



First Presbyterian
Church of Athens

FACILITY AND PROPERTY
USE POLICY



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October 2011

I. Policies Governing Use of Church Facilities & Property

Mission: The facilities and property of First Presbyterian Church shall be used in the spirit of Christ for church programming, benefit of our members and for community-building programs and activities.

Introduction: These policies have been developed in order to fulfill this mission and to provide good stewardship of church facilities.

Usage: In this spirit, we welcome both members and non-members to use our church facilities and property in a manner that fulfills the mission of our church.

- a. Subsidiary policies outlining the day-to-day activities and usage of the facilities and property have been formulated and approved by the Property Committee and by the Session.
- b. All groups including ministries and members requesting to schedule programs or events at First Presbyterian Church will be directed to the Church Administrator for the purpose of completing the Facility and Property Request Form, with the staff exercising approval of usage unless the request falls under that of fundraising or of an extraordinary nature. Those requests shall be directed to and approved by the Session. All groups who are required shall sign and pay all fees associated with the use of facilities and property in advance. Fees for facility and property usage are determined according to this Facilities and Property Use Form in consultation with the Property Committee and the Session.

Management: Day-to-day management of the facilities and property shall be directed through the Church Administrator and will be coordinated with appropriate staff and the Session. The Property Committee is responsible for maintaining this policy, coordinating with other Commissions as appropriate.

II. General Guidelines for Use of Church Facilities & Property

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Definition of Participants:

Members and Mission-Related Groups: To be defined as any member, organization, division or committee that abides by the philosophy, mission and goals of First Presbyterian Church, which is led and sponsored by the church as a whole. Such groups as church commissions, committees, Sunday School classes, Weekday School and Presbyterian women circles are examples. Ministries and members of First Presbyterian Church will have priority use.

Affiliate Groups: To be defined as groups directly connected to First Presbyterian Church as a church support group. Organizations such as the Samaritan Counseling and Interfaith Hospitality Network are examples of affiliate groups.

Outside Groups: To be defined as groups which are compatible with the church's mission and activities. All outside groups are expected to pay fees based on the fee schedule of First Presbyterian Church if the church staff determines that payment is required. Use for fundraising or extraordinary events must be approved by the Session on a case-by-case basis. The Church Administrator will forward requests to the chair of the Property Committee to be placed on the Session Docket as soon as feasible.

Weddings: The church has a separate wedding policy. Contact the Pastor's Administrative Assistant to discuss wedding arrangements, fees and policy questions.

Master Calendar:

The church staff shall add all approved events and activities to the Master Calendar in the Church Office. The Master Calendar is the only official record for all events at First Presbyterian Church.

Requirements, Responsibilities, and Restrictions:

Liability for Personal Injury or Loss: First Presbyterian Church of Athens does not assume responsibility for personal injury, property damage or loss of any kind suffered by anyone associated with its facilities and/or property.

Care of Property: All individual and organization users assume responsibility for the proper use and care of First Presbyterian Church of Athens property. User assumes liability for damage and must report such damage to the Church Administrator within 24 hours after its occurrence. After the First Presbyterian Church of Athens determines the cost to repair damage, user may (at First Presbyterian Church's discretion) be billed for such cost, normal wear and tear excepted. Decorations must be completely removed immediately following the activity unless otherwise agreed upon by the Church Administrator in advance. The use of tape, adhesives, nails, pins or tacks on wall are prohibited.

Insurance: Groups and individuals using First Presbyterian Church of Athens facilities and/or property shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. In addition, First Presbyterian Church of Athens may on occasion require users to obtain and furnish evidence of general liability insurance. If insurance is required, it shall meet the requirements of APPENDIX A, and a certificate evidencing such insurance shall be furnished to the Church Administrator prior to use of the First Presbyterian Church of Athens facility and/or property. If the need for insurance coverage is unclear, the First Presbyterian Church of Athens insurance agent shall be consulted.

Indemnification: Groups and individuals using First Presbyterian Church of Athens facilities and/or properties must agree to indemnify First Presbyterian Church of Athens and/or its Session members, officers, employees, members, congregants, agents or representatives, from any and all liabilities and legal actions in any way relating to their activities, including those arising from the negligence of the First Presbyterian Church of Athens.

SEE APPENDIX A.

Reservations and Fees:

Facilities Use Request: Reservations will be made as received upon completion of a Facilities Request Form. Requests for space reservations may be made by contacting the church receptionist or the Church Administrator through our website (www.firstpresathens.org), email (frontdesk@firstpresathens.org) or by phone at 706-543-4338.

Kitchen Use Request: Individuals organizing events that require the use of the kitchen will need to consult the Church Administrator to ensure availability, to discuss kitchen equipment use, to make arrangements for cleanup, and to establish a cost for the usage. No one is permitted to use the kitchen or any kitchen equipment without the prior approval of the staff or Church Administrator.

Fees: Fees will be assessed in accordance with the established fee schedule for any activity that is not church related, in consultation with the church administrator. All fees must be paid in advance of the activity.

Church Member Supervision:

Outside Operating Hours: For any event scheduled outside the church's regular business hours (8:30 a.m. - 4:30 p.m. Monday-Friday), arrangements must be made to gain entrance to the building and to see that the building is locked when leaving.

Identifiable Responsible Adult: All groups must have a responsible adult in charge of the event, and church policies for each area must be observed. This person must be in attendance the entire time of the scheduled event. The conduct of all persons attending programs or events is expected to be respectful of First Presbyterian Church's mission and facilities.

Supervision of Children (up to age 17): Children and youth in attendance must either be with their parents or with approved adult supervision at all times. At least two adults must supervise all children's activities. All nursery or early childhood childcare provided on church grounds must comply with church guidelines and policies. See APPENDIX B for Child Protection Policy.

General Policies:

Smoking is not permitted in the confines of the church building or on the church property.

Alcoholic beverages are not permitted anywhere on the church grounds or in the church facilities.

Nut Free Policy: As part of the ongoing safety awareness at First Presbyterian Church, we adhere to a nut free policy throughout the entire year. Please do not send any products to school/church containing nuts at any time.

Unacceptable: Nutella, Almond Butter, Cashew Butter, Peanut Butter, Peanuts
Acceptable: Sunbutter, Soy Butter (wow butter), Sunflower Butter, Biscoff Spread
Peanut allergies are one of the most common and deadly allergies.

Location of dining and serving of food is confined to spaces approved at the time of reservation.

Decorations, signs or posters are not permitted to be placed on the walls, floors, or woodwork of the facilities or property. Agreement must be reached with the Church Administrator prior to any decorations being placed in the church.

Cleanup: Groups using church facilities are expected to leave the area in the same condition in which it was found. Unwanted and/or leftover food items should be removed from the church and placed in the outside trash bins.

Recycling: Recycling is a policy of our church. As part of that policy, no Styrofoam cups, bowls, plates or other articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum, and paper are available for your use. Every organization is responsible for complying with this policy.

Storage: There is no excess storage available for organizations other than church groups. All outside organizations using the facility will be responsible for storing props and accessories offsite.

Parking: Parking on church property is available only during the period of time that a group has contracted to use the facility. Any damage to vehicles on church property is the responsibility of the vehicle's owner.

Animals are not allowed inside the church buildings, with the exception of guide animals.

Supervision of children and youth: This church abides by the Child Protection Policy approved by the Education and Discipleship Commission and Session. All users of the facility are expected to follow the guidelines of this policy. Any questions regarding this policy should be directed to the Director of Children's Ministry or the Director of Youth Ministries as appropriate. See APPENDIX B.

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Director of Children's Ministry. Our safety standards require that two nursery care providers must be present to operate the nursery. The nursery care providers must be First Presbyterian Church employees.

Church Resource Availability:

Custodial Services: Custodial services are scheduled according to the church calendar, based on completed reservation forms.

1. Custodians are scheduled for the setup and replacement of church tables, chairs and equipment within their normal work week.
2. The custodial staff is not available for jobs other than setup that may be needed by outside groups.
3. If a custodian or guard is required to arrive early or stay late, the responsible party will be required to pay for the extra hours.

Administrative Support: Office equipment and church clerical support are not available.

Sound System: The church sound systems are available by request only. Use of any PA system is limited to those authorized by the Church Administrator.

Musical Instruments: The use of church owned musical instruments requires approval by the Director of Music. If a user wishes to have the organ or piano tuned, they will be tuned at the user's expense by a technician approved by the Director of Music. Pianos cannot be moved except by permission from the Director of Music and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

Audio Visual Equipment: We encourage outside groups to use their own A/V and supporting equipment for presentations. Use of First Presbyterian Church equipment is permitted but must be arranged for in advance through completed reservation forms. Church audio visual equipment may not be removed from church premises.

Church Vehicles: In general, church vans are for church use only. Outside use will require the prior approval of the church staff or Session and the insurance company.

Lending of Church Property: Ordinarily, church property is not to be used off church premises. Church property (i.e., tables, chairs, and equipment) is not available for loan.

III. Sanctuary Use Guidelines

Guidelines for the use of the Sanctuary of First Presbyterian Church have been set forth by the church staff and the Worship & Music Commission, and have been approved by the Session of the church. Reservation of this area will be made through the Church Administrator.

Accommodations:

Sanctuary Capacity: 575 seated

Sound System and Lighting: By request only. Use of sound system or changes to the lighting system is limited to those authorized by the Church Administrator.

Music and Musical Instruments: Music and musical instruments must have the specific and separate approval of the Director of Music.

IV. Fellowship Hall, Meeting Rooms & Additional Room Use Guidelines

Guidelines for the use of Fellowship Hall, the kitchen, and the adjacent rooms have been set forth by the church staff, Property Committee, and approved by the Session of the church. Reservations of these areas will be made through the Church Administrator.

Accommodations:

Fellowship Hall:	250 seated at tables 350 without tables
Room 312:	100 classroom style seating (Moses Waddel Room)
Classrooms:	Capacity varies based on room size.
Parlor:	30 seated
The Bride's Room:	10 seated

Policies:

The policy for the usage of these areas will be the same as the policies previously stated beginning on page 6 with the exception and addition of the Kitchen Use Guidelines stated below.

V. Kitchen Use Guidelines

1. Kitchen space shall be cleaned after each use. Any spills should be cleaned up. Cabinet tops should be wiped off. Floors should be swept.
2. All dishes and utensils used shall be washed, dried and returned to the shelves. Nothing should be left on the drain board or counter.
3. All trash and garbage shall be removed to outside trash receptacles.
4. In case of breakage, please note item broken on the dry erase board in the kitchen.
5. No food or beverage shall be left in the refrigerator or freezer without plans for its further use or disposal. Please use the available masking tape and permanent marker to record the date when the item was left and what group is responsible for the item.

VI. Youth Rooms (The PIT) Use Guidelines

Guidelines for the use of the youth rooms of First Presbyterian Church have been set forth by the church staff and the Education Commission, and approved by the Session of the Church.

Accommodations:

The PIT has a common room and 3 meeting rooms.

Common Area:	50 seated without tables	
		32 with tables
High School Room 14:	15-25 seated	
Middle School Room 11:	15-25 seated	
Spirituality Center Room 10:	8 seated	

Policies:

The policy for usage of these areas will be as follows:

1. The four youth rooms are dedicated primarily for the use of the church Youth Ministry, youth (as defined by enrollment in Middle School or High School grades 6-12), and their guests. Other groups using this space may be adult church members, guests of the church such as mission teams, or other religious groups. The Church Administrator will schedule these groups after consultation with the church staff, the Director of Youth Ministries and/or the Education Commission Chair (as needed).
2. All four youth rooms are restricted for the use of Youth Ministry of the church on Sunday evenings.
3. Access and use of the youth areas is only permitted with adult supervision.
4. Rooms should be cleaned and straightened after each use. All food and paper products should be discarded or placed in trash receptacles and taken to the outside trash bins.
5. No alcoholic beverages will be allowed on church property at any time. Smoking is not allowed in any area of the church building or property.
6. Questions regarding usage or fees should be directed to the Church Administrator.

VII. Courtyard Property Use Guidelines

Guidelines for the use of the Courtyard of First Presbyterian Church have been set forth by the church staff, the Property Division and the Session of the church. Reservations of these areas will be made through the Church Administrator.

1. Priority use of the facilities will be for the members and ministries of First Presbyterian Church.
2. The Courtyard area of the church may be reserved by members or ministries for church functions. Others may reserve the Garden with the approval of the church staff or Session by staff request. If questions arise, they will be referred to the Property Committee and the church staff.
3. Tents, chairs, tables, set up arrangements, and decorations used in the Garden must be approved by the Church Administrator before any function.
4. No alcoholic beverages will be allowed on church property at any time. Smoking is not allowed in the Courtyard or in any of the church buildings.
5. Groups other than church members and ministries must sign an agreement and pay, in advance, all fees and costs associated with the use of the facilities as shown on the fee schedule.
6. Permission to use the kitchen must be approved by the Church Administrator.
7. The setup of a sound system must be approved by the Church Administrator.

VIII. Fee Schedule for Use of Facilities & Property

Space	Up to 4 hours	More than 4 hours
Sanctuary	500.00	750.00
Fellowship Hall	500.00	750.00
Courtyard	250.00	500.00
Kitchen	150.00	250.00
Parlor	100.00	150.00
Bride's Room	100.00	150.00
Library	100.00	150.00
Children's Ministry Suite	250.00	500.00
The PIT	150.00	200.00
Meeting Rooms:		
Staff Conference Room	150.00	200.00
Moses Waddel	100.00	150.00
Other Classrooms	50.00	75.00
Custodial Hourly Rate*	25.00	25.00
Nursery Care Provider Hourly Rate	25.00	25.00
Effective September 2011		

*Any group may be assessed a fee for cleanup, set up or other services if the Administrator, Staff or Session anticipates the Church will incur additional expense.

IX. APPENDIX A

Insurance Requirements

Different activities and groups are statistically more likely to be associated with the risk of injury and/or property damage. Without evaluating specific entities, First Presbyterian Church believes situations exist which requires additional protection. Therefore, at First Presbyterian Church's sole discretion and request, user is required to agree to the following:

1. User shall obtain General Liability insurance with the following Requirements:
 - a. Per Occurrence limit: \$1,000,000
 - b. Additional Insured: First Presbyterian Church of Athens
 - c. Notice of Cancellation: 30 days: First Presbyterian Church of Athens
185 East Hancock Avenue
P.O. Box 1592
Athens, GA 30603

I. PURPOSE AND APPLICABILITY

A. PURPOSE

This policy is intended to:

1. Create a safe environment for children, youth, and adults

- a. A child is defined as anyone within the range of newborn to currently in 5th grade.
- b. A youth is defined as anyone currently in 6th – 12th grade.
- c. A minor is defined as any child or youth 0-17 years old.
- d. An adult is defined as anyone who is 18 years or older.
- e. During the summer months when school is not in session, rising sixth grade children are considered youth.

2. Protect children and youth from child abuse.

Child Abuse is non-accidental injury or pattern of physical or mental injuries to a child or youth and may include:

- a. **Neglect**- Occurs when the adults responsible for the well-being of a child fail to provide for the child. Neglect may include not giving food, clothing, shelter; failure to keep children clean; lack of supervision and withholding medical care.
- b. **Emotional Abuse** – Chronic and persistent acts by an adult that endanger the mental health or emotional development of a child including rejection, ignoring, terrorizing, corrupting, constant criticism, mean remarks, insults, and giving little or no love, guidance and support.
- c. **Physical Abuse**- An injury or pattern of injuries that happen to a child that are not accidental. These injuries may include beatings, burns, bruises, bites, welts, strangulation, broken bones, or death.
- d. **Sexual Abuse** – Sexual abuse is the sexual assault or exploitation of children and can include rape, sexual battery, sexual offense, indecent liberties, promoting or participating in prostitution of a minor, sexual exploitation of a minor, disseminating pornography to children, kidnapping or abduction. Sexual abuse may consist of numerous acts over a long period of time or a single incident.

3. Educate staff and volunteers on ways to prevent abuse and avoid situations which might result in allegations.

4. Protect staff and volunteers from unwarranted allegations of child abuse.

B. APPLICABILITY

This policy applies, whether on-site or off-site, to:

1. Program Staff

The term "Program Staff" includes the following people: Head of Staff, Pastors, Associate Pastors, Administration Director, Director of Music, Director of Youth Ministries, Director of Children's Ministries, Weekday School Director.

2. Staff

The term "staff" includes the following people: Program Staff, Administrative Assistants, Nursery Coordinator, Nursery Staff, Childcare Staff, Weekday School Teachers, Interns and any employees of First Presbyterian Church that work directly with children.

3. Volunteers

The term "volunteer" includes: any person participating in a First Presbyterian Church ministry program who is not being paid by First Presbyterian Church to participate in the program.

II. SCREENING, HIRING PRACTICES, AND TRAINING

A. VOLUNTEERS

- 1.** All teachers and volunteers for church activities and programs involving children must be approved by the Education and Discipleship Commission. In case of an emergency, the Program Staff or ministers may temporarily approve use of a church member as a volunteer.
- 2.** Volunteers must be church members or regularly attending worshippers for at least six months. This rule may be waived by the Education and Discipleship Commission with a personal interview and recommendation from a previous church.
- 3.** All adult volunteers must pass a criminal background check to be able to work with children and youth. Background checks will be updated every two years.
- 4.** All volunteers who will be transporting children or youth agree to a driver's license screening to check their driving record and to verify that they hold a valid license and auto insurance at the beginning of their service. Those with moving violations may be prohibited from driving as determined by the Program Staff member responsible for the event.
- 5.** The initial training for new volunteers will include an in-person training session where the information included in the *Protection Policy for Children and Youth Ministries* will be discussed. In addition, an online training component may be required.

6. An annual review of the *Protection Policy for Children and Youth Ministries* will be completed by all volunteers working with children and youth and will be certified by a signature and date at the end of the policy form.

B. YOUTH

1. First Presbyterian Church recognizes the importance of children in 5th Grade and younger being allowed to participate in service to the Church. When a child (5th Grade or younger) wishes to serve as a volunteer in any given classroom or program, they will be allowed pending approval of the Program Staff member responsible for the program. This child will be under the direct supervision of staff members and/or adult volunteers.
2. Youth (6th Grade – 12 Grade) who volunteer with the Children's Ministry programs, must read and agree to abide by the *Protection Policy for Children and Youth Ministries*.

C. STAFF

1. Prior to employment or service, a criminal background check and driving record screening will be conducted, documented, and filed. Background checks will be updated every two years.
2. Prior to employment or service, reference checks will be conducted, documented, and filed.
3. A photograph will be taken of each staff member and attached to the personnel record.
4. All church employees, working directly with children, will participate in an annual review of the church's *Protection Policy for Children and Youth Ministries*.
5. The initial training for staff members will include an in-person training session where the information included in the *Protection Policy for Children and Youth Ministries* will be discussed. In addition, an online training component may be required.
6. Program staff will make weekly unannounced visits during church programs with children to ensure that standards, policies, and program quality are being maintained.

III. PROTECTION POLICIES

A. SUPERVISION

1. In order to protect church staff, volunteers, and program participants, the goal for every program is to have a minimum of two adults present with children and youth during programs (Two Adult Rule).
 - a. The adult to child ratio for all child related events/activities is 2:10.
 - b. The adult to youth ratio for all youth related events/activities is 2:17.
2. In case of emergencies and/or if one volunteer or staff member needs to leave a classroom for a brief period of time, one adult teacher (volunteer or staff member) may be in attendance as long as there are two or more children in a classroom with windows or an open door and an unobstructed view of all the people in the room, so they can be observed through the window and/or door at all times.
3. For overnight events related adult chaperones must be accompanied by an unrelated adult and there shall be one adult of each gender when there are one or more minors of each gender in a group.
4. Youth volunteers must be under the supervision of an unrelated adult and will not be designated as the lead person/teacher in charge of teaching in a classroom.
5. All classroom doors have windows and parents are invited at any time to observe their child's classroom. Parents are also invited to visit program sites at any time and do not need permission to do so. If a child or youth activity/program/class is held in a classroom with a door that has no window, the door must remain open at all times.
6. Church staff and volunteers caring for infant and toddlers will be identified by staff shirts and/or name tags.
7. Staff and volunteers should not place themselves in a situation where someone may misjudge their actions. Isolated and/or unobservable one-on-one situations are to be avoided when they occur between:
 - a. Any staff or volunteer with a youth
 - b. Any staff or volunteer with a child
 - c. Any youth volunteer with a child

B. ATTENDANCE/DISMISSAL

1. Tracking of children entering or leaving a program may include, but is not limited to, sign-in and sign-out logs, name tags, contact with parent or guardian and taking attendance.

2. Church staff and volunteers will release children to the authorized parent(s), guardian(s), or an individual authorized by the parents, including siblings and other relatives of the child.

C. DISCIPLINE

1. First Presbyterian Church advocates a discipline policy with an emphasis on positive reinforcement, redirection and prevention.
2. At no time will the following disciplinary techniques be tolerated: any form of corporal punishment, shaming, withholding food or restroom privileges, verbal abuse or physical abuse.
3. At the beginning of each program year, staff and volunteers will be instructed and/or reminded (by Program Staff) to always practice healthy discipline techniques that do not involve physical pain or emotional pain.

D. DIAPERING AND BATHROOM

1. The person engaged in diapering a child should always be visible to other people. Diapering should never take place behind a closed door.
2. When assisting a child with bathroom duties, staff members or volunteers will not close the door to the bathroom or the stall so that they may be observed at all times.

E. DRIVING

1. A single adult and child may not be alone in a vehicle without prior written permission of the parent of the child or youth. This written permission must be given to the supervising Program Staff member.
2. If prior written permission has not been given, then:
 - a. In any vehicle used for church purposes there must either be two adults and one child or youth, or one adult and two children or youth.
 - b. In an emergency case, where a volunteer or staff member must drive alone with a child or youth, a phone may be used to include a third party in on the drive. When using a phone as a third party, it should not be hand held by the driver.

F. OUTSIDE EVENTS

1. When staff or adults volunteering with children and youth attend activities of church children in the community, they attend as an extension of their ministries and should act as they would in their capacity at church.

G. INTERNET USE/SOCIAL MEDIA POLICY

1. No child or youth may access the internet through the church's computer terminals unless there is a staff member or volunteer in the room who is monitoring the on-line activity.
2. Staff and volunteers should not have any technological contact with a child or youth that is not either preapproved by the child/youth's parent or legal guardian with a signed waiver, or the contact is on an open public medium, such as a church website or other social media program.

IV. REPORTING PROCEDURES

A. MANDATED REPORTERS

A mandated reporter is a person who is required by law to report suspicions of child abuse or neglect to the proper designated authorities.

1. Effective July 1, 2012, House Bill 1176 amended O.C.G.A. 19-7-5, Georgia's mandatory reporter statute, to expand the categories of professionals required to report child abuse and to add clarifying definitions to the categories already in place.
2. The existing category of "child service organization personnel" was clarified through a broad definition that now includes employees or volunteers in the public, private, for-profit and non-profit sectors that provide "care, treatment, education, training, supervision, coaching, counseling, recreational programs, or shelter to children."
3. Clergy were not specifically added to the list of mandated reporters; however, if a clergyperson falls within any of the classes of persons who must report under the mandated reporter statute O.C.G.A. 19-7-5, the clergyperson must report unless the information was obtained in the context of a confession or similar context. In this case the Book of Order G-4.0301 states: "A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she/he reasonably believes that there is risk of imminent bodily harm to any person."
4. The above expansion of professionals and clarification of "child service organization personnel definition" now means any person employed by or volunteering at a business or organization that provides care, treatment, education, training, supervision, coaching, counseling, recreational programs or shelter to children is now included in the mandated reporter statute and is hence a mandated reporter. <https://dfcs.georgia.gov/faq-0#DFCS21>

B. REPORTING PROCEDURES

1. If a staff member or volunteer has reasonable cause to believe a child has been abused the following steps must be taken:

- a. Contact one of the following Program Staff members immediately: Director of Children's Ministries, Director of Youth Ministries, Director of Music, Weekday School Director, Associate Pastor, Pastor.
- b. As a mandated reporter, the staff member or volunteer is required to make an oral report to DHS/DFCS within 24 hours of the time the reporter learns of the suspected abuse or maltreatment.
 - i. Reports may be made to law enforcement or the District Attorney if a DHS/DFCS report cannot be made.
 - ii. The statute also gives the volunteer the option to allow a member of the Program Staff to make the report in his or her place.
- c. The Pastor or Associate Pastor must be notified of the report. If it is not possible to notify either of the Pastors, then another Program Staff member and the Clerk of Session must be notified.
- d. If a Program Staff member has been asked by a volunteer to make a child abuse report the report must be made within 24 hours of the time the reporter learns of the suspected abuse or maltreatment.
 - i. The Program Staff person making the report must do it without making any changes to the information from the initial reporter.
 - ii. Additional information may be added to the report.
- e. Confidentiality will be maintained by all volunteers and staff members who have knowledge about the suspected abuse. No one may discuss the report with anyone, including the media, unless permission is granted by the church's lawyer. The only exception is discussion with authorities investigating the suspected abuse.
- f. Contact with the child or parents involved in the alleged abuse case is not allowed unless permission is granted by the church's lawyer.

2. Accusations Against Staff Members and Volunteers

- a. If a reported incident involves a church staff member or volunteer, the supervising staff person will suspend the accused person from all activities involving supervision of children.
- b. Reassignment to administrative duties may be appropriate.
- c. A staff member may be suspended, with or without pay, due to an allegation of abuse. The staff member will remain suspended until the person is cleared or allegations are proven.

- d. Volunteers may be reinstated after all allegations have been cleared to the satisfaction of the investigating agency, the responsible church staff member and the Session.

V. CODE OF CONDUCT FOR EMPLOYEES AND VOLUNTEERS

All employees and volunteers participating in children and youth programs and ministries of First Presbyterian Church are expected to observe the following guidelines.

- A. Will not verbally, emotionally, physically, or sexually abuse children or youth or discipline children or youth by use of physical punishment or by failing to provide the necessities of care.
- B. Are expected to observe the Two Adult Rule and Open-Door Policy in their interaction with children and youth at all times except in emergency situations and exercise sound judgment in providing a safe environment at all times.
- C. Will respect the rights of children and youth not to be touched in ways that make them feel uncomfortable, and their right to say no. Adults will discourage children and youth from touching others in an inappropriate manner.
- D. Should be alert to the physical and emotional state of children or youth entering the program. Any signs of injury or possible child abuse must be reported to the applicable Program Staff.
- E. Will not use, possess, or be under the influence of alcohol or illegal drugs, or be impaired by legally prescribed drugs during church working hours or church-sponsored programs. Will not smoke or use tobacco during church programs.
- F. When transporting children or youth on First Presbyterian Church sponsored trips and outings, will refrain from texting or using cell phones while driving.
- G. Will not use profanity, inappropriate language, jokes, or any kind of harassment in the presence of children, youth or parents.
- H. Will not share inappropriate details of their personal life.
- I. Will not ask children or youth to share inappropriate details through any form of communication: written, verbal, or electronic.
- J. First Presbyterian staff and adult volunteers may not have any romantic or sexual relations with program participants under 18 years of age.
- K. Will report to Program Staff any situations where risk of inappropriate treatment exists, or the policy is not being followed.

VI. SIGNATURE PAGE

Please initial beside each statement once completed, then sign and date.

_____ I have read *The Protection Policy for Children and Youth Ministries* and agree to abide by it in my ministry at First Presbyterian Church.

_____ I have completed the initial *Darkness to Light* Training Program on-line and/or in person.

_____ I have completed my yearly training review of *The Protection Policy of Children and Youth Ministries*.

_____ I have completed the background check process and understand that if I continue to work or volunteer at First Presbyterian Church of Athens that my background check will be updated every two years.

_____ I have agreed to a driver's license screening to check my driving record and to verify that I hold a valid license and auto insurance.

Signature

Date

Name:

Ministry Position:

X. Facilities & Property Use Request Form

First Presbyterian Church of Athens Facilities & Property Use Request Form

Date requested: _____

Request taken by: _____

Details of Use		
Date(s) _____	Time(s) _____	Estimated # in Attendance: _____
Use of facility is for: _____		
Space Requested: _____		

Contact Name _____ Organization _____

Address _____

Phone number _____ Church Member ___Yes___
No

E-mail _____

Special services required (please attach a layout of setup for any furniture and/or equipment setup).

- | | | |
|--|---|---|
| <input type="checkbox"/> Tables: Round (#_____) | <input type="checkbox"/> Podium | <input type="checkbox"/> TV/VCR or DVD |
| <input type="checkbox"/> Tables: Rectangle (#_____) | <input type="checkbox"/> Piano | <input type="checkbox"/> Screen |
| <input type="checkbox"/> Chairs: (#_____) | <input type="checkbox"/> Computer/Internet | <input type="checkbox"/> PA system with mic |
| <input type="checkbox"/> Microphone (#_____) | <input type="checkbox"/> Projector (LED) | |
| <input type="checkbox"/> Custodial Services (Fee Assessed) | <input type="checkbox"/> Other _____ | |
| <input type="checkbox"/> Set-Up | <input type="checkbox"/> Clean-Up | |
| <input type="checkbox"/> Food will be served at this event | <input type="checkbox"/> light refreshments | <input type="checkbox"/> meal |
| (Please check if needed) <input type="checkbox"/> Dishes | <input type="checkbox"/> Silverware | <input type="checkbox"/> Tablecloths |
| | | <input type="checkbox"/> Other _____ |

Notes _____

Date presented to Staff _____

Date approved/disapproved _____

Requestor notified of staff action _____

Door key issued on _____ by _____

Door key returned on _____ to _____

___ No

Review with staff _____

Security Deposit (\$150) paid: ___ Yes

Roger Burbage, Church Administrator

May use again ___Yes ___No

