

Safe Sanctuary

Ministry with Minors

Information to be given to all volunteer & staff applicants:

- Senior Pastor Letter
- Child Sexual Abuse Position Statement
- Code of Ethics and Rules for Those Working with Children and Youth
- Foundry Confidential Application for Volunteers and Staff
- Texas Annual Conference Consent to Perform Criminal History/Background Check (signature required)
- Receipt of Safe Sanctuary Policy (signature required)
- Application for Qualified Driver Status Form (signature required)

NOTE: Please return the forms by:

- Drop off at Information Desk with Attention: Debbie Wolf or
- Mail to:
 - Foundry
c/o Debbie Wolf
8350 Jones Road
Houston, TX 77065

Foundry United Methodist Church

8350 Jones Road
Houston, TX 77065
713.937.9388





THE FOUNDRY
A UNITED METHODIST CONGREGATION

Dear Foundry Volunteer,

Thank you for volunteering to serve at Foundry United Methodist Church. You will have an opportunity to contribute significantly in the spiritual development of our children and youth. Because of you, we are able to carry out our mission of making disciples of Jesus Christ.

Like you, the staff at Foundry cares deeply about the children who have been entrusted to our care, and we will take every precaution to protect them. We want to make absolutely sure that our children are always protected from predators. In order to minimize the risk to our children and youth, we require all our staff and volunteers who have contact with children and youth to submit to a criminal background check.

In the future, we will also provide Safe Sanctuary training. This training isn't merely to teach us appropriate interaction with children, but also know how to shelter our kids from others. I know the vast majority of us know how to relate appropriately to children, but these are the signs of the times, and I appreciate your continued cooperation.

Foundry already has a Safe Sanctuary policy in place. However, in order to be fully compliant with the new Texas Annual Conference program, we need to make some changes. We will begin using forms provided by the Conference and doing our searches with the company the Conference has contracted with. This new program is very thorough because it searches over 150 databases nationwide. This is a good thing.

Attached you will find a form that I'm asking you to fill out A.S.A.P. and return it to your staff liaison or to the Business Office. Rest assured that we only check for criminal activity. Thanks again, and God bless you for serving our kids.

Your Pastor,

Godfrey Hubert

Foundry United Methodist Church

Child Sexual Abuse Position Statement

Foundry United Methodist Church, in desiring to provide a safe and caring environment for our children and youth and to protect those who work with our children and youth, has adopted the following guidelines and precautions:

I. Procedure for Screening Individuals Working with Minors

- A. Each volunteer/paid worker will fill out a Foundry Confidential Application and Texas Annual Conference Consent To Perform Criminal History/Background Check.
- B. Volunteers/paid workers will be required to provide three (3) references.
- C. Director of appropriate age group reviews applications.

II. Policy Statement for Workers with Minors

- A. Church membership and/or minimum attendance period at Foundry may be required before assuming a volunteer position. This will be at Senior Pastor's discretion.
- B. Adults who have been convicted of physical and/or sexual abuse will not be allowed to volunteer service in any church sponsored activity or program for children or youth.
- C. Adult volunteers/paid workers should observe the "Two Adult Rule" - never be alone with a minor whenever reasonably possible - and all others listed in the Code of Ethics and Rules for Those Working with Children and Youth.
- D. If an adult volunteer desires to plan an activity off campus, she/he must:
 1. Request permission well in advance from appropriate age-level Director.
 2. Coordinate with staff member to notify parents, in advance, of specific plans.
 3. Have at least one other adult present whenever reasonably possible.
- E. All trips that require overnight stays must follow all approved information guidelines and sponsor requirements for camps and other trips. Any and all adult chaperones supervising overnight stays of minors must have been approved by the Pastor or designated Director and have an approved current Safe Sanctuary on file. There must be at least one male and one female chaperone for any overnight event involving children of both sexes.

III. Response Plan

- A. All workers should report any signs of abuse to age-level Director within 24 hours. Age-level Director will report all information to the Senior Pastor and Executive Pastor of Administration.
- B. If any worker is accused of abuse, the appropriate age-level Director will immediately contact the Senior Pastor and Executive Pastor of Administration.
- C. Thereafter, the appropriate course of action will be determined on a case by case basis.

Foundry United Methodist Church

Code of Ethics and Rules for Those Working with Children and Youth

- ▼ Youth/Children/Preschool volunteers and staff will each serve as a positive role model for youth and children by maintaining an attitude of respect, loyalty, patience, courtesy and maturity. Workers will be expected to act and react with Christian love and understanding in all situations.
- ▼ Smoking or using tobacco products, alcoholic products or illegal drugs in the presence of children or youth is prohibited.
- ▼ Youth/Children/Preschool volunteers and staff shall not use profanity in the presence of children or youth.
- ▼ Youth/Children/Preschool volunteers and staff must treat children and youth of all races, religions and cultures with respect and consideration.
- ▼ No adult leader should initiate or encourage inappropriate physical or intimate contact with or among children or youth. Setting appropriate boundaries is the responsibility of the adults.
- ▼ No child or youth shall be disciplined by the use of spanking, hitting, slapping or any form of physical punishment.
- ▼ Verbal reprimands shall not include destructive criticism, insults, offensive language or screaming.
- ▼ Youth/Children/Preschool volunteers and staff will do everything in their power to avoid being put in a situation where they are alone with a child or youth other than their own, and whenever reasonably possible, observe the "Two Adult Rule" -never be alone with a minor.
- ▼ Youth/Children/Preschool volunteers and staff who transport minors in a personal, church or leased vehicle must authorize a driving record check and be on the insurance approved drivers list.
- ▼ Any inappropriate conduct or relationship between an adult worker and a child or youth shall be promptly reported to the Senior Pastor or age-level Director.
- ▼ Any violation of this code or these rules may be grounds for removal of a volunteer or staff member.

Foundry United Methodist Church

Confidential Application for Youth/Children/Preschool Volunteers and Staff

This screening form is to be completed by those desiring a volunteer or staff position involving the supervision or custody of minors. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Name _____ Date _____
Last First Middle

Address _____
Street City State Zip

Phone Home _____ Work _____ Email _____

Emergency Contact _____ Phone _____

Do you have a personal relationship with Jesus Christ? _____ Briefly describe _____

Church History and Prior Preschool/Children/Youth Work

List churches other than Foundry you have attended during the last five years:

Church Name	City/State	Dates of Membership
_____	_____	_____
_____	_____	_____
_____	_____	_____

How long have you attended Foundry? _____

Which worship service do you usually attend? _____

Please list any Foundry ministries with which you are involved. _____

List any gifts, training, education or other factors that have prepared you to work with children or youth. _____

What experience have you had with children/youth?

On what date would you be available (if applicable)? _____

Do you have any medical training and/or are you CPR certified? YES / NO - If YES, explain _____

TEXAS ANNUAL CONFERENCE

**CONSENT TO PERFORM CRIMINAL HISTORY/BACKGROUND CHECK
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)**

Last Name _____ First Name _____ Middle Name or Initial _____

Maiden or other name(s) used in any and all other records of birth or records of residence. _____

Address _____ Apartment or # _____

City _____ County _____ State _____ Zip _____

**Date of Birth _____ Place of Birth _____ Social Security Number _____ **Gender _____ Race _____

Drivers License Number _____ State _____ Phone H _____ W _____

E-mail _____ Photo ID? Y _____ N _____

Emergency Contact _____ Phone _____

****TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.**

References –Name _____ Phone Number _____

- 1. _____
- 2. _____
- 3. _____

I, _____, am an applicant for employment / volunteer work with _____ church/division and have been advised that as a part of the application process, the church/division conducts a criminal history background check. I do hereby consent to the church/division use of any information provided during the application process in performing the criminal history check. The church/division has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteer work. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the church/division. Under the fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal history (if any).

1. YES NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (Exclude minor traffic misdemeanors).

If yes, please provide details below.

State: _____ County: _____ Date of Offense: ____ / ____ / ____

Details of conviction:

2. YES NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of offense:

3. YES NO Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: _____

Details of supervision:

4. YES NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: _____ City: _____ Date of Offense: _____

Details of conviction:

5. YES NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide details below.

State: _____ County: _____ Date of Arrest _____

Details of pending charges:

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN

COUNTY

STATE

COUNTRY

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. "ALL OFFERS OF EMPLOYMENT/ VOLUNTEER ARE CONTINGENT UPON APPLICANT'S SUCESSFUL COMPLETION, AS DETERMINED IN EMPLOYER'S SOLE DISCRETION, OF THIS CRIMINAL HISTORY/BACKGROUND CHECK."

Signed this _____ day of _____, 20_____

APPLICANT (PRINT NAME) _____

APPLICANT'S SIGNATURE _____

CHURCH _____

CHURCH ADDRESS _____

DISTRICT _____

AUTHORIZED PERSON REQUESTING CHECK:

(PRINT NAME) _____

(SIGNATURE) _____

Safe Sanctuary Acknowledgement

Ministry with Minors

I have read and understand the
Foundry Safe Sanctuary Ministry with Minors Policy.

Employee/Volunteer Signature

Date

Foundry United Methodist Church

8350 Jones Road
Houston, TX 77065
713.937.9388



APPLICATION FOR "QUALIFIED DRIVER" STATUS
Foundry United Methodist Church
8350 Jones Road Houston, Texas 77065

Driver Information Sheet

All prospective drivers of church vehicles or personal owned vehicles used for church activities must complete this form. A copy will be forwarded to Foundry's insurance agent for approval before a driver is authorized for the above activities.

Name as on Texas Driver's License _____

Address _____

Employer _____

Home Phone _____ Work Phone _____ Cell Phone _____

Texas Driver's License Number _____ Expiration Date" _____

Class _____ License Restrictions _____

Birth Date _____ Social Security Number _____

Do your personal vehicles have Auto Liability Coverage? _____ Yes _____ No

____ Commercial Driver's License _____ Passenger Endorsement _____ Air-brake Endorsement

If you have had an at fault accident, or two or more moving violations or a conviction for DWI/DUI in the past 36 months, we cannot permit you to drive church vehicles or to drive occupants in a church related activity.

In the past 36 months, have you ...

1. **As a driver, had an at fault accident?** ___ Yes ___ No
2. **Received a moving violation ticket?** ___ Yes ___ No
If yes, how many ___?
3. **Been convicted of DWI or DUI?** ___ Yes ___ No

Please give the details of ANY yes answer: _____

I completed this application, and all entries on it and information in it are true and complete to the best of my knowledge. I understand that my personal insurance is primary coverage should an accident occur in my vehicle.

Prospective Driver's Signature

Date Completed

