

# First Baptist Church Port Neches

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## Safety Policies and Procedures Working

Adopted by Congregation October 24, 2021

**CRISIS PHONE NUMBERS & INFO**

<b>NAME</b>	<b>PHONE NUMBER</b>	<b>POSITION</b>
<b>Rob Jones</b>	<b>409-960-9243</b>	<b>Pastor</b>
<b>Keith Dunnahoo</b>	<b>817-874-0428</b>	<b>Worship &amp; Media Minister</b>
<b>Danny Whipple</b>	<b>409-225-7689</b>	<b>Family Minister</b>
<b>Jeanifer Bartlett</b>	<b>281-705-0310</b>	<b>Family Ministry Associate</b>
<b>Port Neches Police Department</b>	<b>409-722-1424</b>	
<b>Port Neches Fire Department</b>	<b>409-722-5885</b>	
<b>National Weather Serv.</b>	<b>337-477-5285</b>	<b>Lake Charles, LA</b>
<b>Poison Control Center</b>	<b>1-800-222-1222</b>	
<b>Child Protective Serv.</b>	<b>1-800-252-5400</b>	
<b>Ambulance/EMS</b>	<b>911</b>	
<b>(CAER LINE) Chemical</b>	<b>281-476-2237</b>	

Dear Volunteer or Staff Member,

Welcome to First Baptist Church Port Neches (FBCPN)<sup>1</sup>!

At FBCPN, we take our responsibility to care for children very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers and staff members. Our policies are intended to create a safe environment for children; and to protect children, you, and the mission of FBCPN. The following procedures have been adopted and will be diligently enforced.

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

Sincerely,

The Ministry Staff

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<sup>1</sup> Hereafter, First Baptist Church Port Neches is referred to as FBCPN.

# FBCPN Policies & Procedures for Age-Level Ministries

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## OVERVIEW OF FBCPN SAFETY SYSTEM

Because we desire to protect children involved in our ministry, FBCPN requires all staff members and volunteers working with minors (0-17) (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin. Any person who may pose a threat to children will be prohibited from working in any age-level ministry.

### ***Youth Volunteers***

- To volunteer in the Children's ministry, youth volunteers must be at least one year removed from children's ministry (going into eighth grade). If a volunteer is under 18 years old, an unrelated adult volunteer must be present with the youth volunteer. A youth volunteer will never be a lead volunteer.
- Youth volunteers will participate in steps one, two, and three only.

### **STEP ONE: Sexual Abuse Awareness Training**

- Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.
- FBCPN requires all staff members and volunteers to complete sexual abuse awareness training. This training will be renewed every two years.

### **STEP TWO: Screening Process**

Staff members and volunteers working or serving with minors are required to complete FBCPN's Screening Process, which includes:

- An Employment Application (employees only);
- A face-to-face interview (employees and long-term volunteers); and
- References to be checked (employees and long-term volunteers).
- A lead volunteer must be a member of FBCPN and attending for at least six months before being eligible to serve.
- An assistant leader must be attending FBCPN for at least six months and in conversation about church membership.

### **STEP THREE: Policies & Procedures**

- Staff members and volunteers are required to review the policies and sign the Acknowledgment and Agreement page.

### **STEP FOUR: Criminal Background Check**

- All staff members and volunteers in age-level ministries must undergo a criminal background check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required.

## CHILD SAFETY POLICY

### ABUSE TOLERANCE

FBCPN supports and maintains a **zero-tolerance** policy against child abuse and neglect. Child abuse and neglect include physical or mental injury, sexual abuse, negligent treatment, or maltreatment. It is against the law and against First Baptist Church, Port Neches' policy for any volunteer or employed staff, male or female, to physically, sexually, or mentally abuse or neglect any child.

Sexual abuse is defined as the use, persuasion, or coercion of any child to engage in any sexually explicit conduct (or any simulation of such conduct) for the purpose of producing any visual depiction of such conduct including rape, molestation, prostitution, or incest with children.

FBCPN will neither condone nor tolerate:

- Infliction of bodily injury upon any child or physically or sexually abuse behavior towards a child.
- Physical neglect of children, including failure to provide adequate safety measures, care, and supervision in relation to church activities.
- Emotional mistreatment of children, including verbal abuse and/or verbal attacks.
- ***Any action that makes a child feel uncomfortable will be seriously investigated by ministry staff.***

## INTERNAL REPORTING OF ABUSE OR SUSPICIONS OF ABUSE

### REPORTING SUSPICIOUS BEHAVIOR, INAPPROPRIATE BEHAVIOR OR ABUSE

Any report of suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to Child Protective Services, or another appropriate agency.

Issues requiring immediate reporting:

- Policy violations
- Neglectful supervision
- Suspected abuse (physical, emotional, or sexual)
- Grooming behaviors (defined in Sexual Abuse Awareness Training)

Staff and Volunteers should report to one of the following, whomever is available:

- The appropriate pastor in the ministry area OR
- An immediate supervisor in the ministry area OR
- The Lead Pastor

### ENFORCEMENT OF POLICIES

FBCPN staff members and volunteers who are in a position of supervision are expected to carry out all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Lead Pastor

### OBLIGATION TO REPORT

FBCPN Staff members and volunteers are encouraged, empowered and obligated to report via the appropriate channel any suspicious behavior, neglect, suspected abuse or grooming behavior. **When in doubt, report!**

## EXTERNAL REPORTING OF ABUSE OR SUSPICIONS OF ABUSE

### REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Clergy are **mandated** to report suspected abuse based on Texas Family Code Ann. § 261.101.

*Texas Family Code Ann. § 261.101: a person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter. The requirement to report under this section applies, without exception, to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health-care facility that provides reproductive services. (<https://www.childwelfare.gov/pubPDFs/clergymandated.pdf>)*

In addition, a staff member or volunteer 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 staff member or volunteer determines in good faith that disclosure of the information is necessary to protect the health and safety of *another child* because the abuser is in to position to harm another child.

The person making a report must identify, if known:

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

### STAFF RESPONSE TO A REPORT OF ABUSE

- 1) Receive the report
- 2) Supervising staff will speak with the person/volunteer to whom the child spoke to get detailed information
- 3) Supervising staff will notify the Lead Pastor as soon as reasonably possible
- 4) If appropriate, Supervising Staff or the Lead Pastor will inform the appropriate law enforcement agencies or Child Protective Services

### REPORT ABUSE

- By Phone: 1-800-252-5400
- Online: Texas Abuse Hotline

### WHEN A CHILD HAS BEEN VICTIMIZED

After reporting as outlined above, FBCPN will:

- Offer the child and his/her parent/caregiver/guardian information on obtaining assistance and intervention
- Offer counseling options

## AGE-LEVEL MINISTRY STAFF MONITORING PLAN

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

## HEALTH SAFETY

For the protection of all children, attendees who appear ill will not be allowed to participate in church events. "Ill" will be defined by following the recommendation of the American Academy of Pediatrics. Children should be sent home if the following symptoms arise:

- Fever
- Vomiting or diarrhea
- Common Cold
- Sore Throat
- Croup
- Any unexplained rash
- Any skin infection (boils, impetigo, ringworm, scabies, etc)
- Pink eye or discharge from eyes
- Mouth Sores accompanied by drooling
- Skin sores that are weeping
- Head lice

Teachers will notify parents to pick up immediately if these symptoms appear. Teachers are not allowed to administer any medication. Parents must go to their child's classroom if medication must be given to their child.

Anytime staff or volunteers encounter bodily fluids, disposable gloves must be used. After the child has been cared for, clean contaminated surfaces with disinfectant. Wash hands after throwing gloves away.

### Preschool:

If a child is hurt or injured while at church, the teacher will fill out an accident report form. The form should be signed by the teacher's supervisor and the child's parents.

## FOOD SAFETY

There will be circumstances where food is distributed.

### Preschool and Children:

- Infants will be fed in bottles provided by parents.
- Spoon feeding will not be allowed.
- Children who bring food in the classroom with them should be asked to put it away until everyone is eating. Food will only be served if everyone is eating.
- It is the responsibility of the parents to alert volunteers of any allergies

Teachers are not allowed to have food in their classrooms unless children will be eating. Teachers may eat while children are eating.



## BUILDING SAFETY

The Age-Level Pastors will be responsible for ensuring that the areas where children are present are monitored during all ministry programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

- No child will ever be left unattended in the building or on the playground during ministry programming.
- Staff members or volunteers are prohibited from being alone with an individual child in any enclosed or private room or building.
- In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer 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 staff members or volunteers are present.)
- Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area.
- After every programming event, age-level ministry staff members and volunteers must ensure every room and restroom is checked prior to leaving.

### Playground

- The Miracle Play system is for children 2-12 years old
- Maximum occupancy on the playground is 30 children. Teachers should limit playtime to fifteen minutes if the playground is at capacity and others are waiting to use it.
- The playground must have a minimum of two teachers present anytime the playground is in use.
- On the playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints.
- If a child is injured while on the playground, an accident report must be filled out by the adult who witnessed the accident. The report must be given to the immediate supervisor and the parents informed of the injury.
- Report needed repairs or maintenance to the Minister of Children.
- The playground will be kept locked when not in use. The key will be kept in the preschool suite along with a fob to reenter the building. The person taking their class to the playground is responsible for locking and unlocking the playground.

## BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

### Preschool

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

#### Diapering

- Only female nursery workers or the child's parent or legal guardian will undertake the diapering of children of either sex.
- Changing of diapers should be done in plain sight of other nursery workers and cameras.
- Children will never be left unattended on changing tables.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- Teachers are required to wear disposable gloves when changing diapers. After each diaper change, dispose of gloves and sanitize hands.

- Place a piece of wax paper underneath the child when changing diapers. This will aid in keeping our nursery clean.
- A changing table, pad, or crib must be used when changing a diaper. Wipe the area with approved disinfectant after each change.
- Ensure the diaper is dry when the child leaves.

### **Toilet training**

- Only female nursery workers or the child's parent or legal guardian will participate in toilet assistance efforts with children of either sex.
- Young children (birth through kindergarten) will never be left unattended in bathrooms.
- Any assistance must be completed with the door open in the presence of another staff member or volunteer.
- Children should be assisted in straightening their clothing before returning to the room with other children.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available by our church in the preschool suite if the parent has not furnished a clothing change.
- 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.

### **School-Age Children**

- Children should receive the minimum amount of assistance needed based upon their individual capabilities.
- Staff members and volunteers should never take a lone child to the restroom. If a volunteer takes a child to the bathroom, the volunteer will check the bathroom before the child enters the bathroom.
- If a worker must go into the restroom to check on a child, he/she should seek out another worker to accompany him/her. If another worker is not available, 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 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 staff member or volunteer.

### **Children with Special Needs**

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

## **VERBAL INTERACTIONS AND COMMUNICATION**

- Verbal interactions between staff members or volunteers and children should be positive and uplifting.
- Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.
- Workers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Workers are expected to refrain from swearing in the presence of children.

## ONE-TO-ONE INTERACTIONS

### Preschoolers and Children

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in FBCPN's Ministry programs. Another adult who has completed the FBCPN training and screening process should always be present.

### Students

FBCPN recognizes that meeting the emotional needs of students may occasionally require staff members and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with students.

- Workers should conduct one-to-one meetings with an individual student at a time when others are present in a public location and where interactions can be easily observed.
- If a closed-door meeting must occur, the student minister or another staff member must be present.

## ADULTS TEXTING MINORS

Staff or volunteers who communicate through texting with minors should only communicate in a group text with another, non-related staff member or volunteer as a part of the group.

\* FBCPN recognizes that meeting the emotional needs of students may occasionally require staff members and volunteers to minister to them on an individual basis. If any instances of discomfort occur, please report to the staff immediately.

## SEXUALLY-ORIENTED CONVERSATIONS

### Preschool and Children:

- Workers are prohibited from engaging in any sexually-oriented conversations with preschool or elementary aged children.
- Workers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities.

### Students:

It is expected that from time to time Student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings and will convey the church's views on these topics. If a one-on-one conversation needs to occur, the Student Pastor should be informed and the policy on One-to-One Interactions with Students should be followed.

## SEXUALLY-ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to a child) any sexually oriented materials (magazines, cards, images, videos, films, etc.).

## PHYSICAL CONTACT / AFFECTION GUIDELINES

FBCPN is committed to protecting children in its care. To this end, FBCPN has implemented a 'physical contact policy' that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in age-level ministries:

- Physical contact with children should be age and developmentally appropriate.
- Workers should be aware of and sensitive to differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs.
- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development and are generally suitable in the church setting.
- Preteens and older children should be hugged from the side.
- Children below Kindergarten should only be held in laps (females only) if the child initiates the interaction or the child's needs necessitate it.
- Children (kindergarten and above) should NOT be sitting on laps or on legs of volunteers.
- Kisses should be extremely limited and rare and never on the lips of a child.
- When approached by a child physically, do not reject the child, but guide their affection to an appropriate contact. Hugs are easily shifted, as are misplaced hands. When a child touches an adult in an inappropriate way unintentionally, no reference to it should be made to the child, simply redirect their hand or body. If intentional, simply correct with the same tone as any other correction and then move on. Do not make a big issue of it.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the age-level pastor or the Lead Pastor.
- Physical contact and affection should be given only in observable places or when in the presence of other children or workers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.

## DISCIPLINE

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children.

- **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children.
- Children are to be disciplined using age-appropriate non-physical methods of behavior management.
- Uncontrollable or unusual behavior should be reported immediately to a supervisor and the age-level pastor. Physical restraint will only be used when the safety of others is at risk.

**Students:**

If a student is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that student will be asked to leave (if not endangered by doing so) or the student's parent will be contacted to pick up the student. In the event of a fight or physical altercation, staff members will verbally redirect students involved and will try to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to a Student Pastor.

## RELEASE OF CHILDREN

Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

- It is the responsibility of each age-level pastor to establish a check-in/check-out system for each event in their ministry.
- 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 services or activities.
- It is understood that a person who drops off a child has authority to pick up that child.
- In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the age-level pastor before releasing the child.
- Children will not be released to anyone under the age of 16.
- Children will be called for immediately at the close of each church activity.
- Parents should not enter the child's classroom unless given consent from the child's teacher

**Security Tags:**

- Children, birth through 4<sup>th</sup> grade, will be required to wear a security tag.
- Birth through Kinder security tags will be placed on the back. 1<sup>st</sup> through 4<sup>th</sup> grade security tags will be adhered on the front of the child's shirt.
- The parent or guardian who drops off the child will be given a parent security tag to present at pick up.
- If the security tag is lost, the Minister of Children must be contacted to verify the parent or guardian's identity.
- A teacher is not to release a child to anyone without a parent security tag.

**Preschool:**

- To avoid congestion in the preschool areas, only one parent or guardian is asked to bring and call for their child. Individuals waiting for someone must do so in the hallway.
- For security, the door to the preschool suite will be locked while activities are in session and during worship.
- The security bell may be rung if anyone needs access to the suite while activities are in session. The person at the door must be visually identified before being admitted. If an unauthorized person is trying to gain access, call 911 immediately.
- Parents will not be allowed past the suite desk unless given consent from the suite assistant.
- Only trained scheduled staff and volunteers may pass the suite desk unless a parent is given consent from the suite assistant.

## SLEEPING ARRANGEMENTS FOR OVERNIGHT EVENTS

It is anticipated that certain Children's Ministry and Student Ministry activities may occasionally require that overnight sleeping arrangements be made for students and staff members and volunteers (i.e. camps, mission trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

- The 2-volunteer rule (volunteers or staff not related to one another) must be followed; a single child/student should not be alone with a staff member or volunteer.
- All adult leaders must have previously completed the church's screening and training process.
- For events not planned by the age-level pastor, overnight sleeping arrangements must be preapproved.
- Overnight activities should provide for separate sleeping arrangements.
- In Preschool and Weekday Ministries, only G rated movies will be shown. Children's Ministry, only G and PG movies will be shown. In Student Ministry, only G, PG or PG-13 movies will be shown. No R-rated movies are permitted.
- Appropriately modest sleeping attire must be worn; both tops and bottoms.
- In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by leaders of the same gender.
- Staff members and volunteers will monitor sleeping students by periodically conducting visual bed checks to ensure that sleeping students remain in designated sleeping places. During bed checks, staff members and volunteers should never physically touch a student.
- In the event that overnight arrangements do not include standard beds, each staff member, volunteer, and student will use single sleeping bags or blankets. In these instances, a "one-person-to-one bag or blanket" rule will be observed.

## SPECIAL EVENTS

There will be policy/procedure documents created for special events and/or separate training for volunteers of special events.

## NUDITY

Staff members and volunteers serving in age-level ministries should never be nude or change clothes in the presence of children in their care. Any action that makes a child feel uncomfortable will not be tolerated.

## EXTERNAL MINISTRIES

- Background checks will run on every adult participating in an External Ministry.
  - If the ministry is run by an outside organization, the organization's policy on background check will be followed. FBCPN will run background checks on adults participating in FBCPN-led ministries.
- Sleeping arrangements will either follow the above policy or be family unit-based.

## TOBACCO AND E-CIGARETTE USE

FBCPN requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during FBCPN activities or programs. FBCPN is a tobacco-free facility.

## INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children, or while working with or supervising children during any FBCPN program or activity.

## MEDICATIONS

A staff member or volunteer may not administer medication to any child while serving in Preschool or Children's Ministry unless authorized by a parent.

In Student Ministry, medication will be discussed on an individual, case-by-case basis.

## PICTURES / SOCIAL MEDIA

### Preschool

- Any pictures shared will be done solely through the FBCPN Kids Facebook page.
- Photos of children will not be posted online if specifically requested by parents or guardians.
- Photos will only be posted of preschoolers who have a photo release form on file.

### Children

- Any pictures shared will be done solely through the FBCPN Kids Facebook page. The exception to this is if you are the parent posting a photo of your child alone.
- Photos of children will not be posted online if specifically requested by parents or guardians.
- Photos will only be posted of children who have a photo release form on file.

### Students

- Photos of students will not be posted online if specifically requested by parents or guardians.
- Photos will only be posted of students who have a photo release form on file.

## PARENT INVOLVEMENT

### PARENTAL CONTACT

Parents who leave a child in the care of FBCPN staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministries programs.

### PARENTAL INVOLVEMENT

Parents are encouraged to visit any and all services and programs in which their child is involved at FBCPN. Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their children's programs at FBCPN will be required to complete the FBCPN volunteer application and screening process.

## INTERNET / ELECTRONIC MEDIA USAGE

No computer at or related to FBCPN is to be used by staff members, volunteers, children to engage in computer chat room discussions or visit pornographic or sexually inappropriate websites.

## TRANSPORTATION

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

- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff or volunteers will not transport children of the opposite gender if that child is the only child in the vehicle. A parent will be notified if a staff member or volunteer will be transporting a child of the same gender.
- No cell phones may be utilized by the driver while driving church vans, or vehicles owned or rented by FBCPN, unless in an emergency.
- No drivers under age 25 may drive Church-owned or rented vehicles unless given explicit consent from the Administrative Pastor.
- Drivers must complete driver training provided through FBCPN.
- Drivers must submit to a driving record background check through FBCPN.



**POLICIES AND PROCEDURES STATEMENT OF ACKNOWLEDGMENT<sup>2</sup>**

I have received and read a copy of FBCPN's Age-Level Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I will strive to partner with FBCPN in establishing a safe environment for the protection of children.

I agree to act with integrity regarding these policies whether I am actively volunteering or not while at FBCPN.

\_\_\_\_\_  
Staff Member or Volunteer's name (please print)

\_\_\_\_\_  
Staff Member or Volunteer's signature

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

\_\_\_\_\_  
<sup>2</sup> This page is to remain attached to FBCPN Age-Level Ministry Policy. A separate page will be given to volunteers and staff to sign.