



N A S H V I L L E  
**FIRST CHURCH**  
OF THE **NAZARENE**

**Ministry to Minors Policy Manual**



Kevin Ulmet  
Pastor

Fellow Ministers,

Congratulations! You are beginning a partnership with God which will bring great rewards!

I learned years ago that my greatest service to God is in serving His people. I am grateful that you are willing to invest in young lives. It is a gift to both them and their parents.

As you are teaching others in service, you will experience the greatest learning of your life. This will certainly be a season of spiritual growth and progress for you.

I want to personally thank you for your commitment to the precious children and vibrant youth of our congregation. Your faithfulness, prayers, and willingness to grow are an invaluable part of the ministry of NFCN!

I pray for you, and I am trusting for God's presence to rest on you and be with you in your ministry.

Sharing in Service,

Kevin Ulmet



Welcome to Ministry,

As the pastors to children and youth, we are so excited about your decision to embark on this adventure to serve the Lord by serving our children and youth. The things that we are doing in the lives of our children and youth will bring lasting results throughout the years to come.

We are a team that works like the Body of Christ. Each one of you is valued and crucial to spreading the Word of God from the little ears in our community all the way to the oldest member. The gifts and talents that you bring into our ministries are greatly appreciated!

Our doors are always open to you. We are here to support you. Regardless of whether this is your very first year to serve, or you have been serving for decades, you have an amazing network of ministry team leaders who love you and want to encourage you in your walk with Christ. The best way to grow is to serve!

We know that you make a huge difference in the lives of our families. Thank you for obediently stepping out in faith to pass on that which was given to you. May Christ bless you beyond your wildest imagination for the amazing ways you will minister to our children and youth.

For the Kingdom,

A handwritten signature in black ink that reads "Sabrina L. Jones".

Sabrina Jones, Children's Pastor

A handwritten signature in black ink that reads "Andrew W. Arp".

Andrew Arp, Youth Pastor

## NFCN's Ministry to Minors

### Vision, Mission, Purpose, Core Values, and Goal

#### **The Mission of the Church of the Nazarene is to....**

Make Christ-like disciples in the nations.

#### **Our Vision at NFCN is to....**

EXTEND God's Love, TEACH Biblical Truths, and SHARE our lives together.

#### **Our Mission at NFCN is to....**

Know the transforming Christ, and to be found faithful in our generation.

#### **Our Core Values at NFCN is to....**

Worship. Connect. Serve.

#### **Our Ministry to Minors Purpose Statement is to.....**

Welcome all children and youth, discipling them into an intentional relationship with Jesus Christ, and equipping them with the tools necessary to faithfully live now and into the future. (Matthew 28:19-20)

#### **Our Goal for Every Minor Child or Youth is to...**

Instill these Christian Community Living Values in our children and youth:

<b>R</b> elational Approach	We want to spend time with one another.
<b>E</b> ncouragement	We want everyone to know they matter.
<b>L</b> aughter and Celebration	We want to help each other enjoy life.
<b>A</b> cceptance	We want to love each other as we are.
<b>T</b> ransparency	We want to be real with each other.
<b>I</b> nvovement of Students	We want to help each other participate.
<b>O</b> utreach	We want everyone to reach the lost.
<b>N</b> umerical Growth	We want to reach the masses.
<b>S</b> piritual Growth	We want everyone to mature in Christ.
<b>H</b> omelike Environment	We want all to know they belong.
<b>I</b> ntimate Relationships	We want everyone to feel cared for.
<b>P</b> rofessional Demeanor	We want to do things well.
<b>S</b> trategic Follow-Up	We want to know where one another is in their walk.

**NFCN STAFF OVERSEEING MINISTRY TO MINORS**

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## **A. MINISTRY TO MINORS PROTECTION AND SUPERVISION**

### **A.1 MINISTRY TO MINORS POLICIES AND PROCEDURES**

First Church of the Nazarene is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. Therefore, we will provide supervision for all ministries and activities involving minors and employ practices that provide for the safety of all minor participants as well as staff, teachers, leaders and volunteers who serve in these ministries.

At Nashville First Church of the Nazarene (NFCN), we take our responsibility of caring for minors very seriously. The following guidelines are intended to facilitate a safe and nurturing environment in which minors can grow in relationship with one another, adult/teen volunteers, and Jesus Christ.

The pages of this Policy Manual provide a general overview of procedures and guidelines for NFCN's Ministry to Minors' Volunteers and Employed Staff Members. These policies are intended to create a safe environment, protect our minor children, and protect our ministry volunteers and staff.

Ministry Volunteers must have a professed commitment to Jesus Christ that is demonstrated through spiritual growth, leadership, and lifestyle. In addition, Ministry Volunteers must have successfully completed our screening and training process (See Attachment C).

### **A.2 MINISTRY TO MINORS DEFINITIONS**

**Minor Ministries:** All ministries that involve the following ages and activities and any other age-level related event or activity: Nursery, Preschool, Elementary, Middle School, High School, Emmaus, NazRec, Adonai Arts, and all other minor-related ministries.

**Adult:** A person 18 years of age or older who is one year removed from high school ministry.

**Driver:** A volunteer who helps transport children and/or youth for a special activity. To be a driver of a NFCN vehicle, an individual must be at least 25 years of age and a copy of his/her driver license submitted to the Finance Office at Nashville First Church of the Nazarene before departure on the trip.

**Off-Site Event:** An event requiring transportation that is scheduled off Nashville First Church of the Nazarene's property and may or may not include an overnight activity (e.g. bowling, mission trip, camp, retreat, etc.).

**One-time Volunteer:** An adult who helps with an event (camp, trip, retreat) but has not committed to regularly helping with youth activities.

**Teacher, Ministry Leader, Greeter, Host/Hostess, or Small Group Leader:** A paid or volunteer adult worker who has direct responsibility for the care of minors under their supervision.



**Ministry Volunteer:** Any adult or teen who has been approved for Ministry with Minors by the NFCN Nazarene Safe Processing Committee.

**Minors:** All children and youth participating in the Nursery-12th grade programs, categorized and defined as follows:

Nursery: Birth until age of Two  
Preschool: 2 Years Old – Kindergarten  
Elementary: 1<sup>st</sup> - 5<sup>th</sup> Grades  
Middle School: 6<sup>th</sup> – 8<sup>th</sup> Grades  
High School: 9<sup>th</sup> – 12<sup>th</sup> Grades

### **A.3 MINISTRY TO MINORS PROCEDURES**

#### **A.3.1 TWO-ADULT POLICY**

The Two-Adult Policy is intended to protect minors and prevent adults from encountering a situation where they could be wrongfully accused. Therefore, no adult should be alone in the church, in a vehicle, or at a church-approved activity with a minor who is not related to him or her. It is our general practice to not allow one adult with one child in a room; however, those involved in private lessons through our East Nashville Life NazRec or Adonai Arts programs may sign a Parental Consent for Private Lessons Form. (See Attachment A.) Parents are always welcome to sit in on private lessons or group lessons. A Ministry Volunteer who finds himself/herself without another Ministry Volunteer in the room, should stand in the opened doorway of the room until another Ministry Volunteer joins him/her. One adult and one minor should never be in a room together alone. At least two Ministry Volunteers should wait with minor(s) being picked up after an onsite or offsite event.

It is permissible to have one adult per car carrying multiple children or youth to an off-site event, but at no time should an adult be alone with a child other than his/her own. Two minors and one adult in a vehicle is appropriate.

#### **A.3.2 OFF-SITE EVENT GUIDELINES**

Parents or guardians and participating minors shall be given detailed information regarding programs, activities, leaders, chaperones, dates, times, cost, method of transportation, purpose of the scheduled trip or activity and other relevant details prior to the occurrence of any off-site event.

All occupants of a vehicle must use an individual seat belt (no multiple belting) at all times during the operation of the vehicle.

Ministry volunteers transporting minors are prohibited from using handheld mobile devices while driving. In the event of an emergency, the ministry volunteer is required to pull off the roadway to a safe spot and come to a complete stop before using a handheld device.

Appropriate supervision: The two-adult policies and procedures apply for all church events, including those held off-site. On an overnight trip there must be at least one male and one

female chaperone. Adults are never to share a bed with a student/minor, unless it is their own child.

When required, a Medical Release Form must be signed and notarized by a parent/guardian prior to departure for an off-site event. (See Attachment D.)

### **A.3.3 DISCIPLINE/COMFORT CARE**

All staff, volunteers, and minors are expected to act in a respectful manner toward all others participants in a group function.

Participants are expected to follow the guidelines of this Policy Manual. The purpose of discipline is to maintain order in a manner consistent with the teaching of Christian responsibility, respect and cooperation. No minor will be disciplined by use of any form of physical punishment such as: spanking, hitting, grabbing, shaking, or any other means of physical discipline. Instead of using physical force, we encourage volunteers to redirect negative behavior. It is important to remember that Volunteers must first meet negative behavior

with empathy. Volunteers have to change the mindset from Bad Behavior = Defiance to Bad Behavior = Difficulty. So, in instances of negative behavior, start not by asking “Why are you doing what you are doing?” but by asking “What happened to cause this?”

Means of addressing negative behavior involve the following actions steps:

Take a breath

Lead with empathy

Respect personal space

Be aware of what your body language is saying

Don't overreact. The only person you can control is YOU.

Use “Feeling Phrases”

Don't step onto the battle field

Set achievable limits

Pick your battles wisely

Let silence work FOR you

Be patient...good decision-making takes time.

Remember we are a community. If there is any situation that you cannot manage for ANY reason, notify staff to help assist you. If the situation needs parent intervention that is a decision that should be made by a Pastor.

Positive reinforcement of appropriate behavior is the acceptable method of correcting a minor. After encouraging positive behavior and allowing the minor an opportunity to cooperate with the activity, a parent may be contacted for assistance if negative behavior persists.

Mutual respect in communication between minors and staff or ministry volunteers is expected. Appropriate behavioral expectations will be clearly communicated.

Disruptive, disrespectful, or dangerous behavior will be addressed by the leader, teacher, or chaperone in charge. If this behavior occurs on a trip or retreat, the leader reserves the right to contact the parent/guardian and send the minor home at the expense of the parent/guardian.

Adult volunteers must report all infractions of rules to the minister or adult leader of the group. Communication with parents is encouraged.

For instances of negative behavior, non-instance-based communication with parents is encouraged. Fostering these relationships are instrumental in providing safe environments for care of minors.

### **A.3.4 HEALTH AND SAFETY**

We adhere to the Universal Precautions Guidelines (<https://www.osha.gov/SLTC/etools/hospital/hazards/univprec/univ.html>) for handling the proper health and safety of all children and workers. According to the Universal Precautions, all human blood and human body fluids are handled as if known to be infectious. Most infections are spread orally or through human feces, and some are even spread by person-to-person contact. Because of the nature of a child's normal activity, particularly with diapered infants and toddlers, as well as the normal infant mouthing behavior, young children are more easily prone to a higher rate of infection.

A first aid kit is available in the Church Office Copy Room, Connection Center, Kid Central, and Elementary Welcome Desk.

Fire safety information, emergency evacuation routes and meeting place will be clearly posted in every classroom, along with emergency numbers for the church, police and fire departments.

Emergency procedures, including evacuation plans, will be reviewed at each teacher orientation.

- In the event of a tornado, minors will be taken into the inner hallway to kneel against the wall in a fetal position with hands cupped overhead until threat passes.
- In the event of a fire, minors will exit the building according to evacuation routes, as posted in classrooms. Children will meet in the parking lot at corner of Woodland and 6<sup>th</sup> Street. Youth will meet in Jubilee the parking lot at the corner of Russell St. and 5<sup>th</sup> St.

“Ouch Reports” are used to report injuries. They are kept at Kid Central, Elementary Welcome Desk, and our Youth and Children's Pastors' offices, and should be completed by the Ministry Leader at the time of injury.

If there is a medical emergency, the parents and the minister should be contacted and 911 called as warranted. The Ministry Leadership reserve the right to get appropriate medical treatment for a child, including an ambulance, if the parent cannot be located.

The importance of hand washing before handling food and after any clean-up is emphasized to prevent the spread of infection. Volunteers must assist younger children in the washing of their hands.

Disposable gloves are available for any volunteer needing to assist with clean-up of bodily discharge (blood, vomit, diaper changing, assisting in restroom, etc.)

Disinfectant Solution is available for clean-up of places where bodily discharge has soiled common areas and/or supplies, toys, etc.

NFCN Staff and Volunteers are prohibited from dispensing any over-the-counter or prescription medication during weekly ministry programming. If children or youth are at an over-night event (camp, retreats, etc.) which requires an adult to administer the dispensing of their medication, authorization must be given in writing.

If a minor has had signs of any fever or contagious illness (non-clear discharge from nose, eyes, or ears; diarrhea, vomiting, croup, unexplained rash, boils, ringworm, impetigo, pink eye, etc.) within the past 24 hours, he/she should remain with the parent and avoid the children's ministry areas. If symptoms develop during their time at an NFCN ministry event, a parent will be contacted to pick him/her up immediately.

#### **A.3.5 CONCERN FOR A MINOR'S SAFETY OUTSIDE OF CHURCH**

If, in the context of a class or other event, a minor discloses information that raises concern about his or her safety outside of the church, the incident should be discussed promptly with the ministerial staff to clarify and determine an appropriate level of response. (Attachment F)

#### **A.4 AGE-LEVEL PROMOTION**

Promotion Sunday for advancement to the next grade/class level is the first Sunday in August.

Crib babies are promoted to the Tumbler class when they begin crawling and pulling up, or on the first Sunday of the month following their 10-month birthday at the discretion of ministry personnel.

Tumbler babies are promoted to the Toddler class when they begin walking, or on the first Sunday of the month following their 16-month birthday at the discretion of ministry personnel.

Toddlers are promoted to the 2's Class on the first Sunday of the month following their 2<sup>nd</sup> birthday at the discretion of ministry personnel.

Classes age 3 and 4 promote by age. A child must be the class age by August 15 of the previous year to be promoted. Kindergarten through 12<sup>th</sup> grade promote based on school grade. We follow Metro Davidson County's school entry policy using the August 15 date to determine entry into Kindergarten.

All promotions are at the discretion of the Children/Youth Pastor.

#### **A.5 OPENING/CLOSING FACILITY**

Children's and Youth areas are open 15 minutes before a session begins and will close 15 minutes after a session ends.

#### **A.6 PROFESSIONAL COUNSELING OF A MINOR**

Scheduled private counseling sessions with minors require signed parental permission prior to the meeting.

Counseling with a minor should take place only in a space where observation windows are available.

#### **A.7 BUS MINISTRY PERTAINING TO MINORS**

The Bus Ministry of Nashville First Church of the Nazarene seeks to provide reliable, safe transportation to and from weekly activities hosted at the church. Therefore, minors must be accompanied by their parent/guardian when riding in a Bus Ministry vehicle to and from NFCN. If a minor needs to ride without their parent/guardian there must be a signed Consent of Minor Riding in Bus Ministry Vehicle without Parent/Guardian Form (Attachment G).

### **B. CHILDREN (NURSERY, PRESCHOOL, EARLY ELEMENTARY, TWEEN) SPECIFIC POLICIES**

#### **B.1 CLASSROOM ADULT TO CHILD RATIOS**

Crib	1-3
Tumbler	1-6
Toddler	1-6
2's & 3's	1-6
4's - Kindergarten	1-10
Elementary	1-15

#### **B.2 GENERAL MINISTRY PROCEDURES**

##### **B.2.1 FAMILY REGISTRATION FORMS**

All children (birth through 5<sup>th</sup> grade) who are left in our care must have a Child Safety Information form on file. (See Attachment E) For legal purposes, the Video and Photo Release section must be signed by a parent or legal guardian only.

##### **B.2.2 IDENTIFICATION TAGS**

Children will receive an identification tag when checked-in to be placed on the back of younger children and on the front lapel of Kindergarten thru Elementary children. Another tag is given to the parent/guardian for matching with his/her child's tag upon check-out.

### **B.2.3 CHECK-IN AND CHECK-OUT**

No person under the age of 16 is permitted to check-in or check-out a minor child in the nursery, preschool, or elementary areas. Only those indicated on the Family Registration Form will be permitted to check-in or check-out the specified child. Nursery, Preschool, and Elementary children may not leave without an authorized check-out by their parent or guardian.

### **B.2.4 PAGERS AND COMMUNICATION WITH PARENTS DURING MINISTRY**

Parents/Guardians of children in crib through toddler classes may provide a cell phone number to be reached if needed. We encourage parents/guardians to leave their cell phones on vibrate during services in case we need to reach them.

### **B.2.5 SPECIAL HEALTH/EDUCATIONAL/SOCIAL/EMOTIONAL NEEDS**

The parent/guardian should inform the Ministry Leader/Teacher of any of his/her child's special needs. A supply of special needs toys have been purchased to assist a child when needed.

If a child has a unique allergy, it is the responsibility of the parent/guardian to inform the caregiver each week. In these cases, it is encouraged for parents to pack special snacks to ensure no allergic reaction and to place a special "allergy alert" sticker on their child. These tags can be picked up at Kid Central upon request. The child's allergy information can be placed on his/her Identification Tag.

### **B.2.6 TELEPHONE AND INTERCOM LOCATIONS**

Telephones are located at the NFCN Kid Central, Nursery, outside the Preschool Resource Room, and at the Connection Center.

x120 – to reach a Hostess at Kid Central

x110 – to reach a Hostess at the Connection Center (Outside Sanctuary)

Intercom Systems are located at Kid Central, Elementary, and Connection Center (Outside Sanctuary). These systems can be used to communicate with each individual classroom Nursery through 5<sup>th</sup> grade and with each of the listed central intercom locations.

### **B.2.7. CHILD-SAFE ZONE**

Only authorized and scheduled ministry volunteers may enter the child-safe zone. However, parents/guardians are always permitted to visit their child's classroom.

### **B.2.8. CHILDREN'S AREAS MONITORED**

All nursery, preschool, and elementary hallways, stairwells and classrooms have a camera monitoring system installed for continuous monitoring. Motion in a camera-equipped area

activates the recording device, and digital recording of activities occurs in a secured location.

### **B.2.9 CHILDREN'S PERSONAL BELONGINGS**

Please make sure all children's belongings are labeled. Parents/Guardians are encouraged to leave all personal toys at home to prevent damage or loss of the items.

## **B.3 NURSERY – CRIB, TUMBLER, TODDLER**

### **B.3.1. TOY CLEAN-UP**

After children have placed toys in their mouths, the toys must be sprayed with the disinfectant solution found inside the classroom, allowed to soak for ten minutes, and then returned to the clean toy area. Caregivers will spray all toys and play equipment with the disinfectant solution after each session before they leave.

### **B.3.2. DIAPER CHANGING AND RESTROOM ASSISTANCE**

Only adult females may change diapers and take small children requiring physical assistance to the restroom. Diapers should be checked every hour, and a caregiver update card should be completed and placed in the child's bag. Disposable gloves shall be worn by caregivers when changing diapers. The diaper-changing area should be disinfected upon completion. Caregivers should also remember to wash hands in soapy water after taking off gloves.

As needed, Ministry Volunteers assisting children who are able to use restroom on their own shall assist them to the restroom but shall not enter the restroom with them. The Ministry Volunteer should first check the restroom to determine that the facility is safe before allowing the children access, and then he/she should stand outside restroom door and assist them back to group activity. The adult should wait outside the restroom until all of the children have exited.

### **B.3.3. SNACK TIME**

Tumblers, Toddler, and 2's should always be supervised during snack time.

### **B.3.4. NURSING MOTHERS' ROOMS**

Three nursing rooms are available for mothers with babies. One is located between Crib and Tumbler Nurseries, the second is in the Woodland Street Lobby, and the other is on the 3<sup>rd</sup> floor of the main building inside the women's restroom.

## Attachment A

Nashville First Church of the Nazarene  
*East Nashville Life*  
Parental Consent for Private Lessons Form

By my signature below, I consent to my child being in a private lesson with his/her instructor. I understand that this means there will be one adult instructor with my child. I am also aware that this private lesson may involve my child being alone in a room with his/her teacher. I further understand that I am given the privilege of sitting in on his/her lesson at any time.

It is with this knowledge that I give my written consent for private lessons.

Child's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Signature of Consent: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



## Attachment B

### Nashville First Church of the Nazarene Protection of Minors Policy

The Manual of the Church of the Nazarene states that the business of the local church board shall be: *“To adopt and implement a plan to reduce the risk that individuals placed in positions of authority within the church will use the position of trust or authority to engage in misconduct. The plan for each local church must take into consideration its own unique circumstances”* (Paragraph 129.30). The following guidelines are presented to meet that mandate.

1. All adults, both employed and volunteer who work with minors must undergo a criminal background check prior to beginning work. All persons who work with minors must undergo a Screening Process. The steps and checklist to be used in the Screening Process are labeled “Attachment C”. The criminal background check may be repeated up to one time every three years.
2. Adults who have been convicted of either sexual or physical abuse of minors, or those who have a history of inappropriate conduct with minors or who have an incident of moral turpitude, will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
3. Employees and volunteers who work with children and youth shall observe the “two-person rule” or the “open door policy” at all times. The “two-person rule” requires that employees and Ministry Volunteers shall make every reasonable effort to avoid situations in which an employed or volunteer worker is alone with minors. The “open door policy” requires that the door be open at all times or an unobstructed view be available through windows in doors. The “two-person rule” or the “open door policy” will be mandatory for all employees and Ministry Volunteers working with minors except in the event of a signed parental consent form.
4. All persons desiring to work with minors are required to be active members or active regular attenders of a ministry of Nashville First Church of the Nazarene for a minimum of six months before they may begin. Any exceptions will be made at the discretion of the Pastoral Team.
5. Guidelines and procedures for reporting suspected incidents and responding to reported incidents of abuse, or any behavior which seems abusive or inappropriate are listed in Attachment F.

#### **IMPLEMENTATION AND OVERSIGHT:**

The *Protection of Minors Committee* (appointed by the Pastor and approved by the Board) will have the responsibility of implementing and enforcing these guidelines and procedures, including the implementation of the screening process, training of employees and volunteers, and the maintenance of confidential records.

**ATTACHMENT C**  
**Nashville First Church of the Nazarene**  
**Guidelines for the Protection of Minors**  
**Screening Process Checklist for Ministry Volunteers**

Applicant to work as a Ministry-to-Minors Volunteer must have:

- Been an active constituent in a ministry or member of our church for at least six (6) months.
  
- Completed a meeting with Ministry Personnel regarding volunteer interest.
  
- Completed on-line: Background Check, Application, NFCN Ministry to Minors Policy Review, and NFCN Policy Review Video
  
- Watched Child Abuse Awareness Training Video

## Attachment D

### Medical and Photo Release for High School and Middle School Students Nashville First Church of the Nazarene

Date Completed: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Valid only for one year)

Child's Name: \_\_\_\_\_ Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle

Home Address: \_\_\_\_\_  
Street City State Zip

Parent/Guardian's Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

In case of emergency call: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
Name

Medical Insurance Company: \_\_\_\_\_ Medical Insurance Phone: \_\_\_\_\_

Insurance Policy No.: \_\_\_\_\_ Group No.: \_\_\_\_\_

Last physician exam was within the last \_\_\_\_ 1 year \_\_\_\_ 2 years \_\_\_\_ 3 years

I believe my child's health to be: \_\_\_\_ Excellent \_\_\_\_ Above average \_\_\_\_ Average \_\_\_\_ Below average

Any problems requiring special attention (such as allergies to medications, etc.) \_\_\_\_\_

**HEALTH HISTORY (PLEASE CHECK ONLY THOSE THAT APPLY):**

<input type="checkbox"/> Asthma	<input type="checkbox"/> Appendicitis	<input type="checkbox"/> Bleeding Trait	<input type="checkbox"/> Congenital Defect
<input type="checkbox"/> Convulsions	<input type="checkbox"/> Depression	<input type="checkbox"/> Rheumatic Fever	<input type="checkbox"/> Mental Health Problem
<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Hepatitis	<input type="checkbox"/> High Blood Pressure	<input type="checkbox"/> Migraine Headache
<input type="checkbox"/> Sinus Trouble	<input type="checkbox"/> Epilepsy	<input type="checkbox"/> Nervous Stomach	<input type="checkbox"/> Suicide Attempt
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Hypoglycemia	<input type="checkbox"/> Thyroid Fever	<input type="checkbox"/> Thyroid Underactive

Immunizations/Infections:	<input type="checkbox"/> German Measles	<input type="checkbox"/> Mumps	<input type="checkbox"/> Polio-oral
	<input type="checkbox"/> DPT (baby)	<input type="checkbox"/> Tuberculosis	<input type="checkbox"/> Other: _____

Date of last Tetanus Shot: \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month, Day, Year)

This release gives us permission to take your child to the nearest available medical facility and have treatment administered. Many hospitals will not administer any medical attention to a minor without some parental consent.

In case of emergency, I understand that every effort will be made to contact me. If I cannot be reached, I hereby give First Church of the Nazarene permission to act on my behalf in seeking emergency treatment for my child in the event that such treatment is deemed necessary by a physician and agreed upon by First Church of the Nazarene. I give permission to those administering emergency treatment to do so, using those measures deemed necessary. I absolve First Church of the Nazarene from liability in acting on my behalf in this regard as long as First Church of the Nazarene is not grossly negligent.

Parent's/Guardian's Name (please print) \_\_\_\_\_

Parent's Guardian's Signature: \_\_\_\_\_

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

I do NOT give permission for my child's image to be used. (Initial here) \_\_\_\_\_

**NOTARY INFORMATION**

State of Tennessee, County of \_\_\_\_\_

Subscribed and sworn to me, in my presence this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary: \_\_\_\_\_

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

## ATTACHMENT E

ACS: \_\_\_\_\_



**TODAY'S DATE:** \_\_\_\_\_ **How did you hear about us?** \_\_\_\_\_

**Check one:** I am a  New Attender  A Guest of \_\_\_\_\_

**Service Attending:**  Celebration  Branch  Haitian  African  Other \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION**

Father's Name: _____ <small style="display: flex; justify-content: space-around; width: 100%;">Last Name      First Name</small>	Mother's Name: _____ <small style="display: flex; justify-content: space-around; width: 100%;">Last Name      First Name</small>
Circle One: Parent/Legal Guardian/Foster Parent	Circle One: Parent/Legal Guardian/Foster Parent
Other: _____	Other: _____
Cell Phone: (____) _____ - _____	Cell Phone: (____) _____ - _____

**FAMILY HOUSEHOLD INFORMATION**

Last Name (Family Name): \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PHOTO & VIDEO RELEASE**

Our church occasionally would like to use photographs or videos of church-related activities and events for displays or publication in our church, the community, on our church website, etc.

I am the parent or legal guardian of the above listed child(ren) under 18 years of age. I authorize Nashville First Church of the Nazarene, its representatives, and employees 1) to take photographs and video that include images of my child(ren) for any lawful purpose in connection with the mission of NFCN. 2) to copy-right, use and publish the same in print and/or electronically without the name(s) of my child(ren) for any lawful purpose in connection with the mission of NFCN.

- I have read the above release and **do agree**. (Initial here) \_\_\_\_\_
- I have read the above release and **do NOT agree**. Please do not use images of my child(ren). (Initial here) \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**TURN OVER TO COMPLETE CHILDREN'S INFORMATION**

**CHILDREN'S INFORMATION**

First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____	First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____	First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____
First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____	First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____	First: _____ Middle: _____ Last: _____ Gender: <input type="radio"/> Female <input type="radio"/> Male  Date of Birth ____/____/____ Age: _____ Grade: _____ School: _____ Allergies: <input type="radio"/> NONE  <input type="radio"/> Mild <input type="radio"/> Severe <input type="radio"/> Life Threatening Special Needs: _____  Guardian Permissions/Restrictions: _____ _____ _____

Please provide any additional information that may assist us in caring for your child(ren).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERSONAL INFORMATION**

Initial here if you DO NOT want to receive information on upcoming NFCN events \_\_\_\_\_

## ATTACHMENT F

### Nashville First Church of the Nazarene Guidelines for the Protection of Minors REPORTING PROCEDURES

The law requires a person to immediately report suspected and reported child abuse to the authorities and, in organizations such as Nashville First Church of the Nazarene, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for financial damages. Therefore, all employees and volunteers at Nashville First Church of the Nazarene must adhere to the following procedures:

In the event of suspected, reported or discovered child abuse or violation of the Child Protection Guidelines of Nashville First Church of the Nazarene, the employee or volunteer shall immediately notify the Senior Associate Pastor or Nazarene Safe Administrator as designated by the pastor and approved by the Church Board. In the event of suspected, reported or discovered child abuse or neglect, an employee or volunteer will also immediately make a report to the local child protection service or law enforcement agency.

\* Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

\* Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building/ministry area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends

\* Verbal signs of molestation may include statements such as:

- “I don’t like \_\_\_\_\_.”
- “\_\_\_\_\_ does things to me when we’re alone.”
- “I don’t like to be alone with \_\_\_\_\_.”
- “\_\_\_\_\_ fooled around with me.”

*Adapted from Child Abuse: Governing Law and Legislation by I. Sloan (1983)*

Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If, at all possible, all oral reporting will be done in the presence of a recorded witness.

All church employees and volunteers working with minor children will receive training at the beginning of their assignment regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.

### **RESPONSE PROCEDURES**

1. The official spokesperson for Nashville First Church of the Nazarene shall be the Senior Associate Pastor, the designated spokesperson, in consultation with the Senior Pastor. All inquiries or requests for information from the media, attorneys or any other parties shall be referred to the Senior Associate Pastor, in consultation with the Senior Pastor. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the appropriate local Child Protection Services agency of the county, our insurance carrier, and the District Superintendent.
3. The care and safety of the victim is our first priority. We will not confront the accused, nor will we communicate details about incident to any other person, without the approval of the Child Protection Service or law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to all persons involved, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a church worker, that person shall be temporarily relieved of his or her duties until the investigation is finished and the person cleared by the authorities. If the accused is a paid employee of our church, his or her income will be maintained for an initial period of 30 days, as allegations are cleared by authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Pastor or, in the absence of the Pastor, by the previously designated spokesperson, and maintained in a secure and confidential file.

## ATTACHMENT G

### Nashville First Church of the Nazarene

#### Consent of Minor Riding in Bus Ministry Vehicle without Parent/Guardian Form

By my signature below, I consent to my minor child/youth riding in a church-assigned Bus Ministry Vehicle without me. I recognize that there are always risks associated with riding in a vehicle. I take full responsibility for my minor's behavior while he/she is riding in the church vehicle. I understand that my minor must abide by the safety rules associated with riding in a church vehicle. I understand that should my minor disobey the safety rules, he/she may be banned from riding the church vehicle for an indefinite period of time. I am aware that it is a privilege and not a right to receive transportation assistance through the Bus Ministry. I understand these conditions & risks, and I take full responsibility for all issues of liability as it pertains to my minor riding in a church-assigned Bus Ministry Vehicle without me.

Child's Name: \_\_\_\_\_

Parent's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Parent's Email Address: \_\_\_\_\_

Parent's Phone Number: \_\_\_\_\_

Signature of Consent: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



