and children or youth should be positive and up-lifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children and youth.

To this end, staff members and volunteers should not talk to children or youth in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from swearing in the presence of children and youth.

## **RELEASE OF CHILDREN**

At any time that a child has been entrusted to Children's Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child has authority to pick up that child.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Director of Children's Ministry or the Senior Pastor before releasing the child.

## **SLEEPING ARRANGEMENTS FOR YOUTH**

It is anticipated that certain Youth Ministry activities may occasionally require that overnight sleeping arrangements be made for youth, staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. The 2-adult rule must be followed; a single youth should not be alone with a staff member or volunteer.
2. All adult leaders must have previously completed the Church's screening and training process.
3. Overnight sleeping arrangements must be submitted in writing to and approved by the Senior Pastor prior to the activity.
4. As long as any youth are awake, one trip leader must be awake and monitoring students to ensure safe behavior.
5. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
6. Appropriately modest sleeping attire must be worn; both tops and bottoms.
7. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same gender.
8. Staff members and volunteers will monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping youth remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a youth.
9. Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as youth, or in an adjoining room with the door between the rooms kept open.
10. In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and youth will use single sleeping bags or blankets. In these instances a "one-person-to-one bag or blanket" rule will be observed.

## SCOUTING AND MINISTRYSAFE

Nurturing children, teens, and families through outreach and evangelism and incorporating them into the life of the church may have tremendous, eternal results for the youth, their family and the Church.

The United Methodist Church has chosen to use five youth agency programs:

1. [Boy Scouts of America](#)
2. [Girl Scouts of the USA](#)
3. [Big Brothers Big Sisters](#) (Amachi Partnership)
4. [Camp Fire USA](#)
5. [4-H](#)

These agencies offer a unique opportunity to minister to young people. The five were chosen because of their Christian teachings, long-standing connection with local congregations and their recognition of the *God and Country* program.

The below answers some commonly asked questions as to how “scouting” ministries are affected by the implementation of MinistrySafe in a local congregation?

**OUR CHURCH IS THE CHARTER?** If the local congregation is the chartering entity for the “Scouting” programming, all staff and volunteers must be MinistrySafe trained. It is advised that within the *Control Panel* of MinistrySafe, these scouting groups are set up as a separate “Department” and follow the guidelines for setting up staff/volunteers.

Below are a few suggested alternatives for obtaining information of those volunteering for Scouting Ministry:

1. The volunteer can submit a copy of a current background check ran by the Scouting organization (i.e. Boy Scouts). This documentation must be retained by the local congregation and updated in the MinistrySafe Control Panel.
2. The volunteer can submit a copy of a current Youth Protection Training certificate. This documentation must be retained by the local congregation and updated in the MinistrySafe Control Panel.
3. The volunteer must still complete an application, which remains on file with the congregation and updated in the MinistrySafe Control Panel.

These alternatives **are only** for those volunteers that have completed the *Youth Protection Training* **and** the local congregation holds the charter for the organization.

**OUR CHURCH DOES NOT HOLD THE CHARTER?** If the local congregation does not hold the charter for the scouting program, the local congregation must execute a *Facilities Usage Agreement* (sample on Center for Leadership Development website). This is the same process the local congregation would perform for any outside organization using the facility that does not fall within the local congregation’s ministry purview. The agreement must outline the requirements for outside organization to follow, particularly as it relates to complying with the MinistrySafe guidelines of the local congregation.

**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

I have received and read a copy of FUMC Howe's Ministry Safe Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FUMC Howe.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by FUMC Howe.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between FUMC Howe and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of FUMC Howe policies and procedures manual.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

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

**[This page is to remain attached to MY Church Children's Ministry Policies.]**



**Policies and Procedures**  
**Statement of Acknowledgment and Agreement**

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\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

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

**[This page is to be signed, detached and delivered to the Church Office.]**