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St. Timothy's Anglican Church

Safe Church Policies & Procedures: Resource Appendix

Parish Task Force

Fr. Stan Gerber, Rector
Ana Acosta, Assistant Youth Minister
Sue Benson
Chris Greenwood, Senior Warden
Tommy Lamb
Natalie McGehee
Lisa Musick, Children's Education & Music Director
Meagan Patton, Office & Finance Administrator
Tracy Pegues, Evangelism & Communications

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I. INTRODUCTION

A. Pastoral Letter from the Rector to our Parish Family at St. Timothy's

The Holy Scriptures speak of the Church as the Body of Christ and His bride. God calls His Church and all Her members to a life of holiness, service, and love of neighbor. Our Lord and Savior, Jesus Christ, calls us to be ministers of His gospel for a broken world. We are guided and empowered by the Holy Spirit to participate in God's redemption of the whole of creation. As a community of faith, the Church stands for truth, justice, mercy, compassion, reconciliation, service, and sacrifice. The Church serves as a field hospital, where the broken may enter and encounter the love, grace, peace, and healing power of Christ's redemption. This is central to our vocation.

To this end, St. Timothy's Anglican Church must be a safe place. Our responsibility to shepherd the physical, emotional, and spiritual health of each person is essential. In our broken world, the vulnerable are often exploited. Statistics demonstrate that approximately one in four girls and one in six boys suffer abuse in their lifetime. This means that it is highly likely that our congregations are made up of men and women who have either experienced abuse or know a survivor/victim of abuse. Unfortunately, this is true for every denomination. To be light in a dark world, the Church must be different. The Church must take action in order to equip leaders to safeguard those in its care.

Therefore, St. Timothy's Anglican Church affirms the following:

Humanity is PART OF creation, yet UNIQUE

- God's CREATION is a good gift
- IMAGE OF GOD: Every human being is created in the image of God and has inherent worth and dignity.

Humanity is uniquely CALLED to stewardship/care in love

- STEWARD: The Church is called to steward God's creation and His bride, the Church.
- RESPECT: This understanding of sexuality calls for equal respect for all men, women, and children as persons made in God's image, and for everyone's right to sexual and physical integrity.

Humanity is embodied and communal and has received the good gift of sex to be enjoyed within covenant

- SEX IS A GIFT: Sexuality is good, blessed, and purposeful; sexuality is understood to be a gift that is celebrated by sexual union within the bond of love found within the covenant of a man and a woman in marriage.

Humanity is Broken

- VULNERABLE: Children, adolescents, the infirmed, and elderly are particularly vulnerable to the tragic consequences of broken covenants and abusive treatment, and special care must be taken to protect their individual rights and personal integrity.

Church is About the Restoration of Humanity

- JUSTICE: All types of abuse (verbal, physical, neglect, and sexual misconduct) will be taken seriously by St. Timothy's, and when required by law, will be reported to the appropriate local, state, and/or federal agency.
- PROTECTION: The protection of the vulnerable shall be of utmost concern.
- RESPONSIBILITY: The Church has always recognized that those chosen for ordained ministry bear a particular responsibility to pattern their lives according to Jesus' teaching. Bishops, priests, deacons, and lay leaders are called to be faithful examples of the Christian life. Any moral offense by clergy or laity entrusted with pastoral and educational ministries is especially hurtful because it betrays the trust committed to each by the Church to nurture and care for every member.

This manual outlines the policies required in our effort to prevent sexual misconduct and harassment by members of the clergy, lay employees, and those working in ministry with youth and children. This manual also prescribes the procedures required in response to an event of sexual misconduct or harassment and articulates the policies that aim to protect potential survivors/victims. It is necessary reading for all parish leaders, including, but not limited to, all affiliated clergy, vestry members, all parish employees, and all lead volunteers/teachers for children/youth. The manual is also recommended for comprehensive understanding of the issues involved with sexual misconduct and harassment and the ramifications of engagement therein.

As the Body of Christ, we are called to be children of light, uncovering what is done in the darkness, and to protect and care for the vulnerable in our midst. I am grateful for your ministry and commitment to this policy below.

The Rev. Stan Gerber

B. Purpose of St. Timothy's Anglican's Safe Church Policies & Procedures Manual

This manual provides guidance, information, instruction, and common practices to direct and inform the clergy and laity of St. Timothy's Anglican Church (Parish). It also serves as a reference manual to inform your decisions and methods regarding safeguarding the children, youth, adults, and families, entrusted to you, providing minimum standards of care and vigilance.

C. Safe Church Diocesan Committee

The Bishop, in consultation with the Diocesan Council, will establish a Safe Church Diocesan Committee that is responsible for disseminating the Diocese of the Western Gulf Coast's (DWGC) Safe Church Policies and Procedures under the authority and oversight of the Diocesan Council and the Bishop in accordance with the canons of the Diocese. From time to time, but not less than annually, the Committee will review and, if necessary, revise the policies and procedures considering practical experiences, medical and other scholarly research, legal developments, and other relevant considerations.

D. Responsibility for Implementation and Compliance

The Rector/Senior Pastor of the Parish, rather than the DWGC or the Province, has overall responsibility for the administration of and compliance with these policies and procedures within the Parish, mission, or church plant he leads and for providing all reports requested by the Diocese. In the absence of a Rector/Senior Pastor, the clergy-in-charge or designated lay leader(s) will be responsible. Duties may be delegated, except in those areas specifically delineating action by the Rector/Senior Pastor. However, these endeavors go far beyond matters of compliance and reporting. We pray that the information and policies in this manual will be shared and implemented in such a manner that creates or strengthens a culture of safety in each of our Parishes that makes protecting our children and youth and the vulnerable among us part of our DNA.

RESOURCE APPENDIX

A. ST. TIMOTHY'S ANGLICAN CHURCH SCREENING STATEMENT

Have you ever:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, sexual abuse, or had any such conviction expunged?
 - Yes
 - No

- Been charged with child or adult sexual abuse in a civil proceeding?
 - Yes
 - No

- Committed an act of child or adult sexual abuse?
 - Yes
 - No

- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?
 - Yes
 - No

Has any other member of your household:

- Been arrested for, or convicted of, any crime involving child abuse and/or neglect, sexual abuse, or had any such conviction expunged?
 - Yes
 - No

- Been charged with child or adult sexual abuse in a civil proceeding?
 - Yes
 - No

- Committed an act of child or adult sexual abuse?
 - Yes
 - No

- Been diagnosed with any paraphiliac psychological condition, as defined by the American Psychiatric Association, including, but not limited to, pedophilia, voyeurism, or exhibitionism (except where such inquiry is prohibited or limited by applicable laws or regulations)?
 - Yes
 - No

Printed Name

Signature

Date

B. Implementing a Train-the-Trainers Model

[This section covers the two main trainings (awareness and policy) and how to conduct a Train-the-Trainers model. Your diocese will need to decide if you will offer the awareness training online through external programs, or in person alongside your policy training. Additionally, you may choose to write your own awareness training. Once you have decided which format and curriculum to use for the awareness training, update this section with that information, being sure to retain the explanation of the process and why it is necessary.]

There are two main components of training: awareness training and policy training.

The most effective model for child abuse awareness and prevention and sexual harassment policies is to hold interactive workshops in-person. Since so many in our culture (one in five) have had an experience of child sexual abuse, in-person workshops are often also a very helpful place for ministry and for healing. The topic itself is a difficult one for many to examine and those in attendance may need help in processing what they have learned or what the training has triggered.

Workshop leaders should be equipped to provide information, support, and referrals and be trained through the Train-the-Trainers model established in our diocese. This model is structured so that each parish sends their trainer(s) to be trained by the diocese, and the trainers then return to their home parish to train clergy, staff, and volunteers. These trainers should demonstrate expertise in teaching while also exercising discernment and pastoral care for those who may be triggered by difficult content.

Once trained, the parish representative trainer will provide instruction for staff, vestry or equivalent, and volunteers in their home parish that mirrors the instruction offered by the diocese, including:

1. Child Sexual Abuse Prevention Awareness Training

[This awareness training is offered either through a diocesan created and approved curriculum or by using a purchased training curriculum that has been approved by the diocese, listed below. Once your diocese selects its model, update this section with the program of choice and how to access it.

If the diocese does not create their own Awareness training curriculum, parishes can easily utilize one of the online certification programs, see below.

Ministry Safe and *Protect My Ministry* offer online learning management programs that keep track of certification. Each congregation should appoint an administrator who will manage online users. Both of these offer discounts for ACNA parishes, see below. Another option for small groups is *Creating a Safe Environment*, an in-person group curriculum (an updated version of *Safeguarding God's Children*.)]

2. Diocesan and Church Policy Training

The Policies for Protection of Children & Adults found in this document should also be covered with clergy, staff, and volunteers, either in-person or virtually. A committee should also be formed to review the policy and procedure manual and adapt it for your congregation. Check with an attorney to make sure that guidelines and reporting procedures conform to your state.

3. Sexual Harassment Prevention Training

This training will be offered through a diocesan approved curriculum. Parishes will also have the option of utilizing its own curriculum, provided it is approved by the Diocese.

Options for Awareness Training:

MinistrySafe

MinistrySafe is a safety system designed to reduce the risk of child sexual abuse in your congregation. *MinistrySafe* provides on-line child sexual abuse awareness training, has sample policies and procedures that can be tailored to your particular situation, and provides training in skillful screening and guidelines for monitoring and oversight of the program. This program has been endorsed by the Anglican Church in North America and is its minimum standard.

A parish's Ministry Safe account will cost \$100/year for ACNA parishes and \$5 for each person who successfully passes the test. To set up a *MinistrySafe* account, go to <https://ms.ministrysafe.com/acna/>. Be sure to register as an ACNA parish and to sign up for the discount with ACNA2021 code (updated each year).

Protect My Ministry

Protect My Ministry offers child safety training as well as background checks and free screening training videos, helping you fill in the gaps in risk management. *Protect My Ministry* covers protecting children from abuse through its online training and certification, but it also offers extensive resources for screening before the volunteer or employee even begins working with children. One of the unique benefits to *Protect My Ministry* is its social screening, designed to screen a potential worker's social media accounts through a legal process reviewed by the Federal Trade Commission, intended to increase information received beyond background checks. Enrollment fees are waived and the per person cost is reduced if the organization mentions they are an ACNA parish. For more information or to purchase: <https://info.protectmyministry.com/acna>.

Creating a Safe Environment

Creating a Safe Environment is a research-based, facilitator-led, video-based training program that is intended to be completed in small group training within your parish. From the publishers of Safeguarding God's Children, Praesidium, this *Creating a Safe Environment* curriculum offers case study videos that are watched together and discussed, covering additional topics that go beyond the basics of child protection, such as protecting against peer-to-peer abuse, red-flag behaviors, electronic communications, supervising high-risk areas, and how to handle the conversation when a child discloses abuse. The facilitator guide is a helpful resource for the trainer in each parish to know how to navigate difficult conversation among adults, especially when they may be triggered talking about past abuse. For more information or to purchase: <https://praesidium.lpages.co/case/>.

The Evangelical Council for Abuse Prevention

The Evangelical Council for Abuse Prevention is an organization that offers accreditation to parishes and schools dedicated to the protection of children. This organization offers resources such as awareness training, but it also offers coaching for parishes in the accreditation process seeking to improve their protection of children. For more information visit: <https://www.ecap.net>.

Once your online program is selected, update this section with that information including registration codes and costs, and remove the rest.

C. St. Timothy's Anglican Church Supervisory Plan Template & Sample¹

St. Timothy's Anglican Church Supervisory Plan for 2022-2023 for

Registration:

Personnel/Ratio:

Supervision:

Cell Phone Use: Cell phone use is not permitted while working or volunteering other than in the case of an emergency.

Discipline Procedure:

Physical Environment:

Bathroom Procedure:

Injury/Incident Reporting:

Emergency Procedures:

Fire:

Tornado:

Intruder:

¹ With certain Supervisory Plans it may be prudent to include a Building Plan that identifies bathrooms, emergency exits etc.

Reporting Concerns:

Release of Children:

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to

Printed name: _____

Signature: _____

Date: _____

Sunday Morning SAMPLE Supervisory Plan for Toddler Nursery (ages 2- 4)

Registration: All children must be registered by their parent or guardian prior to being welcomed into the nursery. Emergency contact information should be listed on the completed registration form.

Personnel/Ratio: Only screened staff and volunteers may work in the nurseries. No one under the age of [X] may be hired to work in the nurseries and no one under the age of [X] may volunteer in the nurseries. A minimum of two screened and trained staff/volunteers must always provide supervision with a minimum ratio of one staff/volunteer per five children at any time. Nursery staff and volunteers are not permitted to allow unscreened friends or family members to assist in the nursery.

Supervision: Children in our care require constant loving supervision. Staff and volunteers are expected to engage children in conversation, direct them to age-appropriate activities, and calmly redirect problematic behavior.

Cell Phone Use: Cell phone use is not permitted while working or volunteering in the toddler nursery other than in the case of an emergency.

Discipline Procedure: Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management in the nursery. 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. Children are to be disciplined using time-outs and other non-physical methods of behavior management.

Our disciplinary response includes these four steps:

- a. Friendly reminder
- b. Verbal warning/correction
- c. Time out
- d. Summoning the parent or legal guardians to return to the nursery

Physical Environment: Windows on nursery doors will not be obstructed. Toys, books, and furniture and apparatus will be cleaned on a [indicate and adjust how frequently, where to find supplies, etc.] basis. Rugs and other moveable items that could pose danger will be secured.

Bathroom Procedure: Children will be escorted to the bathroom by female staff and volunteers with one person assisting and another in proximity. Diapering will be conducted by female staff/volunteers in the observable diapering areas only.

Injury/Incident Reporting: Staff or volunteers will fill out an incident report and advise [X] when a child is injured or hurt in any way. Incidents of conflict with parents should also be reported in the same manner.

Reporting Concerns: Concerns about the nurseries should be reported to [X].

Release of Children: Staff or volunteers will release children only to those adults who have corresponding wristband identification with the child.

I certify that I have read the Supervisory Plan for the following event: _____

I will abide by this plan and report any breach of it to _____

Printed Name: _____

Signature: _____ Date: _____

[Note: This is an example of a supervisory plan. Plans are required for all children's and youth programming.]

D. How to Report Abuse to Child Protective Services

Although the name of the person reporting the suspected abuse may be requested for follow-up purposes, the person reporting abuse to Child Protective Services is generally NOT required to give his/her name. If the person reporting does provide his/her name and requests anonymity, there are legal mechanisms in place in each state to protect the reporter from having his/her name given to the alleged abuser, unless otherwise ordered by a court.

It is helpful for the person reporting suspected abuse to provide the following:

- The name and address of the child and the parent or person responsible for his/her care.
- The names of other persons, especially children, living in the suspected survivor/victim's home.
- Address of the child's home.
- The child's age, sex, and race.
- The name of the school the child attends.
- The name and address of the alleged abuser, if known.
- A description of the alleged abuse and or neglect, including how long it may have been happening.
- The relationship between the person reporting the abuse and the child.

Please refer to Appendix Section E for a sample form for Report of Suspected Child Abuse to be used when reporting allegations of child abuse to Child Protective Services and other authorities.

Once completed, that form should be kept in a confidential file with the parish.

Child Protective Services Procedure after Initial Report

If the Child Protective Services worker determines that the report of abuse is a valid complaint, then the complaint must be investigated. To constitute a valid complaint, all the following criteria must be met:

- The child must be under the age of 18 at the time the complaint occurred.
- The alleged abuser must be the child's parent or caretaker at the time of the abuse.
- The report must be made in the city or county where
 - a. the child lives
 - b. the abuse occurred
 - c. If neither of these is known, where the abuse is discovered
- The circumstances must meet the state definition of abuse or neglect.

E. St. Timothy's Anglican Church: Form for Report of Suspected Child Abuse
Confidential: Keep completed form in locked file.

Your Information	Name:	
	Date of initial report:	
	Title/Position:	
	Supervisor or Ministry Leader:	
	Address:	
	Phone:	
	Email:	
Information Regarding Suspected Survivor/Victim(s):	Name:	
	Age:	
	Biological sex:	
	Family members' names and relationship:	
	Address:	
	Telephone:	
	Ethnicity:	
	School currently attending:	
Relationship to the parish: Member, Frequent Visitor, Infrequent Visitor, Guest		
	Name of any other suspected survivor/victim (attach additional forms):	
	How did you become suspicious of possible abuse?	

Information about the Person Suspected of Child Abuse:	Name:	
	Address:	
	Telephone:	
	Relationship to the parish, if any: Member, Frequent Visitor, Infrequent Visitor, Guest	
Confidential Details (Keep locked up)	Describe any physical evidence of suspected abuse:	
	Describe incidence details such as type, date(s), time(s), and location(s) of suspected abuse:	
Witnesses (if any)	1. Name/phone/age:	
	1. Relationship to parish, if any: Member, Frequent Visitor, Infrequent Visitor, Guest	
	2. Name/phone/age:	
	2. Relationship to parish, if any: Member, Frequent Visitor, Infrequent Visitor, Guest	
Reporting Details	To whom was the initial report made (name/title/phone):	
	What is their relationship to the parish?	
	On what date was the suspected abuse reported to Child Protective Services?	
	Name of CPS worker who received the report:	
	If reported to police, what was the name of officer receiving report and the date?	
	Were the parents/guardians notified? Date and parent/guardian phone number:	
	Was suspected abuse reported to the Diocese, what date, and to whom was it reported?	
	Any other information which may be helpful to the investigation?	
Submission	Date:	Signature:

F. Risk Management & Compliance Resources

1. Risk Management Guide

No matter how expertly your diocesan policies and procedures are written, no matter how compliant your parishes and diocesan organizations are, no matter how outstanding your screening, training, interactions, monitoring, reporting, and responses are it is not uncommon for completely unintended things to happen to parishes intentionally following protocols.

It is, therefore, important to select the right insurance including the correct limits, terms, conditions, and deductibles that are customized to your specific needs. We recommend that you purchase the very best insurance your parish can afford. As a resource and for discussion with your parish's insurance agent or consultant, see the Texas United Methodist Church Minimum Insurance Requirements.²

2. Sample Diocesan Tracking Compliance Checklist

Parishes, not the Diocese or the Anglican Church in North America, are responsible for obtaining and keeping documentation of the following items in a secured location, in perpetuity, which includes evidence of the following. It is acceptable to save electronic copies of scanned documents in a secure location.

Screening Standards:

- Volunteer applications for those working in youth and children's ministries and all employees.
- National Sexual Offender Registry and criminal background checks renewed at least every two years.
- Personal and professional reference checks.
- Social media searches.
- Interviews and screening statements.
- For drivers: copy of valid driver's license, vehicle registration, DMV record, and proof of auto insurance.

Training Standards:

- Certification that all clergy, vestry or equivalent, and staff working in youth and children's ministries have read, understood, and accepted the St. Timothy's Anglican Church Policy on the Protection of Children.
- Certification that all clergy, vestry or equivalent, staff and volunteers working with youth and children's ministries have attended a St. Timothy's Anglican Church-approved awareness training and have recertified every two years.
- Certification that all clergy, vestry or equivalent, staff and volunteers working with youth and children's ministries have attended a diocesan/church policy training (St. Timothy's Anglican Church Policy on Protection of Children) and have recertified every two years.

² [Microsoft Word - minimum-insurance-requirements-november 2019 revision-final \(1\).docx \(txcumc.org\)](#)

- Certification that all clergy, vestry or equivalent, staff and volunteers have read, understood, and accepted the St. Timothy's Anglican Church Policy on the Protection of Adults.
- Certification that all clergy have completed the St. Timothy's Anglican Church-required training on issues of sexual harassment, mentoring and colleague relationships, and sexual exploitation in pastoral relationship (through Keeping Our Sacred Trust or other provider approved by the Diocese) and have recertified every two years.
- Certification that all clergy, vestry or equivalent, staff and volunteers have completed the St. Timothy's Anglican Church-approved training on Sexual Harassment Prevention and on the adult protection policy itself.

Monitoring Standards:

- Written supervisory plans for all youth and children's programming.

Responding & Reporting Standards:

- Reports of suspected child abuse.
- Reports of sexual harassment claims.



3. INDIVIDUAL ACKNOWLEDGEMENT OF RECEIPT OF POLICIES

Safe Church Policies & Procedures: Protection of Children & Adults
Acknowledgement of Receipt for all clergy, vestry or equivalent, employees, lay ministers, and volunteers

I have received the St. Timothy's Anglican Church Safe Church Policies & Procedures: Protection of Children & Adults and confirm that I have read and understand its contents. I understand how these policies are implemented at St. Timothy's Anglican Church and my role in that. I understand that these policies may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by St. Timothy's Anglican Church. Once notified of any amendments or revisions, I am responsible for reading and complying with them. It is not the responsibility of the Diocese of the Western Gulf Coast or the Anglican Church in North America to ensure I comply.

I am (check appropriate group):

- Clergy
- Vestry or equivalent
- Employee, non-clergy
- Lay minister
- Volunteer

Signature _____

PrintName _____

Congregation St. Timothy's Anglican Church, 6819 Louetta Rd., Spring, TX 77379

*This form must be signed and returned by all clergy; vestry or equivalent; lay ministers; employees; and volunteers who work with children.



ST. TIMOTHY'S ANGLICAN CHURCH

6819 LOUETTA ROAD SPRING, TX 77379
MAIN: 281-255-4111 FAX: 281-251-9448
WWW.STTIMOTHYSANGLICAN.ORG

4. CONGREGATIONAL CERTIFICATE OF COMPLIANCE

Congregation Name: St. Timothy's Anglican Church, 6819 Louetta Rd.

City/State: Spring, TX 77379

I hereby certify that this congregation:

- Has obtained and will maintain sexual misconduct insurance coverage.
- Has adopted policies and procedures that comply with terms and conditions set forth by the insurance carrier in respect to sexual misconduct.
- Has adopted policies for the protection of children and adults and is full compliance with the Safe Church Policies & Procedures: Protection of Children & Adults of the Diocese of the Western Gulf Coast, Ver 1.0, January 28, 2022, Rev 1.

Rector/Senior Pastor

Date

Senior Warden or other designated lay leader

Date

G. St. Timothy's Anglican Church Response Plan

1. Appropriate actions and communications are generally fact-specific and depend heavily on the circumstances, including the types of allegations, the role (if any) of the accused, the involvement of law enforcement and whether any of the behavior is admitted.
2. The Parish's response should be survivor-sensitive, i.e., priority should be given to protecting and caring for the alleged survivor/victim and his/her family. However, it is essential that the Parish respond in a manner that promotes healing for the survivor/victim, the person accused of abuse and the loved ones of both parties, as well as healing in the congregation and community.
3. Document any actions taken regarding the complaint and retain that documentation in confidential files. Electronic documents, images and recordings should be preserved and saved on a secure, password-protected computer or cloud-server and all paper documents should be preserved and locked in a secure location. The Chancellor or Parish's legal counsel may have additional specific instructions for how such documentation should be prepared and maintained. No documents, photographs, recordings, emails, or texts that relate in any way to matter at hand should be destroyed or deleted without consulting with the Parish's legal counsel or the Chancellor.
4. If a child discloses abuse or neglect, the clergy, staff member or volunteer receiving the information (with another responsible adult if reasonably possible) should calmly and carefully listen to the child's account, ask non-threatening questions if needed and write down what the child discloses as accurately as possible. The information obtained from the child should be treated with the highest degree of confidentiality.
5. Immediately report the allegations to the Rector/Senior Pastor (who, in turn, should report the matter to the Bishop) and provide all notes taken during any conversations with the survivor/victim to the Rector/Senior Pastor.
6. The Rector/Senior Pastor should immediately contact the child's parents or legal guardians reporting abuse and ensure they receive immediate and long-term pastoral care and are offered professional counseling from a counselor who is experienced with trauma-informed care and acceptable to them. Also, consider assigning a member of Parish leadership as a liaison, who will be intentional about staying in regular contact with the family and walking with them through what will be a very challenging season.
7. The Rector/Senior Pastor, in consultation with the Bishop and Chancellor, should decide whether independent legal counsel should be retained.
8. Consult with the Chancellor for advice regarding compliance with reporting laws, and then make/file the necessary reports with the appropriate agencies as soon as possible.
9. Inform the accused of the allegations, the process that will followed and his/her right to be represented by legal counsel and ensure the accused receives pastoral care. The accused should be suspended (with pay if he/she is a paid employee) while a confidential investigation is being conducted. If the accused is a member of the clergy,

any employment-related decisions by Parish leadership must be made in consultation with the Bishop and in conformity to the Constitution and Canons of the DWGC.

- 10.** Promptly notify your liability insurance company. Do not wait for the investigation to be concluded before notifying your insurance carrier absent legal advice to do so.
- 11.** The Bishop, in consultation with the Chancellor, should decide upon the nature and extent of the investigation, if any, to be conducted and by whom. Neither the Bishop nor the Rector/Senior Pastor should participate in the investigation, which should be impartial and bias-free.
- 12.** Identify a single spokesperson (someone who can communicate clearly and succinctly and with empathy and care) to respond to any media inquiries.
- 13.** Have early and transparent communication of essential and non-confidential facts with the congregation. The communication should be succinct, factual, non-speculative and survivor-sensitive and, among other things, send a clear message that the survivors/victims are being cared for and that the Parish is a safe place.
- 14.** Care must be taken not to interfere with any investigation by law enforcement and to be sensitive to the fair treatment of the accused and the well-being of the congregation. Every effort should be made to ensure that all persons involved are treated with dignity and compassion.

H. Caring for the Community Resources

1. Caring for the Congregation

Incidents of abuse (whether abuse of a child or an adult), and the secrecy that often surrounds them, can cause devastating harm to the Parish as well as to the survivors/victims. Therefore, where current or past abuse has been perpetrated by clergy, staff, or volunteers of the Parish, the Parish shall provide consultation to encourage the discussion of such incidents and to provide a means to facilitate healing within the Parish. Section J.3. includes one suggested model of how this may be done: **a congregational trauma debriefing model.**

It is essential that each Parish responds to a report or instance of abuse or misconduct in a manner that promotes healing for the survivor/victim, the offender, and the loved ones of both parties, as well as healing within the congregation generally.

Traumatic events have well-documented effects, both immediate and delayed. When a congregation experiences a trauma, the impact is likely to be expressed through symptoms such as:

- Loss of energy or feeling of paralysis.
- Distrust of leadership (often projected onto future leadership).
- Divisions within the congregation.
- Some group members feeling isolated and withdrawing from the group.
- Anger being displaced onto unrelated issues or blown out of proportion.
- A conspiracy of silence about the traumatic event.
- Despair about the congregation's future.
- Distorting responsibility for the event.
- Seeking a "quick fix" without thoughtful reflection.
- Difficulty making normal and necessary decisions.

All these symptoms could be carried into subsequent years unless the trauma is processed, integrated into the life of the congregation, and healed. A useful model for addressing and integrating a trauma is the "debriefing" model drawn from disciplines that do crisis counseling, such as emergency medicine, law enforcement, military science, crisis chaplaincy, and disaster agencies.

A trauma debriefing allows participants to integrate the reality of the event with their own responses to that event. The Model for Information & Trauma Debriefing Meeting set forth in Section J.3. is an effective means to communicate, process, and accept facts, allow feelings to surface, and then, through God's healing grace, head into the future unhindered by the past.

The Diocesan Office should be contacted as promptly as possible to obtain recommendations for professionals experienced with trauma-informed care and counseling.

2. Guiding Principles for Healing in the Church

The following guidelines outline steps that can be taken to promote healing in the congregation:

1. **Contact with the Family.** Before the process for healing begins, the Bishop or his representative should maintain regular contact with the complainant(s) and describe to the complainant(s) the procedures to be used for promoting congregational healing.
2. **Privacy Concerns.** The privacy of the complainant(s) must be balanced against the need for openness with the local Parish. Insofar as possible, the identity of the complainant(s) and any details which may identify him/her should be kept confidential.
3. **Providing Facts.** The procedures shall consider that Parish members usually know when "something is going on," and, in the absence of facts, rumor and speculation will grow.
4. **Notifying designated lay leader(s).** The designated lay leader(s)ship should be advised promptly of the issues, since that group's participation is vital in planning and implementing the processes for Parish healing.
5. **Trauma Debriefing.** The healing and unity of a congregation are fostered when there is an open meeting, called an "Information & Trauma Debriefing Meeting," at which the Bishop or his representative presents as much factual information as possible.

Since the local Parish will likely include people who have experienced abuse or misconduct themselves, appropriate personnel trained in crisis ministry should be present and available on a small group or one-to-one basis immediately after the formal presentation. Also, local mental health resources (including sliding scale fee agencies) should be publicized so that members of the congregation know how to find these services. (Note that many communities have publicly funded survivor services.)

The debriefing should follow this process set forth in J.3. The message should be "The Church is a place for truth. We follow Jesus, who described himself as the Way, the Truth and the Life."

6. **Parish Spokesperson.** The vestry or equivalent, in consultation with the clergy, is encouraged to appoint a Parish spokesperson. The congregation, including Parish members and staff members, is urged to refer all media inquiries to the Parish spokesperson.
7. **Interim Priest.** If the circumstances require that an interim priest be engaged, that priest should have special training in trauma debriefing. The interim priest should have regular opportunities to report and consult with the Bishop, his or her designated staff person, and counselors.
8. **Consulting Legal Authorities.** Neither the clergy nor any other Parish worker should attempt to impede persons who wish to consult with legal authorities.

9. **Continuing Pastoral Care.** The clergy and/or vestry or equivalent should consult with the Bishop about additional resources for the healing and care of the congregation.

3. **A Model for Information & Trauma Debriefing Meeting**

The following procedures are recommended for the information and trauma debriefing meeting, but the Parish and the Bishop should consult in advance with their respective legal counsel (and, if counsel recommends, insurance provider(s)) before conducting such a meeting or undertaking any such actions.

Steps Prior to Meeting

1. **Select Leaders.** Carefully choose a Congregational Trauma Debriefing team and a leader or co-leaders who have had experience with a debriefing or trauma-related process. It is important that the Rector/Senior Pastor or the Rector/Senior Pastor's representative be a visible participant in the debriefing, but not in the role of leadership.
2. **Schedule and notify.** Schedule the debriefing as soon as possible after the complaint becomes public knowledge. Ensure that all members of the congregation and Parish staff are notified of the debriefing by telephone, email, overnight mail, or other fast and reliable method of notification. It is important to get a wide participation, so that all who experience the trauma also share the debriefing experience.
3. **Choose a Meeting Place.** Hold the debriefing in an appropriate place, preferably on the Parish's property. Although an opening prayer is appropriate, this should not be a liturgical event.
4. **Address the News Media.** While the debriefing should not be confidential, it is important that no one be placed in jeopardy because of any disclosures made during that meeting. Therefore, it is preferable that the news media is not present for the debriefing but meet after the debriefing with the Parish spokesperson and Bishop.

Agenda for the Meeting

1. **Open the Meeting.** The Bishop or his representative should welcome the attendees, as should one of the designated lay leader(s). The designated lay leader(s) then should introduce himself/herself, explain the debriefing process, and outline the guidelines for the debriefing. It is important to keep the debriefing to the specified procedures. Leaders should be prepared for a lengthy meeting.
2. **Present the Facts.** Subject to the advice of counsel, the general facts and approximate chronology of the trauma should be presented verbally, supplemented by written notations such as a summary handout, or by writing notes on newsprint during the factual presentation. The goal is to ensure that all those present have a common record of the traumatic event. Note that this is not a time for feelings to be expressed, and the group may need some direction to withhold those feelings until the next phase of the debriefing.

3. **Solicit Reactions.** Once an appropriate record has been presented, the designated lay leader(s) should invite Parish members to express their reactions to the facts. (Some Parish members may need to be directed to express their own feelings and not those of others.) No feelings, however trivial, intense, or unusual, should be discounted, and no effort should be made to fix, soothe, or smooth them over. The responses simply are to be collected and heard.
4. **Examine Repercussions.** Once reactions have been expressed fully, the leader should ask those present to turn their attention to the repercussions of the event and consider the congregation's future. This step bridges the trauma with the ongoing life of those involved in the trauma. It may be a time to explore some of the issues the congregation will face soon. As with the presentation of facts, the issues raised may be noted both verbally and in writing.
5. **Seek Context and Perspective.** Members of the congregation also should be invited to place the event within a context or perspective. There may be expressions of confusion, helplessness, or curiosity about how other groups have resolved an issue of this type. In this phase, people may have an awareness of paradox and pose some hard questions such as the following. Leaders have discretion whether to respond, or to simply allow others to speak.
 - Why do bad things happen?
 - How can it be that such a talented priest/leader could be involved in misconduct?
 - Why do things like this happen in a Parish?
 - Where does the responsibility lie?
 - What about the resources of our faith?

Actions After the Meeting

1. **Plan.** The final step is planning. This could include:
 - Scheduling a follow-up session one or two months into the future.
 - Discussing the ways in which the pastoral and sacramental needs of the congregation will be met.
 - Describing the resources available to people who may need counseling or other specialized attention.
2. **Provide Trained Counselors.** For the immediate needs of those present, it is important that trained and trauma-informed crisis professionals be available in the Parish building so that individuals or groups may process their feelings further. These professionals are present simply to listen and support people in integrating the trauma.
3. **Debrief the Debriefing.** After the debriefing, members of the Congregational Trauma Debriefing Team should meet to discuss their own experiences with the debriefing meeting, to do the following:

- Plan the follow-up monitoring of the congregation in the future.
- Determine whether there are issues that will need further clarification.
- Determine whether there are complicating factors, or factors that require special continuing attention.
- Decide what the designated lay leader(s)ship of the congregation requires to address the issue further; and evaluate the debriefing meeting itself (or agree to do so at a later date).

Additional Responses & Follow-Up

If new information comes to light after the first debriefing, further meetings may be held. Additionally, regular follow-up sessions with the congregation should be held during the first year after disclosure of the incident(s).

Additional appropriate Parish responses may include:

- Regular prayer for the complainant(s), the respondent(s), and the congregation should continue.
- Preaching about violation of trust and liturgical acts of corporate penance.
- Securing a safe place for the complainant(s) and the complainant's family in community life.
- If incarceration or other punitive action follows legal proceedings, developing a means for the congregation to deal appropriately with the person who may be imprisoned.

Congregational Follow-up: The First Year

Even with the best of care, a congregation that has experienced sexual misconduct will likely need an ongoing program of support and assistance, especially in the first year. This year will be devoted to a healing process, in which the congregation slowly will integrate the reality of its experience into its future. If such integration does not take place, the congregation may suffer from prolonged loss of energy, despair about the future, loss and/or isolation of some members, distrust of lay and/or ordained leadership or of the Bishop, and difficulty making decisions or taking risks. Suggested congregational follow-up activities may include:

- **Meeting with the Bishop.** A meeting with the Bishop or the Bishop's representative and the vestry or equivalent to assess the healing process of the congregation.
- **Staff Input.** Obtaining input from Parish staff (including an interim priest where present) about their observations regarding the incident and the debriefing process.
- **Study Groups.** Establishing study groups to consider the issue of healing from sexual abuse, perhaps by reading a selected book for discussion.
- **Self-evaluation.** Conducting a congregational self-evaluation, using a questionnaire or survey instrument.
- **Focus Groups.** Creating congregational focus groups to address the issue of where the congregation stands in its process of moving ahead.
- **Committee on Congregational Life.** Forming a Committee on Congregational Life charged with assessing the needs and planning programs for continued healing.

- **Professional Consultant.** Appointing a professional consultant experienced with issues of child abuse to work with the vestry or equivalent and affected congregation on the components of the healing process.

Using the Trauma to Help Others.

Some parishes, having worked through a history of child abuse, take up a special vocation in a related area. Such steps signify that the congregation has moved into the redemptive activity of letting its own pain be a gift for others. Among possible actions:

- **Helping Other Parishes.** Offering help to other parishes confronted with the same issues.
- **Sponsoring Programs.** Sponsoring seminars or programs on ethics and sexuality.
- **Parish Building Use.** Offering the Parish building for use by community groups to address issues of child abuse.
- **Developing programs.** Developing specific programs for young people about protecting themselves from abuse.

4. Pastoral Response to Known Sexual Offenders

The Church must make every reasonable effort to protect children. Special care must be taken when a parish interacts with a person who is registered as a sexual offender, or self-discloses a history of sexual misconduct towards children, or self-discloses a struggle with sexual attraction toward children.

When such a person is known to be a participant in the Parish or its activities, the clergy shall inhibit that person from any contact with children and shall require (except as otherwise directed by the Parish's legal counsel) the offender to sign a contract/covenant that details expectations, defines boundaries and off-limits locations (e.g. children's areas, acolyte vesting areas), and establishes appropriate supervision (such as, for example, a bathroom escort) for the offender while on Parish premises and/or at Parish activities. The Parish shall have in place a plan to deal with any violation of the contract/covenant.

If the perpetrator is observed acting in an inappropriate manner with children or their families, the Rector/Senior Pastor or wardens shall inform the family/families of a potential danger to their child/children (unless otherwise directed by the Parish's legal counsel). Where appropriate, the Rector/Senior Pastor or senior warden or other designated lay leader(s) shall consult the offender's probation or parole officer to assure that supervision and reporting requirements have been met.

O merciful Creator, your loving hand is open wide to satisfy the needs of every living creature: Make us always thankful for your loving providence, and give us grace to honor you with all that you have entrusted to us; that we, remembering the account we must one day give, may be faithful stewards of your good gifts; through Jesus Christ our Lord, who with you and the Holy Spirit lives and reigns, one God, for ever and ever. Amen. ©Book of Common Prayer, 2019, Prayer 22

I. St. Timothy's Anglican Church Opt Out of Image Use



St. Timothy's Anglican Church likes to share pictures, videos, and audio of our parish family and events on in house publications (newsletter, annual report, posters), and on our password protected SmugMug page. In addition, photos may be used on the St. Timothy's Anglican Church website, which includes the newsletter each month. Names are not used on photos except for first names on baptism photos in the newsletter. If a photo will be used in outside advertising like a newspaper, St. Timothy's will reach out to the parents of children, or to the individual to request specific permission. Unless we have a signed form opting out of this policy, permission to use pictures, video and audio is assumed by St. Timothy's.

I request that pictures, videos, and audio recordings of the individuals listed below, not be used by St. Timothy's in the newsletter, website, password protected SmugMug page, or any other in-house publication.

If you wish to opt out of only some of these, please make a note below. If you have any questions, please contact the church office at 281-255-4111.

I opt these persons out of image use, please make sure to sign at the bottom of page:
(If entire family just list family name. Individual names may be listed below.)

Parent/Guardian/Individual Signature Date

Please Print Name

J. St. Timothy's Anglican Church Facilities Request Form

St. Timothy's Anglican Church, a non-profit, private, and religious institution, makes its facilities available to the public when possible. This document is intended to serve as an agreement between the organization/individual requesting use of the facilities and the Parish to ensure the protection of property and the Parish itself.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the Parish, including furniture, fixtures, and equipment.
2. Every group or organization is required to abide by all Parish guidelines, requirements, and other restrictions regarding usage of the Parish facilities.
3. Users of the Parish facilities agree to use utmost care in the use of Parish facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the Parish facilities are subject to approval by Rector/Senior Pastor or his designate.
5. The Parish reserves the right to schedule other activities and events in other parts of the Parish facilities.

Additional Requirements and Restrictions:

1. Those using St. Timothy's facilities agree to release, protect, defend, indemnify, and hold harmless St. Timothy's and its trustees, officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any of St. Timothy's facilities.
2. In the event of damage to the Parish facilities, those using any Parish facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Parish Vestry or their designee and shall pay the Parish for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
4. The transfer or passing on by any group or organization of permission to use Parish facilities to any other persons or organizations is strictly prohibited.
5. Those using Parish facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. If Users take tables and/or chairs, and/or other items, from other rooms and/or areas of the Parish facilities, they must be returned at the end of the event..
7. The use of tobacco products, alcoholic beverages or drugs is strictly prohibited on Parish premises.
8. No group or organization (whether a Parish member is affiliated with such organization) shall use any Parish facilities in any manner or for any purpose that is in conflict with or contradicts St. Timothy's Anglican Church's mission or principles.

This policy is applicable to use of the Parish facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of Parish facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No Parish representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or

restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval.

St. Timothy's Anglican Church Facilities Request Form

Group/Organization _____

Event Coordinator _____

Cell Phone # of Coordinator _____

Email for Coordinator _____

Facility spaces requested (please check all spaces that apply):

Parish Hall: _____ Church: _____ Kitchen: _____

Blue Cross Room: _____ Green Cross Room: _____

Choir Room: _____ Youth Building: _____ Chapel: _____

Nursery: _____ Back Pavilion: _____ Back Acreage: _____

Today's Date _____

Event Name _____

Type of Event _____

Event Date(s) _____

Organizing Group Name _____

Expected number of people attending _____

Set-up time _____

Event beginning time _____

Event Ending time _____

Equipment needs - group is responsible for setting-up, clean-up and re-setting the facility according to directions given.

Sound System _____ Projector _____

If the facility is not re-set properly, there will be a fee of \$50 charged. Organizer has read & received the guidelines for facilities use.

Do keys need to be checked out before? Yes _____ No _____

Signature of person checking out key _____

Donations Accepted

FOR OFFICE USE

Approved? Yes No Approved by _____

Notes on requested space (for internal use; Any areas already in need of repair prior to rental? Any additional information helpful to know prior to inspection following event?)

Space inspected following event by: _____

Date: _____

Notes:

K. St. Timothy's Anglican Church Nursery Rules and Policies

It is our Goal to make each parent feel completely at ease when they leave their children in our care. As a contractor of St. Timothy's Anglican Church, you will be expected to always exemplify excellence and quality of service and care. By following the employee policy and procedures outlined in this handbook, you will meet and exceed the standards set forth by St. Timothy's Anglican Church.

This handbook is to provide you with information about our policies, procedures, rules, and present benefits. If this does NOT answer your questions with complete clarity, please feel free to ask the Nursery Director.

There are two rooms available to children during services at St. Timothy's Anglican Church. Infants to approximately 18 months (confident walkers) will be in our infant room and 18 months or confident walkers up to 4 years of age will be in the toddler room. If there is a special event and it has been advertised, then there will be nursery for older children. Otherwise, it is not expected that older children will be in the nursery. The Nursery Director will communicate with parents if children need to "graduate" to children's chapel or Sunday school programs.

Due to sanitation and safety needs, the nursery shall **not** be used for a play area during non-service times.

During times of non-use, the nursery shall remain locked.

AT WILL EMPLOYMENT

This handbook is prepared to provide you with information and guidelines. It is NOT a contract of employment between St Timothy's Anglican Church and you, as the employee/contractor. Since Texas is an at-will employment state, you are NOT under contract for employment. Thus, employment with St. Timothy's Anglican Church is NOT for a definite term. The church or you may terminate employment at any time, for any reason, or for NO reason at all.

STATEMENT OF POLICY

St Timothy's Anglican Church strives for each employee or contractor to be treated with respect and in a fair and just manner. In keeping with this policy, all persons will be considered for employment, promotion, and or training based on qualifications without regard to race, age, handicapping condition, color, creed, sex and or national origin. St. Timothy's Anglican church guarantees fair treatment of all employees. This church strives to maintain a work environment in which all staff members and contractors are free from harassment, and expressly prohibits any form of unlawful harassment of employees and or co-workers on race, color, religion, creed, gender, national origin, age, marital status, veteran status, sexual orientation, or the presence of a handicap or disability. However, all employees and contractors must be physically able to safely care and supervise young children.

EQUAL EMPLOYMENT OPPORTUNITY

To provide equal employment and advancement opportunities to all individuals, employment decisions at St. Timothy's Anglican Church will be based on merit, qualifications, and ability.

ACCIDENTS OF CHILDREN ATTENDING

All accidents must be reported immediately to the Children's childcare team or person designated by the Senior Pastor/Rector. Accident reports must be made in writing, signed by the Childcare team (or designee), copied for St. Timothy's Anglican Church's files, and a copy must be given to the parent on the date of the incident. Please use your best judgment to keep our rooms and outside areas free from hazards. If you think something including a toy or existing structure is dangerous inform the Nursery Director as soon as possible.

SICK POLICY GUIDELINES

We want to provide a healthy environment in our nursery, so we ask that you keep your child/baby at home when you observe any of the following:

- Fever
- Vomiting
- Diarrhea (More than 3 loose stools in 8 hours or 4 stools in 12 hours)
- Pink eye
- Any communicable disease

If your child becomes ill while in the nursery, you will be notified promptly.

If your child has had any of the symptoms above, we ask that they have been free of the symptoms for 24 hours before returning to the nursery.

For your child's protection, we ask our caregivers to follow the same guidelines.

RULES AND REGULATIONS

ALL staff and contractors are expected to be knowledgeable with the Minimum Standards for Childcare (<https://www.hhs.texas.gov/sites/default/files/documents/doing-business-with-hhs/provider-portal/protective-services/ccl/min-standards/chapter-746-centers.pdf>) Failure to adhere to these policies may result in disciplinary action, up to and including termination.

- At least one staff member/contractor working must be certified in First Aide/CPR and Infant CPR.
- Each staff member/contractor must be cleared through a background check annually.
- Each staff member/contractor must attend any scheduled workshop training program including Living in Safety Training every two years.
- Staff are expected to know how to use walkie talkies and/or their phones to communicate with appropriate personnel during emergencies and as our policy requires for bathroom relief.
- Each staff member/contractor will have annual reviews.

Nursery workers:

- 18 years or older
- Must complete an application
- Must have 2 references on file at the church

Nursery Assistants:

- Members of the church
- Must demonstrate maturity for the position
- Must be 16 years of age or older
- Must complete an application

- Must have parental approval to work in the nursery
- Must have a reference from the youth education department

DROP OFF

It shall be the responsibility of the parent or guardian who leaves the child in the nursery to advise the nursery staff of any potential for a non-custodial parent or guardian who might attempt to retrieve the child without proper authorization.

The parent should leave contact information and **allergies** of the child. If a problem arises with a child in the nursery, the primary nursery worker shall contact the parent.

NURSERY DIRECTOR SHALL:

- Ensure that the nursery is kept in a clean, sanitary, and safe condition.
- Ensure that an adequate number of workers and/or assistants are present during scheduled times.
- Ensure that all volunteers and staff have been appropriately screened.
- Ensure that an ongoing effort to recruit volunteers and staff is maintained.
- Ask if staff is available to work for certain dates.
- Communicate with parents of children if any conflicts arise between nursery staff, children, and parents.
- Report child abuse and neglect to the appropriate authorities.
- Provide as needed bathroom breaks and all materials needed for the nursery staff.

SEXUAL AND OTHER UNLAWFUL HARASSMENTS*

No harassment will be tolerated in any way, shape, or form.

* Immediate termination for any actions related.

CHILD ABUSE PREVENTION POLICY

The mission of St. Timothy's Anglican church is to nurture all children entrusted to our care in a warm and loving environment. In keeping with that, this policy seeks to assure that our childcare is continually working towards providing an environment safe from physical and sexual abuse for those participating and receiving childcare services. All employees should have a good open line of communication with parents of the children enrolled. We always operate with an open-door policy. At ALL TIMES, there will be two adults who are approved to work in the nursery taking care of the children in the nursery. Each adult must be always within hearing distance of the other care provider. If a care giver needs to use the restroom another adult must assume secondary responsibility of the children during the bathroom break. When Safety Team is available contact a member via walkie talkie in order to receive coverage for bathroom breaks or other needs care givers may have while working.

GROSS MIS-CONDUCT*

Some offenses are so serious that they can result in termination without warning. Listed below are some but, not limited to:

- Inappropriate behavior towards parents
- Neglect or physical abuse of a child
- No Staff Guests
- Withholding food, nap or other comfort from a child
- Failure to report to work without calling in

- Falsification of church records
- Working under the influence of alcohol or illegal drugs
- Smoking in the church
- Fighting, threatening violence or disruptive activity at workplace
- Leaving children unattended (inside or outside)
- Allowing a child to leave the church with an unauthorized person
- Sleeping on the job
- Habitual absenteeism or tardiness
- Sexual or other unlawful unwelcome harassments
- Negligence or improper conduct leading to damage of employer-owned or customer owned property
- INSUBORDINATION that shows gross disrespect such as threatening, profanity, or yelling at anyone within your team or within the church
- NO/LIMITED CELL PHONE USE DURING BUSINESS HOURS – With the exception of keeping phones on loud for any emergencies or contacting parents regarding their children or the nursery director
- Possession, Distribution, Sale or Transfer, or use of Alcohol or Illegal Drugs in the workplace, while on duty
- UNSATISFACTORY performance and conduct
- Sharing confidential information about church or its attendees
- Promoting and sharing RUMORS or NEGATIVE information about St. Timothy's Anglican Church

*There will be repercussions to any violations of the above rules. Depending on the severity of the offense and discretion of Nursery Director, violations may be followed by warning, two-day suspension, and/or termination of employee/contractors.

CONFIDENTIALITY

Due to the sensitive nature of information that you will know as a teacher of young children, it is imperative that you keep sensitive information confidential. Any information about children or their families must be shared on a NEED-TO-KNOW basis only.

REPORTING ABUSE OR NEGLECT

All employees must report all actual or suspected child abuse of any child attending the church as soon as possible to the parish or persons in charge.

Employees will follow the Reporting Abuse Pathway found in the St. Timothy's Anglican Church Safe Church Policy: Protection of Children & Adults Policy, Appendix Section G, page 53. Form E, page 47, used for the gathering of information when there is suspected child abuse, may also be helpful.

Texas Law requires ALL abuse calls to be reported to 1-800-252-5400.

NOTE: Employers are prohibited from retaliating against caregivers who make reports in good faith.

If the caregiver is unsure about the child abuse or neglect, the contractor/care giver will report to the Nursery Director who will determine if the event or information needs to be reported to

CPS. This process can be found in the Appendix, Section G, page 53. Form E, page 47, used for the gathering of information when there is suspected child abuse, may also be helpful.

EMPLOYEE/CONTRACTOR STATUS

Contract employees are used on an as-needed basis.

STAFF/CONTRACTOR SCHEDULES

Schedules will be provided via a member of the childcare team.

ABSENCES

All staff members must call as soon as you are aware that you are unwell or **AT LEAST two (2) hours** before their scheduled work time for calling in. Call ins along with tardiness will be tracked so that if there is a regular issue this can be handled with a written warning. This call must be placed to Fr. Michael Schwandt 281-253-3659 or Rachel Schwandt 936-494-9539, please leave a voicemail.

TARDINESS

All staff are expected to arrive 15 minutes prior to the event or when specified by the Nursery Director. Lateness will be determined by the Nursery Director and will tracked along with call ins to determine if there is a regular issue.

ILLNESS

All staff members must be well to care for our children. If you are exhibiting signs of cold/flu, vomiting, running fever 100.4 or above within 24 hours of when you are scheduled to work then you must not come to work and give **at least 2 hours** of notice to your supervisor. If you have any indication of exposure to COVID-19 or are exhibiting COVID-19 symptoms, notify your supervisor immediately to find a replacement. Having awareness of exposure to or symptoms of COVID-19 without notification can lead to immediate termination.

We ask also that parents support our healthy environment by keeping your child or baby home when you observe any of the following:

- Fever
- Vomiting
- Diarrhea (more than 3 loose stools in 8 hours or 4 loose stools in 12 hours)
- Pink eye/Any communicable disease

If your child becomes ill while they are in the nursery, you will be notified promptly.

If your child has any of the symptoms above, we ask that they have been free from symptoms for 24 hours before returning to the nursery.

PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image of St Timothy's Anglican Church. ALL employees and contractors should wear modest clothing that will appropriately cover them when sitting on the ground with children.

Nursery Workers will be provided a work t-shirt that must be worn while working in the nursey. Jewelry should be conservative. Earrings should be small, conservative to prevent children from grabbing and pulling loose.

NOTE: Employees that report to work inappropriately dressed will be sent home and directed to return when they can follow St. Timothy's Anglican Church dress policy. Consult Director of Children's Ministry if you have any questions.

SMOKING OR ALCOHOL

Always Prohibited on the church premises.

PROFESSIONAL DEMEANOR

Demeanor involves your manner and your non-verbal/verbal tone and gestures. You must always remain professional, personal problems within your home must remain there, we do offer outside council within the church if needed. St. Timothy's Anglican Church caregiver/teacher must be conscious of their emotional undertone that they are exuding.

Four characteristics to Maintaining a Professional Demeanor:

- Pleasant smile
- Gentle Approach
- Friendly Greeting/Conversation
- Maintaining Professionalism

INITIAL PERFORMANCE EVALUATION

Each employee is on a 90-day probationary period from their date of hire. During this time we will provide you with an initial 90 day review.

YEARLY PERFORMANCE EVALUATIONS

Each employee or contractor of St. Timothy's Anglican church will be evaluated during their first year of service, then annually or as needed. Other Evaluations will be under the discretion of the director of children's ministry.

PAYCHECKS

Paychecks are available at the front office on the 15th and 30th of the month. You may collect your check from our administrative staff in the front office or arrange a time to get your check from Fr. Michael. There is a form in the office which you may use to fill out for direct deposit.

PAY DEDUCTIONS

Contractors will receive a 1099 and will be responsible for doing their own Taxes, this is not a service St. Timothy's Anglican Church provides.

PAID VACATIONS: N/A

PAID HOLIDAYS: N/A

NO UNEMPLOYMENT BENEFITS will be offered.

EMPLOYMENT TERMINATION

Termination of employment is inevitable part of personnel activity within any organization and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Absence without a leave authorized by Children ministry
- Failure to report to work
- Violation of Any State Minimum Standard Laws

- Violation of Any St. Timothy's Anglican Church policies.

Listed above are reasons for immediate termination without any notice of dismissal. You will not be eligible for un-employment as a contractor. All are just cause reasons for termination.

SICK POLICY GUIDELINES

We want to provide a healthy environment in our nursery, so we ask that you keep your child/baby at home when you observe any of the following:

- Fever
- Vomiting
- Diarrhea (More than 3 loose stools in 8 hours or 4 stools in 12 hours)
- Pink eye
- Any communicable disease

If your child becomes ill while in the nursery, you will be notified promptly.

If your child has had any of the symptoms above, we ask that they have been free of the symptoms for 24 hours before returning to the nursery.

For your child's protection, we ask our caregivers to follow the same guidelines.

PUNISHMENT OF CHILDREN

We are limited to "time out" ONLY as punishment of children. Any physical pain on a child as means of controlling behavior or threatening children with spanking will NOT be tolerated at St. Timothy's Anglican Church. Keep in mind that "time out" is only to be used when redirection does not prevent the child from hurting themselves or the others around them. Please allow parents to determine the appropriate discipline for their children. If there is a repeated behavior issue, please discuss with the parents of the child and the Nursery Director.

POSITIVE DISCIPLINARY ACTION

You are expected to follow all policies and procedures for smooth operation and safety of the children in your care. However, everyone occasionally will make mistakes and need guidance for optimal performances of teaching duties. When an employee needs guidance, the following progressive discipline procedures will be followed:

1. Written warning
2. Written improvement plan
3. Termination

FOOD & DRINK

We will not have peanut products in the nursery. The nursery will provide water and light snacks. Water will be served to toddlers in disposable cups unless parents leave an alternative cup. It is the responsibility of the parents of those under a year to provide an appropriate cup for water and developmentally appropriate snacks. On Wednesday nights when dinner is served, the nursery staff will monitor toddlers and children between 6-12 months in eating the church provided food as appropriate. If parents need a different meal for their child based on developmental age or preference, it is their responsibility to provide food.

EMERGENCIES

1. Child Illness or Injury

If a child or adult is unconscious, pulseless, or in need of emergency medical care. One care giver will call for help and the other will begin first aid and/or CPR as appropriate. 911 must be called immediately followed by calling the child's parents, and then Nursery Director. Nursery Director will remove the other children from the area as is necessary and will notify the St.. Timothy's Safety Team and the Rector in a timely manner.

2. In Case of Fire

Remove all children from danger as quickly as possible. You have two fire exits in the toddler and infant room as well as an exit in the hallway which leads to the parking lot. Once children are safely removed from the building, and all accounted for move the children to the Rodabaugh Pavillion. When all the children are safe and accounted for call 911, parents of children, and the nursery director.

3. In Case of an Active Shooter

In the case of an active shooter, turn off all the lights, lock the doors, and encourage the children to be quiet. The children and care givers will sit in the diaper changing area and or the bathroom in between the rooms.

4. In Case of a Tornado

The safest location during a tornado is the bathroom in between the toddler and infant room. The care givers will take the children into that space and to the best of the children's developmental age and understanding assume protective positions, covering their own necks.

CONCLUSION

St. Timothy's Anglican Church believes that any parent should be able to feel 100% confident that their child's safety, health, and emotional well-being are given top priority by the people chosen to care for their children when they are not present. We here at St. Timothy's Anglican Church are honored to have the privilege of caring for their children.

I understand everything in the Policy and Procedure Manual. The following are a shortened version of the rules and policies. Please observe the following rules as a caregiver:

1. Please arrive 15 minutes prior to an event to prepare the room. Do NOT sign in more than 15 minutes before a scheduled event.
2. Two caregivers **minimum** should be in nursery/toddler room at all times. Volunteers should not be left unsupervised in either room.
3. If there are no children in attendance after 45 minutes into an event, the staff may be dismissed by the Nursery Coordinator or designated substitute.
4. All paid staff is responsible for cleaning toys, depositing trash, sweeping, cleaning tables, laundry, etc. These duties may be shared among the workers. If there are few or no children at an event, take this time to clean toys, organize the room or as planning time.
5. Please do not remove anything or reorganize anything in the nursery without getting approval from the Nursery Coordinator.
6. Staff are not allowed to entertain guests while working in the nursery.
7. If you are sick or unable to work at your scheduled time, please notify the Nursery Coordinator in a **timely manner** (at least 2 hours in advance) so they are able to replace you. Please try to let her know at least a day in advance if possible.
8. Inappropriate behaviors and won't be tolerated. These are listed under the gross misconduct section of the handbook. This includes but is not limited to yelling, rough handling of a child, inappropriate language, inappropriate touching, or unprofessional conduct.
9. Two instances of proven infractions will result in immediate termination.
10. Staff will be reviewed by Nursery Coordinator and Children's Director as needed but no less than annually.

Nursery Care worker

Date

Nursery Director

Date

L. St. Timothy's Anglican Church 2022-2023 Nursery & Toddler Room Supervisory Plan

Registration: All children must be registered by their parent or guardian prior to being welcomed into the toddler/nursery rooms. Registration should include emergency contact information as well as allergies and the names of individuals allowed to pick child up.

Personnel/Ratio: Only screened staff and volunteers may work in the toddler/nursery rooms. Staff must be at least 18 years old, completed an application, a background check and the Living in Safety Training course. Staff will have annual reviews. Volunteers must be at least 16 years old, members of St. Timothy's with a completed application, parental approval and references on file, plus a background check and completion of the Living in Safety course for any over the age of 18. Staff and volunteers are not permitted to allow unscreened friends or family members to assist in the toddler/nursery rooms.

Supervision: A minimum of two screened and trained staff personnel must always be present with the ratio of one staff/volunteer per five children at any time. Staff and volunteers are expected to engage children in conversation, direct them to age-appropriate activities and to calmly redirect problematic behavior. At least one staff member or volunteer must accompany the toddlers to Children's Chapel and supervise them with the older children while two staff or volunteers remain with other children in the toddler/nursery area.

Cell Phone Use: Cell phone use is not permitted while working or volunteering other than in the case of an emergency or to contact parent in the worship service.

Discipline Procedure: Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management in the toddler/nursery rooms. No form of physical discipline is acceptable including spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behavior by children. Non-physical methods of behavior management should include these four steps:

1. Friendly reminder
2. Verbal warning/correction
3. Time out
4. Summoning the parent or legal guardian to return to the toddler/nursery area

*A CCTV system is set up to record all activity in the toddler/nursery rooms for the safety of our children and staff.

Physical Environment: Window and doors are not to be obstructed. Toys, books, furniture and apparatus will be cleaned each time the space is used. The cleaning supplies are located in the changing area between the two rooms. The windows on each hall door will remain uncovered unless there is an intruder alert in which case the rolling blind will be lowered and children moved to safe location between rooms.

Bathroom Procedure: Children will use the bathroom located between the toddler/nursery rooms with a female staff or volunteer assisting or in close proximity. Diapering will be

conducted by female staff members in the diapering area between rooms. Staff members will be given personal bathroom relief by the supervisor or another trained and vetted adult.

Injury/Incident Reporting: Staff or volunteers will fill out an incident report and advise Rachel Schwandt or Fr. Michael Schwandt when a child is injured or hurt in any way. Incidents of conflict with a parent or legal guardian should also be reported to either of these supervisors.

Emergency Procedures:

Fire: Pick up the walkie talkie and exit building immediately with children through the back doors or hall door and move under the large pavilion to wait for parents to come pick up their children.

Tornado: Move children to changing area between rooms away from windows.

Intruder: If intruder is in the back portion of the building, pull down shades on both doors, block both doors, pick up the walkie talkie and move children to changing area and stay quiet until all clear has been given on walkie talkie from safety team. If intruder is in the front portion of the building, take walkie talkie and move children out of the building to the pavilion or a safe location and wait for parents to pick up their children.

Reporting Concerns: Concerns about the toddler/nursery rooms should be reported to Rachel Schwandt, Fr. Michael Schwandt or Lisa Musick.

Release of Children: Staff or volunteers will release children only to those adults who have the corresponding identification sticker as the child.

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to the Rachel Schwandt, Fr. Michael Schwandt, Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to the Rachel Schwandt, Fr. Michael Schwandt, Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to the Rachel Schwandt, Fr. Michael Schwandt, Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to the Rachel Schwandt, Fr. Michael Schwandt, Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to the Rachel Schwandt, Fr. Michael Schwandt, Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

M. St. Timothy's Anglican Church 2022-2023 Children's Chapel Supervisory Plan

Registration: Children will be picked up in the sanctuary after the Children's sermon. Parents of new students should accompany their child the first time they attend so that they can help their child adapt. Children will be taken back to the sanctuary to join their parents at communion time.

Personnel/Ratio: Only screened staff and volunteers may work in the children's classes. Staff must be at least 18 years old, completed an application, a background check and the Living in Safety Training course. Volunteers must be at least 16 years old, members of St. Timothy's with a completed application, parental approval and references on file, plus a background check and completion of the Living in Safety course for any over the age of 18.

Supervision: A minimum of two screened and trained adults must always be present with the ratio of one adult per 10 children at any time. Staff and volunteers are expected to engage children in conversation, direct them in age-appropriate activities and calmly redirect problematic behavior. If a problem arises, the supervisor should be notified and should discuss the behavior with the child's parents.

Cell Phone Use: Cell phone use is not permitted while working or volunteering other than in the case of an emergency.

Discipline Procedure: Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management in the children's classes. Non-physical methods of behavior management should include these steps:

1. Friendly reminder
2. Verbal warning/correction
3. Contacting parent
4. Removal from class

Physical Environment: Window and doors are not to be obstructed. Toys, books, furniture and apparatus will be cleaned each time the space is used. The cleaning supplies are located in the locked closet in each room. The windows on each hall door will remain uncovered unless there is an intruder alert in which case the rolling blind will be lowered and children moved to safe location inside the rooms.

Bathroom Procedure: Children will be sent one at a time to the bathrooms located in the Education Hall with an adult or older student standing in the hallway.

Injury/Incident Reporting: Staff or volunteers will fill out an incident report located with the first aid kit in the locked closet in each room and advise Lisa Musick or Deacon Jennifer Schertzser when a child is injured or hurt in any way. Incidents of conflict with a parent or legal guardian should also be reported to either of these supervisors.

Emergency Procedures:

Fire: Exit building immediately with children through the back doors or hall door and move under the large pavilion to wait for parents to come pick up their children.

Tornado: Move children away from windows into the middle of the hallway against the walls or into the girl’s bathroom.

Intruder: If intruder is in back part of the building, pull down shades on both doors, block both doors and move against far wall out of range of door window. If intruder is in front part of the building, move the children out of the building to the pavilion or a safe location and wait for parents to pick their children up.

Reporting Concerns: Concerns about the children’s chapel should be reported to Lisa Musick or Deacon Jennifer Scherzer.

Release of Children: Staff or volunteers will accompany children back to the sanctuary at communion time and children will return to the pew with their families.

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to Lisa Musick or Deacon Jennifer Scherzer.

Printed name: _____

Signature: _____

Date: _____

N. St. Timothy's Anglican Church 2023 DWGC Mid-Winter Youth Retreat Supervisory Plan

Registration: All leaders, volunteers and youth members will be registered through the [DWGC website](#) prior to attending the 2023 Winter Retreat that is from *Friday, January 27th* – *Sunday, January 29th* at [Camp Lone Star](#) in La Grange, Texas. Registration should include emergency contact information as well as any allergies the youth have.

Personnel/Ratio: Only screened staff/leaders, volunteers and youth may attend the DWGC Youth Winter Retreat. Youth Group Leaders and volunteers must be at least 18 years old, completed a background check and the Living in Safety Training course to attend. Leaders and volunteers are not permitted to allow unscreened friends or family members to attend the DWGC Youth Winter Retreat.

Supervision: Each leader/volunteer will be placed with a minimum of two youth members per group during breakout sessions. A minimum of two screened and trained leaders/volunteers must always be present in the event a youth member is alone in the restrooms, sleeping area or meeting room. If a youth member needs to speak with their leader in private, or vice versa, they must do so in a public/open area where they are kept visible.

Cell Phone Use: Youth is prohibited the use of cell phones and/or other electronic devices for the entirety of the retreat. Youth Group Leaders are responsible for collecting all youth members cell phones and/or other electronic devices at the beginning of the retreat. Devices will be returned to the youth members at the end of the retreat. Leaders/volunteers are encouraged to have their cell phone with them to be able to communicate with other leaders and staff. If an emergency arises, it is the responsibility of the youth member's leader to notify the parent/guardian. If a youth member violates the No Cell Phone/Electronic Device Policy, the Winter Retreat Leaders have the right to remove the youth member from the weekend retreat and have parents pick them up.

Discipline Procedure: All volunteers and youth members will be expected to agree and follow the rules set forth by the leaders and the Camp Lone Star staff. Leaders, volunteers and youth members should agree to respect the property at Camp Lone Star. Leaders and volunteers are prohibited from using physical discipline in any manner for behavioral management during the weekend retreat. 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 youth.

Our disciplinary response includes these steps:

- a. Friendly reminder
- b. Verbal warning/correction
- c. Contacting the parent or legal guardians about the youth's behavior

Physical Environment: As stated previously, all leaders, volunteers and youth members should agree to respect the property at Camp Lone Star. Sleeping areas, Meeting Room and Dining Room will be cleaned each time the space is used by our youth groups, leaders,

and volunteers. All Health and Safety Plans enforced by Winter Retreat Leaders and Camp Lone Star staff will be followed by all.

Bathroom Procedure: Youth members should not be left alone with a leader/volunteer in the restroom and/or showers. Leaders and volunteers will have their designated time, as well as youth members, to use the camp's showers. There is no reason for one youth member and one leader/volunteer to be alone in the restrooms and/or showers. Both volunteers and youth members will follow the Restroom/Shower rules applied by Youth Leaders.

Injury/Incident Reporting: Leaders or volunteers will fill out an incident report and advise the designated *Youth Minister* when a youth is injured or hurt in any way. Incidents of conflict with parents, legal guardians or Camp Lone Star staff should also be reported in the same manner.

Emergency Procedures: In the event of an emergency, all youth members, leaders and volunteers will follow the procedures set forth by Camp Lone Star staff. Leaders will make sure to provide an update to volunteers and youth members of Camp Lone Star's Emergency Procedures throughout the retreat.

Reporting Concerns: Concerns about the DWGC Youth Winter Retreat or Camp Lone Star should be reported to the designated *Youth Minister*.

Release of Youth: The release of Youth will be at their home church. Leaders or volunteers will release youth members only to those adults listed as the parent or guardian. If for any reason parents /guardians are unable to pick their youth up, then they will have to notify the designated Youth Minister and provide the name of the person picking them up.

I certify that I have read the Supervisory Plan for the following event and received an executed copy for my records:

DWGC Youth Winter Retreat

I will abide by this plan and report any breach of it to the designated *Youth Minister*.

Printed Name: _____

Signature: _____ Date: _____

O. St. Timothy's Anglican Church 2022-2023 Verger, LEM, & Acolyte Supervisory Plan

Registration: Elementary-age children must be signed in by their parent or guardian before being left in the vesting room. The registration sheet will have the child's name, emergency contact phone number, and names of parents, guardians, or other persons allowed to pick the child up after the service. Screened parents and guardians will be designated with an asterisk on the registration sheet.

Personnel/Ratio: There are always a minimum of two adults in the vesting room: The Verger and a LEM or two LEMS if the Verger needs to leave the vesting room to search for an errant server. Adult volunteers must be screened by completing a background check and the Living in Safety Training Course. Vergers and volunteers are not permitted to allow unscreened friends or family members to assist in the vesting room.

Supervision: A minimum of two screened and trained adult staff or volunteers must always be present in the vesting room when elementary-age children are present. A married couple counts as one adult.

Cell Phone Use: The Verger, or at least one screened adult, should have a cell phone on his/her person in case of an emergency.

Discipline Procedure: Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management while serving. No form of physical discipline is acceptable including spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behavior by children. Non-physical methods of behavior management should include these three steps:

1. Friendly reminder
2. Verbal warning/correction
3. Summoning the parent or guardian to return to the vesting area.

Physical Environment: The window and door should not be obstructed unless there is an intruder alert.

Bathroom Procedure: Elementary age children should be taken to the restroom by their parent or guardian before registering for serving. If use of the restroom is necessary after registration, the child will use the restroom by the choir room. A screened adult member of the serving team will wait in the long hallway for the child to return to the vesting area.

Injury/Incident Reporting: An observing staff or volunteer will fill out an incident report and advise The Verger when a child is injured or hurt in any way. Incidents of conflict with a parent or guardian should be reported to The Verger.

Emergency Procedures:

Fire: Exit building immediately with children and the registration clip board through the closest safe door and move to the northwest corner of the parking lot. This will be the

berm closest to Bob's Storage Unit business. Adult servers will wait with the children for parents or guardians to pick up their children.

Tornado: Follow Safety Committee directions.

Intruder: Children will step behind hanging adult vestments. Adults will move benches in front of closed door. Adults will line up along the north wall with verges/staffs.

First Aid: A First Aid Kit is in the upper cabinet in the vesting room. For additional needs, please locate a Safety Team member on duty.

Reporting Concerns: Concerns should be reported immediately to The Verger.

Release of Children: Children will leave with a person listed on the registration form. Parents are expected to instruct their children to wait in the vesting room for that person. Two adults will remain in the vesting room until all children have been retrieved by their parent or guardian.

I certify that I have read the Supervisory Plan for the following event:

I will abide by this plan and report any breach of it to:

Printed name: _____

Signature: _____

Date: _____

P. ST. TIMOTHY'S ANGLICAN CHURCH MEDICAL INFORMATION & PHOTOGRAPH RELEASE FORM

Name of child: _____

Medical Insurance Company _____ Policy # _____

Primary Care Physician _____ Office# _____

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. **Include names of medications and dosages that must be taken.** Use the back side of this form if necessary.

This consent form gives permission to seek whatever medical attention is deemed necessary and releases the St. Timothy's Anglican Church, its staff and volunteers of any liability against personal losses of named child.

I/we the undersigned have legal custody of the child named above, a minor, and have given our consent for him/her to attend the Vacation Bible School being organized by St. Timothy's Anglican Church. I/we understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release St. Timothy's Anglican Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to the person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of the doctor, I/we consent to any reasonable and/or hospital personnel designated by St. Timothy's Anglican Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/we also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Furthermore, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be enforced for the child named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the VBS Director.

Parent/Guardian Signature _____

Date: _____

PHOTOGRAPH RELEASE:

Please check here if you **DO NOT** want your child's picture on the church website, newsletter and/or included with group photos (souvenir). Please note: The church website is for information and the pictures will be used in photo albums to help promote our children's programs. No names will be listed with pictures.

Q. St. Timothy's Anglican Church Application for Volunteers

INSTRUCTIONS: To assist us in better understanding your qualifications and interests, and to assure the fullest consideration, please provide all of the information requested on this application. All volunteers and staff members who work with children or youth must agree to a background check and take Safety Training. Sign the application and return it to St. Timothy's Anglican Church office. Please PRINT all information.

Please respond to all questions, and do not leave any response space blank. If you do not believe that a response is applicable, put "not applicable" in the blank. Use additional paper to respond if necessary.

PERSONAL INFORMATION

Full Name: _____
 Last First Middle

SSN: _____ Driver's License Number: _____ State: _____

Home Telephone Number: _____ Cell Phone Number: _____

Current Home Address:

Number Street City State Zip Code

If you have used a name other than the one listed above during the past five years, please list it here:

Have you ever been convicted of or pled guilty or no contest to a crime other than a minor traffic violation, or are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration for employment.

Circle: YES or NO (If yes, please explain fully on a separate sheet.)

Where are you willing to volunteer? _____

When are you able to start work? _____

Are there any restrictions or limitations on your ability to work overtime, irregular hours or weekends?

Circle: YES or NO

If you answered YES to the above, please describe the restriction or limitation:

PERSONAL REFERENCES: Please identify two personal references

	NAME	ADDRESS	PHONE
1.	_____	_____	_____
2.	_____	_____	_____

Signature _____ Date _____