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POLICIES & PROCEDURES  
FOR VOLUNTEER & PAID  
STAFF WORKING WITH  
MINORS  
AT  
FIRST BAPTIST CHURCH  
OF  
TULSA, OK

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Dear Volunteer,

Jesus invited the children to come to him.

This ancient invitation of Christ continues to influence the modern mission of the church as we reach the next generation of students with the love of God.

It is our responsibility to keep our children safe and to do everything in our power to steward every young life under our care. These policies and procedures are intended to better equip our volunteers to better serve our children.

May you glorify God by serving as a volunteer who honors Jesus by honoring children.

10,000 Blessings,

Deron

## INTRODUCTION

Thank you for your desire and heart to minister to children and students at First Baptist Church of Tulsa. In our ever-changing culture it is important that FBC provide a place that is safe for all minors and their families.

First Baptist is committed to helping all volunteers and staff understand and use appropriate measures when working with minors as outlined in this document.

First Baptist Church of Tulsa does not tolerate the abuse of a minor in any way. We encourage adults to use wisdom and discretion when working with minors. We also ask that any account of abuse or neglect be reported immediately to your supervisor or pastoral staff. Any person who may pose a threat to minors will be prohibited from working in any ministry involving minors.

This manual is written to help you as you work with minors. Please take time to read through our policies and apply to your area of ministry. We ask that you understand our Procedures for Responding to Abuse and keep the phone numbers in this manual available to you. Lastly we ask you read, sign, and date the Code of Conduct form outlined in the back of this manual. Please return one signed copy back to your ministry supervisor. Also please fill out the First Baptist Tulsa Application Form. This application is our authorization to complete an annual background check. All staff, regardless of position, and all volunteers working with minors are required to be complete this screening process.

Thank you again for choosing to minister to children and students at First Baptist Church of Tulsa.

FBC Tulsa Educational Staff,

Dave McPherson, Minister of Discipleship

Matt McClure, Minister to Students

Debbie Thompson, Minister to Children

Grant Collins, Associate Minister to Students

Sabrina Thomson, Minister to Preschool

Kala Churchwell, Associate Minister of Preschool

# **POLICIES**

## **Defining Appropriate and Inappropriate Physical Interactions Between Staff/Volunteers and Minors**

**Two screened adults are required to be present at every function and in each classroom, vehicle, or other enclosed area during all activities involving minors (“Two-Adult Rule”). For the times when this precaution cannot be supported, at least three individuals (at least one being a screened adult) are required to be present (Rule of Three). Appropriate Displays of Interactions:**

- Side hugs.
- Shoulder to shoulder or “temple” hugs.
- Pats on the shoulder or back.
- Handshakes.
- “High-fives” and hand slapping.
- Verbal praise.
- Pats on the head when culturally appropriate.
- Touching hands, faces, shoulders, and arms.
- Arms around shoulders.

### **Inappropriate Displays of Interactions:**

- Full frontal hugs.
- Kisses on the mouth.
- Touching bottoms, chests, or genital areas.
- Showing affection in isolated areas of the building, such as closets, staff only areas, or other private rooms.
- Staff/volunteers sleeping in bed with a minor.
- Touching knees or legs.
- Wrestling with minors.
- Piggyback rides.
- Tickling.
- Allowing a minor to cling to a staff/volunteers leg.
- Any type of massage given by a minor to a staff/volunteer.
- Any type of massage given by staff/volunteer to a minor.
- Any form of affection that is unwanted by the staff/volunteer or minor.
- Compliments that relate to physique or body development.

## **Defining Appropriate and Inappropriate Verbal Interactions Between Staff/Volunteers and Minors**

### **Appropriate Verbal Interactions:**

- Positive reinforcement.
- Appropriate jokes.
- Encouragement.
- Praise.

### **Inappropriate Verbal Interactions:**

- Name calling.
- Discussing sexual encounters or in any way involving minor in the personal problems or issues of staff.
- Telling secrets.
- Cursing.
- Telling off color or sexualized jokes.
- Shaming.
- Belittling.
- Derogatory remarks.
- Harsh language that may frighten, threaten, or humiliate minor.
- Making derogatory remarks about the minor or about their family.

## **Defining Appropriate and Inappropriate Electronic Communications Between Staff/Volunteers and Minors**

### **Children and Preschool Ministry**

All children and preschool volunteers and staff are prohibited from engaging in any form of personal electronic communication with minors. This includes, but is not limited to, social networking websites like Twitter and Facebook, instant messaging, texting and email.

### **Student Ministry**

While we understand that electronic communication with minors comes with certain inherent challenges, we also recognize its value when working specifically with teenagers. With this in mind, it is the policy of First Baptist Church Tulsa to allow student ministry volunteers and staff to communicate electronically with junior high and high school students so long as it is not done in a private manner. No communication with a minor can be done privately. All communication must be presented in an open format and accessible to the student ministry staff. For example, texting must be done in a group format that includes at least two adults and Facebook messages must copy the student ministry office. Direct messaging on Twitter is strictly prohibited.

FBC Tulsa encourages all adult volunteers and staff to be thoughtful and use appropriate content when communicating with minors, remembering to exercise diligence and maturity in these areas.

FBC Tulsa reserves the right to remove any staff/volunteers from their position working with minors if they do not adhere to the electronic communication policy.

## **Procedures Governing Interactions Between Staff/Volunteers and Minors Outside of Regularly Scheduled Program Activities**

**Require staff/volunteers to submit in writing any plans for outside contact. The plan should include the date, time, activity, and names of minors involved. Supervisors should identify for staff/volunteers what types of outside contact are appropriate and inappropriate.**

**Require staff/volunteers to document their contacts with minors once a week. The documentation should include the names of the minor, date, time, activity, and any unusual incidents.**

### **Examples of Appropriate Outside Contact:**

- Taking groups of minors out for dinner.
- Taking groups of minors out to a movie.
- Taking groups of minors to a sporting activity.

### **Example of Inappropriate Outside Contact:**

- Taking one minor on an outing without the guardian's or FBC's written permission.
- Entertaining one minor in the home of a staff/volunteer.
- Individual minor spending the night with a staff/volunteer.

## **PROCEDURES FOR RESPONDING TO ABUSE**

### **Responding to Reports of Suspicious or Inappropriate Behaviors**

#### **A. STAFF/VOLUNTEER RESPONSE**

**In the event that a staff/volunteer witnesses suspicious or inappropriate behaviors or policy violations from a co-worker, the staff/volunteer is instructed to do the following:**

1. Interrupt the inappropriate behavior and remind the co-worker of the correct policy or procedure for interacting with minors.
2. Report the behavior to a supervisor and/or make an anonymous report.
3. If no action is taken in response to the report, keep reporting to the same supervisor or to the next level of management.

#### **B. SUPERVISOR RESPONSE**

**In the event that a supervisor receives a report of suspicious or inappropriate behaviors or policy violations from a staff/volunteer, the supervisor or administrator is instructed to do the following:**

1. Determine the appropriate administrator to respond to the behavior.
2. Review the staff/volunteer's file and determine if similar complaints exist about the staff/volunteer.
3. Document the behavior and submit it to the appropriate supervisor.
4. Determine what action is required:
  - i. Increase monitoring or supervision of the staff/volunteer or program.
  - ii. Speak with the staff/volunteer.
  - iii. Initiate the progressive disciplinary process.
  - iv. Interview and/or survey others:
    - Co-workers.
    - Members.
  - v. Report concern to the next level of management.
  - vi. Conduct a formal internal incident review.
  - vii. If appropriate, notify authorities.
  - viii. If appropriate, notify parents and/or legal guardians.
5. Follow-up with the staff/volunteer who reported the behavior to let the staff/volunteer know that the report is being taken seriously.

### C. ORGANIZATIONAL RESPONSE

**After the internal review of the suspicious or inappropriate behaviors or policy violations, the organization is instructed to do the following:**

1. Review the need for additional supervision.
2. Review the need for revised policies or procedures.
3. Review the need for additional training.

### D. REPORTING TO STAFF SUPERVISORS

**Report abuse immediately to the following appropriate supervisor:**

		<b>Office</b>	<b>Home or Cell</b>
Preschool	Sabrina Thomson	918-594-5024	918-527-2123
	Kala Churchwell	918-594-5096	918-625-3932
Children	Debbie Thompson	918-594-5023	918-691-8900
Students	Matt McClure	918-594-5022	918-809-9556
	_____	918-594-5042	
Caring			
Centers	_____	918-594-5017	
Discipleship	_____	918-594-5020	918-249-0718
FBC Main Phone		918-587-1571	

**CHILD ABUSE HOTLINE      1-800-522-3511**

## **Responding to Allegation or Incident of Suspected Abuse**

### **A. STAFF/VOLUNTEER RESPONSE**

1. Interrupt if witnessing.
2. Correctly respond to the person disclosing. Pay attention to the safety and comfort of the guest.
3. Follow organization policy.
  - i. Call authorities.
  - ii. Notify supervisors.
4. Document/write a statement of the incident.

### **B. SUPERVISOR RESPONSE**

1. Contact authorities.
  - i. Authorities might advise to investigate yourself or,
  - ii. Authorities might come in.
2. Follow authority requirements.
  - i. Do not do anything. If authorities request that you not do anything, proceed with follow-up and documentation.
  - ii. Conduct own investigation.
3. Suspend the accused. Remove from access to the minor.
4. Response to media. Inform Bobby Hart, Chief Operations Officer, and Deron Spoo, Senior Pastor.
5. Pull the staff file.
6. Respond to the parent.

## **Responding to Inappropriate Student-to-Student Interactions and Abuse**

### **A. STAFF/VOLUNTEER RESPONSE**

**In the event that a staff/volunteer witnesses student-to-student abuse, the staff/volunteer is instructed to do the following:**

1. Interrupt the abuse.
2. Report the activity to a supervisor.
3. Document the incident. Documentation requirements should include: documentation of all known circumstances and individuals involved, documentation of necessary follow-up items, and documentation of future action items.

### **B. SUPERVISOR RESPONSE**

**In the event that a supervisor receives a report of student-to-student abuse, the supervisor is instructed to do the following:**

1. Determine the appropriate administrator to conduct the internal review of the incident.
2. Notify the guardians of all students involved in the abuse.
3. Notify the authorities if required by the mandated reporting procedures.
4. Document the incident and the organization's response.
5. Determine if the student exhibited similar behaviors in the past (review the student's file, incident reports involving the student, meet with the staff/volunteer(s) to determine if this student has exhibited similar behaviors in the past, etc.).
6. Determine if the program has had similar incidents in the past.
7. Determine if the staff/volunteer on duty violated supervision procedures and if they have violated similar procedures in the past.
8. Develop a written correction action or safety plan.
9. Alert others in the program.
10. Determine if the staff/volunteer is appropriate for the program.

### **C. ORGANIZATIONAL RESPONSE**

**After the internal review of the student-to-student abuse, the organization is instructed to do the following:**

1. Review the need for additional supervision
2. Review the need for revised policies or procedures
3. Review the need for additional training
4. Alert others in the organization

**FIRST BAPTIST CHURCH, TULSA  
APPLICATION FORM FOR WORKING WITH MINORS**

This form represents part of First Baptist Church’s efforts to provide a safe environment for minors who are involved in the various programs we offer and is to be completed by anyone who is in a position in which minors are taught or cared for in any way. This is not an employment application. The information you provide will be held in strict confidence and will not be disclosed beyond any reasonable, necessary, or legal requirement.

**I. PERSONAL INFORMATION**

Full legal name \_\_\_\_\_ Birth Date \_\_\_\_\_

Address \_\_\_\_\_

Home/Cell Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Have you ever used or been known by any aliases? \_\_\_\_\_

If so, what other name might you have gone by or been known by? \_\_\_\_\_

Why did you use an alias? \_\_\_\_\_

If you have not lived at your present address for five years or longer, please list prior address:

\_\_\_\_\_

**II. PRESENT EMPLOYMENT**

Name of employer \_\_\_\_\_

Address \_\_\_\_\_

Starting Date \_\_\_\_\_ Does your work involve minors? \_\_\_\_\_

Type of work performed \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

**III. PERSONAL QUESTIONS**

Have you ever been convicted of or pleaded guilty or no contest to any criminal offense of any kind?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain the nature of the charge or conviction (this information will be protected and kept confidential).

\_\_\_\_\_

During your lifetime, have you ever participated in, or been accused, convicted, or pleaded guilty or no contest to abuse or any sexual misconduct? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please explain the nature of the charge or conviction (this information will be protected and kept confidential).

\_\_\_\_\_

As a child or teenager, were you ever molested, abused, assaulted or subjected to a sex offense of any nature?

YES \_\_\_\_\_ NO \_\_\_\_\_

**IV. CHURCH ACTIVITY**

How long have you been a member of our Church? \_\_\_\_\_

List all previous church work involving minors:

Church Name	Complete Address	Service You Performed	Dates
_____	_____	_____	_____
_____	_____	_____	_____

List all previous non-church work involving minors

Organization	Address	Telephone Number
_____	_____	_____
_____	_____	_____

List three references with names, address, phone numbers, email address and position:

_____
_____
_____

I hereby authorize First Baptist Church Tulsa to make an independent investigation of my background, references, past employment, adult criminal or police records, and motor vehicle records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications to service now and, if applicable, during the tenure of my service with First Baptist Church Tulsa.

I release First Baptist Church, and any person or entity, which provides information pursuant to this authorization from any and all liabilities, claims, or law suits in regards to the information obtained from any sources used.

The following is my true and complete legal name, all information is true and correct to the best of my knowledge:

\_\_\_\_\_

Please sign name and date.

Make a copy for your records and return this copy to the Supervisor.

## CODE OF CONDUCT

It is the desire of First Baptist Church Tulsa to provide the highest quality services available to our members. Our commitment as an organization is to create an environment for members that is safe, nurturing, empowering, and which promotes growth and success for the members who participate in our services. To clarify our vision of how this will be accomplished, the Code of Conduct outlines specific expectations of staff/volunteers as we strive to accomplish our mission together.

1. Members will be treated with respect at all times.
2. Members will be treated fairly regardless of race, sex, age, or religion.
3. Staff/Volunteers will not swear or tell off-color jokes.
4. Staff/Volunteers will not discuss with guests their sexual relationships/encounters or in anyway involve guests in their personal problems or issues.
5. Staff/Volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of guests.
6. Staff/Volunteers will not have sexually oriented materials, including printed or internet pornography, in the presence of guests.
7. Staff/Volunteers will not have secrets with guests.
8. Staff/Volunteers will dress conservatively and avoid wearing provocative and reveling attire including midriffs, tank tops, halter tops, short shorts, or short skirts.
9. Staff/Volunteers will not stare or comment on a guests' body.
10. Staff/Volunteers will adhere to uniform standards of affection.
11. Staff/Volunteers will avoid affection that cannot be observed.
12. Staff/Volunteers shall not abuse guests in anyway including the following:

*Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints

*Verbal abuse:* degrade, threaten, curse

*Sexual abuse:* inappropriate touch, exposing oneself, sexually oriented conversations

*Mental abuse:* shaming, humiliation, cruelty

*Neglect:* withholding food, water, shelter

Any type of abuse will not be tolerated and will result in immediate dismissal from FBC Tulsa and FBC Tulsa will fully cooperate with authorities if allegations of abuse are made and investigated.

- 13. Staff/Volunteers will report concerns or complaints about FBC Tulsa staff/volunteers or members to the appropriate supervisor, who can be reached at their number listed on page 6 of these policies.
- 14. Staff/volunteers who work at FBC Tulsa may not have engaged in or been convicted of child abuse, indecency with a child, or injury to a child.

**I have read the Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.**

**I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or an adult and that I have never been convicted of these acts.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please sign name and date.

Keep this copy for your records.

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**I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a minor or an adult and that I have never been convicted of these acts.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

Please sign name and date.

Return this copy to the Supervisor.