Child Abuse

Policies

And

Procedures

VISION STATEMENT

We the Effingham Baptist Church seek to reach our divers community using all opportunities available. We desire to be a visible image of Christ through the development of our people and growth of our ministry. We pray you will find a spirit of worship while experiencing God’s message of love and hope.

CHILD/YOUTH PROTECTION STATEMENT

The following statement applies to all ministries of Effingham Baptist Church. The Child/Youth Protection Statement serves as an umbrella policy for ministries of the Effingham Baptist Church, Inc. of Rincon, Georgia. Specific Policies and Procedures will be enforced per individual ministry.

STATEMENT OF COVENANT

Therefore, as a local New Testament church, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth, as well as all associated workers of such. We will follow reasonable measures in the selection and recruitment of workers. We will abide by approved operational “Policies and Procedures” for all programs and events. We will educate and inform those involved with children and youth regarding the use of appropriate policies and procedures. We will have a clearly defined procedure for reporting a suspected incident of child abuse that meets the requirements of state and federal laws. We will be prepared to respond to inquiries by the media if an incident occurs. Effingham Baptist Church is committed to protect children and we will employ reasonable and appropriate measures in order to insure safety for all children and youth. We will be consistent in enforcing the approved Child/Youth Protection Statement and the respective Policies and Procedures.

PURPOSE OF POLICY

The purpose of this policy is to help the Effingham Baptist Church and all affiliated ministries provide a safe and caring environment for children, youth and adults involved in ministering to such persons in all phases of the Church’s life. We express our unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

# REDUCING THE RISK

In an effort to create the safest possible environment within Effingham Baptist Church, preventative measures will be utilized. The appropriated and adopted policies and procedures will be followed in each specific ministry. Preventative measures may include but are not limited to: screening of paid and volunteer workers for past child abuse convictions, provision to inform and train personnel, use of the two worker rule, standards of appropriate classroom discipline, waiting periods, reference checks, appropriate supervision, and open classrooms. Specific measures will be detailed within the respective Policy and Procedure manuals. All paid and volunteer workers will be asked to complete and **“Application For Service” (**Appendix A – page31)**,** fill out an **“Effingham County Sheriff Consent Form” (**Appendix F – page 40**)**, and to review the Policies and Procedures for Effingham Baptist Church. Department of Motor Vehicle checks may be required for those transporting youth or children, whether using church or personal vehicles. Within 12 months of adoption of this policy, all existing personnel will comply with these policies in order to continue in their positions. All disclosed information gained by criminal records checks will be reviewed by the Business Administrator. Only if there are any questions or concerns will the information be reported to the appropriate person on the Administrative Staff or to the Pastor for action. All information and records gained through the screening process will be strictly confidential and kept secure.

# POLICY REVIEW

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our society and nation. These policies reflect our commitment to provide protective care for our children, volunteers, and paid personnel who participate in church sponsored activities. The individual ministries within Effingham Baptist Church will update and review the Policies and Procedures as needed. Amendments may be made as deemed necessary.

# TYPES OF CHILD ABUSE

Abuse may be violent or non-violent. All forms of abuse are an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the actions. The abuser may be an adult, an adolescent, or another child, provided the child is four years older that the victim.

1. **Definition of Abuse**

Child/Youth abuse refers to an act committed by a parent, caregiver, or person in a position of trust (even though he/she may not care for the child/youth on a daily basis) which is not accidental and which harms or threatens to harm a child/youth’s physical or mental health or a child’s/youth’s welfare.

1. **Types of Child/Youth Abuse**
   1. Emotional Abuse

Emotional abuse is an act in which a child or youth is exposed to spoken and /or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child/youth of being worthless, bad, and not only unloved, but undeserving of love and care. Emotional abuse may include but is not limited to: confinement, as in a closet; inadequate nurturing, extreme discipline; and knowingly permitting such behavior as drug or alcohol abuse.

* 1. Neglect

Neglect is a form of abuse in which a person endangers a child’s/youth’s health, safety, or welfare through negligence. Neglect may include but is not limited to: the withholding of food, water, bathroom privacy, clothing, medical attention, education, or even affection and affirmation of child’s/youth’s self-worth.

* 1. Physical Abuse

Physical abuse is defined as any activity that deliberately and intentionally causes bodily harm to a child/youth. Physical abuse may include but is not limited to: violent battery with a weapon; striking a child with any object; causing bodily injury in any form; inflicting a burn, kicking, choking, shaking, or unduly restraining a child.

* 1. Ritual Abuse

Ritual abuse is an act in which physical, sexual or psychological violations of a child/youth are inflicted regularly, intentionally and in a stylized way by a person, or person, or persons, responsible for a child’s/youth’s welfare. Ritual abuse refers to abusive acts committed as part of ceremonies or rites. Ritual abusers are often related to cults or pretend to be involved in churches.

* 1. Sexual Abuse

Sexual abuse is defined as any sexual contact between a child/youth and an adult (or another older and more powerful youth). The child/youth is incapable of consenting to or resisting such contact and/or such sexual acts. Sexual abuse may include but is not limited to: fondling, oral, genital and anal penetration, intercourse, forcible rape, verbal comments, pornographic videos, obscene language, illicit conversation or phone calls, exhibitionism, or allowing children to witness sexual activity.

### REPORTING CHILD ABUSE

Should there be an allegation of child abuse at Effingham Baptist Church, careful procedures will be taken.

1. Treat any allegation of child abuse as serious.
2. Immediately begin documenting all procedures that occur in handling the allegation of child abuse.
3. Immediately notify an Administrative Staff person. That person is responsible for contacting the Senior Pastor and making him aware of what has transpired.
4. The information must be kept confidential and made available only to the appropriate staff person.
5. If child abuse is suspected, specific steps will be taken.
6. The Administrative Staff will make a report to the Department of Family and Children Services.
7. Immediately notify the parents/guardians whether they do or do not have previous knowledge. This shall be done verbally and in written form with a witness present.
8. Encourage all necessary parents/guardians to secure care to aid in the recovery process. This care may include but is not limited to medical examination and counseling.
9. Immediately notify the insurance agent of Effingham Baptist Church.
10. Notify the Senior Pastor of all measures taken.
11. Document all information. An **“Accident /incident Report”** is to be used. (Appendix B – page 36)

F. Do not confront the accused; however, he/she is to be removed from all involvement with children or youth until the allegation is fully investigated.

G. Extend pastoral care to administer wisdom and comfort to those impacted by the allegations but do

**NOT** attempt to investigate the allegations.

H. Confidentially observe the matter for both the alleged victim and the accused until advised to the contrary by the Senior Pastor or the Administrative Staff.

I. There will be a single spokesperson for Effingham Baptist Church. The spokesperson will be the Senior Pastor or an Administrator designated by him. **“NO COMMENT**” shall be the firm response of anyone else.

J. Effingham Baptist Church will cooperate fully in the investigation with respectful courtesy.

# PREVENTIVE MEASURES

The following should be observed:

1. The **“Two Worker Rule”** will be observed. The rule states that: No fewer than two unrelated adults, who have passed the screening process, must provide supervision at all times during any program, event, or ministry involving children and youth at the church. If a group is divided, each sub group meeting in a separate room will have two adult workers present. Invited guests who are not screened do not count as part of the two-worker rule.

If any group stays overnight at the church or if a church sponsored group leaves the premises, two or more workers must provide supervision. If it is a mixed group, the workers must include at least one male and one female who are not related. If a group is one gender, at least one worker must be the same gender. If necessary leadership cannot be secured, the event cannot take place. When a church group travels and stays in hotels, it is not required that two adults stay in each room. If two related workers are serving together (i.e. husband/wife teaching), careful precautions will be taken. Preventative measures include but are not limited to: a third party witness, classroom doors left open, background checks, floaters entering rooms at irregular times, Department Directors or a Secretary to observe and/or assist. Classrooms and events shall be staffed well, with substitutes available so that qualified and screened volunteers are used at all times. No one shall be alone with a child at any time for any reason.

1. Observe the **“Five Year Older Rule”,** of the two adult workers for a group of children and/or youth, at least one of the workers will be at least five years older than the oldest member of the group. A youth may serve as an assistant but should not count as one of the two workers. It is suggested that youth who desire to serve as counselors serve in another ministry for one full year before returning to the Youth Ministry as a mentor.
2. Any doors without windows should be left open. For the protection of all children and student’s we try to ensure that all classrooms are “open”. Floaters may go in and out of classrooms at irregular time intervals. Classrooms may be randomly visited at any time by the staff, pastors, parents and /or other volunteer church workers.
3. Those who have been convicted of or pleaded guilty to either child sexual or physical abuse should not work with children or youth in a volunteer capacity. No person known to be a prior offender shall be recruited and used for leadership in the Children/Youth Ministries. There shall be no exception to this rule.
4. **“Worker Screening”** is imperative. This may include but is not limited to: a personal interview, completing an **“Application for Service”** (Appendix A – page 31)**,** a **“Criminal History”** (Appendix F- page 40)Check, a reference check, and/or the use of an additional screening form. The use of these various tools will be at the discretion of the Senior Pastor.
5. The **“Six Month Rule”** Will be observed. A six-month waiting period of active church involvement and membership is required. This allows the church the opportunity to evaluate the volunteer and help to repel persons seeking immediate access to children/youth. Any exception to this rule shall be at the careful discretion on the Senior Pastor. Supportive personal references will be needed to validate the recruitment of the leader prior to the above stated waiting period.
6. All paid employees shall complete the requirements for employment through the Business Office of Effingham Baptist Church. This may include but is not limited to an application for employment, the Checking of references, background screening, and a thorough reading of the Policies and Procedures.
7. Survivors of childhood sexual or physical abuse need the love and acceptance of a church family. Individuals with such a history should discuss their desire to work with children with the Pastor prior to engaging in any ministry service.
8. An **“Accident/Incident Report”** (Appendix B – page36) shall be used to offer detailed information of reported incidents. All incidents of alleged abuse will be treated as serious. Complete an **“Accident/Incident Report”** and submit it to the appropriate staff member. The report will be kept on file in the church office. Specific procedures must be followed as outlined in this manual.

*Classroom*

*Policies*

*and*

*Procedures*

##### POLICIES AND PROCEDURES

**SPECIFIC TO SUNDAY & CHILDREN’S MINISTRIES**

It is the desire of Effingham Baptist Church to provide a safe environment in which all can worship. To that end, we have established the following Policies and Procedures. It is our intent to serve our Lord and His people exercising wisdom and compassion. These polices are made available for review from the church office.

# CONDUCT

All volunteers shall conduct him/her self in a manner above reproach, be committed to Christ, and act in a responsible manner at all times. Maintaining moral and Scriptural abstinence from fornication, adultery, tobacco use, use of alcohol, abuse of any legal or illegal substance, violence of any form, inappropriate behavior or language, is imperative.

# CURRICULUM

Effingham Baptist Church uses the King James Version (KJV) of the Bible. All selected curricula will be based upon the KJV and will be doctrinally sound and congruent with our Articles of Faith. Biblical principles and Godly truths will be taught to all ages in the Children and Youth Divisions. All chosen curriculum will be based on the Holy Bible and planned for the best mental, emotional, social and spiritual development of every child. It is a privilege to teach all children at the age/grade appropriate level at every given opportunity.

**DISCIPLINE**

Behavior that is above reproach and Christ-like is the standard or goal. All discipline measures must encourage correcting misbehavior. Sunday School and all other teaching environments should create within the classroom and environment that is fun, fair, and firm. No forms of physical punishment (i.e. spanking, hitting, etc.) may be used. Misbehavior will not be tolerated. Consequences that are appropriate to the misbehavior are imperative. Examples of acceptable discipline measures include, but are not limited to:

* 1. Time-outs- suitable to the age of the child.
  2. Diverted attention – removing the attention from the offender.
  3. Summoning a parent and making him/her aware of the problem.
  4. Verbal warnings.
  5. Clear expectations for the child/youth and their appropriate age.
  6. Privileges withdrawn.

**DRESS CODE**

Workers should always dress in a manner that is appropriate and modest (conformity to the recognized standards of propriety and good taste).

**METHODS**

We believe that Bible content must be understood before it can be applied to life. We use a variety of learning experiences so that each child/youth will effectively learn at his/her appropriate age/grad level. ***The methods of teaching will change; however, the message will never change.***

**ONE ON ONE COUNSELING, MEETING, OR TRAINING**

Counseling, meeting, or training with a child or youth will be done only while others are present in the same building. It is advised that the session take place in a room with a viewing window or leave the door open with full intent to offer privacy to the individual. It is also advised that someone of the same gender deal with the issue or provide an unrelated third party witness.

**OPEN DOOR POLICY**

The Effingham Baptist Church office maintains an understood “Open Door Policy” at all times. If you have any concern, question, suggestion, or interest that you would like to express, please feel welcome to address your concerns with the appropriate staff member.

**PARENTAL NOTIFICAION**

Full notification must be provided to parents/families regarding the event (s) in which their child or youth will be participating.

**POLICIES FOR PARENTS**

**(Specific to Parents of Infants and Children)**

1. Parents are requested to refrain from bringing your child to church functions if the child has a fever, a rash, or if diarrhea is present or has been present within the past 24 hours. Ill children are to be isolated from others, or, if necessary, their parents should be immediately notified by the appropriate staff member. For the protection of all children, this rule is strictly enforced.
2. Parents are asked to leave their child’s room quickly after the preliminaries are completed so that your child may adjust to his/her new surroundings. If a child is too fretful and will not settle down, the parent may be summoned. Never slip away from your child. Tell him/her in a kind, firm voice that you are going and will be back soon.
3. Children and teachers assigned to that room are the only people permitted inside the room.

Observing this policy will provide a more sanitary environment for all children. Only the scheduled workers shall be allowed in the nursery area.

1. If any child exhibits persistent biting or aggressive behavior while at church, his or her parents will be asked by the appropriate staff to remove that child from those activities until such behavior ceases. It is unacceptable for workers to bite children as a disciplinary response.
2. For security reasons, all parents with a nursery age child will be given a security pass for each child left in the nursery. The appropriate pass must be presented in order to pick up the child. If a parent has lost this security pass and the teachers are unaware of the identity of the parent or guardian, he or she must see the Pastor or show a picture ID to the appropriate worker prior to receiving the child.
3. Upon your child’s first visit to Effingham Baptist Church, pertinent information is required (“All about Me” form, visitor card, etc.) in order for us to administer the best possible care. The parent shall be responsible to verbally notify the workers of any special instructions (i.e. food allergies, sleeping preferences, habits, etc) needed to care for your child.
4. Parents or guardians are welcome to view through the viewing door at any time. However, please do not try to gain the attention or distract your child or any other child.
5. Child supervision is offered fifteen minutes prior to an event and closes fifteen minutes following the close of an event. Your promptness in picking up your child is required.
6. Label all personal belongings that accompany your child to any church function. Avoid bringing personal articles and toys from home.
7. Equip your child or infant with the personal belongings necessary to meet his/her needs (i.e. diapers, change of clothing, pacifier, cleansing agents, etc).
8. If you have any suggestion or concern, please direct it to the appropriate person before discussing it with another person in the congregation. If you are unsatisfied with the results, please see the Pastor.
9. Attend regularly. When you bring your child weekly a special relationship develops between the teachers and your little one. The more familiar your child becomes with Effingham Baptist Church, the happier he/she will be at church. God honor faithfulness.
10. Baby Dedication Services are held each year. If you would like to schedule your baby for this service please notify the church office.

**SCHEDULING OF WORKERS**

1. Two (preferably unrelated) workers shall be present with children/youth at all times. Rooms shall be staffed well and substitutes should be available so that qualified volunteers are used at all times. It is imperative that no worker be left alone with a child at any time for any reason. (See **“Two Worker Rule**” on page 6)
2. Permission is needed from the parent/guardian when dropping off a child if only one caregiver is present. Parent/guardian may give verbal consent or written consent by their signature on the Attendance/Sign-In sheet at the classroom.
3. Volunteers and paid employees shall be carefully screened. A six-month waiting period and church membership is required. See **“Six Month Rule”** page 7 and **“Application for Service”** Appendix A – page 31.
4. Parents are requested to serve in the nursery and will be rotated in on a regular basis. They will serve with other screened leaders. It is imperative that parents invest in the spiritual development of their child and to participate in what their child is learning and experiencing while at Effingham Baptist Church.
5. A person under the age of 18 will not be used as the primary leader. Students may serve as assistants. They will be selected based upon experience, training and maturity. However, a student assistant must be under the supervision of an adult at all times. See **“Five Year Older Rule”** page 6.
6. Children older than the preschool age of five are not permitted in the nursery areas. If an older child is present, the parent must be within visible range at all times and responsible for the actions of the minor.

*General*

*Policies*

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*Procedures*

# ADMINISTRATIVE STAFF

All of the individual ministries of Effingham Baptist Church operate under the authority of the local New Testament Church of Jesus Christ and with the direction of the Senior Pastor.

# AGE DEFINITIONS

1. Worker/Leader/Teacher/Director- An adult has responsibility for programming and/or supervision of children and youth.
2. Adult – person 18 years of age or older
3. Child – person between zero and 12 years of age, inclusive (“Preschool” suggests the child who has not entered the first grade)
4. Youth – person between 13 and 17 years of age, inclusive (Minor refers to a child/youth ages 0 – 17)

Persons under the age of eighteen will not be placed in charge of children or student ministries. Persons under the age of eighteen cannot be expected to have developed the maturity and judgment that is needed to be fully responsible for younger children or youth. Children/Youth may serve as assistants but cannot count as one of the two workers. If a child/youth is serving as an assistant, it is recommended that the parent of the student be present and assumes full responsibilities for their own child/youth.

**EVENTS**

Any time childcare is offered, it will commence 15 minutes prior to the beginning of the event and will end 15 minutes after the event. Parents must be prompt in picking up their child (ren).

**Church Wide Events**:

Childcare will be provided for children (birth through age 4) for most advertised and scheduled church wide events. The leaders will be ready to receive children 15 minutes prior to the scheduled time and need to dismiss the children 15 minutes following the closing of the event.

**Special Events:**

Submit a calendar request to the church office. Clarify specific needs and schedule the space with the appropriate staff member. Supervised childcare for special events should be limited to children under the age of twelve.

**Specialized Functions – Sunday School Departments, Choir, etc.**

A **“Request For Calendar Events”** (Appendix E –page40) must be submitted to the church office. The needed facilities must be reserved. The calendar request must be approved by the appropriate staff person. The person scheduling the special event is responsible for using approved childcare workers. The person submitting the request is ultimately responsible for the cleaning of the rooms and the return of any borrowed items in good order. The person submitting the calendar request will be responsible to report the persons caring for the children and the hours worked so that payment can be made to the hired person(s). The stated and approved Policies and Procedures apply and must be followed.

**Private Parties**

Childcare is not available by the church for private functions, (weddings, funerals, etc) If rooms are needed, the following procedures apply. A calendar request must be submitted for use of the buildings. Rooms may be reserved for use with the appropriate approval. The stated and approved policies and procedures apply and must be followed. If applicable, payment is the responsibility of the private party.

**INTERVIEW PROCESS**

The interview process will include but is not limited to an application, background check through the Effingham County Sheriff’s Department, and an interview. Paid or volunteer personnel will undergo an interview by the administrative staff for the area of service to which the person is applying. Communication between the applicant and the representative of Effingham Baptist Church is vital.

**ILLNESS**

1. We attempt to provide a healthy environment for all children. We encourage parents/guardians not to bring an ill child to church. Signs of illness include: unusual fatigue, irritability, coughing, sneezing, runny nose (thick, green or yellow mucus), a communicable disease, head lice, fever, a questionable rash, vomiting, diarrhea, infected eyes, open sores, or other unusual or suspicious activity **noted within the past 24 hours.**
2. If a child becomes ill, the leader present will notify the parent/guardian at once. The parent will be expected to pick up their child. The parent/guardian should give emergency information for each child left within the care of the Children’s ministries or Youth Ministries.
3. All open wounds whether on the child or caregiver should be appropriately bandaged.
4. Caregivers (paid or volunteer) are not allowed to administer medication to any child. The parent or guardian may report to the child’s classroom to administer the medication.
5. Caregivers who have a fever, or any sign of an illness should enlist a substitute in advance if at all possible. If the illness begins while at a service, contact the appropriate administrator and be excused.

**ORIENTATION**

Orientation for workers of Effingham Baptist Church will be made available for a group or per individual. This orientation may include but is not limited to: Church’s Policies and Procedures, Prevention of Child Abuse, procedures to be used in all ministries with children or youth, steps for reporting an incident or accident, teaching methods, etc. Information sharing and training will be scheduled with the church calendar. Ongoing training will be conducted at various intervals, i.e. Church Leadership Meetings, Director and Teacher Meetings, training before events, etc. A signature will be required to affirm that each individual is informed of the Policies and Procedures of Effingham Baptist Church. Students who serve as assistants are to be included in this process. Amendments to the Policies and Procedures must be communicated to the workers. New member orientation is vital in preparing and acquainting new members with the church and its various ministries. These will be conducted as scheduled by the church calendar. The Policies and Procedures are available for all current and/or new members to review at any time. It shall never be the intent of Effingham Baptist Church to have people uninformed.

**PROMOTION**

1. Children from birth through age two are promoted developmentally and/or quarterly. After the age of two years, promotion is based upon the designated date of the church calendar.
2. When ages must be divided into more than one section, careful attention will be given as how the children should be divided. Factors of consideration include, but are not limited to, birth dates of children/youth, personalities, teacher/student ration, size of classroom, common gender, etc.
3. Students will be promoted according to their academic grade level.
4. Any question regarding your child’s promotion must be addressed to the appropriate Staff Member.

**SCREENING PROCESS**

Workers (paid or volunteer) who have contact with minors (children/youth) will be required to do the following, which may include but is not limited to:

1. Review and comply with Policies and Procedures
2. Complete a **“Application For Service”** Questions included in the application regarding: arrest or conviction of a crime, expunged offences, personal and spiritual information, etc. (Appendix - page31)
3. Authorize a **“Background Check”** (Appendix F - page 40) of criminal records.
4. Provide personal references.
5. Sign a **“Covenant for Sexual Responsibility”** (Appendix C – page37)
6. Sit for a **“Personal Interview”**
7. Obtain a Department of Motor Vehicle check if necessary for those transporting children or youth or personal vehicles. See **“Transportation”** below on this page.

Within 12 months of the adoption of this policy, all current workers will comply with this paragraph in order to continue their position. New workers will be processed as they apply. Short term outside leadership does not have to go through the screening process as long as they not left alone with children or youth, and the appropriate leadership who have been screened are present (i.e. a new parent sits in to observe a Sunday School class, guest speaker, etc.) All criminal records will be examined by the Pastor. All disclosed information gained through the screening process will be strictly confidential and kept in a locked and secure location.

**TRANSPORTATION**

Extreme care will be exercised at all times when anyone (child, youth, adult, etc.) is transported.

1. The driver of the vehicle shall meet the requirements as stated by the church’s insuring agent and the governing laws of the state of Georgia.
2. A **“Consent Form”** (Appendix D –page38) must be signed granting parental permission to transport any child.
3. Effingham Baptist Church desires to comply with all insurance and legal requirements to insure optimal safety for all persons.
4. The driver of a bus and/or van is required to have a **“CDL”** (Commercial Drivers License).
5. A Department of Motor Vehicles check will be obtained for those transporting children or youth in church vehicles.
6. All passengers are required to wear seat belts.
7. Drivers should never be in a situation where they are alone in a vehicle with a member of the opposite gender.

**VOLUNTEERS**

1. All volunteers are required to be members of Effingham Baptist Church and in good standing. Volunteers need be a member for at least six months prior to working in a ministry **(“Six Month Rule”**-Page7). The appropriate Administrative staff shall screen the volunteers as outlined in this manual.
2. All volunteers are required to actively serve in the organized outreach program of Effingham Baptist Church
3. All volunteers are required to maintain the in-reach of Effingham Baptist Church. It is the responsibility of the teacher, secretary or care leader to minister to and make consistent (phone call, card, post card, etc.) with the faithful and absentee members of his/her class.
4. All volunteers shall participate in the regular meetings as scheduled and announced by Effingham Baptist Church.
5. All volunteers shall be willing to learn and remain teachable and open to the work of the Holy Spirit. Each volunteer should actively pursue a personal relationship with God through prayer and Bible study.
6. All volunteers are required to be early and prepared for any place of service. Being in place 15 to 30 minutes before the starting time is recommended. Sunday School and worship begin when the first child or youth enters the room.
7. All volunteers are to cooperatively work together providing the best teaching experiences and environment for all children (i.e. greet/dismiss children, engage children in learning centers, provide age/grade level appropriate activities, etc.).
8. All volunteers should strive to meet the physical needs of all children or youth. These needs include but are not limited to security measures, sanitation procedures and accommodations for special needs.
9. Only the scheduled volunteer should be in any Children’s Youth Ministry area. Specific attire may be required for some classrooms (i.e. smocks, name tags, socks versus shoes, etc.). Modest and appropriate dress is expected of all adults as an example to children and students.
10. All Sunday School volunteers are to remain in their designated room until the Extended Session workers have arrived. All necessary information per child must be communicated.
11. All volunteers are required to perform the duties necessary to conduct an effective and attractive classroom and to insure the success of any extracurricular activities (i.e. preparation, setting up, cleaning up after a class, etc.).
12. All volunteers shall conduct him/her self in a manner above reproach, be committed to Christ, and act in a responsible manner at all times. Maintaining moral and Scriptural abstinence from fornication, adultery, tobacco use, use of alcohol, abuse of legal or illegal substance, violence of any form, inappropriate behavior or language, etc. is imperative.
13. Any volunteer who has a question, suggestion or concern, should direct it to the appropriate person before discussing it with another person in the congregation. If unsatisfied with the results, the volunteer should see a staff member.
14. All volunteers are expected to show love, understanding and acceptance for all children with whom they are called to minister.
15. All volunteers shall wholeheartedly support Effingham Baptist Church, its ministries, the Pastor and Pastoral staff.
16. Each volunteer will acquaint him or herself with this manual, comply with the policies and procedures set forth and agree by his or her signature to meet these requirements.
17. Each volunteer should commit to a program within the Church’s ministries. Options include but are not limited to: Sunday School, Children’s Church or Extended Sessions on Sunday mornings, Sunday and Wednesday evenings, etc.
18. Any volunteer that feels he or she can no longer be loyal or faithful to Effingham Baptist Church and its ministries will willingly and voluntarily resign their position immediately.

Infectious

Diseases

Policies

and

Procedures

# INFECTIOUS DISEASE/AIDS POLICY

**Policy:** In response to the call of Jesus Christ to minister to all people, we are prepared to be obedient to His will as revealed in God’s Word. In fulfilling the ministry He has given us, we are called to respond to the needs of all people, both physical and spiritual. We commit ourselves to provide an accepting, loving, and safe environment for all who would come to our church, which includes ministering to persons with various infectious diseases. We define an infectious disease as any disease that spreads from one person to another person. These diseases may include, but are not limited to: HIV, Tuberculosis, and Hepatitis B.

1. If a child is known to have an infectious disease, the parent/guardian should inform the Pastor. When a known group of children have been exposed to a disease, parents and appropriate persons will be notified.
2. Parents are asked not to bring their child to any church function if they are aware of an infectious condition.
3. Confidentiality by all professional and lay members of the congregation will be maintained. Because of the unique nature of any communicable diseases, we must reaffirm our belief in celibacy outside of a heterosexual marriage, monogamy within the marriage, and the honoring of the human body as the temple of the Holy Spirit. Knowledge that an individual has a communicable disease or other compromising medical disability will remain confidential outside of the knowledge of those who have a compelling need to know. Persons affected by the disease are encouraged to seek counsel from the Pastoral staff for spiritual support, guidance and referral.
4. Ministry to a child with HIV/AIDS:
   1. A child with HIV/AIDS, except for those subject to the conditions described in (C) below, will be permitted to participate in church programs in an unrestricted manner because of the virtually nonexistent risk of transmission of HIV/AIDS in normal settings.
   2. The benefit of HIV/AIDS children or youth participating in regular church programs outweighs the risk of transmitting the disease. Assessment of the risk of the HIV/AIDS child’s or youth’s participation in normal church functions, in an unrestricted manner, will be made by the child’s/Youth’s physician, who is aware of the child’s/youth’s medical status and/or if necessary a physician by Effingham Baptist Church.
   3. A child or youth (whether HIV Positive or not) who displays aggressive behaviors, such as biting, and with communicable medical conditions such as oozing lesions, will not be permitted to participate in normal church functions in an unrestricted manner. Children/Youth with these conditions, with questionable behaviors and who have medical conditions (including HIV Positive) or neurological impairments, will be allowed to participate in normal church functions only after a decision is reached by those responsible for that area of ministry. Those involved in making that decision may include the child’s /youths parents, the child’s/youth’s physician, the Pastor, the church attorney, a physician designated by Effingham Baptist Church.
   4. A child or youth will be isolated when any symptom (i.e. diarrhea, vomiting, fever, etc) of an illness arises. The parent will be summoned and expected to remove the child/youth from the classroom or activity area.
   5. The policy of Effingham Baptist Church is to use the recognized “Universal Precautions” in handling all blood or bodily fluids. These bodily fluids may contain infections, including HIV/AIDS, therefore all such fluids will be handled in a safe manner.

# UNIVERSAL PRECAUTIONS

According to the concept of Universal Precaution, all human blood, human blood components, products made from human blood and certain other materials are treated and handled as if the person is known to be infected with HIV, HBV and/or other blood borne pathogens. Since the amount of blood contained in body fluid cannot be easily determined, the use of Universal Precautions for contact with all blood, body fluids, or body substances will be observed. Universal Precautions are to be practiced in all situations in which exposure to blood or body fluid is likely. Appropriate protective barriers will be used for all tasks and procedures where exposure to blood or body fluids may occur.

1. Disposable latex gloves must be used by all caregivers when handling body fluids. One pair of disposable latex gloves is required for each task.
2. Diapers will be changed in the child’s own crib or on a nonporous surface that can be sanitized after each use. Soiled diapers must be placed in plastic bags before disposing of them in a lined container.
3. Strict hand washing guidelines as outlined in this manual must be followed to prevent the spread of germs. (See “Hand Washing” on page 26)
4. An appropriate disinfectant solution as outlined in this manual must be used in cleaning any surfaces that have been contaminated by any bodily fluid. (See “Disinfecting” on page 25)
5. All toys/items must be disinfected before using again. A mouthed toy should be picked up when the child is finished and placed in a container for contaminated toys until it can be sanitized.
6. After each session, all toys, cribs, play articles and all other equipment used by children must be cleaned with a disinfectant solution.
7. If a child is known to have a communicable disease, an equally efficient room and leader, based upon teacher to student ratio, may be supplied to provide adequate ministering to both child and parent. If all facilities are full and quarantine facilities are unavailable, the appropriate staff person will personally speak to the family attempt to meet their needs in another manner.
8. The Children’s Pastor, the Youth Pastor and/or designated professionals will continue to teach hygiene practices to all volunteer and employees.

*Hygiene*

*and*

*Sanitation*

*Policies*

*and*

*Procedures*

# DIAPER CHANGING PROCEDURES

1. Never leave a child unattended while diapering.
2. Check each child often for a wet or soiled diaper.
3. When changing a diaper, make sure all needed supplies are within reach. Use diapers and materials provided by the parent.
4. Wear disposable latex gloves when diapering, assisting with toilet needs and in cases of body fluid spills.
5. Change diapers in the specified changing area using a wax paper surface under the child.
6. When finished, remove the gloves last by rolling inside out, so that any residue remains inside the gloves. Wrap the soiled diaper and gloves in the wax paper and discard in a lined trash container.
7. Place soiled clothing in a plastic bag, labeled with the child’s name. Do not rinse to avoid the spread of germs.
8. Workers should wash their hands and the child’s hands before and after diaper changing, according to the hand washing procedures.
9. Post hand washing and diaper changing procedures in appropriate rooms.
10. Only ladies should change diapers.

**DISINFECTING**

A body fluid spill may occur at any time. Nosebleeds, abrasions or cuts to the skin, vomit, diarrhea, and urine are classified as body fluids. CAUTION should always be exercised when there is contact with body fluids.

1. A disinfecting solution will be made for daily use. It will consist of one part bleach to ten parts water and shall be used for wiping all spills, soiling by blood, urine, feces, cleaning the diaper changing area, cleaning play equipment/toys, and the cleaning of all equipment used by children. This solution must be made fresh for each session.
2. If a child becomes ill and vomits, workers should wash the child’s hands and face immediately. Calmly assure the child that we will take good care of him/her. With latex gloved hands, wash all possible contaminated areas with soap and water and wipe it again with the disinfecting solution. When necessary, change the child’s clothing. Do not rinse to prevent the further spreading of germs. Place the soiled clothing in a plastic bag, labeled with the child’s name.
3. Volunteers must clean and disinfect all contaminated areas.
4. A mouthed toy shall be gathered when a child is finished with it and before another child uses the toy. Contaminated toys should be placed in a designated container until they can be sanitized.
5. Volunteers should communicate the need for the Maintenance Staff to provide further cleaning.

**HAND WASHING**

1. Strict hand washing is of utmost importance in the prevention of the spread of infection.
   1. Children-Before and after eating, after using the toilet or being diapered, or whenever hands are visibly dirty.
   2. Care givers-Upon arrival at our facility; before handling food, preparing bottles, or feeding children; after using the toilet or assisting a child in using the toilet; after changing a diaper; after contacting body fluid; after cleaning up a child, the room, items or toys; and/or whenever hands are visibly dirty.
2. Wash hands with running water using soap, rinse thoroughly under running water, dry with a disposable towel and dispose of the used towel in a lined container.
3. Hand washing procedures should be posted in the appropriate classrooms.

**LATEX GLOVES**

1. Latex and latex free gloves are supplied by Effingham Baptist Church for situations including but are not limited to:
   1. Changing diapers
   2. Handling a body fluid, even if the incident seems to be minor in nature.
   3. Tending to an accident or nosebleed.
   4. Cleaning contaminated surfaces with bleach and water disinfectant solution (1 part bleach to 10 parts water).
   5. Changing soiled clothing and placing clean clothes on a child.
2. Remove and dispose of soiled latex gloves by placing them in a lined trash container. At the close of the session, the trashcan liner should be tired and removed from the classroom.

*Safety*

*Policies*

*and*

*Procedures*

It is the desire and intent of Effingham Baptist Church to provide a safe environment and safe experience at all times. Safety for all persons will be regarded as an extreme priority at all times.

# ACCIDENTS

1. In case of an accident, care for the child/youth appropriately depending on the severity of the situation. If it is a minor incident, use the closet available first aid kit. If there is serious injury, do not move the child/youth without the advice of medical personnel. If the situation is life threatening, call 911 and send someone for help in securing a staff member, a qualified emergency professional, and/or the parent/guardian that may be on the premises.
2. If a serious injury occurs, immediately notify the appropriate staff person on the premises. If you consider the injury to be life threatening, call 911 first, and then notify the appropriate staff person and parent or guardian.
3. All accidents regardless of nature shall be reported. If a child or student receives and injury of any kind while in your care, notify the appropriate person(s) (i.e. Pastor) and the parent(s).
4. Complete an **“Accident/Incident Report”** and submit it to the appropriate staff member. The report will be kept on file in the Business Office.

# FIRE EXCAPE ROUTES AND METHODS

Effingham Baptist Church strives to meet high safety standards and is in compliance with state and city “Fire Safety Codes.”

1. Fire exits and routes are to be posted in each room.
2. Exit doors should not be blocked.
3. Smoke detectors and fire extinguishers are mounted in appropriate places.
4. In the event of a fire, all persons must be evacuated from the buildings.
5. Babies and small children should be placed in a portable crib and evacuated from the building using the nearest exit.

# FIRST AID AND CPR TRAINING

Current First Aid and CPR certificates are recommended for those who work with children. It is encouraged that as many as possible that work with children become First Aid and CPR certified.

# SECURITY MEASURES

1. All parents of preschool age children (birth through age five) will be given a security pass for each child left in the Preschool Ministry. For security reasons, the appropriate pass must be presented in order to pick up the child. If a parent has lost the security pass and teachers are unaware of the identity of the parent or guardian, he or she must see the Pastor or show a picture ID to the appropriate worker prior to receiving the child. Any exception to a pass given at the time of check in must be made at the discretion of an Administrative Staff person. For example, on a Sunday night service, where there is not a transition of workers, a sign in list may be used to check each child in and out. On this occasion, a parent may be the only one to pick up the child at the close of the service.
2. If the teacher is unable to satisfy a child’s need, then the parent will be summoned to the appropriate room. The parent is requested to attend to the need immediately.
3. All parents are requested to sign in the child when bringing him or her to the nursery area. This provides a document to verify attendance of children and leaders at any given service. These documents are entered into the computer system for a permanent attendance record for Sunday School and extended sessions.
4. All parents and leaders are required to follow all security measures in order to insure safety for all children at all times.

1. Security personnel (paid and/or volunteer) may be utilized in order to protect the people and the property.
2. If a parent adamantly insists upon allowing someone else to send or pick up their child, then a notarized **“Release Form”** must be submitted to the Nursery Director or Children’s Director. This consent releases Effingham Baptist Church, Inc. from any liability. This procedure is NOT recommended.
3. Effingham Baptist Church, Inc. will take every precaution to insure the safety of all children and youth. When specific issues (i.e. custody, guardian, estranged family situations, divorce, etc.) arise, it is imperative that we are immediately made aware.

*Appendix*

Appendix A

###### APPLICATION FOR SERVICE

Nursery, Children’s & Youth Ministry

Effingham Baptist Church – Rincon, Georgia

CONFIDENTIAL

Thank you for taking your time to share with us about yourself. We want you to know that the following information will be kept confidential. Because of the trust our community, and specifically parents, place in Effingham Baptist Church; and in compliance with increased insurance requirements because of the day in which we live; we must have on record this application for each person involved with any ministries meeting, and /or activities with minors. Please complete this application and return it to the Business Administrators office.

DATE RECEIVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RECEIVED BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GENRAL INFORMATION**

First Name Middle Name Last Name Maiden Name

Address City State Zip

Day Phone Evening Phone Cell/Pager E-Mail

Race Sex Date of Birth (month, day, year) Place of Birth (city, state)

Occupation Place of Employment

Social Security # Military Service (branch, active, retired)

Marital Status (single, married, separated, divorced) Anniversary Name of Spouse

Occupation of Spouse Spouse – Place of Employment

Number of Children Name (s) of Children & ages

Current Driver’s License #­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date: \_\_\_\_\_\_\_\_\_\_\_

Do you have an authorized CDL Driver’s License? YES NO

Please list any physical handicaps or conditions preventing you from performing certain types of activities with children/youth?

**EDUCATION**

Highest Level of Education attained Degree/Specialty/Trade Year Graduated

Other Education

**SPIRITUAL INFORMATION**

Date of Salvation (as best known) Date of Baptism (as best known)

Briefly describe your salvation and baptism experience.

Are you an active member of Effingham Baptist Church? YES NO

How long have you been a member of Effingham Baptist Church? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list any other church (es) you have attended during the last 5 years. Provide name, address, dated and duration of attendance.

What is your area of interest in working with children/youth?

What is your age / grade preference in working with children/youth?

What is your spiritual gifts, talents, training, education or other factors that have prepared you to serve Children/youth?

Describe any church related ministry that you have been involved.

Describe any non-church related work involving children/youth.

LEAGAL INFORMATION

Have you ever been convicted of, or plead guilty to any crime (felony or misdemeanor, federal or state)?

YES NO *If yes, please explain. Use the reverse side or a separate page if necessary.*

Have you ever had a criminal offense expunged from your record?

YES NO *If yes, please explain. Use the reverse side or a separate page if necessary.*

Have you ever directly or indirectly been exposed or been the victim of an incident of child abuse or neglect?

YES NO *If yes, please explain and tell how you felt about it. Use the reverse side or*

*a separate page if necessary.*

**REFERENCES**

Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone

Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone

Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone

Relationship to Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE READ CAREFULLY

I hereby certify that the information I have provided on this application is true and correct. I authorize the church to verify the information I have provided on this application by contacting the references I have listed and by conducting a criminal records check. I agree to cooperate in providing my fingerprints to a representative of Effingham Baptist Church, Inc. if requested by the church.

I hereby release any individual, including record custodian, from any and all liability for damages of whatever kind of nature, which may at any time result to me on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information.

I grant permission and authorize Effingham Baptist Church, Inc. to conduct a personal criminal background check of any records maintained on me whether local, state, or national.

Should my application be accepted, I agree to be bound by the By-Laws and Policies and Procedures set forth by Effingham Baptist Church, Inc. and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Should my application not be accepted, I further agree to do what is honorable and Christ-like. I will accept that it is not God’s will at this time for me to serve in this area of ministry. I will not murmur about the decision regarding my application. I may reapply at a later date or ask to speak with a pastor about serving in another area of ministry.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEROF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant’s Signature Date

Administrative Staff Signature Date

Appendix B

CHILD/YOUTH ACCIDENT/INCIDENT REPORT

Effingham Baptist Church-Rincon, Georgia

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Name of Person Preparing this Report:

Is this an: Accident Incident Allegation Other (Specify)

Name (s) Of Child (ren)/Youth:

How was the incident brought to your attention?

Adults witnessing or present during incident:

Person reporting the incident:

Date, time, and location of incident:

Description of the incident as reported or witnessed:

Did anyone else witness the event? If so, list names:

Where there visible injuries? If yes, please list:

How were the injuries treated?

Who treated the injuries?

Were parents/guardians notified? List the date/time:

Is this an incident requiring mandatory reporting to authorities?

Were any authorities notified? Who? When?

Was the insurance company notified? When?

What other aspects or details do you need to include?

Signature Position

Appendix C

###### Covenant for Sexual Responsibility & Release of Liability

Effingham Baptist Church – Rincon, Georgia

I understand that Effingham Baptist Church prohibits sexual misconduct, harassment, coercion, or exploitation of children or adults while I work in any ministry of Effingham Baptist Church, regardless of weather I work as a paid employee or volunteer.

I swear that I have never been charged in a court of law or any other legal proceeding (or had a criminal offense expunged from my record) involving sexual abuse, harassment, or exploitation. I swear that, to the best of my knowledge, I have not been charged in any forum (legal, social, ecclesiastical) with sexual misconduct as defined by law and/or the policies of Effingham Baptist Church within the last five years of the date of this document. (Exceptions should be noted in detail in a separate letter attached to this document.)

I understand that misrepresenting the truth on this document constitutes grounds for disciplinary action against me by Effingham Baptist Church, including, but not limited to church discipline, and/or termination or employment.

I acknowledge that I have read Effingham Baptist Church policy on sexual misconduct, I understand it and agree to abide by all principles and guidelines contained therein.

**Applicant’s Statement and Release of Liability**

The information contained in my application, including the covenant for sexual responsibility, is correct to the best of my knowledge. I understand that Effingham Baptist Church may request a criminal background check to verify the information I provided as well as to obtain information concerning my character, work habits, performance, and experience, along with reasons for termination of past employment. I understand that you may be requesting information form public and private sources about my driving record, criminal record, education, and previous employment.

I acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original.

I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, insurance company and any references of churches listed in my application to give Effingham Baptist Church any information (including opinions) that they may have regarding my

character and fitness to minister to children/youth.

I understand that should my record, character, or morals be found inappropriate and/or criminal, my employment or volunteer status may be terminated by Effingham Baptist Church at any time, with or without expressed cause or prior notice. Should my conduct ever be brought into question, I agree to cooperate fully with any investigation deemed necessary to resolve nay accusations or allegations against me. I hereby release Effingham Baptist Church and nay other person involved in such an investigation form any and all liability for damages of whatever kind or nature which may result to me form sincere and lawful attempts to comply with current Georgia statues should an allegation of misconduct be brought against me.

I further agree to be bound by the constitution and policies of Effingham Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

Applicant’s Signature Date

Witness Date

Appendix D

Liability Release And Consent Form

**(Release Of All Claims)**

In consideration for being accepted by *Effingham Baptist Church* for participation in

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** (trip or activity), I do herby release, forever discharge and agree to hold harmless *Effingham Baptist Church* and the directors thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the participant that occur while said person is participating in the above – described trip or activity including recreation and work activities. The undersigned further hereby agrees to hold harmless and indemnify said church, its directors, employees and agents for any liability sustained by said acts of said participant, including expenses incurred attendant thereto.

Signed this \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.

The undersigned further consents to the administration of first-aid and /or doctor’s care, or any other form of medical treatment necessitated by illness or injury that may require the same. In the event of the necessity of such care or treatment as heretofore described, the undersigned agrees to hold harmless and indemnify said church, its directors, employees and agents from any acts of malfeasance, and / or failure to act on the part of those chosen to administer medical care on behalf of the participant.

Participant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Guardian\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participant’s Insurance Company\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy Number

Medical Conditions To Be Aware Of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number Where You Can Be Reached\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Director

Appendix E

###### REQUEST FOR CALENDAR EVENTS

Effingham Baptist Church – Rincon, GA

Date Submitted: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Approved:

Date Start: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Time Start: AM PM

Date End: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ Time End: AM PM

Event:

Contact Person:

Home Phone: Work:

Number of people expected at event: Fee:

##### SPECIAL INSTRUCTIONS

Comments :

##### PSALM 133:1

Behold, how good and how pleasant it is for brethren to dwell together in unity!

We certainly hope that you enjoy your social gatherings and thank you for your help in keeping our facilities clean. It will be the responsibility of the person submitting the request to make sure the facilities are cleaned and the building is secure at the

end of the gathering.