



## **Safe Sanctuaries**

# **Children and Youth Protection Policies**

Bellaire United Methodist Church  
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# SAFE SANCTUARIES

## CHILDREN & YOUTH PROTECTION POLICY

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## I. COVENANT & POLICY AND PROCEDURES

# **Bellaire United Methodist Church**

## **A Covenant to Nurture and Protect Children and Youth**

### **Introduction**

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

*Jesus said, "Whoever welcomes (a) child...welcomes me." (Matthew 18:5) Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.*

*Jesus also said, "If any of you put a stumbling block before one of these little ones...,it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children.*

*Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma..*

*Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.*

*God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (from The United Methodist Church - 1996).*

In covenant with all United Methodist congregations, Bellaire United Methodist will adopt specific policies and procedures to reduce the risk of injury or abuse to the children in our church. The Texas Annual Conference has mandated that all churches and programs that serve children and youth have in effect a "Safe Sanctuaries" policy.

### **Purpose:**

The Policies and Procedures to Protect Children and Youth shall strive to accomplish two things. First and foremost, they shall strive to protect the children and youth who participate in the activities of this church, especially from the risks of sexual or physical abuse. Second, they shall strive to protect the persons who work with children and youth in this church from unjustified allegations of sexual or physical abuse. The Policies and Procedures to Protect Children and Youth will attempt to address those risks in a reasonable manner, consistent with the role of the church as a place of worship, fellowship, and spiritual guidance that is open to all.

### **Statement of Covenant:**

As a Christian community of faith and a United Methodist congregation, Bellaire United Methodist Church hereby covenants that it will conduct the ministry of the gospel in ways that are consistent with the security needs and spiritual needs of our children and youth, as well as those who counsel, minister, teach, supervise, help, or serve them. We will provide adequate supervision for our youth and children during all church-related activities. We will adopt reasonable policies for education and protection, as well as policies for reporting allegations or suspected incidents of abuse. We will cooperate with governmental authorities, and we will respond to media inquiries if an incident occurs. We will comply with the Safe Sanctuaries mandate of the Texas Annual Conference.

**Conclusion:**

While we cannot guarantee that inappropriate behavior will never happen to any child or youth who participates in the ministries, activities, or programs of this church, we are committed to conduct such activities in a reasonable and responsible way that reduces the risks of injury or harm.

In all of our ministries with children and youth, Bellaire United Methodist Church is committed to demonstrate the love of Jesus Christ so that each child will be ". . .surrounded by steadfast love, . . .established in the faith, and confirmed and strengthened in the way that leads to life eternal." ("Baptismal Covenant II," United Methodist Hymnal, p. 44.)

**BELLAIRE UNITED METHODIST CHURCH**  
**Policies & Procedures to Protect Children and Youth Safe Sanctuaries**

These policies and procedures apply to all Church Activities for Children or Youth, which include all organized events, classes, activities, or programs that are sponsored or administered by the Bellaire United Methodist Church and attended by persons under the age of eighteen (18) years or persons aged eighteen (18) or older who remain enrolled in high school.

**I. Definitions and Qualifications**

For purposes of these Policies and Procedures, the following terms shall have these meanings:

A. "Leaders" are persons who have volunteered or agreed to serve children and youth who have (1) been members of this congregation for at least six months, (2) completed the Volunteer Application, (3) consented to a criminal records check, (4) been approved by the Work Area on Education. Leader will be required to attend risk management training at least once every year. Additionally, all Leaders will be encouraged to attend a training session in first aid and CPR, which the church shall provide at least annually, and to attend at least one training session that pertains to his or her particular role or function.

B. "Workers" are persons who have volunteered or agreed to assist a Leader in administering a specific Church Activity for Youth or Children, and who (1) have signed a Volunteer Application, (2) are parents of a Child or Youth who is participating in that particular Church Activity, or have attended or substantially participated in the activities or programs of this church for at least three months, or is recommended by a Counselor or Leader who will be administering and attending that particular Church Activity, and (3) are approved by the Work Area that is responsible for the particular Church Activity for which those persons have volunteered (or the delegated representative of that Work Area). If no Work Area is responsible for a particular Church Activity, the Director of Christian Education may either consider the application or refer it to the Work Area that he or she deems appropriate.

C. "Volunteer" shall refer collectively to all Leaders and Workers.

D. "Staff" shall refer collectively to all paid workers, BUMC, SLC, and Power Camp." The Clergy and staff members of the church may serve as Counselors, Leaders, or Workers without satisfying any prior membership or attendance/participation requirements, provided that they satisfy all other requirements of those respective positions.

The persons or committees that are given discretion to approve or disapprove of any application may consider any factors they deem relevant, including without limitation (1) the information contained in the application, (2) the Applicant's known history with his church,

including length of membership or active participation, (3) the Applicant's known history with any other church, (4) any references offered by the Applicant, (5) the recommendations of any Counselors or Leaders, (6) the person or committee's own knowledge or observations regarding the Applicant, and (7) the particular tasks the Applicant is expected to perform with regard to any particular Church Activity, including the number of other adults who likely will be present during the activity, the number of Children or Youth who will be present, and the nature and extent of the interaction the Applicant is expected to have with the Children or Youth. If those persons or committees decide to withhold approval of any application, they shall not be required to disclose their reasons.

## **II. POLICY SUPPORTING EDUCATION**

The Work Area on Education shall adopt and approve appropriate materials to train Counselors and Leaders on issues of safety and abuse, and shall adopt and approve appropriate written materials to provide all Volunteers. The Work Area on Education also will encourage all adult Sunday School classes to include a lesson on the topic of child safety and abuse at least once a year. Finally, the Work Area on Education will provide materials for an age-appropriate lesson on the topic of child safety and abuse for children between the ages of kindergarten and twelfth grade.

## **III. POLICY SUPPORTING ADEQUATE SUPERVISION**

All Church Activities for Youth or Children should be administered and attended by at least two persons who qualify as Leaders; however, if necessary, such activities may be administered and attended by one Leader and one Worker.

Notwithstanding the foregoing general policy, all Church Activities for Youth or Children that involve off-site travel and/or overnight stays must be administered and attended by at least two persons who qualify as Leaders. At least one of those persons must be trained in CPR and first aid.

The Leaders who administer any given activity must strive to attain a reasonable ratio of Youth/Children to adults. That ratio may vary, depending upon the age of the Youth/Children, the type of activity, and the physical setting.

## **IV POLICY SUPPORTING ACCOUNTABLE CONDUCT**

No Volunteer should be alone with a Youth or Child during any Church Activity outside the presence of another adult, unless such contact cannot reasonably be avoided. Similarly, no Volunteer should allow any Youth or Child to be alone with any other adult during a Church Activity, unless the other adult is either the parent or legal guardian of that Youth or Child.

## **V. POLICY SUPPORTING PROMPT REPORTING AND INVESTIGATION**

If a person witnesses abuse or inappropriate behavior, or if a person receives a report of abuse or inappropriate behavior, they must fill out an Incident Form and immediately report to the appropriate governmental authority. They must also notify the Senior Pastor or the Director of Christian Education. The Senior Pastor and/or Church Administrator will notify the Chairpersons of the Board of Trustees and the Administrative Board. If a Staff member is involved, the Senior Pastor, Church Administrator or the Director of Christian Education will notify the Chairperson of the Staff Parish Relations Committee.

The Director of Christian Education, Church Administrator, Associate Pastor, and the Senior Pastor will meet as soon as feasible to discuss the Incident Form and begin an internal investigation. The Senior Pastor or his delegated representative will contact the witness(es) who reported the incident, the alleged victim and the victim's family, and the person accused of wrongdoing. All such persons will be treated with dignity and respect., as persons of sacred worth.

The Board of Trustees shall convene a "closed" meeting, at which the Senior Pastor and Administrative Board Chairperson shall be present (along with Chairperson of the Staff Parish Relations Committee, if a staff person is involved). The Chairperson of the Board of Trustees shall report the incident or allegation to the appropriate governmental authorities; however, if the Senior Pastor and the Board of Trustees both conclude that the allegation lacks substantial merit, they shall inform the governmental authority of that opinion, and shall be prepared to explain the basis for it. A media statement will be drafted, and the media representative for the church will be the Chairperson of the Board of Trustees. If the Chairperson is unavailable, the Trustees will select another spokesperson. No comments will be made to the press prior to the release of this official statement by the Trustees on behalf of the church. The Trustees will also determine a plan regarding legal representation and further handling of the situation by the Church.

If the person who is alleged to have committed the abuse is a person who normally would participate in the investigation or reporting of the allegation, that person shall be disqualified from participation in the procedures described above. If the allegation involves the Senior Pastor, his or her duties with respect to the investigation and reporting of those allegations shall be performed by the Chairperson of the Staff Parish Relations Committee under the direction of the District Superintendent.

## **VI. ADDITIONAL SAFETY POLICIES**

Classrooms used for Children and Youth will have windows or doors with windows.

Parents of Children and Youth will have advance notice and information regarding events in which their Children will be participating. Before events that are off-campus or long-term activities, parents must give written permission for their child's participation.

Adult Volunteers will be at least 5 years older than the group they serve.

All outside groups utilizing our facilities for Youth- or Child-related activities will be given a copy of the Policies & Procedures to protect our Youth and Children, and they will be required to sign an agreement stating they have read these Policies and Procedures and affirm the statement of Covenant.

## **VII. PRIVACY POLICY**

At Bellaire United Methodist Church, we are committed to protecting your privacy. Your personal information may be maintained in an electronic database in the U.S. and will be processed by a third party provider for purposes of conducting background investigations. Your personal information will be used by Bellaire United Methodist Church for recruitment and background check purposes, including a criminal history background check. It will be protected from the loss, misuse, unauthorized access or disclosure, alteration, or destruction of the information under our control. By submitting your personal information and signing this application, you agree that Bellaire United Methodist Church may process it for recruitment, human resources processes, and background check purposes.

## **II. ABUSE**

## **Abuse According to Texas Law**

The Texas Family code determines anyone under the age of 18 to be classified as a child for definition purposes and defines Child Abuse and Child Neglect as follows.

### **Physical Abuse**

Physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident, or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm; failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child.

### **Neglectful supervision**

Placing a child in or failing to remove the child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or substantial risk of immediate harm to the child, placing a child in or failing to remove the child from a situation in which the child would be exposed to substantial risk of sexual conduct harmful to the child.

### **Sexual Abuse**

Sexual conduct harmful to a child's mental, emotional, or physical welfare, failure to make a reasonable effort to prevent sexual conduct harmful to a child, compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code, or causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic.

### **Physical Neglect**

The failure to provide the child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused.

### **Medical Neglect**

The failure to seek, obtain, or follow through with medical care for the child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or function of the child.

**Abandonment**

Leaving a child in a situation where the child would be exposed to a substantial risk of physical harm, without arranging for necessary care for the child, and a demonstration of an intent not to return by a parent or guardian, or managing or possessory conservator of the child.

**Emotional Abuse**

Mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning; causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development or psychological functioning.

## **When Child Sexual Abuse Occurs Within the Church**

Child sexual abuse occurs in all demographic, racial, ethnic, socio-economic, and religious groups. "Stranger" account for less than 20% of the abusers. Estimates indicate that when a known assailant commits the abuse, half the time it is a father or stepfather, and the rest of the time it is a trusted adult who misuses his or her authority over children. When church leaders, pastors and respected congregational workers/volunteers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

## **When Child Sexual Abuse Occurs Outside the Church**

Church workers and staff should be alert to the physical signs of abuse and molestation as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs are summarized here. (Sloan 1983)

Physical signs might include:

- \* Lacerations and bruises
- \* Nightmare
- \* Irritation, pain, or injury to genital area
- \* Difficulty with urination
- \* Discomfort when sitting
- \* Torn or bloody underclothing

Behavioral signs might include:

- \* Excessive anxiety when approaching church or nursery
- \* Nervous or hostile behavior toward adults
- \* Sexual self-consciousness
- \* Withdrawal from church activities and friends

Verbal signs might include statements such as:

- \* I don't like (a particular worker).
- \* (A church worker) does things to me when we're alone.
- \* I don't like to be alone with (a church worker).
- \* (A church worker) fooled around with me.

**Making a Difference: Who is at Risk  
From the Various Types of Child Abuse?**

Children who... are young children, mentally or physically disabled, colicky, illness-prone, demanding, and those whose caretakers characterize as difficult.

Caretakers who... are stressed because of divorce, death of a loved one, illness or injury

Statistics: 30 million children are victims of child abuse and neglect.  
47 of 1000 children suffer maltreatment and 3 die daily.

**Knowing the difference Between Punishment and Discipline**

<b>Punishment</b>	<b>Discipline</b>
Focus on bad behavior	Focus on good behavior
Seeks to blame	Seeks to teach
Promotes shame and guilt	Promotes independence and self esteem
Enforces limits	Emphasizes what is expected
Emphasizes the offense not problem	Is appropriate to the problem
Emphasize child failure	Emphasizes learning from mistakes
Makes the child pay rather than change	Expects child to improve behavior
Teaches children to avoid adults	Teaches to trust adults

<b>Punishment Techniques</b>	<b>Discipline Techniques</b>
Using threats	Setting limits
Yelling and scolding	Making rules
Spanking	Being consistent
Using shame and sarcasm	Giving & recognizing positive attention
	Providing alternatives

## Checklist for Reporting Incidents at BUMC

### Policy Supporting Prompt Reporting and Investigation

If a person witnesses abuse or inappropriate behavior, or if a person receives a report of abuse or inappropriate behavior, they must fill out an Incident Form and immediately report to the appropriate governmental authority. They must also notify the Senior Pastor or the Director of Christian Education.

1. Complete an Incident Form (see sample in this packet)
2. Contact Child Protective Services (hotline 1-800-252-5400)
3. Contact your Program Supervisor
4. Contact the Director of Christian Education and/or the Senior Pastor to set up a meeting
5. Turn in the signed original Incident Form at the meeting with the DCE/Senior Pastor
6. NOTE: Texas Law requires anyone witnessing or suspecting abuse of a child must report such information to Child Protective Services immediately. All reports remain anonymous

### Reporting Other Types of Incidents/Accidents

To report any other type of accident/incident: medical, safety, discipline, etc., please observe the following.

1. Complete Accident/Incident Report (see sample in this packet)
2. Contact Program Supervisor
3. Turn in completed Accident Report to Church Administrator
4. Follow up on the person(s) involved
5. Follow any additional guidelines set up for the Program in which you are involved

Accident/Incident forms are available in the Education Work room, Director's Office, and Church Business Office.

**INCIDENT REPORT**

Person observing or receiving disclosure of child abuse: \_\_\_\_\_

Victim's Name: \_\_\_\_\_

Parent(s)' Name: \_\_\_\_\_

Victim's Age/Date of Birth: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family members, other):  
\_\_\_\_\_

Name of person accused of abuse: \_\_\_\_\_

\_\_\_\_\_ Adult    \_\_\_\_\_ Minor    \_\_\_\_\_ Age (if minor)

If minor, parent(s)' names: \_\_\_\_\_

Worker's statement of the incident:

I certify that the information I have provided in this incident report is true and correct and to the best of my knowledge. The state law reporting requirements on child abuse have been explained to me. I understand this statement to be confidential, and I will discuss this incident with only the proper authorities. (Child Abuse Hotline: 1-800-252-5400).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

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

**Bellaire United Methodist Church**  
4417 Bellaire Boulevard  
Bellaire, Texas 77401

**ACCIDENT REPORT**

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

Person Reporting Accident: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Location of Accident: \_\_\_\_\_

Witness(es): \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Details of Accident:

Action Taken:

\*\*\*\*\*

Received in Church Office: \_\_\_\_\_ Time: \_\_\_\_\_ By: \_\_\_\_\_

## **IV. PARTICIPATION COVENANTS**

**BELLAIRE UNITED METHODIST CHURCH**  
**4417 BELLAIRE BLVD.,**  
**BELLAIRE, TEXAS 77401**  
**713-666-2167**

**PARTICIPATION COVENANT STATEMENT - PAID STAFF**

The congregation of Bellaire United Methodist Church is committed to providing a safe and secure environment for all children, youth, and adults who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with Children or Youth in any church-sponsored activity.
2. All paid staff with children and youth shall observe the policy supporting adequate supervision so that no adult is ever alone with Children or Youth.
3. All paid staff with children and youth shall attend training and educational events provided by the church which relate to their assignment. In addition, all paid staff should be familiar with the BUMC Policies and Procedures to Protect Children and Youth and state laws regarding child abuse.
4. All paid staff shall immediately report to the Pastoral Staff or the Director of Christian Education any behavior that seems abusive or inappropriate.

**Please answer each of the following questions:**

1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Do you agree to observe the policy supporting adequate supervision?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
3. Do you agree to participate in training and education events provided by the church related to your assignment? \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Do you agree to promptly report abusive or inappropriate behavior?  
\_\_\_\_\_ Yes \_\_\_\_\_ No
5. Have you ever been charged with child abuse? \_\_\_\_\_ Yes \_\_\_\_\_ No
6. Have you ever been convicted of child abuse? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

**BELLAIRE UNITED METHODIST CHURCH**  
**4417 BELLAIRE BLVD., BELLAIRE, TEXAS 77401**  
**713-666-2167**

**PARTICIPATION COVENANT STATEMENT – COUNSELORS AND LEADERS**

The congregation of Bellaire United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with Children or Youth in any church-sponsored activity.
2. All Counselors and Leaders involved with Children or Youth of our church must have been members of the congregation for at least six months before beginning a Counselor or Leader assignment.
3. Counselors and Leaders with children and youth shall observe the policy supporting adequate supervision so that no adult is ever alone with Children or Youth.
4. Counselors and Leaders with children and youth shall attend an Orientation Meeting on issues of Children/Youth safety and abuse, which will be provided by the church. In addition, all Counselors and Leaders should be familiar with the BUMC Policies and Procedures to Protect Children and Youth and state laws regarding child abuse.
5. Counselors and Leaders shall immediately report to the Pastoral Staff or the Director of Christian Education any behavior that seems abusive or inappropriate.

**Please answer each of the following questions:**

1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  Yes  No
2. Do you agree to observe the policy supporting adequate supervision?  
 Yes  No
3. Do you agree to abide by the six-month rule before beginning a Counselor or Leader assignment?  Yes  No
4. Do you agree to attend an Orientation Meeting on issues of Children/Youth safety and abuse?  Yes  No
5. Do you agree to promptly report abusive or inappropriate behavior?  Yes  No
6. Have you ever been charged with child abuse?  Yes  No
7. Have you ever been convicted of child abuse?  Yes  No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_ Signature of Applicant  
Date                      Print Full Name

**BELLAIRE UNITED METHODIST CHURCH**  
**4417 BELLAIRE BLVD., BELLAIRE, TEXAS 77401**  
**713-666-2167**

**PARTICIPATION COVENANT STATEMENT - WORKERS**

The congregation of Bellaire United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with Children or Youth in any church-sponsored activity.
2. Workers with children and youth shall observe the policy supporting adequate supervision so that no adult is ever alone with Children or Youth.
3. Workers with children and youth are encouraged to attend an Orientation Meeting on issues of Children/Youth safety and abuse. In addition, Workers will be familiar with the Policies and Procedures to Protect Children and Youth and state laws regarding child abuse.
4. Workers shall immediately report to the Counselor or Leader they are working with any behavior that seems abusive or inappropriate.
5. All Counselors and Leaders involved with Children or Youth of our church must be members of the congregation for at least 6 months before beginning a Counselor or Leader volunteer assignment.

**Please answer each of the following questions:**

1. Do you agree to observe and abide by the BUMC Policies and Procedures to Protect Children and Youth regarding working in ministries with children and youth?  
\_\_\_\_\_Yes \_\_\_\_\_No
2. Do you agree to observe the policy supporting adequate supervision? \_\_\_\_\_Yes  
\_\_\_\_\_No
3. Do you agree to abide by the six-month membership rule before beginning a Counselor or Leader assignment? \_\_\_\_\_Yes \_\_\_\_\_No
4. Do you agree to promptly report abusive or inappropriate behavior? \_\_\_\_\_Yes \_\_\_\_\_No
5. Have you ever been charged with child abuse? \_\_\_\_\_Yes \_\_\_\_\_No
6. Have you ever been convicted of child abuse? \_\_\_\_\_Yes \_\_\_\_\_No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_  
Signature of Applicant                      Date                      Print Full Name

**BELLAIRE UNITED METHODIST CHURCH**  
**4417 BELLAIRE BLVD., BELLAIRE, TEXAS 77401**  
**713-666-2167**

**PARTICIPATION COVENANT STATEMENT - TRANSPORTATION**

The congregation of Bellaire United Methodist Church is committed to providing a safe and secure environment for all who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of a D.U.I. (Driving under the influence), D.W.I. (Driving while intoxicated), or any felony may provide transportation for any church-sponsored activity.
2. Driver is a member of Bellaire United Methodist Church and is between the ages of 25 and 65 years of age.
3. Driver should have a copy of their current driver's license and insurance card on file with the church office prior to providing transportation for any church-sponsored activity.
4. Driver shall immediately report any behavior that seems abusive or inappropriate.
5. Driver should make sure all passengers are secured with safety belts prior to departure.
6. Driver shall immediately report any medical injury or other emergency situation that should take place.

**Please answer each of the following questions:**

1. Do you agree to observe and abide by the BUMC Policies and Procedures? \_\_\_\_\_ Yes  
\_\_\_\_\_ No
2. Do you agree to promptly report any incidents, medical emergencies or abusive/  
inappropriate behavior? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Have you ever been charged with a D.U.I. or D.W.I. \_\_\_\_\_ Yes \_\_\_\_\_ No
4. Have you ever been convicted of any crime, whether misdemeanor or felony? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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

## IV. APPLICATIONS

**BELLAIRE UNITED METHODIST CHURCH  
VOLUNTEER APPLICATION**

**Personal**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Current Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

Current Home Address \_\_\_\_\_

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

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

Current Employer \_\_\_\_\_ Address \_\_\_\_\_

How Long? \_\_\_\_\_ Position or Title \_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime, either misdemeanor or a felony (including , but not limited to, drug-related charges, child abuse, other crimes of violence, theft)?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, please explain \_\_\_\_\_

Church Membership \_\_\_\_\_

How long have you been attending Bellaire United Methodist Church? \_\_\_\_\_

Volunteer position you are interested in \_\_\_\_\_

**Education**

High School \_\_\_\_\_ Year Graduated \_\_\_\_\_

College \_\_\_\_\_ Year Graduated \_\_\_\_\_

First Aid training? \_\_\_\_ Yes \_\_\_\_ No Date Completed \_\_\_\_\_

CPR training? \_\_\_\_ Yes \_\_\_\_ No Date Completed \_\_\_\_\_

Special Skills (i.e. second language, sign language, special needs, art, crafts, teaching, etc.)

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**Experience**

Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

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What other ministry/church experiences have you been involved in?

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What spiritual gifts do you feel you have and how would you like to use them in working with youth at Bellaire United Methodist Church?\_\_\_\_\_

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Why do you want to work with youth ministries at Bellaire United Methodist Church?

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Are there any special issues or concerns happening in your life right now that would have an impact on your commitment and involvement in the youth ministries?

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**References**

Please list three individuals who are not related to you by blood or marriage as references.  
Please list people who have known you for at least three years.

- 1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Length of time you have known this person \_\_\_\_\_  
Relationship to this person \_\_\_\_\_
- 2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Length of time you have known this person \_\_\_\_\_  
Relationship to this person \_\_\_\_\_
- 3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening \_\_\_\_\_  
Length of time you have known this person \_\_\_\_\_  
Relationship to this person \_\_\_\_\_

I hereby certify that the information I have provided on this application is true and correct, and I authorize Bellaire United Methodist Church to verify the information I have provided by contacting the references I have listed, or by other means, including contacting others whom I have not listed and/or performing a criminal records check. I authorize the references listed in this application to provide whatever information they may have regarding my character and fitness for the position in which I am interested.

I agree to familiarize myself with the Policies and Procedures of the Bellaire United Methodist Church to Protect Children and Youth, and I hereby pledge that I will follow those policies and procedures to the best of my abilities.

**Applicant Release and Acknowledgement**

I understand that Bellaire United Methodist Church requires certain information about me to evaluate my qualifications for employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to Bellaire United Methodist Church of responsibility with respect to information supplied.

I agree that Bellaire United Methodist Church may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure

outside Bellaire United Methodist Church in those cases where its agents or contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that Bellaire United Methodist Church intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

**My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

BELLAIRE UNITED METHODIST CHURCH

TRANSPORTATION APPLICATION

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Current Home Address: \_\_\_\_\_

Current Home Telephone Number: \_\_\_\_\_

Current Work Telephone Number: \_\_\_\_\_

Have you been approved through Staff or Leader Application Process? \_\_\_\_\_

What volunteer position are you interested in? \_\_\_\_\_

Are you a member of Bellaire United Methodist Church and, if so, how long have you been a member? \_\_\_\_\_

Have you been referred by a member of Bellaire United Methodist Church? If so, by whom?  
\_\_\_\_\_

Please list any activities or committees of Bellaire United Methodist Church in which you have been active in the past: \_\_\_\_\_

If you are asked to provide transportation for any activity for which you are volunteering, the following information must be on file with the BUMC Finance Office:

- Current Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_
- List all traffic accidents you have been involved in during the past 5 years, along with all traffic tickets you have received during that period:
- Copy of your current automobile insurance card.

Have you ever been accused or convicted of an incident involving sexual harassment, sexual abuse, physical abuse, or neglect? \_\_\_\_\_

Have you ever been convicted of any crime, whether misdemeanor or felony? If so, identify the crime of which you have been convicted and the date of the conviction: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information I have provided on this application is true and correct. I authorize Bellaire United Methodist Church to verify the information I have provided by contacting person(s) listed or by other means, including contacting other whom I have not listed.

I authorize any person(s) listed in this application to provide whatever information they may have regarding my character and fitness for the position in which I am interested.

I understand that, if I am not a member of Bellaire United Methodist Church, I cannot provide transportation for any church function or event and the church's insurance policy provides no coverage for me in the event of alleged abuse or wrongdoing which could result in a claim or allegation of abuse or neglect being raised against me.

I agree to familiarize myself with the Policies and Procedures of the Bellaire United Methodist Church and I hereby pledge that I will follow those policies and procedures to the best of my abilities.

**Applicant Release and Acknowledgement**

I understand that Bellaire United Methodist Church requires certain information about me to evaluate my qualifications for employment, educational credentials, and other employment-related activities. I agree to cooperate in such investigations and release those parties supplying such information to Bellaire United Methodist Church of responsibility with respect to information supplied.

I agree that Bellaire United Methodist Church may use the information it obtains concerning me in the conduct of its business. I understand that such use may include disclosure outside Bellaire United Methodist Church in those cases where its agents or contractors need such information to perform their functions, where their company's legal interests and/or obligations are involved, or where there is a medical emergency involving me. I understand, however that Bellaire United Methodist Church intends to protect the confidentiality of personal information it obtains concerning me to the extent required by law.

**My signature below acknowledges that I have read, understand, and agree to the terms of the entire application.**

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Applicant's Signature

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Date

**AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

I, \_\_\_\_\_, hereby authorize **Bellaire United Methodist Church** to request the Harris County Sheriff's Department to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said sheriff's department from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Applicant's Signature \_\_\_\_\_  
Date

Print applicant's full name: \_\_\_\_\_

Print all other names that have been used by applicant (if any): \_\_\_\_\_

\_\_\_\_\_  
Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security number (if required by sheriff's dept.): \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

License expiration date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_