

Spring Branch Presbyterian Church
Building Use Request for
Non-Members and Non-SBPC Church Groups

Name of Requesting Group: _____

Purpose of Group or Organization: _____

Contact Person (name) _____ (phone) _____

Address _____ City _____ State _____ Zip _____

Area or Room Requested:

Fellowship Hall _____ Conference Room _____ Parlor _____ Library _____

Gathering Place _____ Sanctuary _____ Choir Room _____

Other (please specify) _____

Proposed Activity or Event _____

Estimated number of adults expected to participate: _____ No of Children _____

Date of Event _____ Start Time _____ Ending Time _____

Total time you will require the area or room, including set-up and clean-up _____

Is this a re-occurring event (weekly, monthly, etc?) _____

If yes, how often will you meet or need to use the facility? _____

Will food be served? _____ If yes, what type? Snacks _____ Meal _____
(meal service and/or kitchen use requires special permission and fees, see Property Use Policy)

Person responsible for keys to building _____
(If not the same as above, please provide name, phone and address of this person)

Requested Length of Agreement *(one year maximum)* _____

Insurer of Organization _____

I have read the attached Property Use Policy, Guidelines and Procedures for Securing the Facilities and agree to abide by all the guidelines established for use by outside groups. I agree to abide by the mandates stated in the policy, and agree that the organization using the facility will be solely responsible for and shall indemnify and hold harmless Spring Branch Presbyterian Church for any loss, damages or injuries to persons or property resulting from the use of these facilities including the use of the parking lot by this organization. I will be responsible for any misuse of the property by my group or organization. I will leave the space as clean or cleaner than I found it.

Signed: _____

Printed Name _____

Date _____

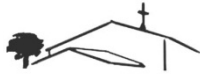
This request should be placed in the Property Committee box in the workroom. The Property Committee will consider your request at the next scheduled meeting and notify you if approved.



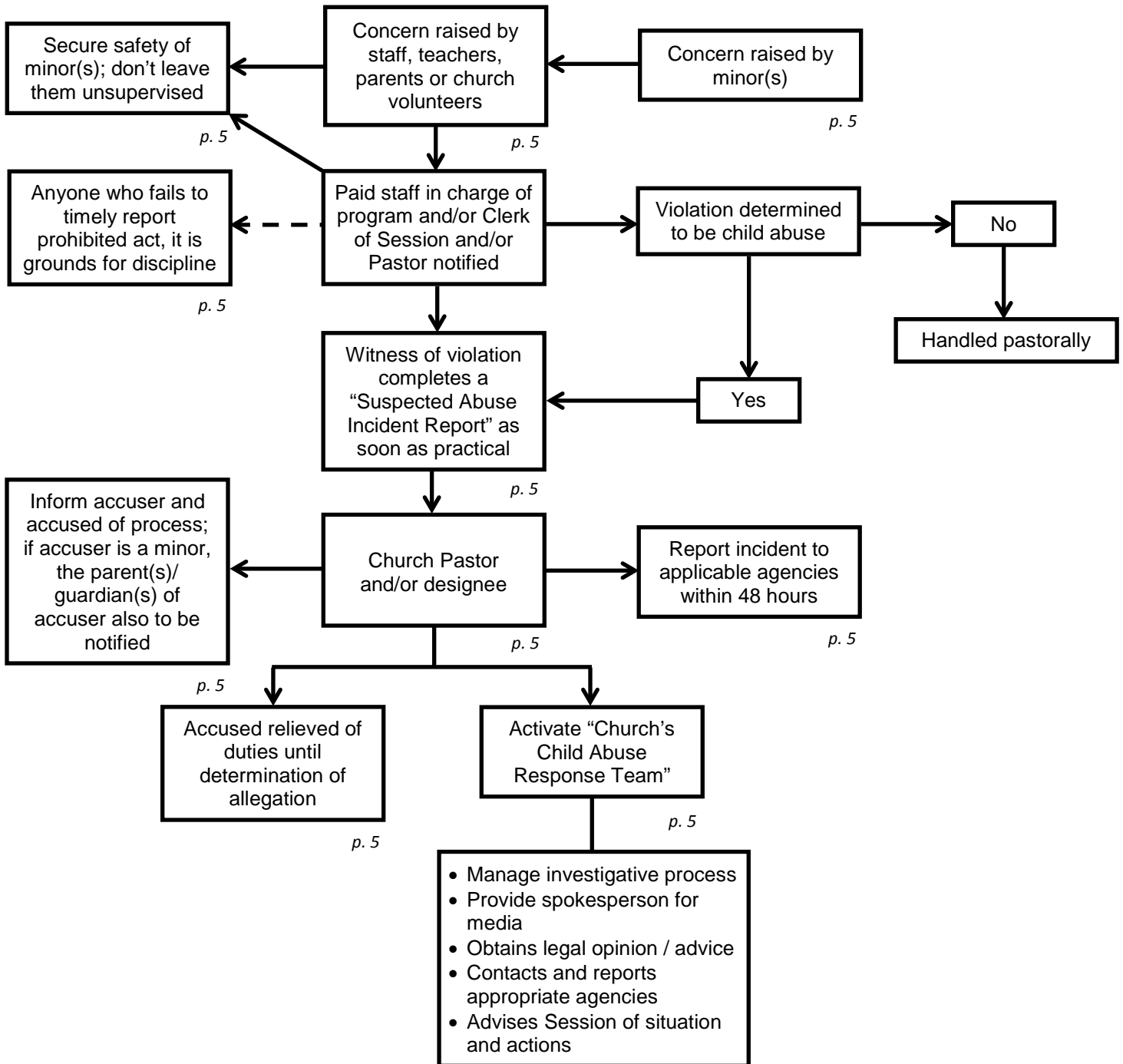
Spring Branch Presbyterian Church
Child Protection Policy
“To Safeguard the Well-being of God’s Children”

Includes children, adolescents & teenagers from birth to 18th birthday,
and anyone over the age of 18 years without the mental capacity to consent,
collectively referred to as children, youth and/or minors

1215 Campbell Rd. Houston, TX 77055 - phone: 713-464-7659



Child Protection Policy Flow Chart for Alleged Violation



A legal review of the judicial process may be requested at any time by either party involved in the case.

Child Protection Policy

Our mission for our children:

Our mission is for children and their families to meet Jesus and learn of God's love for them and others in a safe, fun environment.

Our vision for our children:

We are called to journey alongside children and families on a path to discover the love of Jesus Christ. We will guide them to:

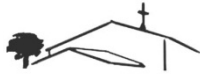
- Love and worship God and know God loves them
- Apply scripture to their lives
- Pray alone and together
- Build Godly friendships
- Include God in everyday family life
- Share God's love with others in mission and service

Our children's protection policy:

Applicability: This Child Protection Policy (the "Policy"), including associated forms, is applicable to all organized activities and programs of Spring Branch Presbyterian Church (the "Church"), regardless of location, involving children up to the age of eighteen (18) years or anyone over the age of 18 years without the mental capacity to consent ("minors"). Included in this Policy are ministries, programs or services and any other program and activities for minors sponsored by the Church or authorized to use the Church's facilities. Some ministries of the Church may require more restrictive requirements than those in this Policy; however, no one is authorized to excuse any requirement of this Policy except the **Christian Education Team Leader or their designee**, and then only in writing for a specific purpose and duration. As appropriate for the minors subject to this Policy, this Policy includes and refers to all pertinent provisions of the Church's Sexual Misconduct Policy and Procedures.

General Guidelines: The following are the minimum requirements of this Policy.

- The ideal situation is to have two or more unrelated adults present at all times to supervise or lead all activities involving minors. This is not always possible. Two or more adults must be present whenever possible, but always in higher risk settings.
- An *authorized adult* is any active paid staff, church member or participant that has been active for at least six months, is over 18 years of age, has been approved by Session, has submitted the information required to obtain a criminal background check and has taken the Child Protection Training.
- Each authorized adult must submit a completed "Background Check Authorization Form" (to be obtained from the church office) as part of the screening/interview process. Once this form is completed and reviewed with the applicant for completeness and clarity by the person in charge of that specific ministry, it is submitted to the Session's designee. Once completed, the results are submitted to the Session or their designee for review. The reviewer will either clear or reject the applicant for church work and will advise the person in charge of their decision.



- Teenage helpers (15-18 years old) also must complete and have their parent(s) sign the “Teen Helper Parental Permission Form” CPP-F-7 (to be obtained from the church office). Helpers must be supervised at all times by an authorized adult.
- An identification procedure such as a “check-in/check-out” system shall be used for all nursery and early childhood activities. Early childhood includes those entering the first grade.
- A signed Parent Permission form must be completed anytime a single minor and a single adult are intentionally in a situation where a second adult is not present, such as (but not limited to) tutoring or mentoring relationship. These sessions shall be conducted in a room with a windowed door or with the door open.
- No corporal punishment (physical punishment in any form) is permitted.
- All authorized adults must re-take the SBPC Child Protection Training every two years.
- Any suspected abuse of a child must be reported to the paid staff in charge of the ministry, and/or the Clerk of Session and/or the Pastor.

Security: On an activity by activity basis, the Church shall take all appropriate measures to provide physical security for the activities conducted under this Policy, including fencing, locked rooms, gates and doors, restrictions to access, identification of authorized personnel and, if required, the use of additional security personnel. This policy also infers to the church’s policy for access to doors, gates, and other restrictions.

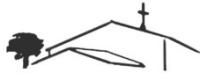
Transportation: The Church shall take all appropriate measures to insure the safety of transportation to and from activities conducted under this Policy that occur at locations other than the Church’s property, including the screening of non-employee drivers, employment of safe and appropriate vehicles and the use of sufficient volunteers and supervisors.

Joint or Off-Site Activities: The Church shall take all appropriate measures to insure the safety of all participants in activities conducted under this Policy that occur at locations other than the Church’s property, either by the Church on its own or jointly with other organizations, including inspection of the site, actions to assure physical security of the type noted above and actions to assure that the personnel or members of other participating organizations are subject to the same or similar screening requirements for participation and/or supervision as the persons subject to this Policy.

Overnight and Similar Activities: The Church shall take all appropriate measures and adopt additional procedures, as required, for dressing, sleeping and restroom use during all overnight, camping and similar activities to provide for the safety of all participants and the appropriate separation of minors and adults.

Prohibited Acts: The following acts are prohibited by this Policy and will not be tolerated or accepted during a church sponsored activity or program. Any observation or personal knowledge of such violations must be immediately reported to the paid staff in charge of the activity, and then to the chair of personnel or the Pastor after the safety of the minor has been assured.

- Any display or demonstration of sexual activity, abuse, insinuation of abuse or evidence of sexual conduct toward a minor;
- Sexual advances or sexual activity of any kind between any adult and a minor;
- Sexual advances or sexual activity of any kinds between one child and another child;
- Infliction of physically abusive behavior or bodily injury to a minor; and between one child and another



- Physical neglect of a minor, including failure to provide adequate supervision;
- Possessing obscene or pornographic materials on the premises and/or at any function of church.
- Possessing or being under the influence of any illegal substance;
- Consuming or being under the influence of alcohol while leading or participating in a minors' function of church.
- Any kinds of verbal remarks with sexual connotations, overtones, or innuendo directed to or about a minor;
- Carrying any type of weapon on church property.
- No minor should be left alone unsupervised on church property unless they are a member of the paid staff and have administrative permission.

Reporting of Prohibited Acts and Policy Violations: In order to maintain an environment free of destructive acts toward all minors, the paid staff, teachers, parents and volunteers of the church must be aware of their individual responsibility to report any questionable circumstances, observation, act, omission, or situation thought to be in violation of the policy. All questions or concerns of any suspected abusive behavior or harassment shall be directed to the paid staff in charge of the program, and/or then to the Clerk of Session, and/or the Pastor.

Any person that witnesses the occurrence of a Prohibited Act, or has a reasonable belief that such an act is occurring or has occurred, shall immediately report it to the supervisor of the Church activity and complete a "Suspected Abuse Incident Report" CPP-F-4 (to be obtained from the church office) as soon as possible.

The following also applies to the reporting activities set forth above:

Regarding Teaching Elders, Ruling Elders and Certain Others

Section G-40302 of the Book of Order (PCUSA) defines circumstances in which the affected persons must report suspected physical abuse, neglect and/or sexual molestation or abuse of a minor or adult lacking mental capacity, regardless of a confidential relationship.

Mental Health Services Providers

Chapter 81, Texas Civil Practice & Remedies Code, provides reporting requirements for mental health services providers, including ministers and their employers, in this case meaning the Church, if reasonable cause exists to suspect that a patient, as defined by the statute, has been the victim of sexual exploitation by a mental health services provider.

Additional Duty

In addition, all persons covered by this Policy have an additional duty to comply with applicable law and report, as required, incidents of actual and suspected child sexual abuse.

Priorities at the Time of Reporting:

- Secure the safety of the minor or minors; do not leave them unsupervised until additional adult help arrives.
- Report the incident as soon as possible to the paid staff in charge of the program, and then to the chair of personnel, and/or the pastor.
- Do not confront the alleged or accused violator unless child is in danger or there is a safety issue.
- Obtain instructions from your contact person for the reporting of the incident to the parent(s) or guardian(s) of the minor(s).
- Complete the "Suspected Abuse Incident Report" CPP-F-4 (to be obtained from the church office) as soon as possible.
- The Pastor or his/her designee will be solely responsible for all communications on behalf of the church.
- The Pastor or his/her designee will be responsible for reporting the incident to applicable agencies using the "Record of Reports of Incident of Suspected Abuse" CPP-F-6 form (to be obtained from the church office).

Reports by Minors:

In the event a minor observes, suspects, and reports abusive conduct regardless of where or when the conduct occurred, the person initially contacted by the minor will contact the paid staff in charge of the program, and/or the chair of personnel and/or the Pastor and will complete the "Suspected Abuse Incident Report" CPP-F-4 (to be obtained from the church office) as soon as possible.

As required by Texas law, all reports of abuse must be reported within 48 hours to the appropriate child protection and law enforcement authorities.

Consequences of Reports of Possible Violations: When a person is accused of committing a prohibited act, the pastor or his/her designee shall notify the accused individual. This notification shall not take place until the safety of the alleged victim is secured. **The accused shall not be given access to the alleged victim.** The accused will be relieved temporarily of his/her duties until the determination of the allegation has been made by the church or law enforcement or child protection agency. The "SBPC Child Abuse Response Team" CPP-F-5 (to be obtained from church office) outlines the expected church child abuse response team.

Subject to the appropriate protection of the safety and confidentiality of all involved parties, the accused upon accusation is entitled to a prompt and fair disposition of the charges presented and shall receive due process of law, including the presumption of innocence. Any person found guilty of a prohibited act shall be prohibited from future participation in all church sponsored activities and programs with minors. If a person is a paid staff member, such conduct will result in termination of employment.

If a paid staff member fails to timely report knowledge of a prohibited act or suspected prohibited act to the chair of personnel or the Pastor, this failure will be grounds for discipline including termination of employment.

If the accused is a minor (under 18 years of age), the parent(s) or guardian(s) of the accused will be called and meet with the Pastor and his/her designee.

Covenant Agreement For the Protection of Our Children

“Do Not Hinder Them, for the Kingdom of God Belongs to Such as These”

As a Church, we are called to protect all the children entrusted to our care so that they may experience the love and grace of God. The SBPC session created and approved the Child Protection Policy (CPP) to be proactive in keeping our children, youth, people with disabilities, volunteers, and staff safe from any form of abuse (physical, emotional, sexual, or neglect).

The CPP clearly sets forth how we will continue to provide a safe place for all God’s children. This includes asking that any person or group who uses our facilities agrees to abide by this policy. Thank you for your work with children and for helping us protect them.

By my signature below, I, _____, affirm that I have read the SBPC Child Protection Policy given to me and I agree to abide by all within it.

I am involved with Spring Branch Presbyterian Church through the following: (mark all that apply)

Church Staff Academy Staff Sunday-School Teacher
 Session Member Academy Board Member Youth Advisor
 Girl or Boy Scouts – Troop # _____ Troop Leader’s Name & Phone # _____

Other _____

(If you are not the leader of the group, please list their name & phone number)

Printed Name _____ Phone Number _____

Signature _____ Date _____

Please remove & return this completed form to the church office.