



POLICIES & PROCEDURES

APPROVED BY CHURCH CONFERENCE

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BROADWAY UNITED METHODIST CHURCH HANDBOOK

Revised September 2009

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HANDBOOK PURPOSE AND USE

This handbook reflects the current policies that guide the implementation of the various ministries of Broadway United Methodist Church and reflects procedures used to accomplish the mission of the church. In addition to providing guidelines for effective ministry, the information herein will provide an informed transition for new lay leadership while, at the same time, helping new staff members to understand the form and function of ministry at Broadway United Methodist Church.

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I. OPERATIONS

A. USE OF CHURCH FACILITIES AND EQUIPMENT (See *The Book of DISCIPLINE* [2004], ¶2532.3)

Groups shall be served in the following order of priority.

1. BUMC groups - first come basis
2. Other church-related and certain ecumenical groups (district, conference, etc.)
3. Non-profit community-related groups

All groups shall be required to make reservations adhering to the following regulations and policies:

1. Church-related and non-profit groups may use the facilities on an occasional basis with no charge except as needed for custodial services, facility damage, equipment breakage, etc. These Groups should not have a political purpose or be controversial (potential negative publicity) as determined by the Trustees.
2. Responsibilities related to long-term use of these facilities by non-profit groups other than those considered part of the regular church program shall be determined in advance by mutual agreement between the group and Board of Trustees. A donation of \$20.00 may be requested to cover the cost of utilities for each meeting. Approval will be in writing and be on file with the Administrative Assistant. Also, use will be confirmed annually.
3. Other groups using the facilities, if authorized by the Trustees, shall be requested to donate \$30.00 to cover utilities, \$20.00 for use of kitchen, a custodian fee of \$50 and any subsequent costs related to facility damage and/or equipment breakage.
4. Following use of these facilities, rooms must be cleaned and returned to original order, including rest rooms. All doors must be locked. All groups are reminded that there is NO SMOKING in the church building.
5. Weddings are covered by special arrangements. See the "Wedding Handbook and Request Form" in the Addenda.
6. Failure to comply with these procedures and policies may result in forfeiting future use of facilities.
7. Designated chairs and tables may be borrowed by members and non-profit groups after being signed out in the office. The stacking chairs may not be borrowed.
8. If you unlock the building for a special purpose, you are responsible for locking the building after the meeting.
9. Any questions about use by any group or by any church member will be referred to the Trustees for resolution.

All groups shall be required to make reservations to use any area of Broadway United Methodist Church (BUMC) or to use any equipment belonging to BUMC. (See form in the Addenda)

1. Reservations shall be made with the Administrative Assistant only. Reservations shall be taken on a first-come basis.
2. All reservations shall be made at least two weeks prior to the date needed. The Administrative Assistant shall be notified of cancellations as soon as possible.

3. Reservations by non-church groups may be made by telephone; nevertheless, a responsible representative of the organization shall come to the church office to sign an agreement and receive the regulations concerning the use of the facilities and/or equipment.
4. The agreement shall designate areas of the facilities, equipment to be used and the dates and times of use. The agreement shall also include the name, address, and phone number of the organization's representative responsible for arrangements.

Failure to comply with the following requirements may result in forfeiting future use of the BUMC facilities:

1. Rooms must be cleaned and returned to original order.
2. Lights and water turned off (check bathroom lights).
3. Doors locked.
4. There will be NO SMOKING in the church building.

B. WEDDINGS

BROADWAY UNITED METHODIST CHURCH WEDDING POLICY

Planning Your Wedding

Marriage was instituted by God, blessed by Jesus in Cana, and still remains God's plan for a man and a woman. It is appropriate that Christians be married in a church, invoking God's Blessing of the founding of a Christian home.

A church wedding is a service of worship in which a Christian commitment is made. We believe that marriage is regulated by God's commandments, blessed by Jesus Christ, and to be held in honor among all people.

In order that weddings in the church may conform to high Christian standards and proceed with decorum and dignity, the following guidelines and procedures are made. These guidelines and procedures will assure your wedding will be both meaningful and cherished.

The pastor, staff, and members of Broadway United Methodist Church wish you all the best as you approach your wedding and begin your new life together.

Scheduling Your Wedding

To reserve a date for your wedding, contact the church office. The Administrative Assistant will provide you with a copy of our Wedding Policy, including the necessary forms to be completed and a list of fees.

Read all the guidelines and procedures, complete the Wedding Reservation Form, and return it to the Administrative Assistant. Once your date has been confirmed, it will be placed on the church calendar and you will be contacted. As soon as possible, please complete the Wedding Information Sheet and return it to the Administrative Assistant along with a non-refundable \$100 deposit. This deposit will be deducted from your total fees, except for those to be paid directly to the responsible person.

Priority will be given to members; therefore, dates for non-members will not be confirmed more than 10 months in advance.

Pastoral Staff

All couples are expected to use the pastoral staff of Broadway United Methodist Church. If the couple wishes to use another pastor, the pastoral staff of Broadway United Methodist Church must be consulted, approve the request, and extend an invitation to the other pastor.

Once the wedding has been placed on the church calendar, it is the responsibility of the couple to contact

the pastoral staff of Broadway United Methodist Church to schedule the required pre-marital counseling sessions (a minimum of four hours recommended). If the counseling sessions will be conducted by another pastor, the pastoral staff of Broadway United Methodist Church will approve this request.

Wedding Service Music

The wedding is a service of worship and the music must maintain reverence and give glory to God. All music must be approved by the church organist, Director of Music, or designated representative of the church. Popular music may not be appropriate for the wedding ceremony, but may be better suited for the reception. The church organist will assist in making suggestions for appropriate music for the wedding ceremony.

The church organist will play for all weddings in the church that require an organist. A substitute may be obtained if a scheduling conflict arises. Any substitute organist must be approved by the church organist, Director of Music, or designated representative.

If a pianist is desired in place of an organist, the church organist can fulfill those duties. If the wedding party requests a different pianist, the substitute must be approved by the church organist, Director of Music, or designated representative.

Soloists, musicians, and their musical selections must be approved by the church organist, Director of Music, or designated representative.

All music details must be finalized two weeks before the wedding.

Fees should be paid directly to the musicians no later than the day of the rehearsal.

Wedding Coordinator

Once your wedding is placed on the church calendar, a wedding coordinator from Broadway United Methodist Church will be assigned by the Administrative Assistant and the name and phone number of the wedding coordinator will be given to the couple. The wedding coordinator will meet with the couple to go over the Wedding Policy, discuss their wishes for the wedding ceremony, and assist the couple in completing the Facility/Services Request. If the couple wishes to use a separate wedding director, the wedding director must also meet with the couple and the wedding coordinator. It is the wedding coordinator's responsibility to make sure your wedding plans are in accordance with Broadway United Methodist Church's wedding policy and to see that your plans are carried out in accordance with your wishes.

The wedding coordinator will provide your florist, photographer, and caterer, if your reception will be held at the church, with a copy of the policies and guidelines and will make sure they understand these policies and guidelines.

The wedding coordinator will be present at the rehearsal to direct the wedding party during the rehearsal according to your plans and to show the wedding party where they will dress on the day of the wedding. She will also assist your wedding director, if you choose to use a separate wedding director.

On your wedding day, she will be available prior to the service to assist the wedding party as needed. If no wedding director is present, she will direct the wedding party into the church as rehearsed.

Custodial Staff

The custodial staff of Broadway United Methodist Church will be available for the rehearsal, the wedding service, and the reception (if held at the church). Fees for the services indicated on the Facility/Services Request will be paid directly to the custodian no later than the day of the rehearsal.

Facilities

The Sanctuary

The sanctuary is a holy place of worship and should be respected in that manner. The communion table, cross, altar candles, and other items in the chancel area will be the central focus of the setting, and any additional decorations will complement these symbols. No article in the chancel area, except for the flags, may be removed to accommodate decorations or the arrangement of the wedding party. The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. Moderation should be exercised with additional decorations. All equipment, supplies, and floral arrangements must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

The Chapel

The chapel is adjacent to the sanctuary and is also a holy place of worship and should be respected in that manner. All criteria of use are the same as the Sanctuary section above.

Fellowship Hall

The W.R. Allen Fellowship Hall is available for rehearsal dinners and receptions. This area has chairs and several sizes of tables. The custodian will arrange the room setup with advance notification. All food and drink is to remain in the fellowship hall and not be taken elsewhere in the church. The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. The hanging of paper decorations from the ceiling is allowed using plastic grid clamps only. Care must be taken not to damage the ceiling tiles or framework.

All equipment, supplies, and floral arrangements must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

Kitchen

The kitchen is available for food arrangement only. Cooking will not be allowed. Pre-made items may be reheated or kept warm. The dinnerware, flatware, and all other kitchen related items including the automatic dishwasher are not to be used.

The Parlor

The parlor located on the second floor is available for the bridal dressing room. Restroom facilities are close by the parlor.

Additional Rooms

Extra rooms are available for the groom and groomsmen dressing. The wedding coordinator will designate any additional rooms as required.

Smoking is not allowed inside the building at any time. The designated smoking area is across

Broadway Avenue away from the church entrance.

The Rehearsal

Please allow at least one hour for your rehearsal. All members of the wedding party, including all family members who will be seated immediately prior to the processional, should be at the church at least 15 minutes prior to the scheduled rehearsal time.

The minister and the wedding coordinator will coordinate the rehearsal. Ushers will be instructed and those chosen to seat the mothers/grandmothers will be shown exactly what they are to do. The wedding coordinator will assist the bride and wedding director, if present, in placing the wedding party; both the processional and recessional will be rehearsed.

All musicians should be present at the rehearsal, especially if musical selections are to be used in the actual service. A separate rehearsal with the organist can be scheduled if needed.

The wedding coordinator will assure that all parties are comfortable with their roles before ending the rehearsal. The rehearsal is the time to make last minute changes to your plans.

The Wedding

The bride and wedding coordinator will decide what time the wedding party should arrive at the church on the day of the wedding. The wedding coordinator will make sure the church is unlocked and the lights are on in the appropriate areas. The wedding coordinator will make sure the temperature in the sanctuary and/or chapel, the parlor, and any other rooms to be used for dressing is comfortable. The wedding coordinator will be available to assist the wedding party, florist, and caterer as necessary.

The Decorations

Once your wedding is placed on the church calendar, you will be given the name of the altar guild members who will be serving the month of your wedding. They will be familiar with these policies and will work with you, the wedding coordinator and your florist to plan the decorations for your wedding. We expect the same care will be exercised in protecting the church furnishings as you would exercise in protecting the furnishings of your home. Any damages done to the church building, furniture, fixtures, or equipment will be the financial responsibility of the bride and groom. The extent of any damage will be ascertained and the cost evaluated by the Board of Trustees.

Paraments in both the sanctuary and chapel will be changed to white for your wedding. See the guidelines the sanctuary regarding items in the chancel area. Seasonal decorations in the church may not be removed. Tasteful outdoor decorations may be used on the front doors and the front railings.

The church has two 7-candle candelabras that may be used, if desired, along with the 2 altar candles. Lighted candles are permitted in the chancel area only by order of the fire marshal. Aisle candles and light attendant arrangements are strictly prohibited. A Kneeling Bench is also available for your use.

ONLY SILK FLOWER PETALS MAY BE USED BY FLOWER GIRLS.

Only bubbles may be used and only outside the church building. Birdseed, rice, sparklers, or any similar material may not be used at any time inside or outside the church building.

The flower cooler will be available for your flowers for the day of your rehearsal and your wedding day. Flowers belonging to Broadway United Methodist Church will not be removed from the cooler to make

room for your flowers. Either the wedding coordinator or one of the altar guild members will meet with your florist concerning use of the cooler prior to the delivery of any flowers to the church. Please let the wedding coordinator or one of the altar guild members know if the altar flowers from your wedding will be left to use for Sunday services. If so, they will be acknowledged in the church bulletin. If flowers for the Sunday following your wedding have already been reserved, your flowers will be placed on the altar in the chapel.

All decorations will be removed immediately following the ceremony and the chancel area set for Sunday services. Items that must be left overnight will be stored in a location designated by the wedding coordinator.

Sound System and Sound Technicians

If the sound system is used, an approved sound technician must be used for all wedding related events at the church. The usage of the sound system is to enhance worship. Usage of microphones and stands should be limited and discretely placed as not to detract from the focus of the worship area.

Sound tracks that are worshipful will be permitted to backup singers or in-lieu-of an organist. All tracks must be approved by the pastor, wedding director, or designated church official. The sound levels will be balanced to maintain a pleasant and worshipful atmosphere.

The Rehearsal Dinner/ Reception

The W. R. Allen Fellowship Hall is available for your rehearsal dinner and your reception. All food and beverages should be provided by a caterer. See the guidelines pertaining to use of the kitchen and other kitchen related items and equipment.

You will need to meet with the wedding coordinator to discuss your plans for your rehearsal dinner or reception at least one month prior to your rehearsal dinner or reception. She will notify the custodial staff concerning how you wish the fellowship hall to be set up. Linens are available for a fee.

No alcoholic beverages are allowed on the church property.

C. FUNERALS

A Christian funeral celebrates the life of the deceased and remembers God's promise of Life Eternal.

The family should contact the minister who is to conduct the funeral prior to setting the time of the service to make sure he or she is available at that time.

Conducting a funeral for a church member is a service of the church for which the pastor does not charge a fee.

The church sanctuary is available for funerals of church members if the family desires to hold the service there.

Prior to the funeral, the family will want to tell the pastor anything regarding the deceased's life they might want mentioned in the service.

It is always helpful when people let their families know ahead of time their wishes regarding their burial and funeral service, including favorite scriptures or hymns they want used.

The **BEREAVEMENT COMMITTEE** of Broadway Church provides a meal for the family of a deceased member at a time convenient to the family.

D. KITCHEN USAGE

Whenever a group or organization of the church is using the kitchen, they should follow these guidelines.

1. Schedule the use of the kitchen through the church office.
2. Wash all dishes used and return to proper cabinet.
3. Dispose of all food, or label if it is to be used later. Refrigerator items left should be checked on and disposed of if left for a period of time.
4. Food items should not be left in the flower cooler for more than a couple of days.
5. Non-church organizations should also see the section on the **USE OF CHURCH FACILITIES AND EQUIPMENT**. [Section I.A.]
6. Kitchen equipment may be used by non-church related groups if indicated in the agreement.
7. Kitchen equipment may be borrowed only by church members after being checked out in the office.
8. Trash should be taken out to the dumpster.

See also [IV.A.1.b] in this document.

E. LIBRARY

The church library is located in the Iva Moore Sunday School classroom. It is open for self-service anytime the church is open. Anyone is welcome to browse, but if a book is to be taken out of the room, the card in the back pocket must be removed, dated, signed, and placed in the front of the circulation file box. Returned books should be left on the rolling cart to be re-shelved in the proper place by the librarian.

Books are filed by the Dewey Decimal System except for special displays, Bibles, and commentaries, which are shelved near the door for easy access, and the Children's Section which is well-marked.. Shelves also have signs to indicate types of books on that shelf. The Card Catalog drawers contain three cards for most books: one each for title, author and subject. It is also on the spine of each book along with the first two letters of the author's name. Numbers start the left and go around the room.

Other items, such as cassettes and videos, are located on the cabinet and may be checked out in the notebook provided. These kinds of items, as well as books, may be donated to the library. A note should be left either in the library or with the Administrative Assistant in the church office designating the name of the donor, the name of the donated item, and if it is in honor or memory of someone,. Books which are duplicates or can't be used will be donated to the Blount County Public Library.

Suggestions about possible new books are always appreciated. An effort will be made to obtain them through our budget for supplies or donations gifts.

Each book is recorded in the Accession Notebook noting the author, title, publisher, publishing date, donor, and any special information. It is then assigned a Dewey Decimal number. Each book is prepared with a back pocket to hold its file card and a date due sheet. "Broadway United Methodist Church" is stamped inside the book and on the pocket. The Dewey Decimal number and first two letters of the author's name are written on the spine of each book.

The top shelves are used for infrequently used books and other displays. Bottom shelves are used for tall books that do not fit on most shelves.

There are no restrictions on who is allowed to borrow books, nor are any penalties assessed for overdue books. Nevertheless, every few months a reminder is sent to the last person who signed out an unreturned book, since the librarian needs to know, at least every month, where that book is located. To renew a book, the borrower must re-sign their name on the file card, which is filed in alphabetical order by author in the circulation box, and add the new date.

A church library display board is located outside the library door and features book jackets of new and/or interesting books.

Currently two people work three to four hours once a week to check in books, keep the shelves in order, and move books around to find more filing space. Books that are too worn, never used, or duplicates are taken from the shelves to provide space for new ones. Books that are in honor or memory of someone, no matter what their condition, are never discarded, but repaired when possible.

Volunteers are always welcome to work with the librarians for special housekeeping projects.

F. PLAYGROUND RULES AND GUIDELINES

The fenced, enclosed playground at BUMC is available for children to explore the playground equipment, use large motor muscles, and interact with like-age peers. Groups using and maintaining the playground include students and teachers of the Parent's Day Out program Mondays through Thursdays, members of the BUMC congregation, and guest

groups using the facility. The following procedures are designed to keep children safe while exploring the playground:

- Children should be supervised by an adult 18 years and older at all times. A sign posted at the gate will remind parents, teachers, and caretakers of this policy.
- All playground structures and equipment should be handled with care. Children above age of 5 years old are not allowed on riding or pulling toys.
- Mulch should be kept inside the white fenced area only.
- No climbing on wooden shelter structure, trees, or perimeter walls.
- Enter and exit using the latched gate, only. Please latch the gate when entering and exiting.
- All groups and families should clean up the playground by placing riding and other toys underneath the small wooden structure when the playtime is over.
- The enclosed, covered deck is designated for infant use only. All equipment should remain in that area.
- Problems with equipment and usage should be reported to the church Administrative Assistant or the PDO Director.
- Any temporary or permanent changes to the playground should be brought the PDO Board for discussion and further approval by the Board of Trustees.
- This procedure document will be shared with the Parent's Day Out Director, BUMC congregation and guest groups. The Administrative Assistant will give guest group directors a copy of the procedure when they sign up to use the facility.

G. CHURCH VEHICLES

Refer to "Bus Operations and Procedures" in the Addenda.

H. AUDIO-VISUAL EQUIPMENT

1. Audio-visual equipment shall be checked out through the church office.
2. Audio-visual equipment shall not be taken from premises except by prior authorization by the Trustees.
3. Audio-visual equipment may be used by non-church related groups if indicated on their agreement.

II. SAFETY AND HEALTH

A. FIRE EXTINGUISHERS

Fire extinguishers are located in the kitchen beside the refrigerator, in the Level One hall across from the telephone, on Level Two – beside the PDO office door, on Level 4 - across from the elevator entrance, and on Level 5 – the between High School and Message classrooms.

B. FIRST AID SUPPLIES

First aid supplies are located in the church office and in the Parents Day Out office. Supplies are to be furnished by the church office or the Children's Department.

C. EMERGENCY TELEPHONE NUMBERS

1. Call 911 for Fire or Medical Emergencies.
2. A list of maintenance contacts shall be provided to the church staff by the Trustees for emergency repairs. The Chairman of the Trustees will be notified of services performed. The Chairman of the Trustees will serve as secondary contact for emergency repairs. If unable to contact the Chairman, the Vice Chairman shall be notified.
3. Minor repairs or issues with the elevator should be directed to the Administrative Assistant for disposition. For emergency repairs please refer to the contact list or the Chairman of the Trustees.

D. SMOKING POLICY

There is to be NO SMOKING inside the building or on the Church Bus. The only designated smoking area is across the street in the municipal parking lot.

E. SEXUAL MISCONDUCT POLICY

INTRODUCTION

We believe that Scripture and our faith in Jesus Christ call us to standards of responsible conduct in all of life, including sexual behavior.

God's covenant calls for both mercy and justice, grace and accountability. To live in covenant relationship with God and with one another is to know the shalom of health and wholeness. A broken covenant brings the destructive consequences of sin. We are all sinners, but forgiveness and redemption are offered to all people through Christ. Where repentance and faith are at work, the healing power of God can transform attitudes and behavior. We believe in justice for all persons. Because it is an abuse of power and trust, sexual misconduct is unjust. Scripture asserts that religious leadership involves a covenant relationship that presumes the trustworthy exercise of power in behalf of those in our care. A betrayal of trust is more than just a personal tragedy for the victim. It reflects a tragic breakdown in the character of the abuser that seriously threatens both those immediately affected and the well-being of the church itself. We have responsibility for one another in the church. **BROADWAY UNITED METHODIST CHURCH** proclaims that the "good of the church" can never be served by overlooking an abuse of power and trust. Sexual misconduct is wrong, and charges of misconduct must be dealt with swiftly, fairly and with compassion for both the accused and the accuser. We assume the best of all persons. However, where sexual misconduct or allegations of such misconduct occur, the following policy will guide **BROADWAY UNITED METHODIST CHURCH**.

I. POLICY STATEMENT

Inappropriate sexual behavior is a violation of the principles set forth in Scripture and is never permissible. Sexual misconduct will not be tolerated by **BROADWAY UNITED METHODIST CHURCH**. It is the policy of **BROADWAY UNITED METHODIST CHURCH** that ministers, church members, church officers, nonmember employees, and volunteers involved in church business exercise responsible sexual behavior and maintain the integrity of employment and professional relationships at all times. Further, it is the policy of this church that charges of sexual misconduct will be treated with the seriousness they deserve and dealt with swiftly and fairly for the benefit of all parties concerned.

II. DEFINITIONS

Inappropriate sexual behavior is unacceptable conduct when committed by any minister, church member, nonmember employee, or nonmember volunteer of **BROADWAY UNITED METHODIST CHURCH**. We recognize four forms of inappropriate sexual behavior.

- A. Sexual harassment: any verbal statement of physical sexual advance that is known, or ought reasonably to be known, to be unwelcome and offensive to another person and which has the effect of unreasonably interfering with a person's work performance by creating an intimidating, threatening, hostile environment at work, in committees or in other areas of serving God through the work of **BROADWAY UNITED METHODIST CHURCH**. Sexual harassment includes such things as unwelcome sexual jokes, requests for sexual favors, unwelcome touching, or display of sexual images that insult, degrade, or exploit men or women.
- B. Sexual misconduct or malfeasance: arises from broken trust resulting in sexual physical contact within a ministerial or professional relationship.
- C. Child sexual abuse: any sexual contact or inappropriate verbal or physical sexual interaction between an adult and a child under 18 years of age.

D. Sexual abuse: rape or sexual contact by force, threat, or intimidation.

III. COMPLIANCE AND PREVENTION

Several procedures are in place to ensure compliance and encourage prevention. All ministers, nonmembers employees, volunteers having contact with children less than 18 years of age as part of church business are required to sign a written acknowledgment indicating they have received a copy of the Sexual Misconduct Policy and will abide by its terms. This acknowledgment will be kept, in the case of employees, in the person's personnel file, and, in the case of volunteers, on record in the church office.

Anyone who will have contact with children less than 18 years of age as part of their job description will be subject to pre-employment / involvement screening and reference checks to determine whether there has been any reported sexual misconduct or inappropriate sexual behavior. Applicants will be informed immediately of negative comments regarding sexual misconduct and will be given an opportunity to submit additional references or to give other evidence to correct or respond to harmful information obtained from a reference.

Volunteers in positions of trust with young persons will be trained and supervised.

Members, employees, and volunteers will be informed of **BROADWAY UNITED METHODIST CHURCH'S** standards of conduct and procedures for reporting accusations of sexual misconduct or child sexual abuse.

IV. REPORTING AND RESPONDING TO ALLEGATIONS OF INAPPROPRIATE SEXUAL BEHAVIOR

A complaint or allegation of any inappropriate sexual behavior, as defined in Part II above, shall be made in writing to the **CHAIRPERSON OF THE CHURCH COUNCIL** of **BROADWAY UNITED METHODIST CHURCH**. In the event the **CHAIRPERSON OF THE CHURCH COUNCIL** is unavailable or is the subject of the complaint, the complaint shall be given to the Senior Pastor. The person receiving the complaint immediately shall so inform the Senior Pastor, the Chair of the Staff Parish Relations Committee, and the church's legal counsel, and shall refer the complaint to the Church Council for investigation, report, and recommendation.

The Church Council shall investigate the complaint and shall take such action and make such report and recommendations as it deems appropriate and consistent with this policy, other church policies, and the Book of Discipline. If the complaint involves child sexual abuse, the Council shall ensure that all reporting requirements of state and federal law are met. If the Council determines that inappropriate sexual behavior may have been committed by a member of the clergy, the Council shall forward the written complaint and its report to the District Superintendent for action by the Holston Annual Conference.

Unless the Church Council designates otherwise, the **CHAIRPERSON OF THE CHURCH COUNCIL** or the Senior Pastor shall be the "official spokesperson" for **BROADWAY UNITED METHODIST CHURCH** in the event of statement needs to be made to the media.

F. SAFE SANCTUARIES

(See **ADDENDA**)

III. FINANCIAL POLICY

- A. Specifically budgeted items within the current approved budget and current budget checking account balance can be paid by the treasurer without further Board action. Specific non-budgeted items such as equipment or maintenance will be approved as follows:
1. Items costing \$500 or less can be approved by the church treasurer.
 2. Items costing more than \$500 but less than \$1,000 can be approved by the Finance Committee.
 3. Items costing more than \$1,000 must be approved by the Administrative Board.
 4. Items estimated to be more than \$500 shall require a written quotation, including warranty or guarantee, if applicable, before receiving consideration.

Miscellaneous supplies amounting to \$100 or less can be approved by a Team Leader. Such approval must be given prior to purchase. Materials, labor, supplies, flowers, or ANY OTHER ITEM that will be billed to the church, requires appropriate prior approval and requires that the invoice be signed and a copy be sent to the church office.

Materials, labor, supplies, flowers, or ANY OTHER ITEM that is bought by a church member who plans to be reimbursed, requires appropriate prior approval and requires a signed receipt be submitted to the church office.

Contributions made to the Undesignated Memorial Fund shall be used for special projects as approved by the Administrative Board and sufficient funds shall be accumulated before the projects are undertaken.

Contributions left at the altar during Communion shall be deposited in a separate account to be administered by the Chairperson of the Helping Hand Fund. A general report summarizing contributions and expenditures of this fund shall be presented by the Chairperson to the Administrative Board during its January meeting.

The Improvement Fund is used for special capital projects outside the budget and beyond the reach of the Memorial Fund. Such projects usually require that money be borrowed to cover their cost. All expenditures made using the Improvement Fund must be approved by the Finance Committee and the Administrative Board.

Any money collected for the current year budget and not expended during the same year shall be used to reduce the requirements for the upcoming year's budget or other manner as directed by the Administrative Board. Any deficit existing at the end of a budget year will be offset in a manner decided by the Finance Committee and approved by the Administrative Board.

Any fund that ordinarily has a minimum balance of \$1,000 will be held in an insured interest bearing account with a financial institution. Whenever feasible, monies from different funds may be combined for investment purposes.

Annual budget preparation shall be a composite of recommendations submitted before the Finance Committee deadline by:

1. Team Leaders--specific commitments and general funding.
2. Age-level and family coordinators--specific commitments and general funding.
3. Staff-Parish Relations--salaries and benefits.
4. Trustees--specific maintenance and improvements.

5. Treasurer, Administrative Assistant, and Finance Committee--utilities, supplies, district and conference obligations.

Requests for funding of non-budgeted or over-spent items shall be submitted to the Finance Committee for recommendation and shall require approval of the Administrative Board.

All fundraising must go through the Administrative Board or Council on Ministries.

Amendments to this policy shall be submitted to the Finance Committee for recommendation and shall require approval of the Administrative Board. Proposed amendments and the Finance Committee's recommendation shall be read at one Administrative Board meeting and voted on at the next Administrative Board meeting.

B. COLLEGE SCHOLARSHIP FUND

1. Must be a member of Broadway United Methodist Church.
2. Must submit a written application, available in the office.
3. Must be a full-time student.
4. Will be paid directly to the student.
5. No more than \$700 per student will be granted.
6. Amount depends on resources available.

C. WILLS, LEGACIES, AND SPECIAL GIFTS

The Endowment Fund of Broadway United Methodist Church was established by the Charge Conference on April 8, 1991, to support capital improvements at Broadway UMC. Control is vested in a nine-member committee. This committee is composed of the Minister of Broadway UMC, the Chairperson of the Finance Committee, the Chairperson of the Board of Trustees, and six faithful, dedicated, active members of the congregation. Nominations of the committee membership are made only through the Lay Leadership Committee. Election is by the Charge Conference. The committee also administers gifts which are not intended for the Endowment Fund, but which are designated for some other specific purpose. The committee meets four times a year.

IV. MINISTRY ORGANIZATION

A. ADMINISTRATIVE BOARD

The purpose of the Administrative Board is to make final decisions on moneys spent by the church over \$1,000 and to sanction all policy procedures of the church. It also acts as the final decision making body of the church between Charge Conferences. The members are a cross section of church membership, approved by the Charge Conference, and serve for one year terms. The Board meets bi-monthly at 7:30pm on the second Monday beginning in February.

Members are, but not limited to, the elected Chair of the Administrative Board, the Financial Secretary, the Membership Secretary, the church treasurer, and chairs of the Board of Directors/Trustees, Finance Committee, the Wills, Legacies, and Stewardship Committee, the Staff-Parish Relations Committee, the Lay Leadership Committee, the Parsonage Committee, and various representatives from the Council on Ministries.

The chair, also the chair of the Council on Ministries, serves for a two year term.

1. BOARD OF DIRECTORS/TRUSTEES

The purpose of the Trustees is the oversight and management of all church buildings and the parsonage together with all real and personal property of the church. There are nine members selected by the Lay Leadership Committee. They constitute the Board of Directors of the Corporation of Broadway United Methodist Church. There are no formal meeting times and dates - only as needed - but usually once a quarter. The Discipline requires the Board of Trustees to meet at least annually. (See *The Book of Discipline*[2004], ¶ 2531)

The Chairman is a member of the Administrative Board and the Finance Committee.

a. PARSONAGE COMMITTEE

The purpose of the Parsonage Committee is to serve in an advisory capacity to the Trustees and Staff Parish Relations Committee concerning the status of the parsonage. At the direction of the Trustees and Administrative Board, the Parsonage Committee may ascertain bids, purchase furnishings, fixtures, and items of decor.

The Chairman and committee members are selected by the Lay Leadership Committee. The Chair is a member of the Administrative Board.

b. KITCHEN COMMITTEE

This committee was set up by the Board of Trustees when it was ascertained that more cleaning and decision-making was needed than the custodian was expected to do. The purpose of the Committee is to maintain the kitchen, with occasional cleaning out of the W. A. Allen Fellowship Hall. On an as-needed basis the kitchen is "spring cleaned" - cabinets cleaned out, refrigerators cleaned and maintained. If cooking utensils, dishes, or other non-food items are needed, the committee is responsible for obtaining these. This committee also serves in an advisory capacity if refurbishing or remodeling is needed. The Chairman, selected by the Trustees, obtains committee members as needed.

2. STAFF-PARISH RELATIONS COMMITTEE

The SPR Committee is the official link between the congregation and the Pastor - who is an employee of Holston Conference. It also serves as the Personnel Committee for Broadway UMC in this church's role as employer for several paid staff positions.

In its relationship with the Pastor, the SPR Committee interprets congregational needs, confers and consults with the Pastor, and provides counsel when appropriate. The Committee also evaluates the Pastor in response to such requests from the District Superintendent.

In its relationship with employees of Broadway UMC, the SPR Committee provides leadership in determining personnel needs, approving job descriptions, recommending employee compensation to the Finance Committee, and insuring periodic personnel

evaluations.

Membership comes from the congregation through the Lay Leadership Committee and consists of:

- A. Three staggered classes of three members each who serve for three-year terms with only one class rotating off each year, thus providing continuity.
- B. One member must be a young adult.
- C. A lay member of Annual Conference.

The Committee is required to meet at least quarterly. (See *The Book of Discipline* [2004], ¶259.2.e) Meetings follow an agenda and are scheduled for one hour.

The Chair also comes from the congregation through the Lay Leadership Committee. The Chair also serves on the Administrative Board, the Coordinating Committee, and the Council on Ministries. The Chair may attend other meetings such as the Council on Ministries, the Administrative Board, or the Finance Committee on an as-needed basis. The Chair participates in an annual inspection of the parsonage.

3. LAY LEADERSHIP COMMITTEE

Chaired by the pastor, the Lay Leadership Committee is composed of nine members nominated from the floor of the Charge Conference and elected to three-year terms. The nine members are grouped into three classes so that each year the term expires for three members. [See *The Book of Discipline* [2004], ¶259.1]

The task of the committee is to nominate persons to serve on the Administrative Board, Council on Ministries, and other boards, teams and committees of the church. Members of the committee contact each nominee to make sure that person is willing to serve. The slate of officers is then presented to the Charge Conference where additional nominations may be made from the floor. The Charge Conference then elects church officers for the coming year.

4. FINANCE COMMITTEE

The Finance Committee is composed of a chairperson, the pastor, lay member to the annual conference, chairperson of the Administrative Board, chairperson of the Staff-Parish Relations Committee, a representative of the trustees, the lay leader, the financial secretary, the treasurer, and other members as the charge conference may determine. The chairperson is a member of the Administrative Board. The financial secretary and treasurer, if paid employees, shall be members without vote.

All financial requests to be included in the annual budget of the local church shall be submitted to the committee. The committee shall compile annually a complete budget for the local church and submit it to the Administrative Board for adoption. The committee shall be charged with responsibility for developing and implementing plans that will raise sufficient income to meet the budget adopted by the church council. It shall administer the funds received according to instructions from the Administrative Board.

The committee shall designate at least two persons (not of the same family) to count the offering, giving a record of funds received to both the financial secretary and

church treasurer. Funds received shall be deposited promptly in accordance with procedures established by the committee. The Administrative Assistant shall keep records of the contributions and payments.

a. CHURCH TREASURER

Responsible for verifying that all disbursements are contributed to causes represented in the local church budget and such funds and contributions as the Administrative Board may determine.

b. FINANCIAL SECRETARY

Responsible for keeping the financial records in accordance with Generally Accepted Accounting Principles (GAAP) and Conference guidelines. The Financial Secretary provides regular and detailed reports of the funds received and expended to the Finance Committee and the Administrative Board.

5. WILLS, LEGACIES, AND STEWARDSHIP COMMITTEE

(Refer to [V. c.] in this document.)

6. ARCHIVES AND HISTORY COMMITTEE

Composed of a church archivist and other members interested in preserving church history.

Purpose: The purpose of the committee is to actively accumulate church history, to file and catalog this history, and to display this history in some appropriate way. Church history may be bulletins, newsletters, photographs, audio tapes, video tapes, newspaper clippings, etc.

At the present time the church archives are kept on the second floor in the closet in the library.

B. COUNCIL ON MINISTRIES

The purpose of the Council on Ministries is to lead in developing goals and ministries to fulfill the mission of the local congregation by supporting individuals in their daily discipleship through church programs, ministries, and projects in partnership with other organizations and with the connectional church in order to make our community more loving and just.

The COM has the following responsibilities:

1. To study the hopes and concerns of persons in our community so that we may determine how our congregation might service them and how they might serve each other a Christian disciples and good neighbors.
2. To propose plans to the Administrative Board for the ministry of our local congregation and to support the various work areas and committees as they carry out these plans.
3. To become familiar with and use appropriately the resources for ministry provided by the District, Annual Conference, Jurisdiction, and General Conference agencies related to local church ministries.

4. To ensure that work area and committee tasks are completed.
5. To make recommendations to the Staff-Parish Relations Committee (in consultation with the pastor) regarding professional and other staff positions needed to carry out the ministry of the church.
6. To request funds from the Committee on Finance needed to carry out the church's ministry.
7. To be accountable to the Administrative Board and the Charge Conference.

Members are, but not limited to, the elected Chair of the Council on Ministries and its co-chair, if so elected, Pastor, Director of Program and Music, Director of Children's and Youth Ministries, Lay Leader, Lay Member to the Annual Conference and alternate, President of the United Methodist Women, President of the United Methodist Men, Superintendent of the Sunday School, and the Chairs of the following committees: Adult Council (if one exists), Camping and Leisure Ministries, Children's Division, Youth Division, Young Adult Ministries, Family Life, Evangelism, Missions, Worship, Altar Guild, at least one youth representative, and Members at Large.

The Council on Ministries meets bi-monthly at 7:30pm on the second Monday beginning in January.

The chair, also the chair of the Administrative Board, serves for a two year term.

1. TEAM AREAS

a. WORSHIP

Purpose: To work with the pastor and music director in providing opportunities for worship that will help persons of all ages to develop and nurture their faith in Christ.

Responsibilities:

- To evaluate the services of worship.
- To coordinate the role of ushers, greeters and altar guild.
- To coordinate a variety of worship opportunities, to include both traditional and alternative services, musical variety and special celebrations.
- To maintain and operate essential audio and video equipment.
- The Team Leader is a member of the Administrative Board and Council on Ministries.

1. COMMUNION STEWARDS

As communion stewards, we are responsible for the preparation of communion, serving and clean-up. At the discretion of the minister, Communion is served at the early service the first Sunday of every month. In the late service, it's served every other month starting in February. Traditionally, it is also served Christmas Eve and sometimes for Maundy Thursday. The Communion Stewards will meet with a new minister to set the Communion practices. Presently, we serve communion by intinction but have served it with the cups and wafers served at the Communion rail at the altar.

The Communion sets are stored in the cabinets in the fellowship hall. There are 2 pottery chalices, 2 pottery plates and a pottery pitcher. Pita bread works great for unleavened bread, and it is cut into about 1" squares. Recently, we have added a few pieces of rice cake for those with gluten intolerances. Preparation should be made according to the average attendance at each service.

For the second service, one chalice is filled about 3/4 full with grape juice. The other chalice is left empty, and the grape juice is put into the pitcher, so that the preacher can visually pour the juice (the blood) into the cup during the service. A pita round or small loaf of bread is put on one of the plates on top of the cut up pita, so that the preacher can visually "break bread" (the body). These are all placed on the altar and covered with communion cloths (also found in the cabinet in the W. R. Allen Hall).

The early service only uses the pitcher, one chalice, and two plates with two people serving. The small table in the Narthex is used for the elements. The pitcher filled with grape juice and one plate with the small loaf of bread are set with the plate covered. Those serving will carry the chalice and plate with the bread down the center aisle when directed by the minister. The servers will take communion with the minister prior to serving the congregation. The congregation comes down the middle isle and then splits to either side.

At the late service, 4 people are required, as there are 2 cups and 2 plates. The 2 with plates stand together in the middle with the 2 cups flanking them on each side. The congregation comes down the middle isle and then splits to either side. The ushers will direct the congregation. Once again, communication with the preacher is essential to know when to come up as servers.

Traditionally, the candelabras are used for communion at the late service with the highest end closest to the altar table. The candelabras are lit by the acolytes and extinguished at the end of the service. It is the communion stewards' job to instruct the acolytes on the lighting of the candelabra. They are lit starting at the outside going up. Putting them out, you start at the inside and go down.

Clean-up is also the responsibility of the communion stewards. Simply wash the pottery and put it away. Leftover bread can be placed in a zip-top bag and frozen. If communion cloths are soiled, it is the responsibility of the communion stewards to

laundry them. Any money left at the communion rail is for the Helping Hand fund, should be collected and placed in the office for the secretary.

If communion is served with the cups and wafers at the communion rail, those supplies are stored in a cabinet found in the closet of the W. R. Allen Hall. There are special attachments that fit into the communion rail for this purpose. There is an atomizer that can be used to fill the cups. Ordering wafers is the responsibility of the communion stewards. After everything is set up, it is all covered with communion cloths.

2. ALTAR GUILD

The duty of the altar guild is to assist the minister to make worship a more meaningful act for the congregation. We have volunteers who serve each month to provide flowers and change permanents and candles on the altars each Sunday and whenever else services are needed. Special committees help with Communion, Christmas and Easter, weddings, funerals, and other special services if asked. The guild meets quarterly.

The president (or co-chairs.) is a member of the Worship Committee, the Administrative Board, and the Council on Ministries.

b. MISSIONS

The Mission team at Broadway is organized to aid the church's mission work abroad as well as at home. The committee, with the advice of the minister and Finance Committee, determines what monies will be divided among our foreign and domestic mission programs. The committee plans ways to fund these programs apart from the budgeted amount, oversees handling mission projects within the church, carries out publicizing mission programs in which the church is involved, and generally is committed to helping the church members become more aware of Broadway's particular mission goals.

The Chairman (or Co-chairs) is a member of the Council on Ministries and the Administrative Board. Meetings are held when deemed necessary.

c. WITNESS

1. MEMBERSHIP CARE

Purpose: To conduct a systematic program of visitation with the members and friends of the Broadway family who are residents in area nursing homes, shut-ins and unable to attend church, or hospitalized.

Responsibilities:

- To coordinate a regular visitation program at each nursing home.
- To coordinate a regular visitation program in the area independent living
- To coordinate a regular visitation program among our shut-ins.

- To keep the pastor informed of any special needs or concerns.
- The Team Leader is a member of the Administrative Board and Council on Ministries.

a. ASBURY PLACE ADVOCATE

A nominated position, elected by the Charge Conference, to provide a liaison between the residents of Asbury Place and Broadway United Methodist Church

2. BEREAVEMENT RESPONSE

The **BEREAVEMENT COMMITTEE** of Broadway Church provides a meal for the family of a deceased member at a time convenient to the family.

d. NURTURE

1. CHILDREN'S MINISTRIES TEAM

The Children's Ministries Team Leader has the responsibility of designing, developing, and implementing programs to enhance the lives of children the families of the congregation.

The team leader recruits the Sunday School teachers and others, as necessary, to work with the children - birth through 6th grade. The team leader regularly evaluates programs to keep children's ministries fresh, inviting, interesting, and meaningful.

The goal of this team is to support families, specifically to build up children in Christ.

The team membership includes the children's Sunday School teachers and the Director of Children's Ministry.

The Team Leader is a member of the Children's Ministries Team, the Administrative Board, and Council on Ministries.

2. YOUTH MINISTRIES TEAM

The purpose of the Youth Ministries Team Leader is to plan and implement a comprehensive ministry with youth compatible with the church's ministry and goals. These activities include the Sunday evening UMY programs, service projects, fundraisers, youth mission trips, conference events, and Sunday School activities. The team leader will recommend to the Council on Ministries the activities and programs planned for the youth to insure there are no conflicts in scheduling. The youth council consists of one student from each grade level (6th - 12th) and the youth leaders. The team leader is chosen by the Lay Leadership Committee. Sunday School teachers and other youth leaders are recruited by the Youth Ministries Team Leader.

The Team Leader is a member of the Administrative Board and Council on Ministries.

4. CAMPING AND RETREAT MINISTRIES

The purpose of this committee is to promote and encourage the participation of the children and adults in the activities of the Holston Conference Camping and Leisure Ministries Programs in general and Wesley Woods in particular. This is done by the distribution of the information sent to the church by the Holston Conference mainly in the spring and the installation of a bulletin board in a prominent place. The Chairman keeps the Council on Ministries informed of any changes in the program and any physical changes that have taken place. The committee works closely with the United Methodist Men who have adopted Wesley Woods as a major project in their program.

Members are recruited by the Chairman. The Chairman is a member of the Administrative Board and Council on Ministries

5. PARENTS DAY OUT

See also Addenda B.

1. The Advisory Board shall consist of three (3) parent members, three (3) church members, and the Director of the PDO Program as well as the Director of Children and Youth Ministries. One Board member should be designated secretary.
2. Members should serve a minimum of two (2) years.
3. The Advisory Board shall resolve all matters related to the PDO Program.
4. Meetings should be held monthly.
5. Matters of concern to parents or staff must be brought to the attention of the PDO Director first. If no satisfactory conclusion results, the Board shall then be consulted.
6. The Advisory Board shall finalize a budget in December for the upcoming year.
7. In the event of a termination or suspension of a PDO staff member, an Advisory Board Member should be present.

3. PROGRAM AGENCIES

a. UNITED METHODIST WOMEN

The organized unit of United Methodist Women shall be a community of women whose PURPOSE is to know God and to experience freedom as whole persons through Jesus Christ; to develop a creative, supportive fellowship; and to expand

concepts of mission through participation in the global ministries of the church. Members are any women -- employed, not employed, single, married, divorced, widowed, young, middle-aged, and older women -- who "indicate their desire to belong and to participate in the global mission of the church through UMW.

The Unit meetings are held nine times a year (each month except May, June and July). Meetings are on the third Thursday of the month, with two exceptions: the November meeting is on Sunday morning during Sunday School and is open to men, women and children; and the December meeting is held on the first Thursday of the month, on the regular Circle meeting day. Daytime Circles meet on the first Thursday of each month at 10:00 a.m. Square One meets on the 2nd Wednesday of the month at 7:00 p.m. in the church Parlor and the Susanna Wesley Circle meets on Friday evenings.

The President is a member of the Administrative Board and Council on Ministries.

b. UNITED METHODIST MEN

The Broadway United Methodist Men's organization is established to increase the involvement of men in the everyday programs of the church and support the activities of the trustees. The primary areas of focus are Fellowship, Service, and Ministries. Several Service projects are complete each year. The group is governed by the Book of Discipline of the United Methodist Church in which the primary purpose is to declare the centrality of Christ in the lives of men and in all their relationships. All men of the church are eligible and encouraged to participate. The United Methodist Men meet once per month, except June and July, and as needed for special events.

The President is a member of the Administrative Board and Council on Ministries.

c. UNITED METHODIST YOUTH

The United Methodist Youth meets as two groups: one for 6th through 8th grade and one for high school youth, grades 9-12. They meet on Sunday evenings, usually at 6:00 p.m. They also do service projects, take an annual mission trip, have fund raisers and participate in District and Conference events. They elect two representatives to sit on both the Administrative Board and the Council on Ministries.

4. REPRESENTATIVES

a. SUNDAY SCHOOL SUPERINTENDENT

The Superintendent of Sunday School is responsible for the supervision and administration of the Sunday School which operates under the guidance of various age level and/or division coordinators.

1. The Superintendent is nominated by the Lay Leadership committee.
2. Elected by the Charge Conference.

3. Is a member of the Administrative Board and Council on Ministries.
4. Supervises the Sunday School.
5. Appoints a Sunday School secretary to maintain Sunday School attendance and offering records.
6. Helps identify and recruit teachers and leaders.
7. Works with teachers to ensure they have adequate curriculum resources, equipment, and supplies.
8. Arranges for substitute teachers in cooperation with the various division chairmen education staff.
9. Gets approval of the Council on Ministries on curriculum used by the Sunday School.
10. Helps plan and promote Christian Education Sunday.
11. Plans special presentations by the Sunday School in worship service.
12. Plans promotional programs to encourage increased attendance.
13. Orders curriculum or designates a person to do it.
14. Distributes curriculum to the classrooms.
15. Orders record book and attendance envelopes with fall curriculum.
16. Distributes envelopes to the classrooms.
17. Is responsible for emergency situations that arise in Sunday School.
18. Is accountable to the Administrative Board and Council on Ministries.

b. LIBRARIAN

(See Section I.E)

c. COORDINATING COMMITTEE

The Coordinating Committee has two purposes: to do long-range planning for the church and to refine proposals for presentation to the Administrative Board. The Coordinating Committee acts only in an advisory capacity and has no decision-making authority. Its membership includes the chairpersons of the Administrative Board, Board of Trustees, Committee on Finance, and Staff/Parish Relations Committee plus the Pastor, the Lay Leader, the Director of Programs, the Director of Children and Youth Ministries, and the chairperson of any task forces set up by the committee.

e. LAY LEADER

Nominated by the Lay Leadership Committee and elected by the Charge Conference.

By virtue of this office the person is automatically a member of the Charge Conference and on the following committees:

the Administrative Board and Council on Ministries,
Finance, Lay Leadership, and the Staff-Parish Relations Committee.

This person should:

Be available to meet with any committee who would like his/her help.
Be the interpreter for the actions of the Annual Conference, and the General Conference.

Assist and advise committees and members concerning the opportunities available for help to make the church more effective in its ministry.

Attend training opportunities in order to strengthen his/her work.
Meet regularly with the pastor to discuss the state of the church and the needs for ministry.
Conduct or assist with the Laity Service Program every year.
Assist in worship services with guest ministers as the guest minister requests.

f. LAY MEMBER TO ANNUAL CONFERENCE

The Lay Member of the Annual Conference represents Broadway United Methodist Church as a voting member of the Holston Annual Conference held once a year. This person becomes familiar with the issues before the Annual Conference, discusses them with the pastor and lay members of the church, and, immediately following adjournment of the Annual Conference, presents a report to the congregation. In addition, they assist the pastor and lay leader in presenting the Fair Share Asking to the church.

This person is a member of the Administrative Board and Council on Ministries and relates to the Staff Parish Committee and the Committee on Finance.

5. TASK GROUPS

a. SCOUT COMMITTEE

Broadway United Methodist Church is the sponsoring institution of Boy Scout Troop 87, Cub Scout Pack 87, and Venture Crew 87 of the Boy Scouts of America. These units are under the jurisdiction of the Great Smoky Mountains Council with offices in Knoxville and are part of the Tuckaleechee District which is made up of Blount County. The Tuckaleechee District is supervised by a District Executive. Administration of the Tuckaleechee District is carried out by the District Committee which is made up of volunteer members who meet on a monthly basis.

All units chartered through Broadway UMC under the designation "87" are administered by a Scout Committee. Responsibilities of the Scout Committee include annually chartering each unit, appointment of Scout Master and Cub Master, policy making for the operation of the units, financial oversight of the programs, promotion of rank advancement, participation in Boards of Review, and long-range planning. The Scout Committee meets monthly.

b. SPECIAL RECEPTIONS

The Special Receptions Committee will be responsible for any church or district event not covered by any other group. The committee will also help any group with a special event.

ADDENDA

A. BUS OPERATION POLICIES AND PROCEDURES

(Includes the “Basic Policies and Procedures” given to all drivers)

Broadway United Methodist Church Maryville, Tennessee

Bus Operation Policies and Procedures

USDOT 1508338

Bus ID: SPF-410

Policies:

GENERAL:

1. The Administrative Board and/or Council on Ministries shall ratify and enforce these policies and procedures. The Board of Trustees shall facilitate compliance with these policies and procedures.
2. The church shall maintain a copy of the Federal Motor Vehicle Safety Standards in the office.
3. All drivers shall meet the minimum qualifications specified for CDL operations and shall be properly licensed for driving a 16+ passenger bus.
4. All records and documents required by the FMCSR shall be made available for inspection within 48 hours of a request by a special agent or authorized representative of the Federal Motor Carrier Safety Administration.
5. The church will compensate each driver for the cost of obtaining a CDL-P, including both the written and skills tests, for qualifying to drive the bus when that license is used primarily for the church bus.

DRIVERS:

1. Drivers shall be subject to random drug testing. Drug Testing documentation shall be kept in the office and remain private.
2. Drivers may possess only one valid commercial motor operator’s license and a current medical card.
3. Drivers must comply with the Hours in Service rule in Part 395 of the Federal Motor Carrier Safety Regulations for extended trips.
4. The church shall maintain and review drivers’ records of duty status for violations of Part 395 of the FMCSR.

DRUG AND ALCOHOL TESTING:

1. In compliance with FMCSR Title 49 CFR Part 40, the church shall certify that they are knowledgeable about and comply with drug and alcohol testing regulations.

BUS MAINTENANCE:

1. The church shall keep the bus in mechanically operational readiness at all times through inspection, repair, and maintenance. They shall keep on record for 30 days or more identifying information including make, identification number, year and tire size; a schedule of inspections to be performed including type and due date; inspection, repair, and maintenance records; and records of tests conducted on pushout windows and emergency doors.
2. The bus shall be inspected at least once every 12 months.
3. In case of an accident, the church shall keep on record an accident register for one year containing information on the accident pursuant to the procedures set forth in FMCSR.
4. The cost of gas to operate the bus shall be responsibility of the group(s) using the bus.
5. Any number of people, up to 25 plus the driver, may ride the bus at any time providing they agree to cover all costs of the trip including, but not limited to, the cost of gas. Fee for use by non-church groups shall be \$0.25 per mile plus the cost of gas.
6. An emergency number for service or other notification shall be kept in the bus log at all times. This number shall be the church office number and a back-up emergency number available at all times, such as a cell phone of a staff or transportation committee member.

LIABILITY AND INSURANCE:

1. Broadway United Methodist Church must maintain minimum liability limits of \$5,000,000. This can include a combination of automobile liability and commercial umbrella coverage.
2. Bus drivers must have a current valid CDL-P and be approved by the insurance company as a driver. A driver must be reported to the insurance company before being allowed to drive. All drivers must meet the requirements outlined in the Drivers section of these policies.
3. If non-owned vehicles are used to transport passengers for church functions, the church must verify that the owner/driver of the vehicle has valid insurance. The vehicle must have seat belts for each passenger transported, including the driver. All occupants of the vehicle must wear their seat belt at all times.
4. Use of the bus by groups other than those from Broadway United Methodist Church shall be prohibited except by authorization by the Board of Trustees. If granted authorization, the church bus shall not be loaned to anyone or any group without their using a driver or drivers approved by the Board of Trustees.
5. If a request to borrow the bus is received, the Board of Trustees will consider the request

focusing on the following items: who is making the request, who will be riding on the bus, where are they going, and who will be responsible for making sure our guidelines are followed. If a request is received to borrow the bus without the services of a Broadway United Methodist Church sanctioned driver, the Board of Trustees may consider the request. First, they must obtain full information on the non-provided driver, including name, date of birth, and their CDL-P number and obtain permission from the church insurance company and the Board of Trustees to allow the driver to operate the church bus.

Procedures:

GENERAL:

1. Each driver, escort, tour director, person in charge, and other persons responsible for trips using the bus shall obtain a copy of the Basic Bus Operation Policies and Procedures before being allowed to use the bus. This brief summarizes the policies and procedures outlined in this document. In addition, a copy of this document may be made available to them.

TRIPS:

1. All drivers shall perform a pre-trip inspection and complete the form located on the bus. Any problems should be reported to the Administrative Assistant who will inform the person in charge of maintenance.
2. If the bus is used for an extended trip, drivers shall complete the Hours in Service chart on the reverse of the inspection form. The driver keeps one copy for eight (8) days and one copy is kept in the office for six (6) months. An extended trip is one that is over 100 miles from the church, a trip taking the bus into another state(s), or one during which the driver is required to be on duty longer than 8 hours.
3. A driver may drive a maximum of 11 hours after 10 consecutive hours off duty. They may not drive beyond the 14th hour after coming on duty, following 10 consecutive hours off duty including breaks and pre- and post-inspection times.
4. Drivers shall inspect the bus at the end of each trip and make sure that it is returned clean, neat, and ready for the next trip. They may encourage passengers to help with the neatening of the bus before they disembark. The interior should be swept, all garbage bagged, and any mechanical and/or cosmetic problems reported to the Administrative Assistant.
5. The Bus Trip Log remains in the bus at all times. The driver shall complete all information and leave the log in the bus.
6. All passengers must wear a seat belt while the bus is in motion.
7. Passengers should remain seated and not move around in the bus while it is in motion.
8. The bus shall not be fueled while passengers are on board.
9. In case of a breakdown, the driver shall call the emergency number provided in the bus log book and report the incident to the church. AAA may offer assistance or provide information about assistance in the area. Call 911 for further assistance, if necessary.

10. Should the driver become ill or otherwise unable to complete the trip, the escort or trip coordinator shall call the church and make arrangements for another driver to continue the trip.

BUS MAINTENANCE:

1. The bus shall be inspected at least once every 12 months. This inspection may be done at B & C Bus Lines.
2. The oil shall be changed every 3 months or 3000 miles, whichever comes first. For extended periods of disuse, the time limit may be extended with the approval of the Board of Trustees.
3. A maintenance record for the bus shall be kept in the church office. It should indicate who reported the problem (if applicable), when and where maintenance was done, who performed the service, an itemized invoice of services, and the payment date.
4. The bus shall be stored in the church parking lot.
5. Each seat shall have a motion sickness bag available.
6. A spare serpentine belt shall be kept in the bus at all times.

Broadway United Methodist Church Maryville, Tennessee

Basic Bus Operation Policies and Procedures

1. Scheduling: The bus usage calendar is kept in the church office. No one may take the bus without an approved driver who meets licensing standards. Liability issues are important and must be addressed to schedule the use of the bus.
2. Drivers – Qualified drivers must have an approved CDL-P license and health card. Drivers must be current on drug testing with documentation on file.

A list of how to become an approved driver may be found in the church office.

Drivers shall complete the Bus Trip Log and Vehicle Inspection Report including information on the length of the trip, any mechanical problems, and any unusual notations and current gas information. The bus shall be returned with a full tank of gas.

3. Manuals – Appropriate manuals are kept in the church office.
Logs – The Bus Trip Log must be kept in the bus at all times.
4. Maintenance – The church has volunteer maintenance people to help with preventive and scheduled maintenance. They check with the church office regularly. The church office will do periodic evaluations of need.
5. Safety – Safety is a major concern. The bus may not be driven if there are safety problems. The bus is here to serve our needs. Bus usage must be church sponsored and approved by the Council on Ministries and/or the Administrative Board to be a valid program.
6. Prayer is encouraged before the bus leaves the parking lot. God does watch over us while we drive, work, and play.

Revised – June 5, 2007

B. PARENTS DAY OUT HANDBOOK

Broadway United Methodist Church Parent's Day Out (PDO) Enrichment Program PARENT'S HANDBOOK

ACCEPTANCE & DISCRIMINATION POLICY

The Parent's Day Out Enrichment Program provides Childcare and education in a Christian environment for children 6 months of age through 5 years old. We accept all children in order of request. We do not discriminate in admissions on the basis of race, sex, religion, creed, color, national origin or source of payment.

ACCIDENT REPORTS

All staff members are required to have first aid and infant child CPR training. The staff will administer first aid treatment, as they deem necessary. When children are injured at the Center, an accident report will be filled out. You, the parent will receive a copy explaining the accident and steps taken. In case of an emergency, which demands immediate medical attention, we will call 911 and your child will be transported to an appropriate medical facility with a staff member until you arrive.

ARRIVAL & DEPARTURE

Upon arrival children should be signed in and taken to their classroom. Please be sure to speak with your child's teacher before leaving. Upon departure children should be picked up from their classroom and then signed out. Please remember to speak to your child's teacher before removing them from the classroom. Don't forget to check your child's cubby for personal belongings, art projects and other important information.

Arrival and departure times are ideal times to pass information. Please communicate to us in writing any information that may help us understand and relate to your child during the day, plans for vacation, if someone different is picking up your child that day, etc...

Please communicate any concerns or questions you may have about our program. It is best to establish a definite routine for arrival and departure times. This will make the day's transitions easier and give a feeling of security. Separation anxiety is often acute during the child's first days at school,

ATTENDANCE

- 1.) Children should arrive no sooner than 8:30AM. The staff arrives at 8:00 to prepare for the day and are not available to care for children before 8:30AM unless otherwise prearranged.
- 2.) Parents should be prompt when picking up children.
- 3.) Parents must sign in and sign out their child to maintain the safety of the children.
- 4.) Regular attendance is necessary for the progress of your child. However, if your child develops a cold or is not feeling well, we suggest that you keep him/her home until he/she is feeling better. If your child should develop a contagious disease and others at the school were exposed, please call and let us know so that we may notify the parents of the group that was exposed. We will take the children outside for a short time each day that the temperature is over 40 degrees. No children will be allowed to remain inside. Be sure that you keep your child at home if you do not wish for them to go outside to play.

CLASS SIZES: STAFF TO CHILD RATIO

- Infants: 6 months to 16 months=ratio: 1:4
- Toddlers: 16 months to 24 months=ratio: 1:6
- 2 – Year Olds: 24 months to 36 months=ratio: 1:8
- 3 – Year Olds: 36 months to 48 months=ratio: 1:8
- 4 – Year Olds: 48 months to 72 months=ratio: 1:10

Broadway United Methodist Church is a licensed program but is registered with the Department of Human Services and abides by DHS regulations. By licensing standards we are currently able to serve:

5	Infants	we enroll only	4	Infants
7	Toddlers	we enroll only	6	Toddlers
8	2 -year olds	we enroll only	8	2 yr olds
10	3 -year olds	we enroll only	8	3 yr olds
15	4 -year olds	we enroll only	10	4 yr olds

We are happy to say our ratios are lower than what a licensed program would in order to give your child more individual attention.

"This facility is not required to be licensed by the State of Tennessee as a child-caring agency." Information derived from the House Health and Human Resources Committee of the Senate and House of the State of Tennessee.

CHILD ABUSE MANDATORY REPORTING

Each staff member is required by law to report any case of suspected child abuse and neglect.

CHILDREN'S PERSONAL NEEDS

Children should wear casual play or work clothing to school. Children are vigorous explorers and are not very concerned with keeping clean. An athletic type shoe with soft rubber soles is recommended. This will help insure greater security walking on tile floor and climbing on climbers. In cold weather each child should bring a snowsuit, hat, mittens, scarf and boots at school. As long as it is + 40 F there is a good chance we will go outside.

Each child will be supplied with a nap cot. Parents should supply blankets and pillows. Blankets will be sent home periodically for washing. All outdoor clothing, boots, lunch boxes, backpacks; etc. should be marked with the child's name.

Because our environment is rich with materials, we ask that toys be left at home.

Children who are still in diapers need to bring diapers and wipes. Children who are not 100% potty trained need to have an extra change of clothing at school.

COMMUNICATION

A newsletter is sent home monthly telling parents of plans **for** their child and other school related information. A Parent Survey is given to parents once a year for the purpose of helping the staff self-evaluate the needs of the parents and students. Daily info sheets are sent home with every child describing what went on at school that day and parents are always invited to speak with teachers or the Director at anytime! Our doors are always open!

Additionally, we provide information as well as access via the internet. There you will find The Parent's Handbook, Program Schedule, PDO Information, Staff Roster and updated monthly calendars. We strongly encourage your referral to the website on a regular basis, www.broadwayumc.net You may also email us at PDO@broadwayumc.net

CURRICULUM

Creative Curriculum and Bible Bites, along with Lifelong Guidelines

PHILOSOPHY

The philosophy behind our curriculum is that young children learn best by doing. Learning isn't just repeating what someone else says; it requires active thinking and experimenting to find out how things work, to learn first hand about the words we live in.

GOALS & OBJECTIVES

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. Our curriculum identifies goals in all areas of development:

Social: to help your child feel comfortable in school, trust their new environment, make friends and feel they are part of a group

Emotional: to help your child experience pride and self-confidence, develop independence and self-control, and have a positive attitude towards life.

Cognitive: to help your child to become a confident learner by letting them try out their own ideas And experience success, and by helping them to acquire learning skills such as the ability to solve Problems, ask questions, and use words to describe their ideas, observations and feelings.

Physical: to help your child increase their large and small muscle skills and feel confident about what their body can do.

The activities we plan for all children, the way we organize the environment, select toys and materials, plan our daily schedule, and talk with the children, are all designed to accomplish the goals of our curriculum and give your child a successful start at school.

DISCIPLINE POLICY

PDO staff strives to first anticipate inappropriate behavior and therefore avoid it. If staff was not able to anticipate a problem and a child is acting inappropriately they will first attempt to redirect that child to more appropriate behavior. In the event that redirection has not worked, the child will then be asked to sit in a designated area, away from the other children, to think about what they have done and how they could have done things differently. If a child is consistently showing inappropriate behavior, the parents will be asked to attend a conference with the child's teacher & PDO Director. Together they will come up with an action plan.

DISHONORED FUNDS FEE

If for any reason your check, or method of payment is dishonored by your financial institution, we charge a service fee of \$20.00 to cover costs incurred.

DROP-OFFS ON UNSCHEDULED DAYS

A child who is enrolled for only one day a week may be dropped off on a not regularly scheduled day if:

- 1.) The child is currently enrolled in the program.
- 2.) The parent calls first and makes sure there is room so that we are not over ratio.
- 3.) The child does not come more than 2 days in one week.

The fee for a drop-off day is the same as for a scheduled day to be paid on the day the child comes.

EMERGENCY NUMBERS

Please make sure that you are reachable while your child is at PDO in case of an emergency. If your child was to become sick at school or have a true emergency, it is imperative that we are able to get in touch with you or someone on your child's emergency sheet. Please have an emergency plan ready and inform the individuals on your child's emergency sheet that they are on it and what the plan is.

following a set pattern, even a script of reassurances. suggestions for what to do at school, and goodbye will make it easier on everyone. Be assured that your child is left in loving, caring hands that will offer comfort and assurance.

FIELD TRIPS

Field trips and nature walks are considered an important part of the educational program and will be taken periodically to nearby places. The Center will provide that same adequate responsible adult supervision for these excursions as is provided children while in attendance at the Center. We require that written permission be obtained from each parent before taking a child on a field trip. Parents will therefore receive written notification of all field trips in advance. This notification will include the purpose and destination of the field trip and permission slip to be filled out and signed. We will also be asking for parent volunteers to accompany the children on some field trips and to provide transportation.

As of July 2004 -Children under the age of 9 are required by law to be in a booster seat. Your child **WILL NOT be allowed to attend a PDO field trip if you do not leave us their car seat!**

Field Trips are always optional. Although we feel they are an important part of the learning experience some parents may not be comfortable with the idea. in this case, your child is welcome to remain at school with the assigned staff person.

FINANCIAL POLICY

Our tuition not only pays staff salaries, but also applies to the purchase and repair of materials, toys, books, art supplies, large play equipment, phones, cleansing supplies, professional training and materials, advertising, printing costs, and food for snacks and more. Parents contract for a set monthly fee. **If your child is absent, our expenses remain constant and your fee holds your child's space, and remains the same.** This monthly fee is due on the first day of the month that your child attends! **A \$15.00 late fee charged for any check not received by 2:30PM on the second Thursday, of each month.**

FINANCIAL POLICY (SUMMER)

Should your child continue for the summer session, all regular policies remain in affect. **Tuition that is over 1 month late will result in termination of your child's enrollment.**

FIRST AID (See Accidents)

HOURS/DAYS OF OPERATION

	YEAR ROUND
MONDAY	8:30AM to 2:30PM
TUESDAY	8:30AM to 2:30PM
WEDNESDAY	8:30AM to 2:30PM
THURSDAY	8:30AM to 2:30PM
FRIDAY	CLOSED

***No one child may attend more than 2 days in one week**

INSURANCE

For your protection and ours, excellent liability insurance is carried by Broadway United Methodist Church through

Cate-Russell Insurance Co.

LATE PICK UP

Our childcare services end at 2:30pm. Our staff is paid only until 2:30pm. If you are late, you keep the people who care for your children from their homes and families. **Our late policy is that after 2:35PM parents will be charged \$5.00 for every 5 minutes (to be rounded up) they are late, per child, to be paid to the teacher directly that day.** Fees that are not paid that day will be added to your monthly tuition statement. Please do your best to be on time. Thank you.

MEDICATIONS

We **DO NOT** administer medication at Parent's Day Out. Please don't ask.

PARENT VOLUNTEERS

Parents are welcome to visit at any time during our regular hours. Parent volunteers are used on field trips, in the classrooms and to help with parties.

PROGRAM SCHEDULE (See ADDENDUM, page 40)

REGISTRATION:

- 1.) A registration fee (\$35) must be paid at the time of registration. A payment of one month's tuition is also required at that time.
- 2.) A Health Form must be provided prior to the start of school.

REGISTRATION FEE

A registration fee of \$35.00 per family will be due each August for the following year. If you enrolled your child in June or July you will not be required to re-pay the registration fee. Everyone who enrolled before June is required to pay this fee. Registration fees go toward Parent Handbooks, an supplies & replace toys and equipment.

REQUIREMENTS IN STAFFING

We pride ourselves in hiring mature, experienced and consistent personnel. We view ourselves as childcare professionals. We are committed as staff to the care, comfort, and education of your children. We feel the work life and spirit we share as adults will flow over and affect the happiness of your children. Therefore, our goal as a non-profit organization is to create an environment in which staff is happy, productive and that their stay with us will be long term.

RESOURCES

In addition to expanding our own book library, PDO uses community resources. Parent resources are also used as guest speakers and for field trips.

SCHOOL CLOSINGS DUE TO WEATHER

Should a warning of severe weather conditions be given, a staff person shall call all the parents and advise them to pick up their child as soon as possible. WGAP (1400 AM or 95.7 FM) radio will also advise of the Center's closing for extreme weather conditions. Our policy is: **If Maryville City Schools close, we close too!**

SICKNESS

As a childcare center, we need to contain illness as much as possible. Although we deliver lots of TLC we are not

staffed for continuous care of sick children. Please do not send your child if they have:

- 1.) A temperature of 100 or above
- 2.) A contagious disease such as chicken pox, impetigo, strep throat etc.
- 3.) Stomach flu within the past 24 hours
- 4.) Diarrhea within the past 24 hours

If your child becomes ill at school, we will notify you immediately and ask that you come and pick them up within the hour. **NOTICE:** We **DO NOT** administer medication.

SNACKS/LUNCH

As a parent with children enrolled at PDO, you will be responsible for periodically supplying your child's classroom with a nutritious morning snack. A calendar will be sent home at the beginning of each month to inform you of when it is your turn.

Lunches are provided by you the parent. We suggest protein, bread, fruit and vegetables. We send the uneaten portion home so that you are aware of what and how much your child has eaten. It is very important that toddlers and preschool children have a nourishing breakfast.

STAFF TRAINING

All staff members attend monthly staff meetings, attend conferences and workshops, and are CPR & First Aid Certified. All staff members have input into the planning and implementation of the program.

TAX ID NUMBER

Our Tax ID Number will be provided to you as requested, for tax purposes. We do not publish the number in this handbook for obvious reasons

TUITION

- 1st child: \$20.00 per day
- 2nd child: \$17.00 per day
- 3rd child: \$12.00 per day

WAITING LIST PROCEDURES

Children on the waiting list are taken into classes according to their order on the waiting list. They are taken according to their age and the age where the Vacancy occurs. No payment of fees will be required while the child is on the waiting list, but they will be required at the time the child is taken into a class.

WITHDRAWAL

- 1.) A two-week written notice is required before withdraw of a student from school. Tuition is due up to and including the 2 week notice.
- 2.) A parent may be asked to withdraw a child if, after given an adequate period of time to adjust to school, a child continues to be disruptive in the classroom at the expense of the other children.
- 3.) If a child's tuition is not paid on time and arrangements for payment have not been made with the Director, a child may be asked to withdraw.

ADDENDUM

Sample Program Schedule

This is provided to give you a general idea of what our program entails on a month to month basis. The Special Events are most likely the only item that changes frequently, however you will be made aware of the changes either via our monthly calendar, or by notices that we send home with your child.

August

ITI Lifelong Guideline: Introduction

Theme: Welcome Back to School & Getting to Know You

Special Events:

Field Trip: Tyson Park

September

ITI Lifelong Guideline: Trustworthiness

Theme: Wild Wild West

Special Events:

Fall Pictures

Field Trip: Horse Farm

October

ITI Lifelong Guideline: Truthfulness

Theme: Safety & Fall Changes

Special Events:

Visits from both the Maryville Fire and Police Departments

Halloween Parties

Field Trip: Pumpkin Patch

November

ITI Lifelong Guideline: Active Listening

Theme: Giving Thanks

Special Events:

Canned Food Drive

Chili Supper Fundraiser

Parent Appreciation Week

Lion's Eye Exams

Field Trip: TBA

December

Theme: Christmas Around the World

Special Events:

Christmas Pageant

Winter Festival

Christmas Shopping

January

ITI Lifelong Guideline: No Put Downs

Theme: Winter Wonderland

Field Trip; Knoxville Fine Arts & Crafts Center

February

ITI Lifelong Guideline: Personal Best

Theme: Good Health & Nutrition

Special Events:

Visiting Dentist

Valentine's Parties

Sweetheart Dance
Field Trip: KAMA

March

ITI LIFESKILLS: Caring, Common Sense, Cooperation, Courage, Curiosity & Effort

Theme: Music recitation

Special Events:

Mardi Gras

School Pictures

Field Trip: Music Class at MIS

April

ITI LIFESKILLS: Flexibility, Friendship, Initiative, Integrity, Organization & Patience

Theme: Easier & The Color Wheel

Special Events:

Easter Egg Hunt

Staff Appreciation Week

Field Trip: Picnic at Springbrook Park

May

ITI LIFESKILLS: Perseverance, Pride, Problem Solving, Resourcefulness, Responsibility & Sense of Humor

Theme: May Flowers

Special Events:

Mother's Day Tea

May Day

Field Trip: Knoxville Zoo

SUMMER SESSION

Other Special Activities

Music Classes, Gymnastics, Ballet, Hair Cuts by Licensed Cosmetologist Melanie Bowers Book Fairs, Fundraisers
Water Days (**Summer**), Donuts with Dad (Father's Day), Cookouts, Ice-Cream Socials, Pizza Days, Pajama Days,
and more...

Other Possible Field Trips

Heritage Planetarium, Build A Bear in Knoxville, Great American Cookie Company, and more...

****All the above information is subject to change. Please read monthly newsletter, or refer to the PDO
Calendar on our website, www.broadwayumc.net/pdo_calendar.htm for most accurate and up to date
information on activities.**

C. WEDDING REQUEST FORM, CHECKLISTS, AND FEES

WEDDING CHECKLIST

The following checklist is provided to assist you in meeting the deadlines outlined in our policy:

_____ 6 months to one year (or more) before your wedding – contact the Administrative Assistant to obtain our Wedding Policy. Complete the Wedding Reservation Form and return it to the Administrative Assistant. Once your date has been confirmed and you have been assigned a Wedding Coordinator, schedule a meeting with the Wedding Coordinator to discuss your wishes and complete your Wedding Information Sheet. The Wedding Coordinator will collect the \$100 deposit and return the completed form and deposit to the Administrative Assistant. Contact your photographer, florist, and caterer to schedule your wedding. Let your Wedding Coordinator know as soon as you have confirmed each of these services so she can provide them with our guidelines.

_____ 6 months before your wedding – contact the pastoral staff to schedule pre-marital counseling sessions. Also contact the organist/pianist and other musicians to schedule their services.

_____ 3-4 months before your wedding – contact the Director of Music and organist/pianist to discuss musical selections.

_____ 1 month before your wedding – finalize plans for use of the fellowship hall for rehearsal dinner/reception with Wedding Coordinator. Pay all fees, except for the Personnel Fees, to the Administrative Assistant. The Wedding Coordinator will provide you the name of the custodian, as he/she is to be paid directly.

_____ Wedding Rehearsal – pay Wedding Coordinator, pastor, and musicians. Make sure everyone knows what time to be at the church tomorrow.

SCHEDULE OF MINIMUM FEES

Facility Usage Fees *		Members	Non-Members
	Sanctuary (rehearsal & wedding)	Waived	\$200
	Chapel (rehearsal & wedding)	Waived	\$100
	Fellowship Hall (rehearsal dinner)	Waived	\$100
	Fellowship Hall (wedding reception)	Waived	\$100
Personnel Fees			
	Minister	Waived **	\$100
	Wedding Coordinator	\$150	\$150
	Organist/Pianist	\$150	\$150
	Sound Technician	\$50	\$50
Custodial Fees *			
	Sanctuary	\$50	\$50
	Chapel	\$25	\$25
	Fellowship Hall (rehearsal dinner)	\$50	\$50
	Fellowship Hall (wedding reception)	\$50	\$50
Miscellaneous Fees			
	Linens for Rehearsal Dinner	\$25	\$25
	Linens for Reception	\$25	\$25
	Candles for Candelabras (14)	Waived	\$20

* Facility Usage Fees - Once your wedding is scheduled, a non-refundable deposit of \$100 is required.

The deposit will be applied to your fee balance.

The facilities usage fees must be paid in full 30 days prior to the wedding date. All additional fees must be paid at the instruction of the wedding coordinator.

** Even though the minister's fee is waived for a member, an honorarium is customary.

BROADWAY UNITED METHODIST CHURCH
WEDDING RESERVATION FORM

(To be completed and filed with the church office and approved by the pastor before reservation will be confirmed)

1. Name of bride: _____

Address of bride: _____

Phone: (home/cell) _____ Work _____

Name of groom: _____

Address of groom: _____

Phone: (home/cell) _____ Work _____

Member of Broadway United Methodist Church?

Bride: Yes ___ No ___ Groom: Yes ___ No ___ Family: Yes ___ No ___

Requested Wedding Date and Time: _____

Sanctuary _____ Chapel _____ Fellowship Hall _____

Reception to be at BUMC? Yes _____ No _____

If yes, name of Caterer, if any _____

Number of expected guests: Wedding _____ Reception if at BUMC _____

Rehearsal Date and Time: _____

Guest Minister (see Wedding Guidelines): _____

Guest Organist/Pianist (see Wedding Guidelines): _____

Name of Florist and phone number _____

Name of Photographer and phone number: _____

Address and phone number of Couple after Wedding: _____

We have read and understanding the BUMC Wedding Policy and agree to follow these guidelines explicitly.

Bride

Groom

Approved by

Date

**BROADWAY UNITED METHODIST CHURCH
WEDDING INFORMATION SHEET**

(To be completed and returned to the church office immediately after reservation is confirmed)

Bride: _____

Groom: _____

Name of Contact Person and Phone Numbers: _____

Will you be using a separate Wedding Director? _____

If so, name and phone number: _____

Date and Time of Wedding: _____

Date and Time of Rehearsal: _____

Place: Sanctuary _____ Chapel _____

Reception at BUMC? _____ Linens? _____

Rehearsal Dinner at BUMC? _____ Linens? _____

Name and Phone Number of Caterer: _____

Name and Phone Number of Florist: _____

Name and Phone Number of Photographer: _____

Name and Phone Number of Videographer, if different from Photographer: _____

Number of female attendants: _____

Number of male attendants: _____

Number of ushers (even if serving as attendant): _____

Age of Flower Girl: _____ Age of Ring Bearer: _____

Name of Organist/Pianist and Phone Number if Guest: _____

Name of other musicians: _____

Printed Wedding Bulletin to be used? _____
Will candelabras be used? _____ Unity Candle? _____
Will brass candle lighters be used? _____
Number of pews to be reserved for bride's family? _____
Number of pews to be reserved for groom's family? _____
Number of guests expected at wedding: _____
Number of guests expected at reception if at BUMC? _____
Tables and chairs requested? _____ Linens? _____
Bride and Groom Table? _____
Number of Tables required for food? _____
Will altar flowers be left for Sunday service? _____
If so, do you want them acknowledged in the Church Bulletin (if that Sunday is not
already reserved on the flower calendar)? _____
Invitation to be printed in church newsletter? _____ If so, please provide church
office with copy of invitation and date to be published.

FOR USE BY BUMC WEDDING CO-ORDINATOR:

Copy of Guidelines for Florists given to Florist: _____
Copy of Guidelines for Photographers given to Photographer: _____
Copy of Guidelines for Photographers given to Videographer: _____
Copy of Guidelines for Caterers given to Caterer: _____

NOTES: _____

Guidelines for Florists:

Broadway United Methodist Church

The Sanctuary

The sanctuary is a holy place of worship and should be respected in that manner. The communion table, cross, altar candles, and other items in the chancel area will be the central focus of the setting, and any additional decorations will complement these symbols. No article in the chancel area, except for the flags, may be removed to accommodate decorations or the arrangement of the wedding party.

The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. Moderation should be exercised with additional decorations. All equipment, supplies, and floral arrangements must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

The Chapel

The chapel is adjacent to the sanctuary and is also a holy place of worship and should be respected in that manner. All criteria of use are the same as the Sanctuary section above.

Fellowship Hall

The W.R. Allen Fellowship Hall is available for receptions. This area has chairs and several sizes of tables. The custodian will arrange the room setup with advance notification. All food and drink is to remain in the fellowship hall and not be taken elsewhere in the church. The use of nails, thumbtacks, adhesive tape, etc. is prohibited. Masking tape may be used if the application will not deface or detract from the facility. The hanging of paper decorations from the ceiling is allowed using plastic grid clamps only. Care must be taken not to damage the ceiling tiles or framework.

All equipment, supplies, and floral arrangements must be removed on the day of the

wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

The Decorations

Once the wedding is placed on the church calendar, the bride will be given the name of the altar guild members who will be serving the month of her wedding. They will be familiar with these policies and will work with you, the wedding coordinator and you to plan the decorations for the wedding. We expect the same care will be exercised in protecting the church furnishings as you would exercise in protecting the furnishings of your home. Any damages done to the church building, furniture, fixtures, or equipment will be the financial responsibility of the bride and groom. The extent of any damage will be ascertained and the cost evaluated by the Board of Trustees.

Paraments in both the sanctuary and chapel will be changed to white for your wedding. See the guidelines for the sanctuary regarding items in the chancel area. Seasonal decorations in the church may not be removed. Tasteful outdoor decorations may be used on the front doors and the front railings.

The church has two 7-candle candelabras that may be used, if desired, along with the 2 altar candles. Lighted candles are permitted in the chancel area only by order of the fire marshal. Aisle candles and light attendant arrangements are strictly prohibited. A Kneeling Bench is also available for use.

Only silk flower petals may be used by flower girls.

Only bubbles may be used and only outside the church building. Birdseed, rice, sparklers, or any similar material may not be used at any time inside or outside the church building.

The flower cooler will be available for your flowers for the day of the rehearsal and the wedding. Flowers belonging to Broadway United Methodist Church will not be removed from the cooler to make room for your flowers. Either the wedding coordinator or one of the altar guild members will meet with you concerning use of the cooler prior to the delivery of any flowers to the church. The bride should let the wedding coordinator or one of the altar guild members know if the altar flowers from her wedding will be left to use for Sunday services.

All decorations will be removed immediately following the ceremony and the chancel area set for Sunday services. Items that must be left overnight will be stored in a location designated by the wedding coordinator.

Guidelines for Photographers and Videographers

Broadway United Methodist Church

Photographers

Flash photography is not allowed during the wedding ceremony. The “wedding ceremony” is defined from the point when the pre-nuptial music begins (generally 30 minutes before the seating of the grandmothers) until the pastor dismisses the couple after marriage. The ceremony is a service of worship and there should no moving around or distracting noises in the sanctuary during that time.

Time exposure photography is permitted from the narthex as long as no distraction is caused. The same applies to the balcony unless guests are seated there. Photographs from the chapel are prohibited.

After the wedding ceremony begins, the photographer must remain in the narthex with their equipment until the ceremony is over.

A flash photograph of the bridal party is permitted from the narthex door. The photographer may not be in the aisle way or impede the recession of the wedding party.

Photographer must be finished with outside photographs 20 minutes before the wedding ceremony.

Photographs of the groomsmen and ushers must be completed 45 minutes before the wedding ceremony begins.

Videographer

One video camera will be permitted in the balcony barring any distraction to the wedding ceremony. The camera must be set up 30 minutes prior to the beginning of the wedding ceremony.

Failure to follow church policies, these specific guidelines, or the direction of the wedding coordinator may result in the removal of the offender and denial to future events at this church.

Guidelines for Caterers:

Broadway United Methodist Church

Fellowship Hall

The W.R. Allen Fellowship Hall is available for rehearsal dinners and the receptions. This area has chairs and several sizes of tables. The custodian will arrange the room setup with advance notification. All food and drink is to remain in the fellowship hall and not be taken elsewhere in the church.

Linens are available for use for fee. Bride must indicate on the Wedding Information Sheet if she wishes to use the church's linens.

All equipment and supplies must be removed on the day of the wedding. Any rental equipment or items not removed from the church must be placed in a location approved by the wedding coordinator. The church will not be responsible for the safeguarding of these items.

Kitchen

The kitchen is available for food arrangement only. Cooking will not be allowed. Pre-made items may be reheated or kept warm. The dinnerware, flatware, and all other kitchen related items including the automatic dishwasher are not to be used.

No alcoholic beverages are allowed on the church property.

D. BUILDING USAGE FORM

Broadway United Methodist Church

Maryville, Tennessee

(865)982-6192

Borrowers/Users Agreement

BROADWAY UNITED METHODIST CHURCH grants to _____
(Organization or Person)

the use of the following areas _____

on _____ time begin _____ time end _____
(Date)

Kitchen Facilities	Yes _____	No _____	Donation	\$20.00
Custodial Services	Yes _____	No _____		\$50.00
Utilities Cost	Yes _____	No _____		\$30.00

The following equipment belonging to BUMC may be used by

_____ on _____
(Organization or Person) *(Date)*

_____ agrees to adhere to the regulations concerning the
(Contact Person)

use of BUMC facilities and/or equipment. I acknowledge that I have read and received a
written copy of said regulations and assume responsibility for compliance.

(Contact Person)

(Administrative Assistant)
-for BUMC-

(Address)

(Phone)

(E-mail)

(Date)

E. SAFE SANCTUARIES

Broadway United Methodist Church

**Safe Sanctuaries
and
Student Protection Guidelines
Reducing the Risk of Abuse in Ministry.**

YOUR CHILDREN ARE SPECIAL!

Jesus said, “ *Whoever welcomes a child in my name, welcomes me.*” *Matthew 18:5.*

Children and Youth are full participants in the life of Broadway United Methodist Church and in the Kingdom of God.

We want to make certain that Broadway United Methodist Church is a Safe place, physically, emotionally and spiritually, for our children and youth to learn and grow in their faith and to strengthen their relationship with Jesus Christ.

OUR VOLUNTEERS ARE SPECIAL!

A great volunteer (by the name of Paul) once said, “*We loved you so much that we were delighted to share with you not only the gospel of God but our lives as well, because you had become so dear to us*” (1 Thessalonians 2:8).

The volunteers who minister with infants, children, and youth are vital to the ministries. For this reason we are dedicated to not only protecting children, but to protecting our volunteers.

SAFETY IS A TOP PRIORITY!

The following guidelines have been created to provide a safe place for our children, youth and leaders to experience Christ . Thank you for your dedication to Christ and to Broadway United Methodist Church.

Broadway United Methodist Church

Safe Sanctuaries and Student Protection Guidelines Reducing the Risk of Abuse in Ministry.

Since children and youth are loved and are special gifts from God, we are committed to creating a safe ministry environment for all ages. This policy was created and is maintained to ensure a pure ministry for The Broadway UMC staff and volunteers while protecting infants, children and youth.

Supervision

Adult supervision is required on all activities involving children and youth
Volunteers or staff must be at least 18 years old to be in a supervisory role.
Volunteers or staff must be at least 5 years older than the population they are Supervising
Volunteers must be 23 to minister with Senior Highs, 18 to minister with Junior Highs

No one may serve in ministry with children or youth who has been convicted of crimes against children.

Background checks will be required for full time and part time paid staff, Teachers and youth counselors. Volunteers in short term classes (ie.) VBS, one day events) may be exempt from the background check due to a staff person being on site during the event.

Any person who wishes to serve must have been a part of Broadway United Methodist Church for at least six months or is known by the staff for a year previous.

Specific training may be required for the ministry areas of Nursery, Children and Youth. Once a year we will offer a CPR and first-aid class. We will also offer a “Safe Sanctuaries” training class once a year to go over abuse and abuse prevention. All those serving with youth and children will be strongly encouraged to participate in these training classes.

Classrooms will have Two adults involved in supervision during Church sponsored events. One of these adults may be a “floater” that can go from one class room to another.

The doors to the class rooms should be left open or a window or a half door installed.

If assisting a child in the restroom, the door must be partially opened

A staff or volunteer must remain until all students are picked up
The purpose of these policies is to reduce the opportunities for abuse or accusation to happen. A Strong aspect of Children and Youth ministries is the individual relationships. Here are some issues to consider as you build relationships

Counseling: At any counseling session the door to the room used should remain open for the session. Ideally the session will be conducted at a time when others are nearby. Counseling sessions may also be conducted out doors, or in other public places.

Dropping off and pick up times:

When dropping off or picking up students at their homes, the staff or volunteer should make contact with a parent or another volunteer prior to taking the child/youth alone to the next stop. The point here is to prevent a staff or volunteer from being alone with a child or youth without a parent's knowledge.

During drop off or pick up move to a public site if there are no other adults. Ie. The parking lot, kitchen or a main room.

Appropriate interpersonal boundaries

It is your responsibility, not the student's to establish appropriate interpersonal boundaries. Adults who model respectful and nurturing behaviors that do not interfere with another's privacy provide good examples of Christ's love.

At times a student may have a crush on a leader and even if this seems harmless it is your responsibility to deal with this in an appropriate manner.

Words, hugs and jokes can be taken the wrong way and need to be monitored.

Dating students is prohibited and could lead to a potential illegal situation and is not considered in the best interest of the student.

Transportation - When transporting children and youth in a personal vehicle,

- be aware that your car insurance is the primary coverage.
- Persons without insurance are not allowed to transport children.
- Youth may not transport other youth during church related activities.
- When transporting children use of car seats is required as stated by state law.
- Youth may transport other youth after an event only if the leaders have been notified by all parents involved.

Off-site:

Retreats and trips offer an abundance of opportunity for growth and fellowship among the church groups. These events need to take into considerations extra precautions to keep our Children/youth safe.

- * Housing need to be organized with group supervision in mind.
- * Boys and girls may visit each others room, and the door must remain totally opened.
- * Only persons from *our* group may be in *our* rooms
- * No one may go into another groups rooms.

*Our group will be held responsible for any damage or losses to hotel property caused by our group (or guest) during our stay. You and your family will have to reimburse the youth group for any such charges.

*Use a buddy system while out. Your buddy and your assigned leader must know where you are at all times.

* you may not get in a car that is not part of our group.

*Van assignments and room assignments will be made prior to leaving on trips. Do not swap rooms or vans.

Counseling - Conversations regarding abuse, neglect or suicide are legally reportable situations and must be passed on to the Pastor or Children's/Youth Minister without delay.

- The Pastor or the director of Children/Youth Minister will advise on counseling options.

Reporting - By reporting you are helping to end the cycle of abuse and to ensure the safety of children.

- Sexual perpetrators have been found to have numerous victims and a high recurrence rate. Report inappropriate behavior (possible abuse) to a church staff person.
- **To report an abuse.**
- Notify the proper law enforcements or child protective services agency.
- Notify the parents of the victim and take necessary steps to assure the child/ youth safety.
- Notify church authorities, insurance agent, church's attorney
- Only the designated spokesperson will make any necessary statement or response to the news media.

Reporting Abuse

- 1) The Department of Children's Services must be notified.
In Blount county **981-2350**
- 2) The person in charge must notify the pastor.
- 3) The District Superintendent must be notified

All workers at Broadway United Methodist Church must know the state requirements in reporting abuse. In Tennessee, all persons must report suspected cases of child abuse. The person reporting must have reasonable cause to suspect abuse. Failure to report the abuse will result in a misdemeanor, and/or fine, and termination of employment.

The incident must be reported within 24 hours.

A written record of all steps taken in response to the allegations must be kept.

Handling Abuse

*****Response to the Victim**

The safety of the victim must be the church's primary concern.

- 1) Reassure the victim. Remind him/her that he/she did the right thing by telling.
- 2) Reassure the child that he/she is not to blame.
- 3) Listen to the child and answer questions honestly. Do not make promises that cannot be kept.
- 4) Do not pressure the child. Let him/her talk in his/her own time and at his/her own pace.
- 5) Respect the child's privacy.

*****Response to the Accused**

- 1) The accused shall be removed from any children's activity until the matter is resolved. This should be done in a discreet manner.
- 2) Do not confront the accused with hostility or anger.
- 3) The allegations must be discussed with the accused in the presence of a witness. If the accused admits to the allegations, a signed statement must be obtained. If the accused denies the allegations, inform him/her that the claims will be investigated.
- 4) If the allegations are against a staff member, Ministry Team leader, volunteer or helper, or if it happened during a children's activity, the Pastor Parish Staff Relations Committee should be contacted immediately.
- 5) If the accused is an employee of the church, he/she should be suspended with pay during the course of the confidential investigation. If the accused admits to the allegations, he/she will be terminated.
- 6) Make sure any disciplinary action taken follows the church's policies and bylaws.

*****Response to the Victim's Family**

- 1) If the allegations are made against a staff member, Ministry Team leader, volunteer or helper, the custodial parent will be notified immediately, and a face-to-face meeting will be scheduled.
- 2) Express the church's concern for the victim and his/her family. Minister to them and offer them religious counseling.
- 3) Keep them informed of the investigation's progress.

*****Response to the Media**

- 1) Only the person selected to speak with the media will make any reports to the media
- 2) This person should handle any requests for a response from the media and act as the spokespersons by saying, "We can not comment at this time."
- 3) Training in how to handle the media should be a regular part of staff training.

*****Response to the Church's Insurance Agent**

- 1) The church should contact the insurance agent immediately.

Authorization and Request for Background investigation

Broadway United Methodist Church has developed a series of policies to provide a Safe place for our Children and Youth to grow in their faith. These policies include providing criminal record checks for persons involved in a supervisory roll of our children or youth.

Please Read and fill in the information below so that we may make these checks. Information will remain confidential, view by a SPR sub-committee.

Print full name: _____

Social Security number _____ - _____ - _____

Driver's License number _____ State issuing license: _____

Have you ever been convicted of a crime (Other than minor traffic offenses)?

Yes ____ No ____

If Yes, please explain:

I authorize Broadway United Methodist Church to investigate my background as it pertains to the ministries at Broadway United Methodist Church. This may include information contained in public records, which could include credit history, criminal files at the county, state, and federal jurisdiction levels and motor vehicle records. I hereby release all persons, companies, or corporations furnishing such information from liability and responsibility.

Signature: _____ Date: _____

General information:

Name : _____

Home phone _____ Work Phone _____

Cell Phone _____ E-mail _____

Mailing address _____

Place of employment. _____

Have you been convicted of a crime against children such as neglect or abuse? _____

Will you give Broadway UMC authorization to do a criminal background check? _____

Do you have CPR / First-aid training? _____

Would you be willing to take a course in CPR/ first aid? _____

Do you have full coverage auto insurance? _____

Are you willing to drive your vehicle for events ? _____

Do you have a CDL P. (commercial drivers license w/ passenger rating) _____ would you like to have a CDL P. this will allow you to drive the bus. _____

List other places and situations where you have been in ministry:

If you have family, we hope you have discussed serving in ministry with them.

When did you start attending Broadway United Methodist Church? _____

*******I acknowledge I have read through Broadway’s Safe Sanctuary and student protection guidelines. I understand and agree with what I have read:**

{ your signature please } _____ *{ date }* _____

Authorization and request for Criminal records Check

I, _____, hereby authorize Broadway United Methodist Church to request the Maryville Police department or Trak-1 , to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me whether said file is local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police department, or Trak-1 , from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant date

Print full name. _____

Social Security number _____ - _____ - _____

Driver's License number _____ State issuing license: _____

Date of birth _____ / _____ / _____

Have you ever been convicted of a crime (Other than minor traffic offenses)?

Yes ____ No ____

If Yes please explain:

