



**CENTRAL TEXAS
CONFERENCE
SPONSORED EVENTS**

**POLICIES AND
PROCEDURES
MANUAL**

2019 EDITION

Approved by Annual Conference Vote on June 12, 2019

Dear CTC Event Leader/Group Leader,

In the **Central Texas Conference (CTC)**, we take our responsibility to care for children, youth, and vulnerable adults very seriously. These policies are intended to facilitate a safe and nurturing environment in which children, youth, and vulnerable adults can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for our Event Leaders/volunteers during Central Texas Conference Sponsored Events. Our policies are intended to create a safe environment for children, youth, and vulnerable adults, protecting them, you, and the mission of the Central Texas Conference. The following procedures have been adopted and will be strictly enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page to your Event Leader.

Sincerely,

Jeff Roper
Executive Director
Roberts Center for Leadership & Administration
Central Texas Conference
3200 E. Rosedale St.
Fort Worth, TX 76105
817.877.5222
jeffroper@ctcumc.org

Policies & Procedures for Ministries with Protected Persons

Contents:

• Definitions	4
• Overview of Safety System	5
• Safety Policy	5
• Reporting Abuse or Suspicions of Abuse	6
• Safety Committee	9
• Monitoring Plan.....	10
• Building Safety	10
• Worker to Child/Student Ratios	11
• Discipline.....	12
• Bathroom Supervision and Assistance Guidelines	13
• Intoxicants.....	14
• Medication.....	14
• Nudity	14
• One-to-One Interaction with Protected Persons.....	14
• Social Media	14
• Transportation	15
• Parental Contact.....	16
• Parental Involvement.....	16
• Physical Contact	16
• Sexually Oriented Conversations	17
• Appropriate Materials	17
• Sleeping Arrangements	17
• Tobacco Use and Vaping.....	18
• Verbal Interactions.....	18
• Release of Children	18
• Key Staff/Volunteer List	19

Definitions

Protected Persons, when used herein, shall be defined as all children and youth participating in, and served by, programs and activities of the Central Texas Conference.

Child, when used herein, shall be defined as anyone age birth through fifth grade.

Student or Youth, when used herein, shall be defined as anyone in sixth through twelfth grades.

Vulnerable Adult, when used herein, shall be defined as an adult who because of physical or mental infirmity or emotional disability or other physical, mental, or emotional dysfunction may be vulnerable to maltreatment. There is not a separate or unique MinistrySafe policy for such vulnerable adults. However, these policies could be a starting point for best ministry practices for protecting and supervising such persons.

Event Leader, when used herein, shall be defined as the individual responsible for coordination/leadership of the CTC sponsored event.

Group Leader, when used herein, shall be defined as the individual responsible for coordinating/leading a group who is participating in the CTC sponsored event.

Workers, when used herein, shall be defined as all ministers, employees, program directors, and volunteers involved in programs and activities of the CTC that are a part of any of the ministries with Protected Persons. Workers may be paid or unpaid.

Safety System Administrator (SSA), when used herein, refers to the person/s who is responsible for administering the MinistrySafe system at a church.

Abuse, by definition, is an act or omission that endangers or impairs a person's physical, mental or emotional health and development. Abuse may take the form of physical or emotional injury, sexual abuse, sexual exploitation, physical neglect, medical neglect or inadequate supervision. It may occur as: adult to Protected Person; adult to adult; or Protected Person to Protected Person.

Act of Abuse, when used herein, shall be defined as any occurrence in which:

- Any person has threatened or inflicted emotional or physical injury upon a Protected Person or is reasonably suspected to have done so.
- Any person commits or allows any sexual offense to be committed against a Protected Person or engages in any sexual contact with a Protected Person or is reasonably suspected to have done so. This includes any kind of sexual advance including, but not limited to: making a request for sexual favors, engaging in sexually motivated physical contact, engaging in other verbal, visual or physical conduct of a sexual nature with a Protected Person, or is reasonably suspected to have done so.
- A Protected Person makes any kind of unwanted emotional, sexual, or physical advance. This includes, but is not limited to, making a request for sexual favors, engaging in sexually motivated physical contact, or engaging in other verbal, visual or physical conduct of a sexual nature, or is reasonably suspected to have done so.

Overview of the Safety System

Because we desire to protect people under our care, the CTC requires all Workers to complete all steps of MinistrySafe certification (most often through their local church) before working or volunteering in CTC ministries with Protected Persons. This includes all pastors under appointment.

The event supervisor will send to each Event Leader's/volunteer's church a MinistrySafe **Compliance Form** to be filled out by the church's MinistrySafe System Safety Administrator (SSA) and signed by the pastor.

Safety Policy

ABUSE TOLERANCE

The Central Texas Conference has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every Worker to act in the best interest of all Protected Persons in every program.

In the event that Workers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations in accordance with this policy.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

The Central Texas Conference is committed to providing a safe, secure environment for Protected Persons and their families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to our CTC MinistrySafe Oversight Committee and the Police Department, Child Protective Services, or other appropriate agency.

An element of the safe environment referenced above includes the fostering of a culture of reporting relevant information to a supervisor or a member of our MinistrySafe Oversight Committee. Because sexual abusers 'groom' children for abuse, it is possible a Worker may witness behavior intended to 'groom' a Protected Person for sexual abuse. Workers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to the Event Leader or a member of our MinistrySafe Oversight Committee.

ENFORCEMENT OF POLICIES

The Event Leader who supervises other Workers is charged with the diligent enforcement of all our policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from participation in CTC Sponsored Events. Final decisions related to policy violations will be the responsibility of the CTC MinistrySafe Oversight Committee.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

In order to maintain a safe environment for Protected Persons, Workers must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation that is a violation of these policies. All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate Event Leader of the sponsored event or the CTC MinistrySafe Oversight Committee*.

*(*See Page #19)*

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the CTC to be harmful to a Protected Person will be immediately suspended from participation in CTC sponsored events. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a Worker in all activities and programming that involves Protected Persons at a CTC sponsored event. If the person is a staff member or employee, such conduct may also result in termination of employment from the CTC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving Protected Persons at CTC sponsored events.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Under Texas law (Texas Family Code — Chapter 261), all adults are required to report suspicions of child abuse or neglect to the appropriate authorities. This responsibility is not discharged until the matter is actually reported. Accordingly, all Workers of the CTC are required to report suspicions of child abuse or neglect.

A Worker must report to an immediate supervisor, ministry director, or the pastor, and may allow supervisory personnel to make the appropriate report to law enforcement agencies on his or her behalf. In no way is any provision in this policy meant to discourage any Worker from personally reporting a suspicion of abuse or neglect to the appropriate law enforcement agencies. If the matter is communicated to a supervisor, it remains the underlying Worker's responsibility to ensure the matter is reported to the appropriate authority.

Workers at CTC sponsored events are required to report any inappropriate behavior or policy violation by a colleague or co-worker to the immediate supervisor of the area, the Event Leader, or a member of the MinistrySafe oversight committee. These are behaviors that do not necessarily rise to the level of a suspicion of abuse or neglect but DO constitute behaviors that should be communicated to leadership.

Licensed Professionals

Different obligations may exist if the Worker is a ‘professional’. Under Texas law, a professional who has cause to believe that a child has been or may be abused or neglected must make a report no later than 48 hours after the professional first suspects that the child has been or may be abused or neglected and may not delegate to or rely on another person to make the report. Under Texas law, a “professional” includes any individual who is licensed or certified by the state, and who, in the normal course of his or her duties for which licensure is required, has direct contact with children. Professionals include:

- Teachers or daycare employees
- Nurses, doctors, or employees of a clinic or health-care facility that provides reproductive services
- Juvenile probation officers or juvenile detention or correctional officers.

Adult Expressions of Past Child Sexual Abuse

In addition, a Worker must make a report if he or she has cause to believe that an adult was a victim of abuse or neglect as a child, and the Worker determines in good faith that disclosure of the information is necessary to protect the health and safety of another Protected Person.

The person making a report must identify, if known:

- The name and address of the Protected Person
- The name and address of the person responsible for the care, custody, or welfare of the Protected Person, and
- Any other pertinent information concerning the alleged abuse or neglect.

If the Worker is a ‘professional’, that Worker is required to make the report to the appropriate authorities (the ‘professional’ cannot delegate the report).

Supervisor Response

Workers — whether or not a professional — are required to verbally report an incident to supervisory staff as soon as possible after the incident. After receiving a report from a Worker in a ministry with Protected Persons, the Event Leader will speak with the person or volunteer to whom the Protected Person spoke in order to get detailed information about the entire conversation. The pastor will be notified as soon as reasonably possible.

If appropriate, the Event Leader will inform the appropriate law enforcement agencies or Child Protective Services. The CTC MinistrySafe Oversight Committee will take appropriate action on behalf of the CTC when a report of abuse occurs.

Texas Department of Family and Protective Services: 1-800-252-5400

- www.dfps.state.tx.us/Contact_Us/report_abuse.asp

ADMINISTRATIVE REVIEW

The MinistrySafe Oversight Committee will take appropriate action on behalf of the CTC when a report of abuse occurs. Criminal investigation is handled by law enforcement. Administrative review will be initiated by the oversight committee or the Assistant to the Bishop.

- If the allegation involves a layperson, the complaint is forwarded to the pastor and district superintendent.
- If the allegation involves a pastor, the complaint is forwarded to the bishop, assistant to the bishop, and district superintendent. (§2704.2)
- If the allegation involves a bishop, the complaint is forwarded to the president and secretary of the College of Bishops (jurisdictional body) (§2704.1)

Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for Protected Persons, the CTC will appoint and maintain a CTC MinistrySafe Oversight Committee, which will meet once each quarter.

MISSION STATEMENT

The purpose of the CTC MinistrySafe Oversight Committee is to enable the CTC to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The CTC MinistrySafe Oversight Committee includes the following members:

1. CTC Executive Director of Roberts Center for Leadership & Administration
2. CTC Coordinator of Youth Ministry
3. Two children's ministry representatives from CTC
4. Two youth ministry representatives from CTC
5. Two clergy representatives from CTC
6. A Conference Trustee

MEETINGS

The chair is expected to call meetings of the CTC MinistrySafe Oversight Committee on a quarterly basis to discuss risk management practices and updates. This Committee also meets on an emergency basis upon the recommendation of a member or following the report of any incident or allegation.

RESPONSIBILITIES

The CTC MinistrySafe Oversight Committee will be charged with the following duties:

1. Applying existing policies and procedures related to the safety of Protected Persons and risk management issues to all Central Texas Conference sponsored events.
2. Monitoring all CTC sponsored events with Protected Persons for ongoing compliance with safety policies.
3. Making recommendations to the CTC Trustees regarding safety issues.
4. Responding to allegations of abuse or misconduct in CTC sponsored events.

Monitoring Plan

Monitoring of Workers at CTC sponsored events will include regular (announced and unannounced) visits at sponsored events to provide supervisors the opportunity to observe Workers' interactions with Protected Persons.

Building Safety

The Event Leader will be responsible for ensuring that any area designated for ministries with Protected Persons is monitored during programming or classes. This will include unobserved monitoring of Workers and Protected Persons. After every programming event, Workers must ensure every room and restroom is checked prior to leaving.

CHILDREN

No child will ever be left unattended during children's ministry programming or classes, which is understood to include 15 minutes before and until reunited with a parent/after scheduled times. Children's Ministries Workers are prohibited from being alone with an individual child in any room or building. In the event a Worker finds he/she is alone with children after departure of other adults, that Worker will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other Workers are present.) Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area.

Workers are to circulate, watching children giving particular attention to the areas which are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

STUDENTS

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

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

Worker to Child/Student Ratios

The CTC is committed to providing adequate supervision in ministries with Protected Persons. In the Central Texas Conference, a minimum of two unrelated adult Workers are required at all times.

CHILDREN

<u>Program</u>	<u>Unrelated Workers</u>	<u>Children</u>
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20

The Central Texas Conference recommends any additional helpers be at least 5 years older than the oldest child participant. If a Worker is 'out of ratio' it is his/her responsibility to immediately notify the Event Leader. Supervisors will make diligent efforts to find substitute Workers to immediately bring Worker to children ratios into compliance with this policy.

STUDENTS

Central Texas Conference recommends that the primary youth Event Leaders be at least 5 years older than the oldest youth, and any main helpers be 1 year post high school or equivalent and 3 years age difference from oldest youth participant. Accordingly, the following ratios will be observed for Student Ministry activities and programs:

For groups up to and including 30 students, there will be a minimum of 2 unrelated Workers supervising. For groups larger than 30 students, there will be a minimum of 3 unrelated Workers supervising. For every additional 15 students, 1 additional Worker will be required.

If a Worker is out of ratio it is his or her responsibility to immediately notify the Event Leader. This person will make diligent efforts to immediately bring Worker to student ratios into compliance with this policy.

The above ratios are MinistrySafe minimum recommendations. Where supervision is concerned, more is generally better.

Discipline

It is the policy that Workers are prohibited from using physical discipline in any manner for behavioral management of Protected Persons. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by Protected Persons. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader. Therefore, Event Leaders and local church sponsors must always have contact information for each Protected Person.

For **children**, the CTC recommends the following **best practices**:

- Children are to be disciplined using time-outs and other non-physical methods of behavior management.
- Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
- If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold the child in time-out.
- Provide the child with a chair to sit in or a “spot” to sit on (using a pillow, blanket, carpet square, etc.) until their time-out is complete.
- Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
- Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)
- Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

For **youth**, the CTC recommends the following **best practices**:

- If a youth is unruly or fails to comply with verbal warnings or instructions from Workers, that youth will be asked to leave (if not endangered by doing so) or the youth’s

parent/guardian will be contacted to pick up the youth. In the event of a fight or physical altercation, Workers will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Event Leader.

Bathroom Supervision and Assistance

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all Workers will observe the following policies:

Diapering

- Changing of diapers should be done in plain sight of other nursery Workers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded (“Seth Adams has a medicine in the bag for rash.”).
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Children should be changed on changing stations or diaper mats only.

Toilet training

- No child will be forced to toilet train.
- When children are taken into bathrooms the door will be left partially open.
- Young children will never be left unmonitored in bathrooms.
- Parents should be consulted on each child’s progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).

It is understood that following bathroom activities all Workers will wash hands and sanitize all necessary surfaces. MinistrySafe recommends that only females or the child’s parent or legal guardian will undertake the diapering or toilet training efforts of children of either sex.

Elementary age children

Elementary age children may be accompanied to the restroom for supervision and assistance when needed. (However, children should receive the minimum amount of assistance needed based upon their individual capabilities.) Workers should never be unmonitored with a child in the restroom.

If a Worker must go into the restroom to check on an individual child, he or she should seek out another Worker to accompany him/her. If another Worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the Worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall.

Any assistance with the straightening or fastening of garments should be done in the presence of another Worker.

Special Needs

Parents will offer instruction to Workers to change the diapers of special needs individuals. After the age of 4, parents or legal guardians will change all special needs individuals.

INTOXICANTS

Workers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while participating in any CTC sponsored events, while traveling with Protected Persons, or while working with or supervising Protected Persons.

MEDICATION

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

NUDITY

Workers should never be nude in the presence of Protected Persons in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the lead Worker must arrange for individual and private spaces for showering and changing clothes for all participants.

ONE-TO-ONE INTERACTIONS WITH PROTECTED PERSONS

Workers should never conduct one-to-one, unobserved meetings or interaction with **children**. Another Worker who has completed the application and screening process should always be present.

We recognize that meeting the emotional needs of **students** may occasionally require Workers to minister to them on an individual basis. Workers should conduct any one-to-one meetings at a time when others are present and where interactions can be easily observed. Privacy should be respected but not secrecy.

SOCIAL MEDIA AND DIGITAL COMMUNICATION

Social Media is defined as social networking websites or applications that foster interactions in a virtual environment, including, but not limited to, Facebook, Instagram, Twitter, Snapchat, Flickr, blogs, dating websites and apps, and video calling services such as FaceTime or Skype, as well as email, instant messaging, texting and phone calls.

Seeking to provide a safe environment for Protected Persons, it shall be within the scope of our ministry to educate parents/guardians, youth, and children on the safe use of social media platforms. It is recommended that parents/guardians always monitor their child's/student's social media interactions.

To the best of their ability, Workers shall NOT:

- 1) Use social media of any type to share photographs or video of Protected Persons anywhere on the internet except with specific written permission, given to the CTC, by their parents/guardians to post on official pages/groups.
- 2) Post personal or identifying information of Protected Persons with or without photos or videos, anywhere on the internet without specific written permission, given to the CTC, by their parents/guardians. For example, pictures of Protected Persons will not have names posted or have parents “tagged.”
- 3) Ask a Protected Person to be a “friend” using any type of social media, such as Facebook. Adults may accept a “friend” request from Protected Persons with the knowledge and permission of their parents/guardians.
- 4) Ignore or fail to act upon any material that raises suspicion that a Protected Person has been or will be abused/neglected/exploited. The Event Leader should be contacted immediately in compliance with Texas law and this policy.
- 5) Use email, texting, phone calls, or other social media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures, manipulation, harassment, intimidation, or grooming issues. Prolonged private discussions between an adult and a Protected Person are also inappropriate, much like it is inappropriate for a face to face discussion of this type to take place with no additional supervision. Conversations through social media should always be conducted by means that can be recoverable (e.g. email, text message, voicemail, Facebook). It is always strongly recommended that parents/guardians be aware of communication that exists between their child and any adult.

TRANSPORTATION

Workers may from time to time be in a position to provide transportation for Protected Persons. The following requirements must be strictly observed when Workers are involved in the transportation of Protected Persons:

1. Protected Persons should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Best practices of ministry recommend two Workers in every car. **Never will there be a Protected Person alone with an adult in a vehicle.**
2. Workers should avoid physical contact with Protected Persons while in vehicles.
3. No cell phones may be utilized by the driver while driving church vans, or vehicles owned or rented, unless in an emergency.
4. Drivers must meet the age requirement of their local church insurance policy.

PARENTAL CONTACT

Parents/guardians who leave a Protected Person in the care of our Workers will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in ministry programs. Therefore, Event Leaders and local church sponsors must always have contact information for each Protected Person.

PARENTAL INVOLVEMENT

Parents/guardians have an open invitation to observe all programs and activities in which their Protected Person is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's/student's programs will be required to be MinistrySafe compliant.

PHYSICAL CONTACT

The CTC is committed to protecting those in its care. To this end, the CTC has implemented a 'physical contact policy' which promotes a positive, nurturing environment for CTC sponsored events. The following practices are to be carefully followed by anyone working in ministries with Protected Persons:

1. Side hugs, pats on the back and other forms of appropriate physical affection between Workers and Protected Persons are important for healthy development and are generally suitable in a CTC sponsored event setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an Event Leader.
3. Physical contact should be for the benefit of the Protected Person, and never be based upon the emotional needs of a Worker.
4. Physical contact and affection should be given only in observable places or when in the presence of other Protected Persons or Workers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of Workers in ministries with Protected Persons must foster trust at all times. Personal conduct must be above reproach.
6. Do not force physical contact, touch or affection on a reluctant Protected Person. A Protected Person's preference not to be touched must be respected.
7. Workers are responsible for safeguarding Protected Persons under their supervision from inappropriate or unwanted touch by others.
8. Any inappropriate behavior or suspected abuse by a Worker must be reported immediately to an Event Leader or a member of the CTC MinistrySafe oversight committee.

SEXUALLY ORIENTED CONVERSATIONS

Workers are prohibited from engaging in any sexually oriented conversations with Protected Persons and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any Protected Person in the program. However, it is expected that from time to time, the CTC may hold a Sponsored Event where discussions and lessons may address age appropriate issues related to purity, dating, sex, and human sexuality. These lessons will convey the UMC's view on these topics. For youth, it is recommended that parents be notified in advance of these lessons. For children, a parent/guardian signature is required.

APPROPRIATE MATERIALS

Workers are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) at any event or in the presence of Protected Persons except for lesson material approved by a designated supervisor. Event Leaders should check with parents and use good judgment regarding media used in programming and during events including movies, TV shows, and images. No R-rated movies are permitted.

SLEEPING ARRANGEMENTS

It is anticipated that certain ministry activities may occasionally require that overnight sleeping arrangements be made for Protected Persons and Workers (i.e. lock-ins, mission trips, etc.). In the event an activity requires sleeping arrangements, Workers will strictly observe the following rules:

1. The 2-adult nonrelated rule must be followed. The 2 adult Workers present must have previously completed the CTC MinistrySafe screening process.
2. Overnight sleeping arrangements must be submitted in writing to and approved by the CTC MinistrySafe oversight committee prior to the activity and have signed approval by parents/guardians. It is recommended that this information be included in the permission slip for the event and signed by the parent/guardian.
3. As long as any Protected Persons are awake, one of the Workers must also be awake and monitoring the Protected Persons to ensure safe behavior.
4. Appropriately modest sleeping attire must be worn.
5. In the event of a sleepover that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by Workers of the same gender.
6. Workers will monitor sleeping Protected Persons by periodically conducting visual bed checks to ensure that sleeping Protected Persons remain in designated sleeping places. During bed checks, Workers should never physically touch a Protected Person.
8. In the event that overnight arrangements do not include standard beds, each Worker and Protected Person will use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule will be observed.

TOBACCO USE AND VAPING

The CTC requires Workers to abstain from the use or possession of tobacco or vaping products while in the presence of Protected Persons or their parents, or during any CTC sponsored events. CTC sponsored events are tobacco-free.

VERBAL INTERACTIONS

Verbal interactions between Workers and Protected Persons should be positive and uplifting. Our Workers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of Protected Persons.

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

RELEASE OF CHILDREN

At any time that a child has been entrusted to our Workers, the CTC incurs responsibility for the safety and well-being of the child. Workers must act to ensure the appropriate supervision and safety of children in their charge.

Workers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of CTC sponsored events.

It is presumed a person who drops off a child has authority to pick up the child.

In the event that Workers are uncertain of the propriety of releasing a child, they should immediately locate or contact the Event Leader before releasing the child.

MinistrySafe Key Staff/Volunteers

Indicated below are the names of people who hold key areas of leadership (whether staff or volunteer) and their contact information. This list will be updated on an annual basis or when changes occur and provided to all active volunteers. It will be maintained with the official policy document.

Job Title	Name	Phone #	Email
Children's Ministries Representative, Class of 2020	Rev. Tina Schramme, FUMC Mansfield	817-477-2287	tinas@fmcm.org
Children's Ministries Representative, Class of 2021	Addie Schmitz, FUMC Colleyville	817-703-1010	aschmitz@fumccolleyville.org
Children's Ministries Representative, Class of 2022	Karen Cooper, FUMC Granbury	817-573-5573	fumcgrbykids@gmail.com
Youth Ministries Representative, Class of 2020	Jason Westbrook, FUMC Midlothian	972-775-3993	jasonw@fumcmidlo.org
Youth Ministries Representative, Class of 2021	Faiana Funaki, Wm. C. Martin UMC	480-332-2563	faianaf@martinmethodist.org
Youth Ministries Representative, Class of 2022	Paul Corder, Salado UMC	254-947-5482	pcorder@saladoumc.org
Clergy Representative, Class of 2020	Rev. Eric Douglas, FUMC Mineral Wells	940-325-4707	eric@fumcmineralwells.org
Clergy Representative, Class of 2021	Rev. Alison Zollinger, FUMC Hillsboro	254-582-2342	alijinks81@hotmail.com
Clergy Representative & Chair, Class of 2022	Rev. Jannette Miller, Harker Heights UMC	254-413-2908	hhumc.pastor@gmail.com
Conference Trustee Representative	Rev. Steve Moss, China Spring UMC	254-836-1107	revsmoss@gmail.com

Ex Officio Members (CTC Staff)

Job Title	Name	Phone #	Email
Exec. Director, Roberts Center for Leadership & Administration	Jeff Roper	817-877-5222	jeffroper@ctcumc.org
Director for Operations & Project Management	Kevin Walters	817-877-5222	kevinwalters@ctcumc.org
CTC Coordinator of Youth Ministry	Claire Condrey	817-877-5222	clairecondrey@ctcumc.org
Administrative Support	Susan Craig	817-877-5222	susancraig@ctcumc.org

Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of the Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at a Central Texas Conference Sponsored Event.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by the Central Texas Conference. Any changes will be made public.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at any time. (If possible, I will provide two weeks notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and the CTC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed as well as manual guidelines that are changed or deleted.

I acknowledge receipt of the policies and procedures manual.

Name of CTC Sponsored Event

Worker's Name (Please Print)

Worker's Signature

Date: _____

[This page to remain attached to the Policies and Procedures.]

Policies and Procedures
Statement of Acknowledgement and Agreement

I have received and read a copy of the Policies and Procedures and understand the importance of the material in the manual. I agree to abide by these guidelines while serving or working at a Central Texas Conference Sponsored Event.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by the Central Texas Conference. Any changes will be made public.

I have reviewed the duties listed in my ministry position description, and I agree to fulfill these duties. I understand I may choose to end my employment or voluntary service at any time. (If possible, I will provide two weeks notice to my supervisor).

I acknowledge and understand that the materials and guidelines contained in this handbook in no way express or imply a contractual employment relationship between me and the CTC. If applying as a volunteer, I acknowledge and agree that I will receive no monetary compensation for hours worked.

I understand it is my responsibility to review new guidelines which may be created and distributed as well as manual guidelines that are changed or deleted.

I acknowledge receipt of the policies and procedures manual.

Name of CTC Sponsored Event

Worker's Name (Please Print)

Worker's Signature

Date: _____

[This page to be signed, detached and delivered to the CTC sponsored Event Leader.]