

MINOR PROTECTION POLICY

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MINOR PROTECTION POLICY

SECTION ONE: INTRODUCTION

This document presents the policies of University Baptist Church of Fort Worth, Texas ("UBC" or the "Church") relevant to issues of safety for the minors involved in UBC ministries and programs. It signifies our recognition of the importance of providing a safe and caring atmosphere in which our minors and volunteers can develop a closer relationship with God.

Our goal is to provide all minors with an environment that uplifts, encourages and enables them to become whom God created them to be. We desire to surround minors with adults whom God has gifted and called to be a part of this growth. With these policies and guidelines we seek to uphold our spiritual, ethical, moral and legal responsibilities. We take seriously our policies to prevent abuse and promote safety, and we will work to see that they are followed.

These measures include, but are not limited to:

- screening employed and volunteer workers for past offenses involving sexual or physical abuse of anyone
- providing regular training for employed and volunteer workers
- using a Two-Leader Rule
- maintaining standards of appropriate classroom discipline
- keeping classrooms open to staff, worker, and parental visitation at any time

SECTION TWO: TEXAS CHILD PROTECTION DEFINITIONS AND LAWS

1. **CHILD ABUSE OR NEGLECT** (as defined by Chapter 261 of the Texas Family Code)
 - a. **Child Abuse** includes the following acts or omissions by a person:
 - i. mental or emotional injury to a child;

- ii. causing or permitting a child to be in a situation in which the child sustains a mental or emotional injury;
 - iii. physical injury or a threat of physical injury to a child;
 - iv. the failure to make reasonable efforts to prevent action by another person that results in physical injury to a child;
 - v. sexual conduct harmful to a child's mental, emotional, or physical welfare or the failure to make reasonable efforts to prevent sexual conduct with or in the presence of a child; or
 - vi. causing, expressly permitting, engaging in, or allowing the photographing or filming of a child if the person knew or should have known the result would be obscene or pornographic;
 - vii. causing, expressly permitting, or encouraging a child to use a controlled substance;
 - viii. knowingly causing, permitting, encouraging, engaging in, or allowing a child to be trafficked; or
 - ix. forcing or coercing a child to enter into marriage.
- b. **Neglect** includes:
- i. leaving a child in a situation where the child would be exposed to a substantial risk of harm;
 - ii. requiring a child to use judgment to take actions beyond the child's level of maturity, physical condition, or mental abilities;
 - iii. the failure to obtain medical care for a child;
 - iv. the failure to provide a child with food, clothing, or shelter necessary to sustain the life or the health of a child;
 - v. placing a child in or failing to remove a child from a situation in which the child would be exposed to abuse;
 - vi. failure by a person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for necessary care for the child after the child has been absent from the home for any reason, including having been in a residential placement or having run away; or
 - vii. a negligent act or omission by an employee, volunteer, or other individual working under the auspices of a facility or program, including the failure to comply with an individual treatment plan, plan of care, or individual service plan, that causes or may cause substantial emotional harm or physical injury to, or the death of, a child served by the facility or program.

**The lists above are not a complete recitation of Chapter 261 which includes further detail on conduct that constitutes abuse and neglect. The legislature updates Chapter 261 from time to time, and it is important to review updates. Chapter 261 can be found online at <https://statutes.capitol.texas.gov/Docs/FA/htm/FA.261.htm>.*

2. SEXUAL MISCONDUCT

Sexual misconduct claims include all crimes involving sexual conduct under the Texas Penal Code. They include indecent exposure, indecency with a child and sexual assault including rape. They also include conduct that may not violate a penal statute but is still sexually oriented such as sexual harassment and sexual suggestion.

3. DUTY TO REPORT... THE TEXAS REPORTING STATUTE

- a. Any person who learns of or has cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect by any person must report that belief to a local or state law enforcement agency or the Texas Department of Protective and Regulatory Services (Reference Section 7, paragraph 2b).
- b. An oral report must be made within 48 hours upon learning of the abuse or neglect or the likelihood of abuse or neglect. A written incident report (Reference Section 7.2) must be made within five days to the same agency or department.
- c. The report shall be non-accusatory, meaning the identity of the victim of the abuse or neglect must be identified but the person making the report is not required to speculate as to the person who committed the abuse or neglect.

4. LIABILITY FOR FAILURE TO REPORT

A person failing to report child abuse or neglect commits a Class B Misdemeanor punishable by fines up to \$1,000 and/or confinement for up to 180 days. Additionally, a person who is the victim of child abuse and his or her family may bring a civil claim against the church and/or its agent (the person who failed to report the crime) as required by law.

5. IMMUNITY

A person making a report or assisting in the investigation of a report of child abuse or neglect is immune from liability, either civil or criminal, that might be incurred. This means that those who report child abuse and are later sued by any of the parties including the parents of the child or the alleged perpetrator of the crime, can defend themselves on the basis that their actions were absolutely protected by this immunity statute and the reporter should not be liable for damages relating to the reporting.

6. CLERGY PRIVILEGE

- a. The Texas Rules of Civil and Criminal Evidence provides that communications between clergy and an individual consulting with him or her for the purpose of seeking spiritual advice in the clergy's professional capacity is considered privileged.
- b. There is, however, an express exception which provides that the privilege disappears in the event the clergy member learns of child abuse or neglect, and the clergy is required to report the information to authorities under the child abuse reporting statute.

7. CHURCH LIABILITY

- a. The church is potentially liable to civil action if, as an employer, it failed to make inquiries of past employers (where names and addresses have been disclosed) who employed the employee within the last five (5) years, concerning the possible occurrence of sexual exploitation by the employee.

SECTION THREE: LEADER/WORKER RECRUITMENT

1. UBC will use the Six-Month Rule in regard to volunteer workers.
2. UBC will require all potential Primary Leaders/Workers to complete the screening process. A criminal records check will be run on all paid and volunteer workers (18 years or older) before they begin work in these areas.
3. All Primary Leaders/Workers desiring to work with minors will be interviewed. Interviews will be conducted by the minister of the program in which the applicant will work. A team of interviewers may be used. Church policy concerning prevention and response to child abuse and neglect must be discussed during the interview.
4. The results of the background checks will be stored with the application files maintained by the church staff. The administrative assistant who maintains UBC membership records will also maintain a list of approved Primary and Secondary Leaders/Workers.
5. Anyone with evidence of prior offenses involving sexual or physical abuse of anyone, as well as anyone who refuses to sign the UBC Leadership Application (Appendix D), will not be permitted to work with minors.
6. Anyone who is denied eligibility to work with minors may appeal this decision.

SECTION FOUR: LEADER/WORKER SUPERVISION

1. All UBC staff and volunteers will participate in an annual screening and training process to be eligible to work with minors.
2. Each Leader/Worker will be given a copy of this "Minor Protection Policy" and must sign a statement indicating he or she has received and read this policy before starting to work with minors (Appendix F).

Each Leader/Worker will be supervised by the minister responsible for the event or program at which they are working. Supervising ministers will hold Leaders/Workers accountable to following the Minor Protection Policy.

3. Periodic training sessions will be offered to workers. Each Leader/Worker must complete the required training annually.

SECTION FIVE: WORKING WITH MINORS

ON-SITE GUIDELINES

1. All leaders must be approved Leaders/Workers.
2. The Two-Leader Rule will be followed. UBC will provide a reasonable ratio of workers to minors, never fewer than two workers. Activities will be cancelled if a reasonable ratio of workers to minors cannot be provided. On all overnight activities, there must be adequate/appropriate supervision – both in number and in gender.
3. UBC must obtain signed consent and medical release forms for each minor participating in a special event in which the child's parent(s) or guardian(s) are not present.
4. Staff, Parents, or Leader/Workers may visit any minor's classroom at any time. Repeat or regular attenders will be required to meet the Primary Leader screening and training process.
5. UBC will make reasonable efforts to obtain and maintain a list of emergency contact information for all minors who attend a church activity.
6. Meeting rooms for minors will have security cameras and windows in the doors to aid in monitoring, or the doors will be kept open.
7. When assisting young children in the bathroom, workers will keep the door at least partially open.
8. In the event a Primary Leader meets one-on-one with a minor, that person shall obtain documented parental permission prior to the meeting. The meeting shall take place in a public space or a classroom with security cameras. The classroom door shall remain open unless the door has a window.
9. In the event a Minister meets one-on-one with a minor, that person shall obtain documented parental permission prior to the meeting. The meeting shall take place in an office space, public space, or a classroom with security cameras. The office or classroom door shall remain open unless the door has a window.
10. Secondary Leaders shall never meet one-on-one with a minor.

OFF-SITE GUIDELINES

1. All leaders must be approved Leaders/Workers
2. The Two-Leader Rule will be followed. UBC will provide a reasonable ratio of workers to minors, never fewer than two workers. Activities will be cancelled if a reasonable

ratio of workers to minors cannot be provided. On all overnight activities, there must be adequate/appropriate supervision – both in number and in gender.

3. UBC must obtain signed consent and medical release forms for each minor participating in a special event in which the child's parent(s) or guardian(s) are not present.
4. The Leader and/or Driver shall follow the UBC Transportation Policy and obtain the necessary medical and emergency care forms for the minor(s) under his or her supervision.
5. Staff, Parents, or Leader/Workers may attend any minor's activity at any time.
6. UBC will make reasonable efforts to obtain and maintain a list of emergency contact information for all minors who attend a church activity.
7. When assisting young children in the bathroom, workers will keep the door at least partially open.
8. In the event a Primary Leader meets one-on-one with a minor, that person shall obtain documented parental permission prior to the meeting. The meeting shall take place in a public space.
11. In the event a Minister meets one-on-one with a minor, that person shall obtain documented parental permission prior to the meeting. The meeting shall take place in a public space.
12. Secondary Leaders shall never meet one-on-one with a minor.

SECTION SIX: UBC DEFINITIONS

1. **MINOR/CHILD** - A person under the age of 18 years who has not been legally married or emancipated.
2. **ADULT** - Anyone not a minor/child
3. **ONE-ON-ONE** - When a Primary Leader/Worker is alone with a minor during a UBC sponsored program. This includes transportation during a UBC sanctioned event.
4. **PARENT** - The natural or adoptive mother or father or legal guardian who has custody of the child.
5. **VISITOR** - Any person attending a UBC sponsored activity involving minors who has not completed the screening process for working with minors.
6. **LEADER/WORKER** - An individual who is approved to serve in an employed (Worker) or volunteer (Leader) position within the church or within a church-sponsored program for minors.

7. **CLASSIFICATION OF LEADERS/WORKERS** - In order to screen Leaders/Workers appropriately to their responsibilities, the Church ministerial staff person responsible for each division will categorize Leaders/Workers into two categories - Primary and Secondary. These terms refer to the relative levels of responsibility and risk, not to the ages of the minors being served.
 - a. **Primary Leaders/Workers:** Includes all paid staff members plus those volunteers serving UBC in regular programmed activities (e.g. Sunday Connect teachers, etc.). Primary Leaders/Workers shall meet the primary screening standards and must be at least eighteen (18) years of age.
 - b. **Secondary Leaders:** All volunteer leaders under the age of eighteen (18) will be considered Secondary Leaders. Secondary Leaders shall meet the secondary screening standards.
8. **AUTHORIZED REPRESENTATIVE** - The person who brought the minor to the UBC program.
9. **SCREENING PROCESS** - The process by which determinations are made regarding people who desire to work with UBC's minors. There are provisions for two levels of screening based on the person's role/involvement with UBC minors.
 - a. **Primary Leaders/Workers:** The screening process for Primary Leaders/Workers will include an interview and review of the completed Leadership Application (Appendix D), review of the applicant's criminal background check (Appendix E), contact with an applicant's references, and a recommendation by appropriate staff regarding the applicant's fitness for working with minors.
 - b. **Secondary Leaders:** The screening process for Secondary Leaders/Workers will include an interview and a review of the completed Leadership Application (Appendix D) and a recommendation from a Primary Leader regarding the applicant's fitness for working with minors.
10. **TRAINING PROCESS** - The process by which Leaders/Workers are trained to work with UBC's minors. There are provisions for two levels of training based on the person's role/involvement with minors at UBC.
 - a. **Primary Leaders (volunteers):** The training process for Primary Leaders will include Volunteer Child Abuse Prevention Training and best practices for working with minors. Training is to be completed annually by each volunteer.
 - b. **Primary Workers (employees):** The training process for Primary Workers will include Employee Child Abuse Prevention Training (Extended Series, Approved by the Texas Department of State Health Services) and best practices for working with minors. Training is to be completed annually by each Worker.
 - In addition employed **Early Learning Center Workers** will complete Adult and Pediatric First Aid/CPR/AED training. Certification must be maintained through duration of employment.
 - c. **Secondary Leaders:** The training process for Secondary Leaders will include Volunteer Child Abuse Prevention training and best practices for working with minors. Training is to be completed annually by each volunteer.

11. **APPLICATION APPEAL COMMITTEE (“APPEAL COMMITTEE”)** - A committee led by a Church ministerial staff member that is not involved in the program that denied an applicant’s eligibility and the chairs of the youth and children’s ministry teams.
12. **APPEAL PROCESS** - The process by which an applicant may appeal the decision to deny eligibility to an applicant. The applicant will submit his or her appeal in writing to the Church ministerial staff member designated to lead the appeals process. The Appeal Committee will review all collected information, meet with the applicant and issue a final decision regarding eligibility.
13. **SIX-MONTH RULE** - Volunteers will be permitted to work with minors after they have attended UBC for at least six months. The applicable ministerial staff member may make an exception to this rule for someone who has undergone the full screening process but has not attended for six months. However, the ministerial staff member must justify the exception in writing and place that documentation in the applicant’s file, which will be maintained with all of the worker application files in a locked cabinet.
14. **TWO-LEADER RULE** - Two or more Leaders/Workers shall be present for the duration of any activity with minors; at least two leaders shall be Primary Leaders.

SECTION SEVEN: RESPONDING TO ALLEGATIONS OF ABUSE OR NEGLECT

1. REPORTING POLICY

It is the policy of the church to report any incident of abuse or neglect toward any minor in the church. This includes participants in temporary childcare programs. Do not treat any suspicion as frivolous.

Any Leader/Worker of the church who has cause to believe that a minor’s physical or emotional health or welfare has been or may be adversely affected by abuse or neglect shall report that belief according to the following procedure. In the event the alleged is the pastor, the chairperson of the Personnel Committee will assume the role of pastor in the following procedure.

- a. Notify your supervisor, the supervising minister, and pastor immediately.
- b. The Worker shall report such belief to the pastor or a member of the church staff and will complete an Incident Report (Appendix C).

The person making a report shall identify:

- i. The name and address of the minor.
- ii. The name and address of the person responsible for the care, custody, or welfare of the minor.
- iii. Any other pertinent information concerning the alleged or suspected abuse or neglect.
- i. The Worker will report within 48-hours and will provide a written report within 5 days to one of the following:

(1) Local law enforcement (911)

(2) The Texas Abuse Hotline 1-800-252-5400 or online
www.dfps.state.tx.us

- v. The pastor or his agent, will notify the parents of the minor (unless the parent is the person responsible for the abuse or neglect).
 - vi. The pastor or his agent, in consultation with the chairperson of the Personnel Committee and/or the pastor's agent will, notify the appropriate legal counsel.
 - vii. The pastor or his agent, will notify the church's insurance agent that an abuse report has been filed with the appropriate local or state agency.
- c. Cooperate fully with law enforcement officials.
 - d. The pastor or his agent will inform the victim and victim's family of the steps that are being taken and continue to keep them advised of the status of the investigation.
 - e. If alleged abuse is confirmed by an investigation, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response. Church legal counsel shall assist in this determination.

2. CONFIDENTIALITY

- a. All reports of abuse or neglect shall be held in absolute confidence. No person shall communicate any information concerning the alleged event to any person except as necessary to cooperate with any official investigation. Any breach of this confidentiality by an employee of the church shall be cause for immediate dismissal.
- b. The pastor, in consultation with the official conducting the investigation, may authorize limited additional disclosure as necessary to protect other minors from harm in the near future, particularly where the identity of the person responsible for the alleged abuse cannot be revealed, but in no case shall the identity of the victim or the alleged person be disclosed except as required by law.
- c. The pastor, in consultation with legal counsel, will determine the amount of information he believes is appropriate to relate to the congregation.

3. INVESTIGATION OF ALLEGED ABUSE OR NEGLECT

- a. No person shall attempt to conduct a detailed investigation either through examination or interrogation of the minor, the alleged person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a minor has been abused or neglected.
- b. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal

counsel or persons representing the church in an official capacity. All employees and volunteers of the church shall cooperate with the official investigation as requested.

- a. The Personnel Committee is not authorized to conduct an investigation of the incident but is allowed to monitor any such investigation and receive confidential information concerning the incident.

4. SUSPENSION, TERMINATION, AND REINSTATEMENT

- a. A person accused of abuse or neglect will be suspended from all church related duties involving minors.
- b. In the event the alleged abuser is a staff member, that person shall be suspended on paid leave until the investigation is completed. This removal from duty shall occur in such a way that an innocent person is not immediately deemed guilty.
- c. If the allegation is determined to be unsubstantiated, the person can be returned to his/her prior position.
- f. In the event the abuse is confirmed, the church will immediately dismiss the person from their responsibilities and adhere to the legal ramifications. Termination will be considered the appropriate course of action.
- g. In the event evidence is inconclusive, the church should take action based on the advice of law enforcement officials or legal counsel.

5. PRESERVATION OF RECORDS

- a. Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity, shall be transferred to the Pastor or the Pastor's Agent and the Business Administrator.
- b. They will review them to determine if the documents are complete. If any documents are missing, they shall make a written notation.
- c. Final documents shall be transferred to the Business Administrator and retained until all criminal and civil investigations and actions have been completed.
- d. Once all investigations/actions are complete, records will be retained per UBC's Retention Policy.

6. MINISTERIAL CARE

- a. All persons shall act towards the minor, the parents and the alleged in accordance with the principles of Christianity at all times.
- b. The ministerial staff shall encourage and assist all parties in securing appropriate counseling, care, and support.

7. LIAISON WITH THE COMMUNITY

- a. The pastor, or his appointed agent, will serve as the church's sole access to the media. The church shall emphasize to the public its position on abuse, its concern for the victim, and the extensive steps being taken to address the safety of all minors.

- b. Position Statement – Having a carefully prepared statement is far superior to making no comment. The statement below is suggested for use as a public response in any allegation of abuse until all of the facts are uncovered and the case reviewed:

“The safety of the minors entrusted to our care is a top priority at UBC. UBC has taken precautions to protect the minors entrusted to our care. We are distressed by an allegation of abuse. We are cooperating fully with the (insert name of appropriate agencies and authorities) leading the investigation into this matter. Due to the ongoing investigation into this matter, UBC is unable to provide any further information or make any additional comments at this time.”

- c. UBC will not engage in denial, minimization, or blame.

SECTION EIGHT: STORAGE OF LEADERSHIP APPLICATIONS

1. All application forms shall be returned to the supervising minister. The minister or designated agent receiving the form shall complete the applicant interview, reference checks, and background check (for Primary Leaders/Workers).
2. Application forms will be kept in a locked cabinet. Those allowed access to the forms shall be limited to:
 - a. Pastor
 - b. Ministerial Staff
 - c. Support staff at the direction of the Ministerial Staff
3. Applicants are allowed to review their personal files in the church office and in the presence of a ministerial staff member.
4. Only a company that has been licensed and bonded will be used to complete criminal record checks. A copy of the final report will be placed in the applicant's file by the minister approving the application. Criminal records checks may be re-run at any time.
5. Forms will be filed by the administrative assistant who maintains UBC membership records.
6. Leaders approved to work with minors will be identified in the church membership database as acceptable volunteers for any ministry that would invite them to work with minors.

APPENDIX A:
REFERENCE CONTACT FORM (for office use only)

Name of Applicant _____

Name of Reference _____

Method of contact (e.g., telephone, letter personal conversation) _____

Ask the following questions:

How long have you known the applicant?

In what capacity?

Have you had opportunity to observe the applicant around minors?

Did you observe anything during those times that might have given you cause for concern? If so, please explain.

Is there any reason that you might feel uncomfortable recommending the applicant to work with minors?

If given the opportunity, would you personally appoint this person to work with minors?

Other remarks and comments that were offered in reference to applicant's fitness and suitability to work with minors.

Printed name of person conducting interview

Signature

Date

APPENDIX B: TRANSPORTATION POLICY

CHURCH OWNED VEHICLES

1. **Driver Qualifications:** Service vehicles: Drivers must be 21 to 65 years old;(Drivers over 65 may be approved on a case by case basis by a UBC Ministry Staff) No type A violations; No more than two type B violations or accidents (See Appendix for type A and B violations).
2. **Driver Qualifications:** Vans: Drivers must be 25 to 65 years old; no type A violations; no more than two type B violations or accidents.
3. **Pre-approval of Drivers:** All drivers must provide a copy of their driver's license to the church for completion of a Department of Motor Vehicle Records check.
4. **Cell Phone:** Cell Phones may only be used if a hands free device is being used.
5. **Citations, tickets and fines:** Driver is responsible for all traffic or parking citations, tickets and fines while driving.
6. **Pre-trip Check List:** The checklist (See Transportation Policy Appendix) should be completed prior to every trip outside the city.
7. **Seat Belts:** The driver and all passengers are required to use a seat belt.
8. **Background Checks:** All drivers transporting minors are required to complete the documentation required under the UBC Child Protection Policy.
9. **Headcount:** The driver is responsible for a headcount of passengers at the beginning of each trip and following each stop that passengers exit the vehicle.

EVENT GUIDELINES

1. **For all UBC Events:** For events away from the church, minors will ride in transportation arranged by UBC. Minors will not be allowed to transport other participants to events. Release of liability form (See Transportation Policy Appendix) will be required for all minors participating in the event.
2. **Teen Drivers:** If your teenager arrives at the church for a youth event they MUST ride with the adult drivers in the designated vehicles. All youth are welcome to meet at the location of the event if they would like to drive themselves. If a teenager drives to a youth event and there is another location attached to the youth event then only the people who arrived to the event in that vehicle can be transported to the next event. The only exception is written documentation by the parent of the passenger teenager ahead of time has been turned in.

3. **Adult Drivers:** All adult drivers must submit a copy of their driver's license and a copy of their insurance, if using their own vehicle. The vehicle they are using must be insured for the safety of all in the vehicle.

**This transportation policy was approved by the church on November 17, 2010.*

**The Pre-trip Checklist and Release of Liability will be added to this policy at a later date.*

APPENDIX C: INCIDENT REPORT

Complete this report under any of the following situations:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in your care;
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment;
- C. A child is transported by ambulance from your facility;
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation;
- E. There is an allegation or reasonable suspicion of abuse of a child.
Important: Consult your state's mandatory reporting requirements for further information on abuse reporting; OR

CONTACT INFORMATION OF CHILD INVOLVED

Child's Full Name

Date of Birth

Mother's Name

Father's Name

Phone

Email

Child's Full Home Address

CONTACT INFORMATION OF REPORTER

Reporter's Full Name

Phone

Email

Reporter's Full Home Address

THE INCIDENT

Date of Incident

Time of Incident

Location of Incident

Nature of Injury/Incident:

Description of Incident:

What actions were taken?

Provided First Aid

What & When:

Call Placed to 911

By Whom:

Taken to Hospital

By Whom:

Notified Parent of Guardian

Who/Whom:

Notified Church Official

Who & When:

Notified Authorities

Who & When:

Other

Details:

Printed Name of Person Completing This Form

Position at the Organization

Phone

Email

Full Home Address

WITNESS REPORT

Printed Name of Witness

Position at the Organization

Phone

Email

Witness' Full Home Address

Date of Incident

Time of Incident

Location of Incident

Fully describe what you observed:

Who witnessed the incident with you? Please provide contact information if possible.

Signature

Date

APPENDIX D: LEADERSHIP APPLICATION

This form is to be completed for all positions (volunteer or compensated) involving the supervision or care of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this Leadership Application.

GENERAL INFORMATION

 Print Full Name

 Date of Birth

 Phone

 Email

 Full Home Address

 Occupation

 Employer

 Marital Status

 Spouse's Name

 School

 Grade/Year

 Emergency Contact Name

 Emergency Contact Phone

CHURCH ATTENDANCE AND MEMBERSHIP

Are you a member of University Baptist Church? _____

How long have you been a member? _____

If you are not a member of UBC, what is your relationship to the church?

List the names and addresses of other churches you have attended regularly during the past five years:

CHURCH NAME
ADDRESS
DATES ATTENDED

Please write a brief paragraph summarizing the circumstances surrounding your acceptance of Jesus Christ as your Savior. Use additional paper if necessary.

Please write a brief paragraph about your relationship with Christ and how you see Him at work in your life today. Use additional paper if necessary.

Please describe some of the gifts and talents you have and how you see them being used in different ministry areas.

Please list any training or conferences you have attended related to this ministry.

CONFIDENTIALITY

University Baptist Church recognizes the need to ensure the confidential nature of the answers to each of the following questions. A locked cabinet labeled "Volunteer Leadership" will hold every record received by the church related to the approval of each volunteer leader. Individuals may access their personal files in the presence of a member of the ministerial staff; otherwise, access to the "Volunteer Leadership" cabinet will be limited.

PERSONAL INFORMATION

Answering yes to any questions listed below does not automatically exclude you from working with minors.

Have you been accused or convicted of improper behavior with a minor as defined in UBC's Minor Protection Policy? If so, please give details below.

Have you received counseling or treatment for improper behavior with a minor or problems relating to improper behavior with a minor? If so, give details below.

Have you been arrested? If so, give details below.

Are there any criminal charges currently pending against you? If so, please give details below.

Have you received counseling or treatment as the perpetrator for problems relating to physical violence, child abuse or neglect, spousal abuse, and/or family violence? If so, please give details below.

Have you received counseling or treatment for substance abuse? If so, please give details below.

Is there any additional personal information that you would like to share with the ministry staff? This may include information about your spiritual, physical or psychological health.

LEADER'S/WORKER'S STATEMENT

I have read all the guidelines and policies and agree to observe the safeguards listed in this Minor Protection Policy. I agree to be bound by the bylaws and policies of University Baptist Church and to refrain from any unscriptural conduct in the performance of my services on behalf of the Church.

Printed Name

Signature

Date

**APPENDIX E:
AUTHORIZATION FOR RELEASE OF INFORMATION**

Print Full Name

Other Names Used in Past Seven Years (maiden, nickname, etc.)

Social Security Number

Date of Birth

Gender

Phone

Driver's License #, State

Email

Full Home Address

REFERENCE INFORMATION

- Please list references who have observed you working with minors.
- If you have recently joined from another church, provide a reference from that church.
- If possible, provide one reference that is a member of University Baptist Church.
- Please do not list your family members as references.

REFERENCE ONE:

Name

Phone

Email

Full Home Address

REFERENCE TWO:

Name

Phone

Email

Full Home Address

REFERENCE THREE:

Name

Phone

Email

Full Home Address

RELEASE AUTHORIZATION

I hereby authorize University Baptist Church of Fort Worth to obtain information relating to my criminal history record through any agency, entity, or organization having such information. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that as long as I remain an employee or volunteer at UBC, the criminal history records check may be repeated at any time.

I authorize all persons who may have information relevant to this check to disclose to University Baptist Church, or its agent, and I hereby release all persons from liability on account of disclosure. I understand that all information gathered would be considered strictly confidential except as otherwise agreed.

Printed Name

Signature

Date



**APPENDIX F:
LEADERSHIP AGREEMENT**

I acknowledge I have been given a copy of the University Baptist Church Minor Protection Policy which includes Texas child protection definitions and laws.

I have read and understand UBC's Minor Protection Policy and the Texas child protection definitions and laws.

I understand that, as an employee or volunteer of University Baptist Church working with minors, I am expected to adhere strictly to these policies.

Printed Name

Signature

Date

UBC VOLUNTEER LEADERSHIP - APPLICATION CHECKLIST

PRINTED NAME OF APPLICANT: _____

Is the applicant a member of UBC?

If yes, has the applicant been a member more than six months?

- Application Completely Filed Out & Signed
- Leadership Agreement Signed
- Interview Completed
- Reference Forms Completed (2 - members more than 6 months, 3 - members less)
- Authorization for Release of Information
- Criminal Background Check Completed

TRAINING

- Child Abuse Prevention
- Best Practices

SPECIAL CONSIDERATION (see six month rule)

Reason for special consideration:

Signature of Supervising Minister

Approval Date