

BELLEVUE UNITED METHODIST CHURCH

Building Use, Security and Fee Policy

Purpose

In light of the many activities held in our building, and because the primary purpose of the building is to gather to worship God, participate in the sacraments, give and receive Christian instruction, initiate and conduct missions, and enjoy Christian fellowship, it is important that we manage the use of the building well, with special care to preserve its beauty and function and the welfare of its users.

Accordingly, the Building Use, Security and Fee Policy has been adopted by the Trustees to govern use of the Bellevue United Methodist Church facilities.

Eligible organizations

Building use categories are shown below:

1. **Bellevue United Methodist Church (referred to herein as “BUMC”) events** necessary to carry out the mission of the church and scheduled by the pastoral staff, Church Council, special ministry committees (e. g. Trustees, Congregational Care).
2. **Church related groups:** Church sponsored organizations which have been adopted and formally approved by the Church Council as a church-sponsored organization (e. g. Boy Scout troop 624).
3. **BUMC member weddings.** Please refer to the policy titled “A Christian Marriage at Bellevue United Methodist Church” (Wedding Policy) as adopted by the Worship Committee.
4. **BUMC member events, such as family reunions, wedding anniversaries, music recitals.**
5. **Non-church related groups:** Community service organizations, community interest groups, non-church sponsored recitals, recreation and fellowship activities, club or group meetings. Note that non-church related groups are required to obtain a BUMC Committee sponsor and are required to pay a deposit and fee as listed in the fee schedule below.
6. **Non-church members’ weddings.** See the Wedding Policy.
7. Ineligible. The facilities of the church are not available for partisan purposes, for recruitment of members for clubs outside of the church, for private enterprise, or for fund raising purposes for organizations outside the church.

Responsible parties--user Contact and church Member

Each group using the church facilities is required:

1. To appoint a Contact. The Contact must be available at the time of entry into the facility until the time of departure. Contact must be named on the agreement with contact telephone number, and is responsible to ensure compliance with all General Regulations specified in this Policy. Note that for weddings conducted under the Wedding Policy, the Wedding Coordinator shall be considered the Contact and shall be responsible for all functions described as those of the Contact in this policy.
2. Organizations fitting into Categories 5 and 6 above must also have a church Member or Wedding Coordinator, respectively, present to open and lock the building and to ensure compliance with General Regulations below.

General regulations

1. The conduct of all persons attending programs is expected to be respectful of the primary purpose of the building, that it is the facility of a Christian congregation.
2. In order to protect children and youth, the Church has adopted The Children and Youth Protection Policy (known as the "Safe Sanctuary Policy"), and all users of the facility will acknowledge receipt and must comply. When children through sixth grade are in attendance they must be under the direct control of their parents or designated adult(s) at all times. For their own safety, children are not permitted to roam freely in the building or on the grounds. Seventh grade youth to age 18 must be under supervision of a designated adult(s).
3. The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individuals making the agreement (Contact or Member). A Certificate of Liability Insurance will be required from non-church related groups (Category 5 above) before use of the facilities by group can be confirmed. Non-church related groups and their Contacts who are not members of BUMC shall be required to sign a "hold harmless" agreement for the church, the membership and employees of the church for all liability, loss, personal injury or property damages, including legal fees, discretionary expenses and court costs occasioned by any incident in which a claim is raised.
4. Smoking is not permitted in the church building. Use of alcoholic beverages or illegal drugs is not permitted in the building or on the grounds.
5. Any equipment/supplies destroyed or missing will be replaced by BUMC with equipment/supplies of equal quality and the cost subtracted from the Security Deposit (See Appendix A) and/or charged to the using organization.
6. Dining or the serving of food is limited to pre-approved, designated areas.
7. If tables and/or chairs are rearranged to suit your needs, return to the original configuration before you leave. Tables and chairs that are removed from the storage room should be returned, being careful not to damage walls and paint.
8. If using a kitchen, the user must follow the Kitchen Use Guidelines below.
9. Use only the room(s) assigned, plus necessary hallways to access the room(s) and the nearest restrooms.
10. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment is moved, it must be replaced immediately after the event.
11. After each use, the Member should inspect the area, including restrooms, to make sure things are in order for the next user.
12. When community groups reserve space for a special event, a donation may be asked to cover the cost of utilities and any special custodial work required.
13. Lights which are not automatic should be turned off after a room is used.
14. No group or organization may sublet or assign their use of the facilities to any other group.
15. Please report any damages or maintenance problems to the Church Office as soon as possible.
16. Exceptions to the terms prescribed in this Policy may be authorized by the Trustees.

Security

Security is critical to the protection of the facility and its occupants. The following rules will be followed:

1. The four-digit security code will be changed annually on October 1.
2. A temporary access code will be assigned for any use by outside entities.
3. Church members will be provided the new code with instructions to not release the code to non-members.
4. The code pads are located at the Welcome Center and the Steeple entrances.
5. Once the doors are opened, they should not be left unlocked and unattended. The doors should never be propped open for access by late-arrivers.
6. Always check to make sure the lights are out (check bathrooms also) and the doors closed and locked when you leave the building.
7. Make sure any doors used are locked and closed securely when you leave.

Kitchen use guidelines

These guidelines apply to the Small Fellowship Hall kitchen and the Christian Life Center kitchen.

1. Wash, dry and put away all dishes used.
2. Clean and dry coffee pots.
3. Wash all sinks and counter tops. Kitchen appliances need to be cleaned of spillage, vents cleaned of grease and grease traps on the appliances cleaned and emptied.
4. Clean microwave.
5. Do not leave any leftovers. Any item left in the refrigerator will be thrown away.
6. Sweep floors and mop floor if necessary (where there have been spills).
7. Empty all trash containers and put new bags in containers. The dumpster is outside the Christian Life Center kitchen at the end of the building. A key to the dumpster is in each kitchen.
5. Make sure all equipment is turned off and lights are out.
6. Dishwasher rules are posted on the wall above the dishwasher.
7. Special instructions for operation of equipment in the Christian Life Center kitchen are contained on APPENDIX B.
8. Upon completion, complete the APPENDIX C, KITCHEN / CHRISTIAN LIFE CENTER INFORMATION AND CHECK LIST

Application and Agreement

Prioritization and approval

1. BUMC worship services (including weddings, memorials and funerals), scheduled meetings and other priorities have first priority.
2. Events are placed on the church calendar on a first-come-first-served basis.
3. Non-church related group usage shall be authorized as follows:
 - a. Senior Pastor or his/her designee shall approve one-time use
 - b. The Trustees shall approve recurring use.

Reservation and agreement

1. A *Building Use Agreement* with day, time, and room requested, Contact name, Member name information must be submitted to the Church Office **at least 30 days** in advance of the event. This allows enough time for the Trustees to meet and approve all requests.
2. If a group uses the building on a regular basis throughout the year, only one form is needed for each year. However, if changes from the regular schedule or plans or a change in leadership of any group (Contact) for special events are made, the Church Office must be notified so that you may complete a new form.

Security deposits and fees

See APPENDIX A for the fee schedule.

Effective date

This Building Use, Security and Fee Policy was approved by the Trustees and Church Council on August 10, 2009 and August 17, 2009, respectively, and is effective October 1, 2009.

APPENDIX A SECURITY DEPOSITS AND FEES

- No security deposit or fees are required for Bellevue United Methodist Church or Church-related group events
- Fees for use by other organizations are as follows:

Category	Location	Per use fee	Per use custodial fees
Non-church related groups	Small fellowship hall	\$50	NA
	Small kitchen	\$50	NA
	Christian Life Center	\$75	NA
	CLC kitchen	\$75	NA
	Classroom	\$25	NA
BUMC church member events	Small fellowship hall	NA	\$25
	Small kitchen	NA	\$25
	Christian Life Center	NA	\$50
	CLC kitchen	NA	\$25
	Classroom	NA	\$15

- Fees for one-time event, plus security deposit if applicable, shall be paid not later than **30 days** prior to event. Fees for recurring weekly or monthly events will be paid by the fifteenth day of the month preceding the first day of the month. For non-church related groups, a security deposit, equal to 25% of the one-time event fee or twelve month recurring usage fees, shall be paid at the same time as the first fee is paid. Custodial fees shall be payable to BUMC Custodian, and may be paid to BUMC as a pass-through.
- If all standards have been met and the Member signs off on the *Building Use Agreement*, the security deposit shall be returned within 30 business days.
- It is the express intent of the Trustees that Fees collected under this Policy are intended only to reimburse BUMC for utilities, maintenance and custodial costs generated by the use of the facility under this policy.

- This has been revised since the initial printing. Final version pending.

APPENDIX B

COMMERCIAL KITCHEN EQUIPMENT AND USE INFORMATION

Welcome to our Bellevue United Methodist Church commercial kitchen. Our kitchen is probably the best designed and equipped kitchen in west Nashville. The building committee did a survey and listened to what we members wanted in a new kitchen. Without a doubt we have available to use an impressive facility that should make the preparation of meals fast, safe, and enjoyable.

We have the newest state of the art equipment. Some of it is very simple to operate, other equipment is a bit more complicated to use. The Trustees want anyone from any group to have access to this kitchen. Because it has been a continuing learning process for all of us we hope to have an ongoing training and orientation to best utilize the kitchen.

RESERVATIONS:

The church calendar will be checked in the church office to be sure there is no conflict, and you will be given information to read which has a final check list that must be completed, signed by a person on the list of those who have been trained, and returned with the key after your event. You will pick up the kitchen key from the church office at the time of your event.

COOKING:

Upon arrival in the kitchen turn on the vent hood blower switch over the stove, ovens and convection oven. All of the equipment in this area generates a lot of heat, and if the vent hood is not on, heat buildup could set off the CO2 Dry Powder System and fill the kitchen with white powder. Any accident with this will cost \$500 to recharge the system plus the cost of cleanup.

In the event of a grease/stove fire the vent hood will cut off gas supply and release a wet chemical powder that should extinguish a fire. The fire alarm will sound throughout the entire building and will automatically call ADT who in-turn will call the fire department.

If the kitchen hood system does not work, the switch at the left side of the right exit door will start the CO2 system. In either case, go to parking lot and direct firemen to the fire.

The main range is a gas range with six cast iron grates, a large griddle and two ovens. Please note that the pilot lights for the burners, griddle and ovens burn all the time. Do not extinguish them at any time.

Should they not be lit when you go into the kitchen, please light them. The high burning pilot flame is normal operation. Some users have mistakenly put them out and this is a dangerous practice.

To use burners, griddle and ovens simply turn knob to desired temperature and they will light automatically. After cooking, wipe up/out any spills or food to prevent burning.

The convection oven, located to the left of the main range can cook anything that a regular oven can but several times faster. It has six moveable racks. All items should be placed in the center and on the upper shelves. This oven will cook meat, potatoes, bread and pastries considerably faster than the regular oven, but it is not as fast as a microwave.

The controls for the convection oven are on the side. The timer is used only as a warning and does not turn off the oven. A switch turns the oven on. The temperature control must be set for desired cooking. One switch controls the fan speeds of high and low. The high setting speeds cooking time about one third, but food must be watched more carefully. One switch turns on the light in the oven. After cooking, turn off the oven and temperature controls, and turn on the cool down switch. Turn this off before you leave the kitchen.

DIRTY DISH PREPARATION AND WASHING:

On arrival in the kitchen, or at least ten to fifteen minutes before the dishwasher is needed, turn on the control box on the lower right side which allows the equipment to warm up. At the same time turn on the exhaust fan switch on the wall to the right of the dishwasher. Check strainers in the bottom of the dishwasher and remove any food scraps. After warm up and without dishes, slide a blue rack into the washer and close the doors. This actuates an automatic cycle which fills it with water for further use. Dishes should be scraped as clean as possible into garbage can under the special cut hold for plate waste in the cabinet. (Silverware is more likely to be lost when scraped into a large, open can)

For each load, place dishes/utensils in a rack in a single layer (the machine washes from top and bottom in one minute, so layering prevents cleaning thoroughly). A special rack holds silverware. Pots and pans may also fit into the dishwasher for cleaning.

When dish rack is full, the flexible hose with dual cut off/on should be used to further rinse with hot water. The second cut off is in the easy to use handle. This waste goes into a disposal which should be turned on periodically. Stringy and fibrous foods should not be put into this disposal. It is for PLATE WASTE ONLY. Otherwise, Mr. Rooter says our drain lines will be stopped up.

To wash, slide a rack into the washer and close the doors. Chemicals are added automatically. When the rinse light goes off the cycle is complete and doors may be opened for air drying. A new tray may be immediately placed into the washer.

Dishes must air dry and then be returned to proper place in racks or cabinets. Pots and pans should be stored bottom up per health department (to prevent rodents or bugs from being trapped inside).

On completion of dish washing, remove debris from the strainers in the bottom of the washer. The automatic drain hook below the racks and near the rear of the right side should be pulled to the up most position to drain the washer. Turn the washer off and close the doors.

Wipe down and remove all water spots and marks from all work surfaces. Place racks under dishwasher, remove and empty garbage can. Be sure the main cut off for the flexible hose is turned off.

REFRIGERATOR AND FREEZER

All prepared food and drink should be used or cleaned out within four days. Condiments and other commercially prepared food items may be left but will be considered public domain. The kitchen committee will check the freezer and remove any abandoned items. This insures that room is available to sore items needed for a future event.

These units are for preparation storage only. They are not for continuous storage.

Do not assume that another individual or group will use leftover food. This rarely happens unless a responsible person is consulted to insure that it is needed or used. (For example, youth suppers are planed and leftovers, no matter how good, will not be used unless contact is made with the person responsible for the meal). Do not move pans or other equipment from the commercial kitchen, even to another space in the church building.

INSULATED HOLDING CABINET (WARMER)

If this unite is to be used for your meal it should be turned on during food preparation. You will find pan liners in the pantry for easy cleaning. The warmer pans should not be used for other cooking needs.

After use, remove food and wife out unit completely.

TAPPEN MICROWAVE UNIT

The inside should be wiped out after each use.

COLD FOOD SERVING CART:

Fill with ice from ice machine and place clear pans of two sizes. The unit has a long drain hose with cut off screw type valve. Before filling the ice check valve to be sure it is closed. You will find drains in floor of kitchen.

HOT FOOD SERVING CART

The outlet plug for maintaining the hot food cart is on the wall under the serving window. Another plug is found n the dining room on the front wall. To fill the table with hot water, first check the drain valve to be sure it is closed. Pull table to dish washer and use long hose to fill with hot water. Return it to where it is to be used and plugged in. After use, drain hose into one of the floor drains and wipe down the cabinet. Trays should be washed in dish washer. Check for overall cleanliness.

ICE MACHINE

The machine should produce all the ice needed for any event. The plastic scoop, which is always to be turned down on top of the machine, is to remove ice and not other tool, especially a glass or hand, should be placed into the ice.

HAND WASHING SINK

All hand washing should be done at this sink to the left of the ice machine upon entering kitchen. Sink should be inspected and wiped down as part of the final cleanup inspection.

Upon completion of cleanup, cabinet top should be wiped down until shiny and dry.

BUNN COFFEE MAKER FURNISHED BY ROBERT ORR.SYSCO

Instructions posted on the machine. Please use coffee provided and reimburse UMM at .80/pot.

APPENDIX C

KITCHEN / CHRISTIAN LIFE CENTER INFORMATION AND CHECK LIST

Because of the goodness of God and the generosity of his people we have an excellent commercial kitchen and large dining area. It has been dedicated to God as a place to promote His work in our community. The Trustees intend for it to be a safe, attractive and make your tasks easier and faster.

Limited janitorial services in the area and the fact that the church does not have a hostess necessitates that users set up and clean up after events in this facility. You are on your own. This is a big undertaking and responsibility. At no time should children be allowed in the kitchen.

Because we are a church family and openly practice the "Golden Rule", we hope that people will leave the facilities better than they found them. If you find something wrong or neglected by a previous user, please fix it and report the misuse to the church office on the check list attached.

The final check list has been designed to remind users of their responsibilities and insure that the condition of the kitchen and CLC will be clean and safe for the next users.

CHRISTIAN LIFE CENTER USE GUIDELINES:

Stored tables, chairs and risers are available for any event, and must be returned to storage immediately after the event. To prevent damage and/or injury, please have at least two people move heavy items and never lean tables against the wall. Eight tables and 48 chairs are to be left permanently set up on the end of the room near the kitchen.

Cleaning supplies are kept under the sink to the left of the convection oven. They are not to be left out or in any other place. Mops, brooms and buckets are kept in the hot water heater closet in the service hall. A vacuum cleaner is stored in the service hall between the kitchen and CLC. Clothes are kept in the pantry.

Use the following check list after each event.

- All supplies (decorations, papers, pencils, etc) brought into the CLC for the event has been removed.
- All tables and soiled chairs have been wiped with warm soapy water and dried.
- All excess tables have been placed correctly and safely on the conveyors and put in the Table/Chair closet.
- Highchairs and boosters have been washed with warm soapy water, dried, and returned to the service hallway.
- Carpeted areas including entrance hall have been vacuumed.
- Garbage/trash has been removed; bags tied and put in the dumpster outside of the kitchen. Plastic bags have been replaced in cans. Note: Keys for the dumpster are located in each kitchen.

CHECK LIST FOR KITCHEN

For every event, at least one person trained in the use of the kitchen equipment must be present for cooking and cleanup. This person(s) is responsible for the final check list. Anyone may be trained by going through the orientation as directed by the chair of the trustees. No children should ever be allowed in the kitchen area.

- A preliminary check of the kitchen and equipment found everything in good shape.
Notes/problems:

FINAL CLEAN UP

- Hot and cold food serving unites have been emptied, drained and cleaned. Food service pans have been cleaned, dried and put back in place.
- Stove grill, burners, catch pans, ovens, surfaces have been wiped. Controls are off. The overhead vent has been turned off after the area is cool and safe.
- The convection oven has cooled down, been cleaned and all switches turned off.
- The warming cabinet power has been turned off, inside walls wiped down, and water chamber emptied. All trays have been washed and placed back into the cabinet.
- Refrigerators and freezers are left clean with no carry over foods except condiments which are left for common use.
- All dishes, glasses, silverware, pots and pans and other items have been washed, air dried and properly stored.
- The dishwasher and adjoining sinks have been cleaned, water spots wiped down, and the washer has been drained. Water controls, dishwasher and vent fan are turned off. Preparation tables have been cleaned and left with no items on top. Bottom shelves are clean; no new items have be left there.
- Coffee maker is clean and turned off.
- Microwave interiors have been checked and wiped clean.
- The kitchen sinks are clean. Items have been returned to the pantry and labeled with group and date if they are not for common use.
- Kitchen floor and service hall have been swept and mopped.
- Garbage/trash bags have been tied and deposited in the outside dumpster, and new bags have been placed in cans. Note: Keys for the dumpster are located in each kitchen.
- Dish clothes have been taken home for laundering by _____.
- All doors are locked, and the kitchen thermostat has been returned to 80 summer / 65 winter.
- This check list and key are returned to the church office.

Person completing this check list: _____

Phone: _____

Comments:

Safe Sanctuary Policy

Bellevue United Methodist Church

Policies and Procedures

When the disciples tried to keep the children away from Jesus, he was quick to respond, “Let the children come to me.” Jesus taught that children were to be included and provided for within the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to our children very seriously. We fail in our responsibilities if we neglect to take adequate precautions against abuse in our churches. It is unlikely that we can completely prevent child abuse in every situation, but it is possible for us to greatly reduce the risk by following a thorough, practical policy of prevention. This policy is designed to set procedures for the safety of the children and youth of Bellevue United Methodist Church. This is based on our understanding of the widespread problem of abuse throughout our country.

Requirements For Staff and Volunteers

- All paid staff and volunteers working with children and youth will be interviewed and written permission will be received for a national criminal background check prior to that person assuming a position with our church.
- Those volunteers working with children (18 or under) should be church members for 6 months before they are eligible.
- Whenever reasonable, the “Two Person Rule” will require no fewer than two non-related adults or leaders be present during any church-sponsored program, event, or ministry involving children or youth.
- For field trips or off-site overnight stays, youth and children shall not stay in a private room with any adult not a member of their family.
- The church nursery will require all parents to sign their child in and out, according to the church nursery policy.
- No one shall serve as a volunteer or paid care provider who has had a verdict or judgment rendered against him or her in any action arising out of any personal act or conducts related to abuse of a child or an adult with special needs. This qualifying rule shall apply no matter how long ago the civil or criminal verdict occurred and judgment was rendered, even if the same is expunged.
- No one shall serve the congregation who, in the opinion of the screening committee, may represent a potential threat of committing abuse or violating this policy.
- Disclosure of findings shall remain private to the committee and will not be revealed to the applicant or to any agent of the applicant.
- Community groups will be asked to sign a statement acknowledging compliance with BUMC’s Safe Sanctuary policy.

SCREENING PROCESS

Responsibility:

- No volunteer or applicant shall begin working with children and youth before completion of the required background check and screening process.
- The Senior Pastor and/or a representative from SPRC will be responsible for screening all paid staff employees.
- The Director of Christian Education will be responsible for screening all Sunday School and Children’s Programs volunteers, including the Nursery Ministries and Youth program volunteers.
- The Director of Music Ministries will be responsible for all volunteers in the Music Ministries area.
- Community groups will not be screened by BUMC but are responsible for ensuring compliance with our Safe Sanctuary policy while using our facility.

Procedure:

- The persons noted above will be responsible for receiving, reviewing, confirming and processing employment or volunteer applications.
- References will be required on all employees; the screeners noted above, will follow up on specific references listed, which will include at least three non-related references, personal or institutional.
- A check for arrest and conviction records will be made for all employees and volunteers, performed by the persons noted above. All BUMC background checks will be handled through the Tennessee Annual Conference.
- The interview questions may vary depending on the interviewee and the recipient's responsibilities within the Church. The results of the interview, especially when sensitive areas have been discussed, should be kept confidential and only discussed with those persons needing this information in order to make a decision as to whether the applicant should be accepted as a volunteer.
- The volunteer or worker application and consent to perform background check will be signed by the applicant and maintained in secure files.
- The maintenance of such documents shall reside in a locked file or cabinet in the office of the Senior Pastor.

TRAINING

- Initial training will be coordinated/performed by the ministry director(s) and/or Senior Pastor (or responsible person in charge), then performed on a periodic basis or when a new staff member is hired or volunteer is invited to be in service. This will include a review of the policies and procedures. The consent form for background checks will be signed at that time.
- Community Groups, as described previously, will not receive any training from BUMC.

RESPONDING TO ALLEGATIONS/MISCONDUCT

- Once an incident of child abuse occurs or allegations of an incident are made, it is crucial that it be dealt with speedily and in a clearly outlined manner. The person who observes alleged abuse or to whom such alleged abuse is reported shall report the incident immediately to the senior pastor.
- Upon receiving such information, the Senior Pastor or his/her designee will speak to the alleged victim immediately and promptly report the incident to the District Superintendent, appropriate authorities, and our insurance agent.
- Persons who are the objects of the report will be required to refrain from the participation in any supervisory capacity of any activity until the incident report is resolved. In any removal of a person from any activities, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

SAFE SANCTUARY --- RESPONSE PLAN:

- A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in an activity, all volunteers or staff involved in that activity shall be at the service of all official investigation agencies.
- The Senior Pastor, or his/her designee, is the only person (s) authorized to make statements to representatives of the media.
- If the allegation concerns activities or person outside any relationship to a church related event or activity, it is the responsibility of the person in charge of that event or activity to inform the senior pastor who will then report to the District Superintendent, appropriate authorities, and our insurance agent.

- If allegations are made against the Senior Pastor, the chairperson of the Staff Parish Relations Committee shall be contacted immediately for notification of the District Superintendent.
- All prospective volunteers will read the above summary. Then complete all appropriate applications including approval for a criminal background records check and references. A complete and detailed policy is available in the church office. All volunteers are also asked to sign the Participation Covenant Statement.

Implementation:

This policy shall be effective immediately upon adoption by the Staff-Parish Relations Committee and Board of Trustees at a time stated by them for all Church-related activities, events and functions. All initial training is to be completed by a schedule adopted by SPRC, with ongoing training as needed for new volunteers and employees.

Definitions:

For this policy, the following definitions will apply:

Abuse means harm or threatened harm to the health and welfare of an adult with special needs, a child, or youth by any person responsible for the health and welfare of an adult with special needs, a child or youth, that occurs through non-accidental physical or mental injury; sexual abuse, sexual exploitation or mistreatment, sexual harassment, sexual conduct, sexual molestation; disseminating, exhibiting, or displaying sexually explicit material.

Adult means any person at least 18 years of age.

Appropriate means conduct that one would reasonably assume would be acceptable and permissible by a child's parent or guardian.

Child, Children or Youth refer to a person less than 18 years of age.

Leader means anyone directly responsible for supervising and overseeing the specific Church-related function, event or activity.

Parent or guardian means any parent, stepparent, foster parent, grandparent or appointed guardian with the general responsibility for the health, education, or welfare of a child or adult with special needs.

Sexual Harassment means any unwanted sexual advances or demand, either verbal or physical, which is perceived by the recipient as demeaning, intimidating or coercive.

Screening Committee shall be comprised of the Senior Pastor, the Director of Christian Education and the Director of Music Ministries. The chair of the Staff-Parish Relations Committee and/or others may be members if so recommended by the Senior Pastor.

Building Requirements:

All offices and classroom doors will have an uncovered window. Any counseling that occurs behind a closed door should allow for the viewing of the counselor through the office door window.

Revisions:

- The SPRC and/or Board of Trustees will review this policy annually.
- Proposed revisions shall be submitted in writing to the Trustees, who shall have the power to adopt such revisions as needed.