

Ardmore United Methodist Church

Safe Sanctuaries Policy



Ardmore United Methodist Church
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Purpose

Our congregation's main purpose for establishing the Safe Sanctuaries policy is to protect the people of Ardmore United Methodist Church, hereinafter referred to as "AUMC." The accompanying procedures are to demonstrate our absolute and unwavering commitment to the safety, spiritual growth, and faith formation of all people of the AUMC community including children, youth, vulnerable persons, and older adults.

Covenant Statement

AUMC is committed to demonstrating the love of Jesus Christ in accordance with our Baptismal vows to "live according to the example of Christ" and surround all people with a "community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in the way that leads to life eternal." Therefore, as a Christian community of faith and as a congregation of The United Methodist Church, AUMC pledges to conduct the ministry of the Gospel in ways that assure the safety and spiritual growth of all of the people in our midst in the following ways:

- We will follow the safety measures in the selection and retention of workers, both paid staff and volunteers.
- We will implement prudent operational procedures in all church related programs, activities, and events.
- We will educate all of our staff and volunteers who work with children, youth, vulnerable persons, and older adults regarding the use of all appropriate policies and methods.
- We will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law and will be prepared to respond to media inquiries if any allegations or an incident occurs.

Through this covenant, AUMC acknowledges this Safe Sanctuaries policy is present to protect all people who come onto our property. From staff, to volunteers, to visitors, to the parties listed above, AUMC is committed to creating a safe environment for all people to enter into the grace and love of God through the different ministries and events that we offer.

AUMC's Safe Sanctuaries policy shall be reviewed at the beginning of each year, as well as when there are changes or additions to be made. Any proposed changes to this policy can be brought to the attention of the Board of Trustees, the Business Manager, or the Director of Christian Education for further review. All new changes or additions to the Safe Sanctuaries policy will be finalized and approved by the Board of Trustees.

Frequently Used Terms and Definitions

Abuse: A non-accidental injury or pattern of injuries to a child, youth, vulnerable person, and/or older adult's physical health, mental health, and/or welfare. Abuse is committed by a parent, caregiver, or person placed in a position of trust. Abuse includes, but is not limited to neglect, physical abuse, sexual abuse, emotional abuse, and ritual abuse.

Neglect: Abuse in which a person endangers a child, youth, vulnerable person, or older adult's health, safety, or welfare through negligence. Neglect may include but is not limited to, withholding food, clothing, medical care, education, affection and/or affirmation of the person's self-worth, etc.

Physical Abuse: Abuse in which a person deliberately and intentionally causes bodily harm to another person. Examples may include but are not limited to, violent battery with a weapon (knife, belt, strap, etc.), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child, youth, vulnerable person, or older adult's body.

Sexual Abuse: Abuse in which there is sexual contact between a child (under the age of eighteen) and an adult (or another older and more powerful youth). Examples include but are not limited to, any fondling, incest, intercourse, the exploitation of and exposure to child pornography or prostitution, etc. Even if a person (child, youth, vulnerable person, or older adult) out of ignorance, innocence, or fear does not resist, it is still abuse. Sexual harassment includes but is not limited to, risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, etc.

Sexual Harassment/Harassment: Sexual harassment is the behavior characterized by the making of unwelcome or inappropriate sexual remarks or advances in a work place or other professional or social situation. Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Emotional Abuse: Abuse in which a person exposes another person to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the person of worthlessness, badness, and being not only unloved, but also undeserving of love and care. Examples include but are not limited to, saying inappropriately belittling, hateful, or angry words and/or actions directed toward a child, youth, vulnerable person, or older adult, discipline by humiliation, etc.

Ritual Abuse: Abuse in which physical, sexual, or psychological violations of a person are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child, youth, vulnerable person, or older adult's welfare. The abuser may appeal to some high authority or power (i.e.: God, the Bible, tradition, etc.) to justify the abuse. Can also include failure to provide spiritual well-being to adults who are homebound, in nursing homes, or in assisted living facilities.

Older Adult Abuse: Any knowing, intentional, or negligent act by a caregiver or any other person towards an older adult that causes harm or serious risk of harm. Types and forms include but are not limited to, physical abuse, emotional abuse, sexual abuse, financial exploitation, abandonment, and neglect.

Child: A person from birth through eleven years of age.

Youth: A person from twelve through seventeen years of age.

Adult: A person eighteen years of age or older.

Vulnerable Person: A person of any age who is in need of specific care, resources, and protection due to varying physical, mental, and/or emotional capabilities, or is at risk of abuse due to the power dynamics of a situation.

Older Adult: A person sixty-five years of age and older who is in need of specific care and resources to maintain health and wellness.

Employee/Paid Staff: Any person who works for a salary or wages at AUMC and/or for the AUMC Through the Week School, hereinafter referred to as "TTWS."

Volunteer: Any person not employed by AUMC who teaches, supervises, or helps with children, youth, vulnerable persons, and older adult events and activities. These activities include, but are not limited to, Unity Groups, Bible studies, Wednesday evening fellowship dinners, nursery, childcare, choirs, VBS, children's ministry, Connect Youth, adult mission trips, Scouts, TTWS, Young at Heart, Our Father's Table Food Pantry and Clothing Closet, etc.

Lead Adult: An adult designated by AUMC, or by a sponsoring organization, to have responsibility for all individuals of the AUMC community. Lead adult volunteers must be a minimum of five years older than the oldest child or youth they are supervising.

Church Sponsored Activity or Event: All worship, educational, childcare, fellowship, administrative, pastoral, missional, or recreational event generated or organized by AUMC, whether on or off the property.

AUMC Safe Sanctuaries General Guidelines

Recruitment and Hiring of Paid Staff

The Staff-Parish Relations Committee, hereinafter referred to as "SPRC," of AUMC will oversee this process for all paid staff. The SPRC, in combined efforts with the Business Manager, will do a background check on all paid workers, which will include a criminal and sexual predator background check, as well as, a check of at least three references and/or previous employments. AUMC reserves the right to accept or reject any person for employment in its own discretion during and/ or after the hiring process.

The following is required in the hiring and screening process for all paid staff:

- Completed Prospective Employee Application
- Personal interview
- Criminal Background, Sexual Predator Check, and Drug/Alcohol Test (includes random Drug/Alcohol screenings and tests during employment)
- Passed Results of Criminal Background, Sexual Predator Check, and Drug/Alcohol Test(s)
- Reference Checks & Approval
- Updated Christian ministry description

All information listed above concerning paid staff will be accessible to the Senior Pastor and the chair of the SPRC. The Director of the TTWS will have access to information regarding employees of the pre-school. The Director of Christian Education will have access to information regarding paid nursery workers and on all prospective volunteers. Those persons having access to this information shall maintain all of its confidentiality.

Recruitment of Volunteers

The Business Manager and Director of Christian Education are the only two individuals with access to the material acquired in completed criminal background and sexual predator checks and will maintain strict confidentiality regarding the results. The reports are kept in a secure location to which only these two individuals will have access.

The following is required in the recruitment process for all volunteers:

- Approved Volunteer Application with three references (See "Volunteer Application" in Appendix)
- Criminal Background, Sexual Predator Check, and Drug/Alcohol Test (See "Background Check Consent Form" in Appendix)
- Passed Results Criminal Background, Sexual Predator Check, and Drug/Alcohol Test
- New Volunteers Orientation
- Completed Safe Sanctuaries Training
- Completed Participant Covenant Statement (See "Participant Covenant Statement" in Appendix)

AUMC reserves the right to accept or reject any persons as volunteers in any ministry area. If the applicant is deemed unsuitable for the volunteer position requested on their application, the applicant will be notified by the Senior Pastor. Upon request, the applicant will be provided with a copy of the criminal background and sexual predator checks. The applicant will be given the opportunity to be involved in the life of AUMC in areas that do not involve the direct supervision of children, youth, vulnerable persons, and/or older adults.

Trainings for All AUMC and TTWS Staff and Volunteers

First Aid, CPR, ERT Training: An opportunity will be given each year for all AUMC and TTWS staff and volunteers to complete basic First Aid, CPR, and Early Response Team (ERT) trainings. These efforts will be mandated by the Board of Trustees and Director of Christian Education. There are First Aid kits and an updated list of emergency contacts in multiple locations on the AUMC's property. The Director of Christian Education will keep record of these trainings and will notify staff/volunteers when trainings need to be renewed.

Safe Sanctuaries Training: All training for AUMC and TTWS staff and volunteers pertaining to the AUMC Safe Sanctuaries Policy will be offered in January/February and July/August of every year. Trainings can also be offered per the request of the congregation members, or as directed by the Director of Christian Education or Business Manager.

- **Volunteers:** Volunteers are to be re-trained on a two-year rotation. Volunteers renewing their training are required to sign the Participation Covenant Statement after each training they attend. Volunteers will also need to complete a new Volunteer Application every five years. The Director of Christian Education will keep record of the volunteer's forms and notify volunteers when their training needs to be renewed.

- **New Volunteers:** New volunteers must be attending AUMC for six months before becoming a volunteer. After six months, the new volunteer will complete a Volunteer Application before the training. The Director of Christian Education is responsible for the application and contacting the three references the volunteer provides, as well as providing an orientation to the different ministry areas pertaining to children, youth, vulnerable persons, and older adults. After the training, the volunteer is required to sign a Participant Covenant Statement.

- **Staff:** AUMC and TTWS staff shall have annual training of Safe Sanctuaries. Each staff member will be asked to sign the Participant Covenant Statement after training is completed and are required to provide documentation of such training to the SPRC. The Director of Christian Education will keep record of the staff's forms, as well as oversee and update such trainings on a yearly basis.

AUMC and TTWS Staff and Volunteer Expectations

Staff and volunteers are required to adhere to the following when working with all people at AUMC:

- Follow and enforce all of the AUMC Safe Sanctuaries Guidelines.
- Respect a person's rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say, "No."
- Report any injury or possible abuse. (See "Procedure for Reporting Abuse" on page 8)
- Know where every participant is at all times, especially when working with children, youth, vulnerable persons, or older adults.
- No consuming, using, possessing, or being under the influence of alcohol or illegal drugs.
- No possessing or using concealed weapons or firearms on AUMC's property. (See "Unauthorized Weapon Policy" in Appendix)
- No smoking, or the use of consuming tobacco in any way, in the presence of children, youth, vulnerable persons, or older adults. Use designated smoking areas when necessary.
- No profanity, inappropriate jokes and media, sharing intimate details of one's personal life, or any kind of harassment.
- Staff and volunteers shall wear appropriate dress when volunteering at AUMC.
- Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.

AUMC and TTWS Staff and Volunteer Expectations for Working with Children, Youth, Vulnerable Persons, and Older Adults

Staff and volunteers are required to adhere to the following when working with children, youth, vulnerable persons, and older adults at AUMC:

- Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject.
- Report any concerns or suspicions regarding their observations of any individual's interaction with a child, youth, vulnerable, and older adults. Except for concerns related to alleged or potential abuse, which require specific immediate reports, these concerns may be reported to the individual. If the concerns are not alleviated by a change in the individual's behavior, a second report must be made to the Director of Christian Education.
- Staff and volunteers are discouraged from being alone with children, youth, or vulnerable persons without legal guardian/parental permission.
- In the event that a one-on-one child/youth to adult scenario arises, i.e., unexpected transportation needs, confirmation mentoring, or otherwise, parent permission should be granted in writing or by phone when possible.
- If it is necessary for an adult to take a child or youth home after an event, all staff and volunteers shall abide by safe driving laws. Driving record history shall be obtained on all volunteers. An effort should be made to contact the family and inform them of the situation before transporting the child or youth.
- Under no circumstances should volunteers release children to anyone other than the authorized parent, legal guardian, or other individual authorized by the parent or guardian, unless prior verbal or written permission has been obtained.
- Diapering and toilet training should be done primarily by staff members/childcare workers. Volunteers may be asked to help in certain situations and should follow posted nursery guidelines when performing diapering. (See "Diapering Procedures" in Appendix)
- Whenever possible, volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children, youth, vulnerable persons, or older adults to use the facilities. The staff or volunteer will stand at the door while children are using the restroom. Staff and volunteers shall strongly encourage parents to take children to the restroom whenever possible.
- Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.

Procedure for Reporting Allegations of Abuse

Once an allegation of an incident is made, it is crucial that it be dealt with in an efficient and timely manner. North Carolina law requires everyone to report any suspected child abuse or neglect to the appropriate social service agency, as well as, the local police department: "Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, has died as a result of maltreatment, shall report the case of that juvenile to the director of the Department of Social Services in the county where the juvenile resides or is found." (N.C.G.S. § 7A-543) This scenario applies to situations where a child/youth shares information with a staff member/volunteer and/or a staff member/volunteer suspects abuse or neglect. It also applies to vulnerable persons and those who may have been subjected to elder abuse.

Allegation Against A Paid Staff Member

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, youth, or vulnerable person, or older adult that is a part of the AUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form (See "Report of Suspected Incident of Abuse" in Appendix).
2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or designee.
3. The Senior Pastor or designee and Chair of Staff Parish Relations Committee will immediately remove alleged offender from contact with children, youth, vulnerable person, or older adult from all AUMC activities until the allegation is fully investigated and resolved.
4. If the allegation involves a child or youth, the Senior Pastor or designee will contact the Department of Social Services at (336-703-2287).
5. If the allegation involves a vulnerable person or older adult, they will contact the Department of Social Services at (336-703-3503).
6. The witness will be informed by the receiver of the form that he/she/they may also contact the Department of Social Services.
7. The Senior Pastor or designee will contact the Chair of the Staff-Parish Relations Committee (SPRC).
8. The Senior Pastor or designee will contact the Yadkin Valley District Superintendent (336-727-1222).
9. The Chair of the Board of Trustees or designee will contact the insurance carrier.
10. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

Allegation Against a Volunteer

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, youth, or vulnerable person, or older adult that is a part of the AUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form (See "Report of Suspected Incident of Abuse" in Appendix).
2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or designee.
3. The Senior Pastor or designee and Chair of Staff Parish Relations Committee will immediately remove alleged offender from contact with children, youth, vulnerable person, or older adult from all AUMC activities until the allegation is fully investigated and resolved.

4. If the allegation involves a child or youth, the Senior Pastor or designee will contact the Department of Social Services at (336-703-2287).
5. If the allegation involves a vulnerable person or older adult, the Senior Pastor or designee will contact the Department of Social Services at (336-703-3503).
6. The witness will be informed by the receiver of the form that he/she/they may also contact the Department of Social Services.
7. The Senior Pastor or designee will contact the Yadkin Valley District Superintendent (336-727-1222).
8. The Senior Pastor or designee will contact the Chair of the Church Council.
9. The Chair of the Board of Trustees or designee will contact the insurance carrier.
10. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

Allegation Against a Senior or Associate Pastor or Other Clergy on Staff

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, youth, or vulnerable person, or older adult that is a part of the AUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form (See "Report of Suspected Incident of Abuse" in Appendix).
2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or a member of the pastoral staff (other than the alleged offender).
3. The clergy person receiving the written complaint will contact the Chair of the Staff Parish Relations Committee.
4. Once the SPRC Chair has been notified of the complaint, the clergy person receiving the complaint or the SPRC chair will contact the Yadkin Valley District Superintendent (336-727-1222).
5. The SPRC Chair, in consultation with the District Superintendent of the Yadkin Valley and other lead clergy staff will remove the alleged offender from contact with children, youth or vulnerable persons, or older adults from all AUMC activities until the allegation is fully investigated and resolved.
6. Following the leadership of the District Superintendent, the SPRC Chair and appointed clergy will determine the appropriate next steps, in keeping with NC Law, as it pertains to pastoral care for all parties' involved, legal responsibilities and requirements and resolutions. As part of this process, a report will be filed with the Department of Social Services. At that time the contacts will be made as follows:
 - a. If the allegation involves a child or youth, contact the Department of Social Services (336-703-2287).
 - b. If the allegation involves a vulnerable person or older adult, contact the Department of Social Services at (336-703-3503).
7. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
8. The Chair of Trustees or designee will contact the insurance carrier at the appropriate time, based on the requirements of the church's insurance policy.

Allegation Against A Non-Church Related Individual (Parent/Caregiver/Other individual)

This section covers the procedures for handling alleged abuse of children, youth, vulnerable persons, and older adults (by a person other than those mentioned in previous sections) that comes to the attention of the church staff person or clergy responsible to the area of ministry. This alleged abuse includes the results of adult domestic violence that may be observed.

1. Any witness of suspected abuse must report to the church staff person or clergy responsible to the specific area of ministry.
2. If this observation occurs in one of the Worship Arts Ministry sub-groups (Children's Choirs) the sub-group leader will make the Director of Traditional Music Ministries aware for completion of appropriate process.
3. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, youth, a vulnerable person, or older adult that is a part of the AUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form (See "Report of Suspected Incident of Abuse" in Appendix).
4. Give the "Report of Suspected Incident of Abuse" form to the church staff person or clergy responsible to the area of ministry.
5. If the allegation involves a child or youth, the church staff member or clergy will contact the Department of Social Services at (336)-703-2287.
6. If the allegation is against a parent and the Department of Social Services is contacted, DO NOT notify the parent(s) about the call to DSS.
7. If the allegation involves a vulnerable person or older adult, the church staff member or clergy will contact the Department of Social Services at (336)-703-3503.
8. If this allegation involves adult domestic violence, the church staff member or clergy will contact law enforcement.
9. The church staff member or other clergy will notify the Senior Pastor or designee that a report to DSS and/or law enforcement has been made.
10. The witness will be informed by the receiver of the form that he/she/they may also contact the Department of Social Services.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

AUMC Safe Sanctuaries General Guidelines for Working with Children, Youth, Vulnerable Persons, and Older Adults

Specific Guidelines

Two Leader Rule: Two approved adults of different families will be present during church sponsored activities/events in every room or vehicle at all times. If two adults cannot be present, the classroom door will remain open at all times. When this is not possible, it is imperative that the one adult and the children, youth, and/or vulnerable persons remain in a public and open area where they can be observed by others.

Six-Month Rule: All volunteers must be members or active worshippers of AUMC for six months before working as a volunteer in a Lead Adult position. The Director of Christian Education and/or appropriate Ardmore staff member shall have the authority to waive this six-month period due to special circumstances. However, all volunteer application materials, trainings, and references must still be completed, appropriately checked, and approved by the Director of Christian Education.

Five-Year Older Rule: Staff and volunteers should be 5 years older than the oldest child and youth being supervised. To be considered the Lead Adult volunteer or be given direct supervisory responsibility at an event at AUMC, a person must be twenty-one years of age or older. Youth may volunteer to work with children when the youth is five years older than the oldest child, and there is at least one adult present in the room.

Open-Door Policy: Every room that is used for children, youth, vulnerable persons, and older adults should have a window in the door or a half door that allows open visibility to all areas of that room. The window must be left uncovered. If there is no window, the door must be left open at all times of the event or activity. Classrooms, childcare rooms, and any area in which programs for children, youth, vulnerable persons, or older adults are taking place may be visited without prior notice by church staff, TTWS staff, parents, or other volunteers.

Ratios: Teacher/caregiver-to-child ratios in our NC schools are mandated by NC state childcare laws.

- Nursery/Children:
 - Infant-1-year old: 2/10
 - 2-3-year old: 2/12
 - 4-year old-Kindergarten: 2/18
 - 1st grade- 3rd grade: 2/25
 - 4th grade-5th grade: 2/30
- Youth:
 - 6th grade-12th grade: 2/12
 - Overnight trips: 2/8, or 2/12 if necessary. Gender balance is required for both children and youth.

Roving Monitors: Roving monitors will be present every Sunday during times of worship, Wednesday evenings, and during all other activities and events at AUMC. The monitors will provide people with general assistance and also help children, youth, and/or vulnerable persons with bathroom duties when two adults are not able to be present at the same time due to other responsibilities.

Check-In/Check-Out Policy:

- **Nursery:**

- A sign-in/sign-out sheet will be provided for parents, grandparents and guardians to use every time the nursery is open. Parents/grandparents/guardians are required to sign-in/sign-out the children in their care. Childcare workers will have designated name tags for safety and for recognition with visitors.

- **Parent Night/Morning Out:**

- A sign-in/sign-out sheet will be provided for these events. The parent/guardian will also fill-out a name tag to take with them in order to pick up the child in their care at the end of the event. This name tag will be shown to the volunteer at the registration table and will give the adult permission to enter into the church. Each volunteer will have a name tag in order to designate them from the parents/guardians dropping off and picking up the children in their care.

- **Other Events:**

- Unity Groups, Bible Studies, Wednesday evening fellowship meals, Connect Youth, Young at Heart, and other events will have an attendance sheet with attendee's names.

Worship: Children four-years old through fifth grade exit each worship service (10:00 and 11:15) for their own education. The children will leave after the Call to Worship (10:00) or Church News and Prayer (11:15) and enter back into each service during the Offertory. One or both of the volunteers will walk the kids to and from the sanctuary or chapel. Volunteer teachers will have an attendance sheet with the child's name to indicate who is present during that time.

Communication and Advance Notice to Parents: AUMC will keep all parents, grandparents, and legal guardians informed on the ministry programs in which their children or youth in their care are involved. Parents/grandparents/legal guardians will be given advance notice and updated information regarding any activity or event which deviates from traditional classroom instruction (i.e. retreats, off-campus events, activities and trips) offered at AUMC during worship services, Unity Groups, Bible Studies, Connect Youth, Wednesday evening events, VBS, or any other regularly planned in-church activity. Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written consent or electronic permission of their parents, grandparents, or legal guardians.

Age and Activity Appropriate Equipment: All of the nursery, classroom, youth area, TTWS, and playground equipment on the campus of AUMC will be examined as needed or on an annual basis by the Board of Trustees for its age-appropriateness and safety.

Liability Insurance Coverage: AUMC will maintain a sexual misconduct liability insurance policy approved by the Board of Trustees. The policy will be reviewed annually for adequacy of coverage and for verification of compliance with the state of NC and its requirements of The United Methodist Church.

Online Communication Policy

Online communication includes but is not limited to, emails and texting, AUMC online meetings, AUMC social media interaction on all platforms, AUMC website, and AUMC YouTube channel. The following are guidelines, expectations, and requirements for participating in any and all forms of online communication, especially when including children, youth, vulnerable persons, and older adults.

Guidelines and Expectations

The following are guidelines and expectations for all groups, staff, and volunteers, of AUMC who meet, communicate, and interact online.

- Emails and Texting
 - When communicating by email, use the “BCC” (blind carbon copy) so that each recipient sees only their address when message is received.
 - Be cautious when transmitting easily identifiable information like event dates, times, locations, or participants.
 - Limit what is communicated in electronic prayer. When placing anyone on an electronic prayer list, consider only first names in order to maintain confidentiality.
 - Conduct any communications in a professional manner.
 - Save all confidential cyber-communications you have with children, youth, vulnerable persons, or older adults. An electronic paper trail can be important.
 - If you are uneasy about any topic address in an email or in an email in general, CC another trusted adult or staff member in your reply. Honor privacy, but not secrecy.
 - When communicating through text, direct messaging, or email, use group/mass texts, always include another adult in order to follow the “Two Leader Rule.” If you are sent a text or email individually, include parents/guardians, a trusted adult, or staff member in the response.
 - Set personal boundaries: i.e., available times to answer calls, texts, email, etc.
- Online Meetings
 - Online meeting includes all video conferencing from AUMC committee meetings, council meetings, adult bible studies and educational opportunities, children and youth educational opportunities, online trainings, and staff meetings.
 - Online meeting platforms includes but is not limited to, Zoom, etc.
 - Safety Measures for Online Meetings for All Groups
 - Only give link access to those who are attending the meeting.
 - Always use Ardmores’ ministry-based Zoom account instead of personal Zoom accounts.
 - Record all meetings from start to finish. Save all chats and videos.
 - Take attendance of all participants.
- Social Media, AUMC Website, AUMC YouTube Channel
 - Social media includes but is not limited to, Facebook, Twitter Snapchat, Instagram, YouTube, etc.
 - Safety Measures for Photos Electronically
 - Always obtain permission to use photos. (See “Image Release Form” in Appendix)
 - When posting photos, refrain from using name or identifiable information.
 - Check photos for vulnerable situations and make sure they uphold your mission.
 - Block “save photo as” options on websites.
 - Limit access to photos by employing the use of a password.
 - Safety Measure for Using Social Media Sites
 - Set privacy settings to limit who can see your profile.

- Restrict who can be your friend/follow you.
- Use higher level security features even if you have a restricted profile.
- Do not post anything to your social networking site that you would not want attached to your resume or printed in the church bulletin or newsletter.
- Remove or do not post inappropriate comments, photos, etc.
- Encourage children and youth to follow these same guidelines.

Requirements for Online Meetings with Children and Youth

For all AUMC interactions online, from the list above, AUMC requires the following for staff and volunteers, especially for those working with children and youth.

- Parental/Guardian Permission
 - Written consent by a parent/guardian is necessary for:
 - Photos of participants on any websites or sending them email or cell phone messages or making videos for any use. (See "Image Release Form" in Appendix)
 - Emailing, instant messaging, direct messaging, calling, texting, sending data to a child, youth by computer, cell phone, or any electronic device.
 - The sharing of any full name or contact information.
- Safety Measures for Online Meetings with Children and Youth
 - "Two Leader Rule" applies for all meetings with children and youth.
 - Similar to our "Open-Door Policy," if the "Two Leader Rule" is not possible, invite a parent/guardian to sit in the room with a participant in order to complete the "Two Leader Rule." If this is not possible, obtain written permission from parents/guardians of youth or children before starting any online meeting. Save written permission.
 - All volunteers with children and youth in online meetings should follow the "Five-Year Older Rule."
 - Always use Ardmore's ministry-based Zoom accounts instead of personal accounts. If a personal account is used, please inform the church staff and save chats and recording of the meeting.
 - Record all meetings from start to finish. Save chats and videos.
 - Stay in communication with parents/guardians for schedule of what each meeting will entail and how long it will last.
 - Take attendance of all children and youth present.

Off-Site Trips and Events

Medical Release and Incident Report Forms

Each child, youth, volunteer, and staff must submit a completed Medical Release Form (See "Medical Release Form" in Appendix). Children/youth under the age of eighteen must have a parent/guardian's signature.

Group leaders should have a copy of all medical forms for overnight or off-site events. These forms will be kept on site for the duration of the event.

First Aid supplies will be available on site and on the vehicle. All workers will be informed of the location of First Aid supplies/equipment and shall have access to information concerning specific medical conditions of participants.

An Incident Report Form (See "Incident Report Form" in Appendix) will be completed in the case of any accident, medical emergency or injury. Whenever possible, all activities with children and youth shall have a staff or volunteer adult leader with current first aid/CPR training certification.

Procedures for Trips and Events with Children and Youth

Appropriate permission slips will be required for participation in events and activities that are held away from AUMC. Included in the form will be permission for the adult leadership to seek necessary medical attention for anyone present in the event of an emergency.

- A completed and signed Medical Release Form and Offsite Trip Permission Slip for Children and Youth form for a church planned children/youth activity by a parent/guardian is required before a child or youth is allowed to leave for the off-site event or activity. (See "Offsite Trip Permission Slip for Children and Youth" in Appendix)
- Any required forms provided by the organization, camp, or place event is taken place must be given to staff or volunteer in charge before departure.

Detailed information of the event will be provided to each parent/guardian of the children and/or youth participant. Information provided by the event coordinator/lead adult will include:

- Location of event or activity.
- Schedule of events and activities occurring, including departure and arrival times.
- Any staff, volunteer, and/or chaperone names and phone numbers.
- Phone numbers where the child or youth can be reached in the event of an Emergency.
- Housing and sleeping arrangements (overnight trips).
- Transportation utilized.
- The required adult to child/youth ratio for chaperones shall be 2/12. Gender balance is preferred.

Rental vehicle and driver guidelines:

- Agree to the driver requirements from the vehicle rental agency.
- All insurance provided by the rental agency is required.
- DMV record check.
- No renting older model twelve-passenger vans. When renting a van, the third row is to be removed.

Two adults will be present in each rented vehicle in which children or youth are transported for church-sponsored activities. If there cannot be two adults present in each vehicle, there will be more than one child or youth in the vehicle with one adult.

Adults will be seated as close to the front of the vehicle as possible. Adults that are not driving the vehicle shall not be seated in the back seat of a vehicle with youth.

Adult volunteers may not transport children or youth in their personal vehicles. If adult volunteers use their own vehicle, liability will fall on the driver and their personal insurance. The only exception to this rule is in the event of an emergency.

Adult volunteers will be required to sign the Procedure for Transportation of Children, Youth, Vulnerable Persons, and Older Adults before driving for an AUMC event. (See "Procedure for Transportation of Children, Youth, Vulnerable Persons, and Older Adults" in Appendix)

Specific Overnight Trip Instructions:

- The lodging situation for overnight trips will be assessed on each trip to determine the best sleeping arrangements for all those in attendance.
- No sharing of beds between adult and children or youth. No exceptions.
- The group leader will strive to have all of the rooms booked together and in close proximity whenever possible.
- One unrelated adult should not spend the night alone with one child or youth. An exception would include sickness, emergency, etc.
- As a part of the participant covenant, parents or guardians will agree to pick up their children or youth in the case of any emergency or inappropriate behavior done by their child on the trip.
- For overnight trips, an adult to child/youth ratio for chaperones of 2/8 is preferred, although 2/12 is permissible. Gender balance is required for overnight trips.

Outside Groups Guidelines

Given the nature of the outside groups that use AUMC facilities, AUMC reserves the right to perform background checks, seek personal and professional references, review employment records, or obtain civil and criminal records for such groups. Leaders of outside groups will be invited to attend AUMC's frequently scheduled Safe Sanctuaries training classes and are expected to uphold this policy and other AUMC guidelines and procedures at all times. The guidelines for outside groups are listed as the following:

- Outside groups include but are not limited to, Boy/Girl Scout Troops, Swahili Church, outreach groups, weddings, funerals, professional and educational groups renting church space, visiting youth and mission groups, etc.
- Upon completed event and calendar coordination, the leaders of the outside group or event must review the Safe Sanctuaries Policy and sign the for Use of Buildings and Grounds form to acknowledge their review and confirm their agreement to follow the applicable policies. (See "Application for Use of Buildings and Grounds Form ('Individual' or 'Group')" in Appendix)
- All leaders of non-AUMC sponsored groups that use AUMC facilities for events and supervise children, youth, vulnerable persons, and older adults are expected to adhere to the Safe Sanctuaries Policies outlined in this document.

Appendix

The United Methodist Church Safe Sanctuaries Resolutions

The General Conference of The United Methodist Church, in April 1996, and the Western North Carolina Conference, in June 2004, adopted resolutions aimed at reducing the risk of abuse of children, youth, and older adults in the church. This would include sexual, emotional, physical, and ritual abuse and neglect. The adopted resolutions include 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 all ages but especially to the little ones, the children. The Social Principles of the United Methodist Church state that '...children must be protected from economic, physical, and sexual exploitation, and abuse.'

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, 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 early sexual trauma.

Such incidences 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 the allegations of abuse.

God calls us to make our churches safe places, not only for protecting children, but for protecting older persons, persons with special needs, as well as, all people in the church community, from sexual, physical and emotional abuse. God calls us to create communities of faith where children and adults can be safe to grow strong.

Therefore, in covenant with all United Methodist Church congregations, Ardmore United Methodist Church, adopts this policy for the prevention of abuse of children, youth, vulnerable persons, and older adults in our church.

In Response to the Jessica Lundsford Act for North Carolina

We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In furtherance of our Safe Sanctuaries Policy and in compliance with North Carolina law, a registered sex offender who wishes to be part of a church community should expect to have conditions placed on their participation.

1. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. N.C. Gen Stat. § 14-208. 17(a)(2008)
2. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care or supervision of minors. N.C. Gen Stat. § 14-208.18(a) (2) (2008)
3. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, Through the Week School classrooms, Kid's Unity Group/Kid's Own Worship/Children's choir classrooms, youth classrooms, and playground. N.C. Gen Stat. § 14-208.18(a) (1)(2008)
4. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to, Connect Youth activities, VBS, and scouting activities. a. If a registered sex offender does attend such an event, they will be told to leave, and a report will be made to the sheriff's office.
5. A registered sex offender should identify themselves as a registered sex offender to the Senior Pastor or designee.
6. A registered sex offender who wishes to be part of our church community shall meet with the Senior Pastor to discuss their intentions.
7. Before the Senior Pastor can move forward with a review of the request, permission must be received from the registered sex offender's Supervising Legal Officer (e.g. Parole Officer).
8. Each request received will be handled on a case by case basis and the Senior Pastor, in consultation with the Chairperson of Church Council shall have sole discretion for the decision.
9. If the request is approved, the registered sex offender must sign a Registered Sex Offender Church Participation Covenant Agreement. This document will also be signed by the Pastor(s) and the Chairperson of the Church Council and be kept on file at the church. (See "Registered Sex Offender Church Participation Covenant Agreement" on page 18)
10. While on church property, a registered sex offender must be accompanied at all times by an unrelated, same gender adult Covenant Partner provided by the church.
11. Because of the prohibition of a registered sex offender being allowed on church property, if they have a child or youth in a school or program at Ardmore United Methodist Church, they are not allowed to pick up that child or youth from church programs or events. The church may enforce the policy by allowing the offender to designate another adult to pick up their child or youth. These logistics would be addressed when an offender identifies themselves to the Senior Pastor or designee and enters into a Covenant Agreement.

Adopted by AUMC Jan. 13, 2020

Ardmore UMC Registered Sex Offender Church Participation Covenant Agreement

The congregation of Ardmore United Methodist Church is committed to providing a safe and secure environment for all children and youth. In furtherance of our Safe Sanctuaries policy and in compliance with N. C. Gen. Stat. §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.
2. While on church property, I will be accompanied at all times by an unrelated, same-gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.
3. I will not be permitted to work/volunteer with children or youth in any church-sponsored activity. N.C. Gen. Stat. § 14-208.17 (2008)
4. I will not be in attendance at any event where children or youth are the primary audience. This includes, but is not limited to, Connect Youth activities, Vacation Bible School, Through the Week School, and scouting activities. N.C. Gen. Stat. § 14-208.18 (3) (2008). If I attend such an event, I will be told to leave, and a report will be made to the sheriff's office.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. N.C. Gen. Stat. § 14-208.18(a) (2) (2008)
6. I will not be in any area of the property designated for the use, care or supervision of children or youth. N.C. Gen. Stat. § 14-208.18 (a) (1) (2008). These areas include, but are not limited to, the nursery, TTWS classrooms, Connect Kids/Ardmore Kids/Children's choir classrooms, youth classrooms and playground.

Senior Pastor Signature

Date

Church Council Chair Signature

Date

Covenant Person Signature

Date

Ardmore UMC Report of Suspected Incident of Abuse

Individual Making Report

Name: _____ Address (Not PO Box): _____

Phone: (Home) _____ (Other) _____

I have been made aware that I may contact the Department of Social Services in regard to this matter. If you agree to this statement, initial here _____.

Alleged Victim

Name: _____ Address: _____

Phone: _____ Age/Grade: _____ Gender Identity: _____

Alleged Perpetrator

Name: _____ Address: _____

Phone: (Home) _____ (Other) _____

Gender Identity: _____ Age: _____

Relationship to Victim: _____

Describe your concerns and grounds for concern in as much detail as possible, including names, times and dates where applicable and known. Use the back of this form if necessary.

Reported to Staff Person, Name: _____

Date: _____ Time: _____

I have made the person filing this report aware that he/she/they may contact the Department of Social Services in regard to this matter. If you agree to this statement, please initial here _____.

Reported to: (circle one)

Senior Pastor

Associate/Other Clergy

Director of Christian Education

Name: _____

Date: _____ Time: _____

Call to Department of Social Services: Date: _____ Time: _____

Spoke with: _____

Report Given: _____

If a staff person:

Call to Chair of Staff-Parish Relations Committee, Name: _____

By: _____ Date: _____ Time: _____

Call to District Superintendent, Name: _____

By: _____ Date: _____ Time: _____

Call to Insurance Carrier, Name: _____

By: _____ Date: _____ Time: _____

If a volunteer:

Call to Chair of Church Council, Name: _____

By: _____ Date: _____ Time: _____

Call to District Superintendent, Name: _____

By: _____ Date: _____ Time: _____

Call to Insurance Carrier, Name: _____

By: _____ Date: _____ Time: _____

If a parent or non-church related individual:

Call to Chair of Church Council, Name: _____

By: _____ Date: _____ Time: _____

Call to District Superintendent, Name: _____

By: _____ Date: _____ Time: _____

Call to Insurance Carrier, Name: _____

By: _____ Date: _____ Time: _____

Report Submitted by (print)

Title

Signature

Date

Ardmore UMC Our Father's Table Food Pantry and Clothing Closet Volunteer Form

PERSONAL INFORMATION

Full Name _____
Home Address _____
Daytime Phone _____ Evening Phone _____
Email Address _____ Group Name _____

EMERGENCY CONTACT

In case of emergency, contact _____
Phone (day) _____ Relationship to Volunteer _____
Preferred Hospital _____

BACKGROUND CHECK

Have you ever been charged with, convicted of, or plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, or other crimes of violence, theft or serious motor vehicle violations)? *Note: if you answer yes to any of the items listed, this **does not exclude** you from volunteering with the Our Father's Table Food Pantry and Clothing Closet.*

Yes _____ No _____ If yes, please explain.

IMAGE RELEASE

I agree that Ardmore United Methodist Church may modify, publish, reproduce, adapt or present **these images at any time in any manner or medium. I also agree that quotations provided or submitted by me or the children in my care can also be used with these images.** I agree release and discharge Ardmore United Methodist Church, its agents and third parties, and all persons acting under its authority, from any liability by virtue of any blurring, cropping, distortion, alternation, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of the images or in any subsequent processing of the images, as well as any publication of the images, including without any limitation any claims for libel or invasion or privacy.

Yes _____ No _____

VOLUNTEER COVENANT (Please check the box in agreement to the statement)

- I agree to not take food home for myself.
- I agree to not give money to the guests.
- I agree to not drive guests anywhere, under any circumstances.
- I agree to not be alone with a guest at any time, especially as a minor.
- I agree to not give any personal information about myself to the guests.
- I agree to limit personal contact with the guest and respect personal space.
- I agree to call 911 in case of an emergency, and alert the Security Officer present.

I have filled out the Our Father's Table Food Pantry and Clothing Closet Volunteer Form honestly and to the best of my ability, and I agree to observe and abide by the covenant set forth above.

Signature of Volunteer

Date

Ardmore UMC Volunteer Application

Full Name _____
Home Address _____
Daytime Phone _____ Evening Phone _____
Email Address _____
Occupation _____
Employer _____
Current Job Responsibilities _____

Availability to Work? (Check One or More) Days _____ Evenings _____ Weekends _____
Can You Make a One-Year Commitment? Yes _____ No _____

Do You Have Your Own Transportation? Yes _____ No _____

Do You Have a Valid Driver's License? Yes _____ No _____

If yes, please provide your License Number _____
Initial here that we have your permission to check and obtain a report of your driving record and that we have your permission to share that information with those persons who will act on this Application?
Yes _____ No _____ Initials _____ Date initialed _____

Previous Experience with Children/Youth

Special Interests, Hobbies, Skills

Why do you want to work with children/youth?

What gifts, education, training, or interests do you have that would help you work with children/youth?

What are your views on appropriate ways to discipline?

Have you ever been charged with, convicted of, or plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, or other crimes of violence, theft or serious motor vehicle violations)? Yes_____ No_____

If yes, please explain.

Please list three personal references (i.e., people who are not related to you by blood or marriage) and provide a complete address and phone number for each.

Name_____

Address_____

Daytime Phone_____ Evening Phone_____

Relationship to Applicant_____

Name_____

Address_____

Daytime Phone_____ Evening Phone_____

Relationship to Applicant_____

Name_____

Address_____

Daytime Phone_____ Evening Phone _____

Relationship to Applicant_____

Do we have your permission to contact these references as well as anyone else in order to obtain information about you for the purpose of considering you for a position of one who would work with children and / or youth? Yes _____ No_____

Do we have your permission to share this information with those persons who will participate in acting on this Application? Yes_____ No_____

Signature

Date

Ardmore UMC Background Screening Consent

Applicant should complete all relevant information and sign and date the form.

I, _____, hereby authorize Ardmore UMC/Ardmore Through The Week School (AKA Ardmore TTWS) and/or its agents to make an independent investigation of my background that may include: references, character, past employment, education, credit history (employment only), adult criminal or police records, and motor vehicle records including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for service now and, if applicable, during the tenure of my employment or service with _____.

I release Ardmore UMC/Ardmore TTWS and its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed) _____

Maiden Name or Other Names Used _____

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

Present Address _____

City _____ State _____ Zip _____

How Long at Present Address? _____

Former Address _____

City _____ State _____ Zip _____

How Long at Former Address? _____

Please list all states and counties of residence since turning age 18: _____

Driver's License Number _____ State of License _____

Signature of Applicant

Date

NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment, internship, or service as a volunteer. Ardmore UMC and Ardmore TTWS abides by all applicable state and federal employment laws.

Ardmore UMC Participant Covenant Statement

The congregation of Ardmore United Methodist Church is committed to providing a safe and secure environment for all children, youth, vulnerable persons, older adults 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 would enter, and as a place in which all people can experience the love of God through relationships with other.

Please answer the following questions:

As a volunteer in this congregation, do you agree to observe and abide by all Ardmore UMC policies regarding working in ministries with children, youth, vulnerable persons, and older adults?

Circle One: Yes No

As a volunteer in this congregation, do you agree to observe the "Two Adult Rule" at all times? If for an unforeseen circumstance two adults cannot be present, will you keep the classroom door open?

Circle One: Yes No

As a volunteer in this congregation, do you agree to abide by the "Six Month Rule" before beginning any volunteer assignment with children, youth, vulnerable persons, and older adults?

Circle One: Yes No

As a volunteer in this congregation, do you agree to participate in training and education events provided by Ardmore UMC related to your volunteer assignment?

Circle One: Yes No

As a volunteer in this congregation, do you understand that you are a mandatory reporter of abuse and agree to promptly report abusive or inappropriate behavior to a staff member (Senior Minister, Associate Minister/Other Clergy, Director of Christian Education, etc.)?

Circle One: Yes No

As a volunteer in this congregation, do you agree to inform the Senior Minister of this congregation if you have ever been convicted of child abuse?

Circle One: Yes No

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

Signature of Volunteer

Date

Ardmore UMC Image Release Form

Last Name of Participant _____ First Name _____ Middle Initial _____
Home Street Address _____

Phone _____ Email _____

Last Name of Participant's Parent or Legal Guardian _____ First Name of Parent or Legal Guardian _____
Guardian if participant is a minor*

I hereby give permission for images of the children in my care, captured during regular and special activities associated with Ardmore United Methodist Church through video, photo and digital camera, to be used for purposes deemed appropriate by Ardmore United Methodist Church. I waive any rights of compensation or ownership thereto. I understand that it is the policy of Ardmore United Methodist Church to **NOT** publish the names of minors in any of its paper or web publications.

This release is also applicable if I submit images or artwork to Ardmore United Methodist Church. I further understand that Ardmore United Methodist Church may not be able to return the original images or artwork I have submitted.

I agree that Ardmore United Methodist Church may modify, publish, reproduce, adapt or present **these images at any time in any manner or medium. I also agree that quotations provided or submitted by me or the children in my care can also be used with these images.** I agree release and discharge Ardmore United Methodist Church, its agents and third parties, and all persons acting under its authority, from any liability by virtue of any blurring, cropping, distortion, alternation, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of the images or in any subsequent processing of the images, as well as any publication of the images, including without any limitation any claims for libel or invasion or privacy.

I agree that I have read this document and understand it, that my signature is a true and voluntary act and that this release shall be binding on myself, the children in my care, heirs, legal representatives and assigns, in perpetuity.

I agree that I have the right and ability to enter into this Agreement, and to grant the rights and furnish all images submitted pursuant to this agreement. I am eighteen years of age or older, and if acting on behalf of a minor, have every right to contract for the minor in the above regard.

Signature of Participant (or Parent or Legal Guardian
if participant is a minor*)

Date

*The parent with legal custody of the minor must sign if parents are divorced or separated.

Ardmore UMC Medical Release Form

To be completed by participant or parent/legal guardian if participant is a minor.

Last Name _____ First Name _____ Middle _____

Date of Birth _____ Phone _____

Home Address _____

Email Address _____

I authorize any one of the adult leaders to secure any necessary medical care for me, including any emergency surgery. I realize that every effort will be made to contact family if any medical treatment becomes necessary. I also release and discharge the sponsoring group and responsible adults for all liability whatever respecting any injuries or damage sustained on the trip, except such as are negligently caused.

Signature of Participant (or Parent or Legal Guardian
if participant is a minor*) _____

Date _____

EMERGENCY CONTACT

First and Last Name _____ Relationship to Participant _____

Phone (day) _____ (night) _____

Other numbers where parents/guardians can be reached _____

Other emergency names/numbers _____

RECENT MEDICAL HISTORY (optional)

Has there been a recent exposure to contagious disease? Yes ____ No ____

If yes, what and when? _____

Any recent illness? _____

Subject to fainting? Yes ____ No ____

Any Food Allergies? Yes ____ No ____

If so, please list _____

Blood Type _____

Current Medications, Prescriptions or OTC? Yes ____ No ____

If yes, please list medication and dosage. _____

Please list any special medical instructions or activity limitations. _____

Physician's Name _____ Phone _____

Dentist's Name _____ Phone _____

Preferred Hospital _____

Do you carry family medical/hospital insurance? Yes ____ No ____

If yes, please indicate the provider and Policy or Group Number _____

Ardmore UMC Incident Report

Name(s) of person(s) involved: _____

Date and time of incident: _____

Location of incident: _____

Describe what happened: _____

Was anyone injured? Yes _____ No _____

If yes, list name(s) and describe injuries: _____

Response to incident: _____

Other information: _____

Report Submitted by: _____

Date: _____

Report Reviewed by: _____

Date: _____

Ardmore UMC Procedure for Transportation of Children, Youth, Vulnerable Persons, and Older Adults

Every driver of a rental vehicle or personal vehicle for an AUMC event is required to abide by the following guidelines and procedures:

1. Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.
2. No youth or child under the age of thirteen will travel in the front seat.
3. It is recommended that when a youth aged 13 or older travels in the front seat, that youth should be the same gender as the adult driver.
4. It is preferred that there be at least two adults present in a vehicle transporting children or youth. However, no unrelated adult driver is to transport any youth or child alone without the written or electronic permission of the parents or guardians involved. If possible, there will always be more than one youth or child in the vehicle.
5. If possible, an unrelated adult driver and the adult chaperone shall remain in the front seat of the vehicle with youth remaining in the seats behind the adults.
6. All riders and drivers must wear seat belts at all times.
7. Vehicles should be driven with headlights on for safety.
8. All drivers must follow current NC law regarding the use of cell phones while driving. Drivers should refrain from using cell phones while driving unless necessary to communicate with others regarding the church-sponsored trip. No texting allowed.
9. Drivers must be at least twenty-one years of age and not older than seventy years of age. As a general rule, the adult most comfortable with the vehicle should drive.
10. All drivers must fill out a church transportation form. This form is valid for one year and will be used to run a Motor Vehicle Record check for approval.
11. The church transportation form shall be used by the Business Manager to check each driver's driving record and verify the driver's liability insurance. The Business Manager shall have the discretion to prohibit any person from driving others on church-sponsored events based on a negative review of the driving record. Furthermore, a person shall be disqualified from driving on church-sponsored activities under the following circumstances:
 - a. Any person that has been convicted of a moving traffic violation in the last three years. Their driving record will be reviewed by the Business Manager and/or Board of Trustees.
 - b. Any person that has been convicted of driving while impaired within the past five years.
12. All vehicles should remain parked throughout the duration of the activity except for transporting people and/or obtaining supplies.

First and Last Name of Driver _____	Date _____
License Number: _____	State of License: _____
Current Personal Car Insurance Information: _____	

If renting a van/car for church sponsored event:
Please attach a copy of the insurance provided by rental car dealership to this form.

Ardmore UMC Offsite Trip Permission Slip for Children and Youth

Date _____

Permission/Medical Release For:

Name _____ Phone _____

Address _____

City _____ State _____ Zip _____

Date of Birth _____ Group Name _____

Emergency Contact _____ Relationship to Participant _____

Phone Numbers _____

I give permission for my child/youth to ride in a rental van or personal vehicle of an adult participating in the ministry event provided by Ardmore United Methodist Church. **No child/youth will be allowed to ride in a rental vehicle or personal vehicle of an adult participating in the ministry event until this form is signed and returned to the staff member in charge of the event.** I hereby release Ardmore United Methodist Church and drivers from responsibility and liability for any illness or injury that my child/youth may sustain. In the event of an emergency, I hereby authorize an adult leader of this activity as my agent, to consent to any x-ray, examination, medical, dental, surgical diagnosis, treatment and hospital care advised and supervised by an attending physician, surgeon and/or dentist, licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible. I do understand that I will be contacted for verification of signature.

Medical Information

Allergies _____

Current Medications _____

Other Medical Information _____

Medical Insurance Company _____

Policy or Group Number _____

Preferred Hospital _____

I give my child/youth permission to ride as a passenger in the personal vehicle of another adult leader for the purpose of meeting transportation needs to and from a sanctioned ministries event.

Parent/Guardian's Name (please print) _____

Parent/Guardian Signature _____

This document will be valid and in full effect from _____ to _____.

Signature of AUMC Staff _____ Date Received _____

Ardmore UMC Application for Use of Buildings and Grounds: Individual Request

Please return completed form to Ardmore United Methodist Church at 630 South Hawthorne Road, Winston Salem, NC 27103 or email the form to admin@ardmoreumc.org.

Name _____ Date _____

Email _____ Phone _____

Are you a member of Ardmore UMC? Yes _____ No _____

If no, please list the name and contact information for your Ardmore UMC sponsor:

Describe your activity: _____

Expected attendance _____ Date Requested _____

Time of Event _____ to _____

Timeframe for set-up and clean-up _____

Is AV Equipment needed? Yes ___ No ___ If yes, please explain: _____

Is the kitchen to be used? Yes ___ No ___ If yes, please describe use: _____

Circle facilities requested. **Make Checks Payable to Ardmore United Methodist Church.**

These fees are not applicable to weddings. Please see our Wedding Guide for more information. **Facility/**

Facilities Requested

Please circle the facilities requested.

	Usage Fee (Members)	Usage Fee (Non-members or outside groups)	*Cleaning Fee (Applies to members and non-members)	Total Fees (Member)	Total Fees (Non- Member)
Rozzelle Chapel	\$0	\$75	\$50.00	\$50.00	\$125.00
Kitchen	\$0.00	\$75.00	\$50.00	\$50.00	\$125.00
Bob Martin Fellowship Hall	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00
Reception Room	\$0.00	\$40.00	\$50.00	\$50.00	\$90.00
Classrooms (each)	\$0.00	\$30.00	\$50.00	\$50.00	\$80.00

*May be refundable. A \$25.00 refundable key deposit is required in all situations.

Hold Harmless Agreement

I understand and agree that neither the Church, nor its trustees, representatives, employees, nor agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or guests, invited or not. Rather, I agree that I alone shall be responsible for any property damage, personal injury or death that may occur during use of the premises. As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity.

I further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I further state the am authorized to sign this agreement; that I understand the terms herein are contractual and not mere recital; and that I have signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the content of this affirmation and release by reading it before I signed it.

I have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

Signature

Print Name

Addendum - Activities Involving Children and Youth (N/A_____)

The General Conference of The United Methodist Church, in April 2000, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The purpose for establishing a Child Abuse Prevention Policy, currently entitled "Safe Sanctuary," is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all the children and youth God has entrusted to our care. This policy extends to all activities conducted on the church property or which, in any way, have an association, either formal or inferred, with Ardmore United Methodist Church. If the activity or activities being conducted will involve children and/or youth (persons under the age of 18 or persons who have not completed the 12th grade), the activity must comply with the following requirements:

- There shall be a minimum of two (2) screened adults per room in any room containing children and/or youth.
- These two adults must not be from the same immediate family.
- Any one-to-one mentoring or consulting shall be conducted in sight of another adult.
- Adult is defined as a person over the age of 21.
- Adults supervising the activity must have been screened either through Ardmore United Methodist Church's normal screening process for a fee of \$15.00 per person. The minimum level of screening shall include the conduct and analysis of National Criminal File check and a sex offender files search. Each person to be screened by Ardmore United Methodist Church must complete a CRIMINAL HISTORY INFORMATION RELEASE FORM, which may be obtained from the church office or by email at businessmgr@ardmoreumc.org.

Certification of Compliance with Safe Sanctuaries Policy: I, the undersigned, do hereby certify that I understand and will comply with the two-adult provisions of the Safe Sanctuaries Policy of Ardmore United Methodist Church. I further certify that two adults per room have been screened in a manner compliant with the policy. I have executed this certification on this _____ day of _____, 20_____.

Signature _____ Signature _____

I request screening for the individual persons indicated see the attached form(s)

Name _____ Name _____

I have read the policy for the Use of Buildings and Facilities and agree to abide by it. Additionally, I have completed this application and questionnaire to the best of my knowledge and understand that completion of this document does not guarantee approval of facilities use.

Signature _____

Date _____

Name _____

Title _____

Office use ONLY

Recommendation by Senior Minister: Approved _____ Denied _____ Date _____

Action by Trustees: Approved _____ Denied _____ Date _____

Action by Director of Christian Education: _____ (Safe Sanctuaries)

Requestor Notified: Date _____ By _____

Placed on Calendar: Date _____ By _____

Key Deposit Paid: Date _____ By _____

Fees Collected: Date _____ By _____

Amount \$ _____

Keys Issued: Date _____ By _____

To _____

Insurance Info on File: Date _____ By _____

Cleaning Fee Refunded: Date _____ By _____

Amount \$ _____

Key Deposit Refunded: Date _____ By _____

Amount \$ _____

Ardmore UMC Application for Use of Buildings and Grounds: Group Request

Please return completed form to Ardmore United Methodist Church at 630 South Hawthorne Road, Winston Salem, NC 27103 or email the form to admin@ardmoreumc.org.

Group Name _____ Application Date _____

Group's website address (if applicable): _____

Person Responsible _____ Phone _____

Email: _____

Ardmore UMC Sponsor Name _____ Phone _____

Choose: Ardmore UMC Church Group (Y / N) _____ Other (Y / N) _____

Please circle appropriate group: CIVIC SERVICE EDUCATIONAL SOCIAL CHARITABLE

Are you a qualified 503(c) (3) organization? Yes _____ No _____

Are any of your group members of Ardmore UMC? If so, please list their names:

Describe your activity: _____

Expected attendance _____ Date Requested _____ Time of Event _____ to _____

Recurring dates, time and attendance: _____

Time frame for set-up and clean-up _____

Is AV Equipment Needed? (Y / N) _____

Is the Kitchen to be used? (Y / N) If yes, please describe use: _____

Will a caterer be used to prepare food on the premises? (Y / N) _____

Name: _____

Liability Insurance: _____

Worker's Compensation Coverage: _____

Certificates Attached: _____

Circle facilities requested (Make Checks Payable to Ardmore United Methodist Church)

These fees are not applicable to weddings. Please see our Wedding Guide for more information.	Usage Fee (members)	Usage Fee (non-members or outside groups)	*Cleaning Fee (Applies to member and non-member)	Total Fees (member)	Total Fees (non-member)
Rozzelle Chapel	\$0.00	\$75.00	\$50.00	\$50.00	\$125.00
Kitchen	\$0.00	\$75.00	\$50.00	\$50.00	\$125.00
Bob Martin Fellowship Hall	\$0.00	\$50.00	\$50.00	\$50.00	\$100.00
Reception Room	\$0.00	\$40.00	\$50.00	\$50.00	\$90.00
Classrooms (each)	\$0.00	\$30.00	\$50.00	\$50.00	\$80.00

**May be refundable. A \$25.00 refundable key deposit is required in all situations.*

Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____ (hereafter the "Organization") of the city of _____; state of _____ shall be using the building and grounds of _____ (hereafter the "Church") from _____ to _____, 20 _____, for the purpose of _____ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity.

I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with required coverage limits in effect as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (ORGANIZATION NAME)

BY:

Signature _____ Date _____

Title _____

Addendum - Activities Involving Children and Youth (N/A_____)

The General Conference of The United Methodist Church, in April 2000, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The purpose for establishing a Child Abuse Prevention Policy, currently entitled "Safe Sanctuary," is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all the children and youth God has entrusted to our care. This policy extends to all activities conducted on the church property or which, in any way, have an association, either formal or inferred, with Ardmore United Methodist Church. If the activity or activities being conducted will involve children and/or youth (persons under the age of 18 or persons who have not completed the 12th grade), the activity must comply with the following requirements:

- There shall be a minimum of two (2) screened adults per room in any room containing children and/or youth.
- These two adults must not be from the same immediate family.
- Any one-to-one mentoring or consulting shall be conducted in sight of another adult.
- Adult is defined as a person over the age of 21.

- Adults supervising the activity must have been screened either through Ardmore United Methodist Church's normal screening process for a fee of \$15.00 per person. The minimum level of screening shall include the conduct and analysis of National Criminal File check and a sex offender files search. Each person to be screened by Ardmore United Methodist Church must complete a CRIMINAL HISTORY INFORMATION RELEASE FORM, which may be obtained from the church office or by email at businessmgr@ardmoreumc.org.

Certification of Compliance with Safe Sanctuaries Policy: I/We the undersigned authorized representative(s) of _____ (Name of Organization) of the city of _____, state of _____ do hereby certify that our organization understands and will comply with the two-adult provisions of the Safe Sanctuary Policy of Ardmore United Methodist Church. I/We further certify that two adults per room have been screened in a manner compliant with the policy. I/We have executed this certification on the _____ day of _____, 20____.

Signature _____ Signature _____

I/We request screening for the individual persons indicated:
 Name _____ Name _____

I have read the policy for the Use of Buildings and Facilities and agree to abide by it. Additionally, I have completed this application and questionnaire to the best of my knowledge and understand that completion of this document does not guarantee approval of facilities use.

Signature _____ Date _____
 Name _____ Title _____

Office use ONLY

Recommendation by Senior Minister: Approved _____ Denied _____ Date _____
 Action by Trustees: Approved _____ Denied _____ Date _____
 Action by Director of Christian Education _____ (Safe Sanctuaries)
 Requestor notified on _____ by _____
 Placed on Calendar _____ by _____
 Date keys issued _____ by _____
 to Initials of Group Rep. _____
 Key Deposit Paid _____
 Insurance Info on File _____ Date: _____
 Fees Collected _____ Key Deposit refunded: _____ by: _____

Ardmore UMC Policy for Use of Buildings and Facilities

Governing Principles

1. The mission of the United Methodist Church is to “make disciples of Jesus Christ for the transformation of the world.” The mission of Ardmore UMC is to “connect to God, one another and the world.” Members, non-members, and outside groups requesting to use our buildings, grounds, facilities and equipment may be asked to define how their event fulfills our mission statement. Individuals/Groups may be asked to appear in person before the Senior Minister and Trustees to discuss their building use request so that those authorities can determine whether the proposed use fits with the mission of the Church.
2. Mindful of the Christian commitment to serve, this policy is in compliance with and supplements the 2016 *Book of Discipline* of the United Methodist Church.
3. The Board of Trustees, in consultation with the Senior Pastor, has the sole authority and discretion to determine whether any individual or group may use Church buildings, grounds, facilities and equipment.
4. Use of the building, grounds, facilities and equipment results in expense to the Church. Please reference the Fee Schedule, which details the fees associated with various uses of the property.

Who may use the Church building, grounds, facilities and equipment in order of priority:

1. Ardmore UMC groups using the facility as part of the ministry of the Church. This includes groups, work areas and committees sponsored by the Church Council.
2. United Methodist district and conference groups.
3. Members and Non-members for Weddings, Funerals and Memorial Services:
 - a. Church Members: Members of Ardmore UMC may use the Sanctuary and other facilities at Ardmore UMC for weddings, funerals and memorial services. The service must be consistent with the 2016 *Book of Discipline*. The Ardmore UMC Senior Minister must approve and make invitation to any outside clergy who may be requested to perform any services. There are no usage fees for memorials and funerals. Details on wedding usage are available in the *Ardmore Wedding Guide*.
 - b. Non-Members: Persons who are not members of Ardmore UMC may be approved to use the Sanctuary for weddings, funerals or memorial services, provided that the service is consistent with the 2016 *Book of Discipline*, and approved by the Senior Minister. For weddings, the presence of the Ardmore Wedding Steward is required for oversight. The Ardmore UMC Senior Minister must approve and make invitation to any outside clergy performing services in our Sanctuary. There are no usage fees for memorials and funerals. Details on wedding usage are available in the *Ardmore Wedding Guide*.
4. Individual members of Ardmore UMC, sponsored non-members and non-profit civic, service, educational, social, and charitable groups may be approved to use the facilities, provided that the proposed use of the facilities is consistent with the aforementioned missions of our denomination and local church. Building use fees and cleaning fees may apply.

Prohibited Users

1. For-profit groups, individuals or businesses will not be approved to use the facilities at Ardmore UMC for commercial profit making, unless that use is part of a church-sponsored activity or ministry. The Trustees, in consultation with the Senior Pastor, must approve such uses. Fees may apply.
2. No political group(s) may use the church facilities or grounds for any purposes.

Policies and Procedures

1. All requests must be made in writing on the attached application. This application can be obtained by sending an email to the church office at admin@ardmoreumc.org. The form may also be submitted to the church office by sending the completed form to admin@ardmoreumc.org. An email will be sent to you to notify you if your request can be honored. This form is also available online at www.ardmoreumc.org.
2. Each request must provide the name of a responsible adult who will be with the group at all times when the facility is in use. In addition, each request must have an Ardmore UMC member serve as the "Sponsor" for the activity and that member must be present during the entirety of the group's use of the facility.
3. When the kitchen is to be used, the responsible adult and/or sponsor must complete our commercial kitchen orientation to receive instructions on proper use of the commercial kitchen prior to the event. A Kitchen Use Checklist Form must be completed and returned along with the keys after the event. Additional cleaning fees and loss of future facility usage could result if the kitchen items on checklist are not properly completed.
4. Any commercial caterer using the kitchen to prepare food for an approved event must provide proof of liability insurance and a Worker's Compensation Certificate of Insurance Form. Any outside catering service used in conjunction with an approved event must be able to provide proof of liability insurance upon request.
5. If audio/visual equipment is needed (other than a microphone in the Bob Martin Fellowship Hall), arrangements must be made in advance through the Church office. There may be an hourly fee for this service.
6. The use of tobacco products is prohibited in any church building or on the premises.
7. Food and drink are not permitted in the Sanctuary.
8. No alcoholic beverages or illegal drugs are permitted in any church building or on the premises.
9. No weapons are allowed in any church building or on the premises.
10. No furnishings or equipment shall be borrowed or removed from the building or grounds without permission of the Trustees.
11. The Sanctuary and the Rozzelle Chapel are to be used for the worship of God. They will not normally be used for any purpose other than religious ceremonies and meetings for the purpose of carrying on the business of the Church, as defined by and in compliance with the *2016 Book of Discipline of the United Methodist Church*. Any other requested use of the Sanctuary or Rozzelle Chapel will be at the discretion of the Trustees in consultation with the Senior Pastor.
12. Any damage to the buildings, equipment or furniture will be the responsibility of the group using the facilities.
13. Anyone using the facility is responsible for turning off the lights and locking the building. Keys must be picked up during office hours and returned to the church office by 9:00 a.m. the next business day after the event. There is a refundable key deposit of \$25.00. Checks should be made payable to Ardmore United Methodist Church. Keys are not to be duplicated. Loss of keys will result in forfeiture of deposit and a \$50.00 re-keying fee. The Trustees reserve the right to deny the refund of the key deposit if the building is not left properly secured.
14. The heating and cooling controls are preset. Do not adjust the thermostats.
15. All furnishings and equipment should be returned to their proper place before leaving the building, including chairs, tables, kitchen equipment and audio/visual aids.
16. All food and personal items should be removed from the facilities at the conclusion of an activity. Dumpsters are available behind the Scout Hut. A checklist for properly cleaning after your event will be provided. The cleaning deposit for non-wedding events may be refundable with proper completion of items on the checklist. The Trustees reserve the right to assess additional

cleaning fees as needed and/or keep the cleaning deposit to cover damage to the facility that occurs as a result of your event.

17. Anyone using the facility should provide their own coffee and paper products. Ice and water are available in the kitchenette.

18. All persons or groups using the premises or facilities must provide a certificate of insurance for Affiliate and Outside Groups evidencing the existence a comprehensive general liability insurance policy with bodily injury and property damage with limits of not less than \$1,000,000 combined single limit. Additionally, the said Group(s) must agree(s) that Ardmore United Methodist Church, Inc., its officers, staff and employees shall be named as additional insured under such liability policy. Further, it is required that such certificate of insurance be filed with the AUMC at least seven (7) days in advance of the commencement of any event.

19. In consideration for using the premises or facilities at Ardmore UMC, all persons or groups must agree to hold Ardmore UMC harmless in the event of any accident, damage and/or injury that may occur to users and their property not due to negligence on the part of Ardmore UMC.

20. All persons or groups using the premises or facilities at Ardmore UMC must follow *Ardmore UMC's Safe Sanctuaries Policy*, which are available for review.

21. No agreement for building usage is final until the "Application for Use of Buildings and Grounds: Individual Request or Group Request" form has been fully approved and signed, and all deposits and applicable fees have been received by the Church.

Fees

Usage fees are charged to help defray the expense of providing the building, grounds, facilities and equipment. Janitorial fees (a.k.a. cleaning fees) are charged to cover cleaning services. In some cases, the cleaning fees collected may be refunded if items on the cleaning checklist are properly completed and the time of the event allows for proper cleaning prior to Sunday Services. The Trustees reserve the right to assess additional cleaning fees as needed. Janitorial fees are not refunded for weddings. Details on wedding usage are available in the *Ardmore Wedding Guide*.

Ardmore UMC groups, work areas and committees sponsored by the Church Council are not required to pay an usage fee or a cleaning fee; however, misuse of the facilities and/ or failure to properly clean the facilities can and will result in denial of future requests to use the facilities.

Please reference the Fee Schedule on the application for information regarding applicable fees.

Acknowledgement of receipt of Policy for Use of Buildings and Facilities

Signature

Date

Safe and Healthy Diapering to reduce the spread of germs

Keep a hand on the child for safety at all times!



1. PREPARE

- Cover the diaper changing surface with disposable liner.
- If you will use diaper cream, dispense it onto a tissue now.
- Bring your supplies (e.g., clean diaper, wipes, diaper cream, gloves, plastic or waterproof bag for soiled clothing, extra clothes) to the diapering area.



2. CLEAN CHILD

- Place the child on diapering surface and unfasten diaper.
- Clean the child's diaper area with disposable wipes. Always wipe front to back!
- Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.



3. REMOVE TRASH

- Place used wipes in the soiled diaper.
- Discard the soiled diaper and wipes in the trash can.
- Remove and discard gloves, if used.



4. REPLACE DIAPER

- Slide a fresh diaper under the child.
- Apply diaper cream, if needed, with a tissue or a freshly gloved finger.
- Fasten the diaper and dress the child.



5. WASH CHILD'S HANDS

- Use soap and water to wash the child's hands thoroughly.
- Return the child to a supervised area.



6. CLEAN UP

- Remove liner from the changing surface and discard in the trash can.
- Wipe up any visible soil with damp paper towels or a baby wipe.
- Wet the **entire surface** with disinfectant; make sure you read and follow the directions on the disinfecting spray, fluid or wipe. Choose disinfectant appropriate for the surface material.



7. WASH YOUR HANDS

- Wash your hands thoroughly with soap and water.



Centers for Disease
Control and Prevention
National Center for Emerging and
Zoonotic Infectious Diseases

12/2014

Ardmore UMC Unauthorized Weapons Policy

It is the policy of AUMC that the church property shall be free of all unauthorized weapons. No employee or other person shall carry, or engage another person to carry an unauthorized weapon, whether visible or concealed, as defined below, onto church property at any time. An employee should not put themselves in harm's way if they feel in danger, and the appropriate authority should be contacted.

Weapons include but are not limited to any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife (a knife containing a blade that opens automatically by the release of a spring or a similar contrivance), blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance on church property.

Church property is defined as any building, vehicle, grounds, playground, or other property owned, used, or operated by the church.

This policy shall not apply to:

- A weapon used solely for educational or church-sanctioned ceremonial purposes;
- Firefighters, emergency service personnel, and law enforcement officers

If it appears that imminent danger to a person or church property is about to happen, an employee should immediately notify law enforcement by calling 911.