

**CHILDREN AND  
YOUTH  
MINISTRIES**

**Policies and  
Procedures Manual  
Chapel in the Pines  
Twain Harte  
Community Church  
Twain Harte, CA**

**Staff members, Children's and Youth Ministry Volunteers:**

**Mission Statement**

**At Chapel in the Pines we take our responsibility to care for our children and our youth very seriously. The following guidelines are intended to promote a positive, nurturing, safe and secure ministry environment in which children and youth can grow in their relationship with Jesus Christ. It is always the responsibility of every staff member and volunteer to act in the best interest of our children and youth. We recognize the need to have a written policy in place to help prevent the opportunity for abuse or the appearance of abuse. This also helps provide safeguards for the workers and helps us hold each other accountable.**

**The following pages of this handbook are meant to provide an overview of policies, procedures and guidelines for all staff members, and volunteers in our youth and children's programs.**

## **Table of contents**

<b>Overview of the Safety System</b>	<b>4</b>
<b>Children’s Ministry Safety Policy</b>	<b>5</b>
<b>Youth Ministry Safety Policy</b>	<b>9</b>
<b>Safety Oversight Committee</b>	<b>14</b>
<b>Children’s &amp; Youth Ministry Service Application</b>	<b>15</b>
<b>Children’s Ministry Service Application – Teen Edition</b>	<b>18</b>
<b>Important Phone Numbers</b>	<b>21</b>
<b>Property Use Resources</b>	<b>22</b>

## I. Overview of the Safety System

Chapel in the Pines requires all staff members and volunteers working with children or youth to complete three safety steps before ministry placement can begin.

1. **Policies & Procedures.** Staff members and volunteers are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.
2. **Screening Process.** We ask every person, whether staff or volunteer to go through a thorough screening process
  - a. **Application**--This form is used to help find the right placement for each volunteer and to gather basic information for future communications. References are a crucial part of the process, and we will not be able to process your application without them.
  - b. **Background Check**--We ask all of our volunteers to fill out the sheet that authorizes Chapel in the Pines to run a criminal history check. Once we have obtained the authorization form, we will run the background check. If an applicant has a charge against them for the sexual abuse of a minor or any other crime that puts our children at risk, the applicant will not be allowed to serve within this ministry. Depending on position, differing levels or intensity of background check may be required.
  - c. **Reference Checks**--All references will be contacted and asked questions pertaining to the volunteer's capability to serve in children's or youth ministry. Each applicant will provide names, addresses, e-mails & phone numbers for three references. These cannot be family members. They must have known the applicant for at least two years, and be able to recommend them for ministry with children or youth. Chapel in the Pines will contact each reference either by phone, in person, or by e-mail.
3. **Sexual Abuse Awareness Training.** Chapel in the Pines's Policies and Procedures require that staff members and volunteers avoid abusive behavior of any kind. This includes physical abuse, verbal abuse, emotional abuse, spiritual abuse, and sexual abuse. Sexual abuse is defined as the sexual exploitation of a minor for the gratification of another person. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in grooming a minor for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

Staff members and leadership are responsible to inform and teach volunteers to recognize abuser characteristics. All staff members will be required to complete an approved sexual abuse awareness training. Volunteers could be asked to complete the training as well.

A volunteer must attend Chapel in the Pines for 6 months before being eligible to serve in positions providing access to children or youth. We hold comprehensive teacher trainings to ensure our volunteers understand and follow our policies.

## **II. Children Safety Policy**

### **ABUSE TOLERANCE AND REPORTING**

Chapel in the Pines embraces a zero tolerance for abuse in ministry programs and ministry activities. In the event that staff or volunteers observe any inappropriate behaviors or suspected abuse (physical, emotional, verbal, spiritual or sexual) it is their personal responsibility to immediately report their observations to their immediate supervisor, the Children's Director, the Youth Pastor/Director, Safety Oversight Committee member or Pastor.

All staff members and volunteers are required to be familiar with Child abuse reporting guidelines according to California Penal Code Section 11165.7.\*

Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the appropriate agencies. Staff members and volunteers at our church are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, to the immediate supervisor of the area.

It is possible a staff member or volunteer may witness behavior intended to 'groom' a minor for sexual abuse. Staff members and volunteers are required to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of our Safety Committee.

### **ENFORCEMENT OF POLICIES**

Our staff members and volunteers who supervise other staff or volunteers are charged with the diligent enforcement of all our policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment of ministry position. Final decisions related to policy violations will be the responsibility of the Church Elder Board.

### **CONSEQUENCES OF VIOLATION**

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a minor will be prohibited from participation in Children's or Youth Ministries. This suspension will continue during any investigation by law enforcement or Child Welfare agencies. Any person found to have committed a prohibited act should be removed from future participation in all activities and programming that involves children or youth at our church. If the person is a staff member or employee, such conduct may also result in termination of employment from Chapel in the Pines.

#### **\* 11165.7.**

(a) As used in this article, "mandated reporter" is defined as any of the following:

(32) A clergy member, as specified in subdivision (d) of Section 11166. As used in this article, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

### III. Children's General Ministry Policy

#### Check-in/out Procedure

We have a detailed security procedure for dropping off and picking up a child as outlined below.

#### **Check-In**

1. Parent initials by child's name on the sign-in sheet in the classroom. If visiting, parents may add their child's name and contact info to the sign-in sheet.
2. Parent receives an ID card (or sticker claim tag).
3. Child receives a sticker nametag.

#### **Check-Out**

1. Parent initials by child's name on the sign-in sheet in the classroom.
2. Parent returns ID card to the teacher.
3. Teacher matches card to the child nametag and releases the child to the parent.

#### **Ratios**

There is a Two-Volunteer Rule in place for all classrooms. This means there should *always* be two volunteers present while children are there. This is to protect the children from the possibility of abuse and to protect the adults from false accusations. If there is a situation in which there is only one adult, the door to the room should be *open*. In addition to the two-volunteer minimum, we observe proper ratios of volunteers to children.

Age Group	Volunteers	Children
Birth-24 months	2	8
2 and 3-year-olds	2	12
4 and 5-year-olds	2	18
Elementary	2	20

## **First Aid/Emergencies**

1. First-Aid Kits are readily available to our volunteers and placed throughout the children's ministry environments. If a child is injured in a classroom, we ask that volunteers let the Children's Ministry Director know exactly what happened. We then take a full incident report and communicate the injury clearly to parents.
2. If the fire alarm sounds while parents are in the service, teachers will lead their class outside according to the evacuation plans posted in each classroom. Volunteers should take attendance sheets with them to the outside evacuation area in order to account for children. Parents can pick up their children at outside evacuation areas.

## **Diapering & Restroom**

### Diapering

1. Best practices of childcare suggest that only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
2. Changing of diapers should be done in plain sight of other nursery workers, on changing stations only.
3. Children will never be left unattended on changing tables.
4. Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
5. All diapers should be checked and changed (whether wet or dirty) before children are picked up by parents. Extra diapers are available in the nursery.

### Toilet training

1. Best practices of childcare suggests that only female nursery workers or the child's parent or legal guardian will participate in toilet training efforts with children of either sex.
2. If children are taken into a bathroom with stalls, the outside door will be left partially open.
3. Young children will never be left unattended in bathrooms. Teachers should wait outside the door until children are finished.
4. Parents should be consulted on each child's progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the preschool area can be communicated to the teacher.
5. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available by our church in the nursery area, if the parent has not furnished a clothing change.

### School age children

Staff members and volunteers should never take a lone child to the restroom. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

## Proper Touch

It is our hope that Chapel in the Pines is a warm, welcoming and friendly place for children. We greatly value the safety of our kids, so all volunteers must comply with the following guidelines:

1. Physical contact should be age and developmentally appropriate and is only appropriate when done publicly.\*
2. Hugging can only be done if the child initiates the contact. Never allow full contact (body to body) hugs. Rather distance your body from the hug or give the child a side-to- side hug. Sometimes it may be best for you to initiate a high-five rather than invite a hug.
3. Extended hugging, tickling or prolonged physical contact of any kind is not appropriate.
4. A light touch to a hand, shoulder or back when encouraging is acceptable.
5. Lap-sitting is only appropriate for children under two years old.
6. If a child is insistent in sitting in your lap, move them to sit next to you or sit on your knees so they are not able to sit in your lap.
7. Never touch a child in any area that would be covered by a bathing suit (except when changing a diaper or properly assisting a child in the restroom).
8. Never kiss a child or coax a child to kiss you.
9. Never allow a child to touch you in a way that is inappropriate.

## **IV. Youth General Ministry Policy**

### **Youth Ministry Staff Monitoring Plan**

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

1. The Youth Pastor/Director conducts ministry evaluations every six months for individuals on the Youth Leadership Team. The Youth Pastor/Director conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
2. A Pastor conducts an unscheduled observation of a Youth Ministry program at least once each quarter.
3. A Pastor meets with Youth Pastor/Director once monthly to discuss Student Ministry.

### **BUILDING SAFETY**

The Youth Pastor/Director will be responsible for ensuring that our Youth Ministry Building/Area is monitored during Wednesday meetings or programming. This will include unobserved monitoring of staff members, volunteers and youth in youth classrooms.

No youth will ever be left unattended or unsupervised during youth ministry programming or meetings. Youth Ministry staff members or volunteers are prohibited from being alone with an individual youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single youth, that staff member or volunteer will take the youth to a room or building occupied by others, or to a location easily observed by others. **(Example: If a youth desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members are present.)**

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

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

### **STAFF TO YOUTH RATIO**

Chapel in the Pines is committed to providing adequate staff and volunteer supervision in all youth ministry activities and programs. Chapel in the Pines recommends that the Youth Pastor/Director be at least 5 years older than the oldest youth, and any Youth Leaders be 1 year post high school.

Accordingly, the following ratios will be observed for Youth Ministry activities and programs: For groups up to and including 30 youth, there will be a minimum of 2 staff members or volunteers supervising. For groups larger than 30 youth, there will be a minimum of 3 staff members or volunteers supervising. For every additional 15 youth, 1 staff member or volunteer will be required.

If a worker is out of ratio it is his or her responsibility to immediately notify the responsible Youth Pastor/Director or Youth Ministry Team Leader. This person will make diligent efforts to immediately bring staff member/volunteer to youth ratios into compliance with this policy.

### **DISCIPLINE POLICY**

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

Therefore, you must have contact information for each youth at all times.

### **INTOXICANTS**

Staff and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any of our church facilities, while traveling with youth, or while working with or supervising Youth.

### **TOBACCO**

Our church requires staff and volunteers to abstain from the use or possession of tobacco products in the facility, and while in the presence of children or their parents.

### **MEDICATION**

Prescription medication may be given to a child by an Event Leader or designated volunteer with a doctor's prescription. All medication must be in the original packaging, including over the counter medication, and a health information sheet must be signed by a parent or guardian. The only exceptions to this policy are diaper ointment/medication and insect bite cream.

### **NUDITY**

Staff and volunteers in our youth ministry should never be nude in the presence of youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan for approval to his/her supervisor concerning arrangements for individual and private spaces for showering and changing clothes for all participants.

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

We recognize that meeting the emotional needs of youth may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guideline when interacting with youth.

## **INDIVIDUAL MEETING**

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed.

## **TRANSPORTATION**

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

1. Youth should be transported directly to their destination. Unauthorized stops to a non- public place should be avoided. Best practices of ministry recommend two adults in every car. Never will there be a youth alone with an adult in a vehicle.
2. Staff members and volunteers should avoid physical contact with youth while in vehicles.
3. No cell phones may be utilized by the driver while driving unless in an emergency.
4. No drivers under age 25 may drive our owned or rented vehicles.

## **PARENTAL CONTACT**

Parents who leave a youth in the care of our staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Youth Ministry programs. Therefore, you must have contact information for each youth at all times.

## **PARENTAL INVOLVEMENT**

Parents are encouraged to visit any and all services and programs in which their youth is involved at our church. Parents have an open invitation to observe all programs and activities in which their youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to complete our volunteer application and screening process.

## **PHYSICAL CONTACT**

Our church is committed to protecting children in its care. To this end, our church has implemented a 'physical contact policy' which promotes a positive, nurturing environment for our Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in the youth program:

1. Side hugs, pats on the back and other forms of appropriate physical affection between staff members or volunteers and youth are important for the youth's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Youth Pastor/Director, the Pastor, or the Oversight Committee.
3. Physical contact should be for the benefit of the youth, and never be based upon the emotional needs of a staff member or volunteer.

4. Physical contact and affection should be given only in observable places or when in the presence of other youth or youth staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Student Ministry must foster trust at all times. Personal conduct must be above reproach.
6. Do not force any physical contact, touch or affection upon a reluctant youth. A youth's preference not to be touched must be respected.
7. Youth staff and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by staff or volunteers must be reported immediately to an immediate supervisor, the Youth Pastor/Director, the Pastor, or Elder Board.

### **SEXUALLY ORIENTED CONVERSATIONS**

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

### **SEXUALLY ORIENTED MATERIALS**

Staff members and volunteers of our Youth Ministry are prohibited from possessing any sexually oriented printed materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of youth.

### **SLEEPING ARRANGEMENTS**

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

1. The 2-adult rule must be followed. The 2 adult leaders present must have previously completed our church's application and screening process.
2. Overnight sleeping arrangements must be submitted in writing to and approved by a representative of the Safety Committee prior to the activity and have signed approval by parents. It is recommended that this information be included in the permission slip for the event and signed by the parent.
3. As long as any youth are awake, one of the leaders must also be awake and monitoring students to ensure safe behavior.
4. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted.
5. Appropriately modest sleeping attire must be worn.
6. In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by youth leaders of the same gender.

7. Staff and volunteers will monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping youth remain in designated sleeping places. During bed checks, staff and volunteers should never physically touch a youth.

8. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and youth will use single sleeping bags or blankets. In these instances a “one-person-to-one bag or blanket” rule will be observed.

### **VERBAL INTERACTIONS**

Verbal interactions between staff members or volunteers and youth should be positive and uplifting. Our staff and volunteers should strive to keep verbal interactions encouraging, constructive, and be ever mindful of their mission of aiding parents in the spiritual growth and development of their youth.

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

## **V. Safety Oversight Committee**

### **Safety Committee**

The purpose of the Safety Oversight Committee is to enable each ministry of the Chapel in the Pines to carry out its appropriate ministry activities while safeguarding program participants against all forms of abuse.

### **Composition**

The Safety Oversight Committee will be comprised of the following members

1. Senior Pastor
2. Youth Director/Pastor
3. Children's Director
4. Church Administrator
5. Representative from Trustee Board
6. Member at large (Associate Pastor, Music Director, Elder, etc)

### **Meetings**

The Safety Oversight Committee should attempt to meet on a quarterly basis to evaluate policies and procedures. The committee should also meet on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

### **Responsibilities**

1. Applying existing policies and procedures related to children/youth's safety issues.
2. Monitoring all children/youth's ministries programs for ongoing compliance with safety policies
3. Ensure that Sexual Abuse Awareness Training is continuing.
4. Evaluate Policies and Procedures and update them according to need.

# Chapel in the Pines Children's and Youth Ministry Service Application

Today's date: \_\_\_\_\_

This ministry is a privilege and of utmost importance in the kingdom of God. Please complete every part of this application and return to the Children's Ministry Leadership or the church office.

## General Information:

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent Phone : \_\_\_\_\_

## Spiritual Background:

Briefly share how and when you became a Christian. Please include what led up to your conversion, what happened when you were saved, and how your life has been different since then.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you grow in your relationship with God? \_\_\_\_\_

\_\_\_\_\_

## Church and Ministry History:

How long have you attended Chapel in the Pines? \_\_\_\_\_

Previous church work involving children (*list church name, city, state, and type of work performed*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous non-church work involving children (*list organization, city, state, and type of w*

**Personal Disclosure Information:**

Please answer the following questions that may negatively impact your involvement with children. Answering "yes" to any of these questions may not necessarily preclude your involvement in Children's Ministry.

- 1. Have you ever been treated for a psychiatric disorder? \_\_\_\_\_
- 2. Have you ever been arrested, convicted, or pled guilty to a crime? \_\_\_\_\_ If yes, explain:  
\_\_\_\_\_
- 3. Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? \_\_\_\_\_
- 4. Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? \_\_\_\_\_
- 5. Have you ever been convicted of the possession, use, or sale of drugs within the last 7 years?  
\_\_\_\_\_
- 6. Within the past 30 days have you abused alcohol, legal or illegal drugs? \_\_\_\_\_
- 7. Has your driver's license been suspended or revoked within the last 12 months?  
\_\_\_\_\_
- 8. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church?  
\_\_\_\_\_  
If so, please explain: \_\_\_\_\_

**References:**

List 3 adults you have known for at least 2 years, who are not related to you, have specific knowledge of your character and ability to work with children and fit the classifications set forth below.

**1. Chapel in the Pines (or previous church) member or staff person:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**2. Employer or fellow employee:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. Social friend or neighbor:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Statement:**

**Please check the following boxes, sign and date below.**

I understand that by being involved in Children's Ministry at Chapel in the Pines, I am making a commitment to the following responsibilities:

- I will maintain my personal relationship with Jesus through regular reading of His Word, fellowship with other Christians, worship and prayer.
- I will pray regularly for the children for whom I am responsible
- I will cooperate in a spirit of unity and loving support with the Children's Ministry Director and other staff/volunteers.
- I will arrive at my place of ministry on time and be well-prepared, striving to present God's Word clearly.
- I will provide a safe and fun environment for the children to whom I minister.
- I will make every effort to attend all volunteer meetings and trainings offered.

I have read, understand, and agree to abide by the Chapel in the Pines Children's Ministry Policy.

Chapel in the Pines has permission to contact the references I provided. I authorize Chapel in the Pines to investigate my background as it pertains to my appointment or volunteer consideration. I understand this may include information contained in public records on the county, state, or federal level.

The information contained in this application is correct to the best of my knowledge.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature (if applicant is under 16): \_\_\_\_\_ Date: \_\_\_\_\_

# Chapel in the Pines Children's Ministry Service Application—TEEN EDITION

Today's date: \_\_\_\_\_

This ministry is a privilege and of utmost importance in the kingdom of God. Please complete every part of this application and return to the Children's Ministry Leadership or the church office.

## General Information:

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Parent's Name: \_\_\_\_\_ Parent Phone : \_\_\_\_\_

## Spiritual Background:

Briefly share how and when you became a Christian. Please include what led up to your conversion, what happened when you were saved, and how your life has been different since then.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you grow in your relationship with God? \_\_\_\_\_

\_\_\_\_\_

## Church and Ministry History:

How long have you attended Chapel in the Pines? \_\_\_\_\_

Previous church work involving children (*list church name, city, state, and type of work performed*) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous non-church work involving children (*list organization, city, state, and type of work*) \_\_\_\_\_

\_\_\_\_\_

**Personal Disclosure Information:**

Please answer the following questions that may negatively impact your involvement with children. Answering "yes" to any of these questions may not necessarily preclude your involvement in Children's Ministry.

- 9. Have you ever been treated for a psychiatric disorder? \_\_\_\_\_
- 10. Have you ever been arrested, convicted, or pled guilty to a crime? \_\_\_\_\_ If yes, explain:  
\_\_\_\_\_
- 11. Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? \_\_\_\_\_
- 12. Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography or any other addiction; or has anyone ever suggested that you may have a problem with any of the above? \_\_\_\_\_
- 13. Have you ever been convicted of the possession, use, or sale of drugs within the last 7 years?  
\_\_\_\_\_
- 14. Within the past 30 days have you abused alcohol, legal or illegal drugs? \_\_\_\_\_
- 15. Has your driver's license been suspended or revoked within the last 12 months?  
\_\_\_\_\_
- 16. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church?  
\_\_\_\_\_  
If so, please explain: \_\_\_\_\_

**References:**

List 3 adults you have known for at least 2 years, who are not related to you, have specific knowledge of your character and ability to work with children and fit the classifications set forth below.

**4. Chapel in the Pines (or previous church) member or staff person:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**5. Employer or fellow employee:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**6. Social friend or neighbor:**

Name: \_\_\_\_\_ Nature of association: \_\_\_\_\_

Length of time known: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant's Statement:**

**Please check the following boxes, sign and date below.**

I understand that by being involved in Children's Ministry at Chapel in the Pines, I am making a commitment to the following responsibilities:

- I will maintain my personal relationship with Jesus through regular reading of His Word, fellowship with other Christians, worship and prayer.
- I will pray regularly for the children for whom I am responsible
- I will cooperate in a spirit of unity and loving support with the Children's Ministry Director and other staff/volunteers.
- I will arrive at my place of ministry on time and be well-prepared, striving to present God's Word clearly.
- I will provide a safe and fun environment for the children to whom I minister.
- I will make every effort to attend all volunteer meetings and trainings offered.

I have read, understand, and agree to abide by the Chapel in the Pines Children's Ministry Policy.

Chapel in the Pines has permission to contact the references I provided. I authorize Chapel in the Pines to investigate my background as it pertains to my appointment or volunteer consideration. I understand this may include information contained in public records on the county, state, or federal level.

The information contained in this application is correct to the best of my knowledge.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT'S PARENT STATEMENT**

I am fully aware of the commitment that my child is making. I will commit to encouraging my child in his or her desire to serve by making sure that my child commits to responding to the schedule and by providing transportation for my child to arrive on time to serve.

Parent Signature (if applicant is under 16): \_\_\_\_\_ Date: \_\_\_\_\_

# Important Phone Numbers

Tuolumne County Sheriff's Office.....209-533-5815

Tuolumne County Child Welfare Services.....209-533-5717

Tuolumne County District Attorney.....209-588-5450

## **Chapel in the Pines (Twain Harte Community Church) Property Use Resources**

Chapel in the Pines primary purpose is to carry on the mission and ministry of the congregation. It has a desire to serve as an outreach to the community and has a number of longstanding relationships with community organizations for ongoing use. The congregation is happy to have your organization share our facilities.

So that all church members and outside groups can enjoy our facility, we ask that you follow this guide and sign and return the Property Use Agreement and Release Form. A copy of the approved form will be returned to you. These forms are only to be used for occasional use such as a once only use or for a few hours one day each week or month.

Building use activities fall under the jurisdiction of the Church Staff. Requests for building use are managed through the church office. No commitment for building use is finalized until the Use Agreement has been approved and executed through the \_\_\_\_\_ Office. Local organizations and individuals for one-time or short-term usage also may use church building. When possible we will attempt to make our facility available for such groups. Our first priority is to congregation programs and membership needs. Priority is then given to nonprofit groups that are supported by church and finally to other nonprofit organizations.

Approval for the use of the grounds and/or facilities of congregation does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use congregation facilities are not to advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the congregation, its buildings or grounds that conflict with the practices of Chapel in the Pines.

Included in this guide are the following:

- Steps to Facility Use Scheduling
- Rules and Regulations
- Property Use Agreement Form including Release

### **STEPS TO FACILITY USE SCHEDULING**

1. Obtain and complete a Property Use Agreement from the church office
2. Attach any additional information you feel might be useful in helping to determine if we can accommodate your group.
3. Return the Property Use Agreement to the church office and you will be notified whether it is approved or not approved.

### **FEES FOR FACILITY USAGE**

At this time the congregation does not charge a fee for the use of our facilities. Donations to cover cost of utilities and cleaning are appreciated but not required.

## RULES AND REGULATIONS

1. **CHURCH PROPERTY.** Church property will not be loaned, borrowed, or removed from church premises without prior permission from the church office. Church property such as chairs, tables, tablecloths, etc may be used when using the facility under the rules herein.
2. **FACILITY CARE.** The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
3. **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies are not to be used except by church sponsored activities.
4. **PIANO USE.** Permission to use the piano, must be granted by the Pastor or Director of Music. Piano should not be moved except by permission from the Director of Music and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after replacement.
5. **SANCTUARY SOUND SYSTEM.** The Sanctuary sound system is available for use upon request. The system must be operated by Chapel in the Pines trained members or by individuals pre-approved by the church office. No other equipment may be attached to the church sound system without prior approval.
6. **NO SMOKING and NO ALCOHOL USE ALLOWED.** All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms.
7. **BUILDING USE.** All groups agree that they will ensure that all event participants leave the building after the event. They will be responsible for turning off all lights, heaters or air conditioning and closing all windows. As applicable, if a key is provided, the group or member will be responsible for locking the room/building.
8. **NO GAMES OF CHANCE.** Gambling or bingo on the church premises is strictly prohibited.
9. **SUPERVISION OF CHILDREN AND YOUTH.** The Chapel in the Pines seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
  - No fewer than two adults should be present at all times during any program or event involving children.
  - Adult supervision is required at all times both inside and outside of the church property including playground and parking lot.
  - Children and/or siblings of the group members must stay with the group or under the care of additional adult supervisors.

10. **NURSERY USE.** The nursery facility is available and our safety standards require that two (2) nursery care providers must be present to operate the nursery. At least one (1) caregiver must be at minimum, eighteen (18) years of age.

11. **FOOD AND DRINK.** Food and drink should be limited to designated areas. Anyone using the church property is responsible for cleaning up after each use, both inside and outside. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. Storing of catering equipment is not permitted.

12. **DECORATIONS.** Decorations may be attached to the walls or doors with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.

13. **EMERGENCY SCHEDULING CONFLICTS.** Chapel in the Pines reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

14. **STORAGE.** Excess storage is limited for organizations other than church groups, as such; all organizations using the facility will be responsible for storing accessories offsite unless prior arrangements have been made through the church office.

15. **BREAKAGE.** All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The person(s) signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc any part of the building and/or its furnishings and equipment which in the judgment of the Chapel in the Pines has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or group(s) involved.

16. **SECURITY.** The Chapel in the Pines works to maintain a safe and secure environment within the facility, however no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The congregation is not responsible for theft or damage to personal property.

17. **FINAL DECISIONS.** In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in the customary practices not specifically mentioned here, the Chapel in the Pines or their delegated representative shall decide the matter and all individuals and groups shall abide by the Chapel in the Pines directions or forfeit the use of any part of the facility **immediately**.

**Chapel in the Pines (Twain Harte Community Church)**

**ADDRESS 18580 Cherokee Drive**

**CITY Twain Harte**

**STATE CA**

**ZIP 95383**

**PHONE 209-586-3284**

**FAX 209-586-1645**

**EMAIL [admin@thchapel.org](mailto:admin@thchapel.org)**

**PROPERTY USE AGREEMENT and RELEASE FORM for  
Chapel in the Pines (Twain Harte Community Church)**

Name of Organization: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person's Name: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Organization's Purpose: \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Frequency: \_\_\_ One Time Only \_\_\_ Weekly \_\_\_ Monthly \_\_\_ Other  
Which day of the week:  
\_\_\_ Mon \_\_\_ Tue \_\_\_ Wed \_\_\_ Thurs \_\_\_ Fri \_\_\_ Sat \_\_\_ Sun

**General Information**

Describe *IN DETAIL* the type of event you will be bringing to our facility, including number of participants.

---

Will tickets be sold or admission charged for your event? If yes, what will be the ticket prices or the admission fee?

Yes \_\_\_\_\_

No \_\_\_\_\_

If yes, how will the net proceeds of this event be used?

---

Is your group a Nonprofit 501(c)(3) organization?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Nonprofit Tax ID Number: \_\_\_\_\_

**Rooms Requested:**

- Main Sanctuary
- Piano and/ or sound system
- Kitchen (Main Building)
- Children's Classroom
- Old Chapel & Annex
- Coffee Shop
- Cottage
- Playground
- Other (list:\_\_\_\_\_)

Anticipated Number of Participants: \_\_\_\_\_  
 Will food or drink be consumed?  Yes  No  
 Special Needs or Requests:

**Equipment Needs:**

- |  |   |
|--|---|
| <input type="checkbox"/> Large Screen                | <input type="checkbox"/> Round Tables: # _____        |
| <input type="checkbox"/> Overhead Projector          | <input type="checkbox"/> Chairs: # _____              |
| <input type="checkbox"/> LCD Projector               | <input type="checkbox"/> 8 Foot Tables: # _____       |
| <input type="checkbox"/> Reception Table at Entrance | <input type="checkbox"/> Food Serving Tables: # _____ |
| <input type="checkbox"/> Microphone and Lectern      | <input type="checkbox"/> Other: _____                 |

**Fee Arrangement**

The parties understand that the fee for each use of the building(s) will be \$\_\_\_\_\_.

**Release and Indemnity Agreement**

This Release and Indemnity Agreement is between \_\_\_\_\_  
(organization or individual) and Chapel in the Pines (Twain Harte Community Church) (for use of the  
property describe above for meetings and other activities.)

NOW, THEREFORE, in consideration of Chapel in the Pines (Twain Harte Community Church)  
permitting the organization or individual(s) to use the property described herein, the organization or  
individual(s) agree(s) as follows:

- 1. Organization or individual(s) hereby indemnify, hold harmless, releases, and  
discharges Chapel in the Pines (Twain Harte Community Church and its administrator, directors,  
agents, officers, members, volunteers, and/or employees, from any and all liability, claims, demands,  
losses or damages arising out of the use of the property.

**ACCEPTANCE OF RESPONSIBILITY**

I/We agree to be responsible for the conduct of those coming to or participating in the activity for  
which this application is being made, and for any damage beyond normal wear and tear which may  
occur as a result of this activity. I/We will remove all signs posted by my/our group after the meeting  
has ended. I/We further agree that the church property will be used in accordance with the Rules and  
Regulations of the congregation (a copy Property Use Resources including the Rules has been  
received) and I/We hereby consent to the Release and Indemnity Agreement.

Name of Organization: \_\_\_\_\_

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

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

Title: \_\_\_\_\_

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

**Chapel in the Pines**

\_\_\_\_\_ Request Approved          \_\_\_\_\_ Request Denied

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