



**FIRST UNITED METHODIST
CHURCH KILLEEN**

**POLICIES AND PROCEDURES
MANUAL**

Dear Volunteer or Staff Member,

Welcome to First United Methodist Church Killeen!

At FUMC Killeen, we take our responsibility to care for our children, youth, and compromised adults very seriously.

These guidelines are intended to facilitate a safe and nurturing environment, in which they can grow in their relationship with Jesus.

The pages of this handbook provide a general overview of procedures and guidelines for FUMC Killeen's volunteers, staff members, and contract individuals. Our policies are intended to create a safe environment for this congregation. 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 page 17.

Sincerely,

The MinistrySafe Safety Committee

Pastor Beverly Connelly
Senior Pastor
First United Methodist Church - Killeen

First United Methodist Church Killeen MinistrySafe Policies & Procedures

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Overview of the First United Methodist Church Killeen Safety System

Because we love children and desire to protect them, FUMC Killeen requires all staff members and volunteers to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Criminal Background Check

FUMC Killeen requires that all staff members, contract individuals, and volunteers undergo a criminal background check. Depending upon the position, differing levels or intensity of background checks may be required. Individuals who have committed sexually oriented or sex-related crimes may not serve in any area. In addition, certain other past criminal acts may preclude an applicant from serving minors.

STEP TWO: Screening Process

Staff members and volunteers are required to complete the FUMC Killeen's Screening Process, which requires a staff member or volunteer to:

- complete an Employment Application (employees only)
- complete the Safety Application (employees, contract individuals, and volunteers)
- complete a personal interview (employees, contract individuals, and volunteers)
- provide references to be checked (employees, contract individuals, and volunteers)

A volunteer must attend FUMC Killeen for six months before being eligible to serve in volunteer positions providing access to children, students, or vulnerable populations.

STEP THREE: Policies & Procedures

Staff members and volunteers are required to review the policies contained in this manual and sign page 17 of this document indicating that he or she has read and understood the material and agrees to comply with policy requirements.

STEP FOUR: Sexual Abuse Awareness Training

FUMC Killeen policies and procedures require that staff members, contract individuals, and volunteers avoid abusive behavior of any kind. They are required to report any policy violations to a supervisor or a member of the FUMC Killeen Safety Committee. Staff members, contract individuals, 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.

To equip FUMC Killeen staff members and volunteers with the information necessary to recognize abuser characteristics and grooming behavior, FUMC **Killeen requires all** staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training (live or online at www.MinistrySafe.com). This training will be renewed every two years.

Child Safety Policy

ABUSE TOLERANCE

FUMC Killeen has **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member, contract individual, and volunteer at FUMC Killeen to act in the best interest of all children in every program.

If staff or volunteers 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 to the Safety Security Administrators, the Director of Family Ministries, the Senior Pastor or their immediate supervisor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

FUMC Killeen is committed to providing a safe, secure environment for this congregation. Any report of inappropriate behaviors or suspicions of abuse will be taken seriously and will be reported, in accordance with this policy and state law, to the FUMC MinistrySafe Safety Committee Chair and the Police Department, Child Protective Services, or other appropriate agencies.

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 the FUMC MinistrySafe Safety Committee. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff members and volunteers are asked to report 'grooming' behavior, any policy violations, or any suspicious behaviors to a supervisor or a member of the FUMC Killeen MinistrySafe Safety Committee.

ENFORCEMENT OF POLICIES

FUMC Killeen staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all First United Methodist Church Killeen's policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from a position in Family Ministries or the Child Development Center– for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor, MinistrySafe Safety Committee, and SPPRC.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

To maintain a safe environment for our children, FUMC Killeen staff members, volunteers, and contract individuals, must be aware of their 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 supervisor in the ministry area, the Director of Family Ministry, the Child Development Center Director, the Senior Pastor, or any member of the MinistrySafe Safety Committee.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child or person will be immediately suspended from participation in FUMC Killeen Children and Youth Ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act shall be prohibited from future participation as a staff member or volunteer in all activities at FUMC Killeen. If the person is a staff member or employee, such conduct may also result in termination of employment from FUMC Killeen.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act will be restricted from participation in any activities involving children, students, or vulnerable populations at FUMC Killeen.

REPORTING ABUSE OR SUSPICIONS OF ABUSE

FUMC Killeen is committed to providing a safe, secure environment for children and their families. To this end, any report of inappropriate behavior or 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 criminal law enforcement.

Because sexual abusers 'groom' children for abuse, it is possible that a staff member or volunteer may witness behavior intended to groom a child for sexual abuse. Please report 'grooming' behavior, policy violations, or any suspicious behaviors to an immediate supervisor, such that the church may take appropriate action to safeguard children in the program.

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE TO LAW ENFORCEMENT

We report all suspected or alleged abuse or neglect of children to the Texas Department of Family and Protective Services (TDFPS)

Abuse Hotline: 1-800-252-5400

Because many adults are unfamiliar with Texas reporting requirements and may be fearful of the process, FUMC Killeen utilizes a 'tandem or dual report' model, where permitted. A 'dual report' occurs when an FUMC Killeen supervisor reports the suspicion or allegation *together* with the individual who saw, heard, or received information causing him or her to suspect abuse or neglect.

THIS PRACTICE IS NOT REQUIRED OR INTENDED TO INHIBIT ANY STAFF MEMBER OR VOLUNTEER FROM REPORTING TO LAW ENFORCEMENT, CPS, OR THE ABUSE HOTLINE *DIRECTLY*. Instead, it is meant to facilitate reporting, protect children, and support individuals who may not feel able or willing to report alone.

NO PERMISSION IS NEEDED from FUMC Killeen before reporting to law enforcement personnel or the Child Abuse Hotline.

While not required by state law, please report all suspicions of child abuse or neglect (or any inappropriate or 'grooming' behaviors of a colleague or coworker) to an immediate supervisor or a member of the FUMC MinistrySafe Safety Committee. This request is intended to assist the church in properly protecting children involved in FUMC Killeen programs.

When in doubt, report.

Safety Committee

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for this congregation, FUMC Killeen will appoint and maintain a MinistrySafe Safety Committee, which will meet once each quarter.

The purpose of the Safety Committee is to enable FUMC Killeen Children's Ministries to conduct appropriate ministry activities while safeguarding program participants against emotional, physical, or sexual abuse.

COMPOSITION

The Safety Committee will be comprised of the following members:

- Senior Pastor
- Business Director/Safety Security Administrator
- Volunteer Safety Security Administrators
- Director of Family Ministry
- Director of Child Development Center
- Trustee Representative
- SPPRC Representative

Contact information for this team is on page 18 of this document.

RESPONSIBILITIES

The Safety Committee is charged with the following duties:

1. Applying existing FUMC Killeen policies and procedures related to children's safety and risk management issues.
2. Monitoring all Family Ministries programs for ongoing compliance with safety policies.
3. Making recommendations to the FUMC Killeen Church Council regarding safety issues.

Children's Ministry Staff Monitoring Plan

BUILDING SAFETY

Every ministry supervisor is responsible for ensuring that the ministry program area is monitored during programming serving children. This includes unobserved monitoring of staff members, volunteers, and children. No child will ever be left unattended in a ministry area or on a playground during regular programming, classes, or activities.

SUPERVISION

Only parents (dropping off children), MinistrySafe volunteers, church staff members, and children are allowed in areas where ministry to children is occurring. All other adults should be asked for identification and immediately escorted out of the area. If questions or concerns arise related to any person in the area, a ministry supervisor or security team member should be notified immediately.

Two trained, MinistrySafe adults should always supervise children.

Avoid being alone with an individual child in any room or during any ministry program. If one supervising adult must leave a group of children, another MinistrySafe volunteer or employee must be notified so that the *Two Adult Rule* can be followed.

If two individuals serving in a room are related to one another, a third unrelated MinistrySafe volunteer or staff member must be present.

If an unusual circumstance occurs and you find yourself alone with a single child, 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.)

If you need to talk with a child alone, do it in the hallway or a highly visible area, or have another leader with you.

After every ministry event, ensure that every room, area, and restroom is checked before leaving.

PLAYGROUNDS

On the playground, remember to circulate, watching children during play periods, giving particular attention to areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

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

Child Safety Measures

WORKER TO CHILD RATIOS

FUMC Killeen is committed to providing adequate supervision in all Children's Ministries programs. Accordingly, the following worker-to-child ratios will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 & 3 years old	2	12
Preschool, 4 & 5 years old	2	18
Elementary	2	20
VBS	2	20

- The Child Development Center's operational staffing will follow the State of Texas licensing requirements.

If a worker is 'out of ratio' it is his or her responsibility to immediately notify the program supervisor, Director of Family Ministry, or Child Development Center Director. Supervisors will make diligent efforts to find substitute workers to immediately bring worker-to-children ratios into compliance with Church/State policy.

RELEASE OF CHILDREN

At any time that a child has been entrusted to FUMC Killeen staff members or volunteers, the Church incurs responsibility for the safety and well-being of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of the children in their charge.

The Family Ministries staff members or volunteers are responsible for releasing children into 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 presumed a person who drops off a child or student has the authority to pick up the child.

If staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Directors of Family Ministry/CDC before releasing the child.

Disciplinary Policies

DISCIPLINE

It is FUMC Killeen's policy that staff members and volunteers are prohibited from using physical discipline in any manner for the behavioral management of children. **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 children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning to remind the child of class expectations and redirect them to positive behavior. Do this individually, when possible, and try not to single out a specific child in a large group setting. *When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
2. If the behavior does not cease, remove, or direct the child away from the group to another area of the room. (Avoid being alone with the child.)

Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations.

3. After a third time, refer to a staff member. A staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior must be reported to the ministry supervisor.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your words.
- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

BULLYING

Verbal, physical, or emotional bullying is not acceptable in FUMC Killeen's ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no "harmless put-down" where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense:* Pull the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with a pastor and the child's parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. **DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discreet.**

3. *Third Offense:* Send the child to a pastor or ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and removal from the activity or event.

Restroom Policies

DO NOT USE OR OCCUPY a restroom in use by children. Adults should use a restroom separate and apart from restrooms used by children during weekend services or when there are children present. No volunteer OF ANY AGE should enter or occupy a restroom while children are using it. When no child is present, adults (and young volunteers) are allowed in a restroom (one at a time) so long as there is another adult at the doorway keeping any child from entering.

NURSERY CHILDREN

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

Diapering

- Changing diapers should be done in plain sight of other nursery workers or volunteers.
- Children will never be left unattended on changing tables.
- Any special instructions given by parents leaving children in nursery will be recorded on the registration cards (“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 diapers.
- Children should be changed on changing stations only.

Toilet training

- No child will be forced to toilet train.
- The nursery workers, volunteers, or the child’s parent or legal guardian will participate in toilet training efforts with children of either sex.
- When children are taken into restrooms, the door will be left partially open.
- Young children will never be left unattended in restrooms.
- 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 on the registration card (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).
- 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 from FUMC Killeen in the children’s area if the parent has not furnished a clothing change.

GRADES 1-5

If you must go into the restroom to check on an individual child, seek out another adult to accompany you. If another adult is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.

If a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting 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.

If restroom use is required:

- MinistrySafe adults will assist children in the restroom unless a parent is assisting their own child.
- Only one child in the restroom at a time, in a single toilet facility.
- When a worker is assisting a child, the door must not be locked and must remain ajar. In general, children should receive the minimum amount of assistance needed based on their individual capabilities. Encourage children to do all they can for themselves.
- All students in grades 1-5 must be accompanied to the restroom by a MinistrySafe adult.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods. Report this behavior to the parent if it occurs.

SPECIAL NEEDS

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

Medication

Medications may be given to a child by a staff member or volunteer with a doctor's prescription. The medications must be in the original packaging, including over-the-counter medications. The only exceptions to this policy are diaper ointment/medications and insect bite creams after a parent information sheet is signed by the parent or guardian.

Transportation

The following guidelines should be strictly followed when staff or volunteers engage in the transportation of children:

- Children should be transported directly to their destination. Unauthorized stops in a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles. No staff or volunteers will be permitted to be alone in the back of a vehicle. If this is necessary, three adults must be in the vehicle.
- No cell phones may be utilized by the driver while driving FUMC Killeen vans, or vehicles owned or rented by FUMC Killeen.
- Drivers under age 25 may not drive FUMC Killeen's vehicles or rented vehicles.
- All the children or youth will be picked up and returned to a central location (i.e., the church).

Verbal Interactions with Children

Verbal interactions among staff members or volunteers and children should be positive and uplifting. FUMC Killeen's 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.

Staff members and volunteers will not use profanity when talking to a child or youth or any language that could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

One-to-One Interactions with Children

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interact with children while participating in FUMC Killeen's Children's Ministry program. Another adult who has completed the FUMC Killeen's MinistrySafe application and screening process should always be present.

Physical Contact

FUMC Killeen is committed to protecting children in its care. To this end, FUMC Killeen has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Children's Ministries while protecting children. The following guidelines are to be carefully followed by anyone working in Family Ministries programs:

- 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 suitable in the church setting.
- 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 or the Senior Pastor.
- Physical contact and affection should be given only in observable, public locations and in the presence of staff members and volunteers.
- Personal conduct must be above reproach.
- Do not force physical contact, touch, or affection on a reluctant child. A child's preference not to be touched must be respected.

- Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touching by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor, or the Senior Pastor.

Intoxicants

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any FUMC Killeen facility while traveling with children, or while working with or supervising children.

Tobacco, Vaping, E-Cigarette Use

FUMC Killeen requires staff members and volunteers to abstain from the use or possession of tobacco products, vaping, or e-cigarettes in the church, on the church campus, or any property of the church while in the presence of children or their parents, or during FUMC Killeen activities or programs.

Sexually Oriented Conversations

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child in the program.

Sexually Oriented Material

Staff members and volunteers at FUMC Killeen are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

Nudity

Staff members and volunteers should never be nude in the presence of children 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.), a staff member/volunteer will submit a plan to the Senior Pastor concerning arrangements for showering or changing clothes.

Parental Involvement

PARENTAL CONTACT

Parents who leave a child in the care of FUMC Killeen 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 FUMC- Killeen programs.

PARENTAL INVOLVEMENT

Parents are encouraged to visit all services and programs in which their child is involved at FUMC Killeen. 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 FUMC Killeen will be required to complete the FUMC Killeen's MinistrySafe volunteer application and screening process.

Policies and Procedures Statement of Acknowledgement and Agreement

This page is to be signed, detached, and delivered to the Ministry Supervisor.

I have received and read a copy of First United Methodist Church's MinistrySafe 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 FUMC Killeen.

I understand the manual may be modified, and that any guideline may be amended, revised, or eliminated by FUMC Killeen.

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 FUMC Killeen 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 First United Methodist Church Killeen. 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.

I acknowledge receipt of the First United Methodist Church Killeen MinistrySafe Policies and Procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date:

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.

First United Methodist Church – Killeen

2024 MinistrySafe Safety Committee

Job Title	Name	Phone Number	Email
Pastor *	Beverly Connelly	254-634-6363	beverly.connelly@fumc-killeen.org
Business Director/SSA	Mike Tuggle	254-289-2403	mike.tuggle@fumc-killeen.org
Volunteer SSA Chair	Bev Tuggle	254-289-2407	bevtuggle@aol.com
Volunteer Safety Security Admin	Becky Smith	254-628-9420	rsmith165@hotmail.com
Volunteer Safety Security Admin	Colleen Smith-Fey	254-458-8089	clsmith1331@gmail.com
Volunteer – Children Ministries	Carol Dugger	254-319-8410	dugger_carolyn@outlook.com
Volunteer – Youth Ministries	Yvonne Smith	254-338-6947	yvones@hotmail.com
Child Development Center Director	Michele Street	719-209-0927	michele.street@fumc-killeen.org
Trustee Representative	Bryan Charlton	254-258-4103	bry.charlton@gmail.com
SPPRC Representative	Sharon Carter	254-319-8262	sharoncarter@hotmail.com
Volunteer – CDC Board	Carol Morgan	254-338-0067	caroltolliver@yahoo.com
Volunteer - CDC Board	Cynthia Potvin	254-290-1686	cspotvin@gmail.com
