

OKC 1<sup>st</sup> CHURCH OF THE NAZARENE

CHILDREN'S DEPARTMENT

MINISTRY AND POLICY GUIDE

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## **STATEMENT OF PURPOSE**

### ***Mission Statement***

Our mission at OKC First is to provide a safe, secure, Christ-centered environment of teaching and nurturing, while partnering with parents in building a spiritual foundation for each child.

Every child shall be welcomed with the unconditional love of Jesus Christ and exposed to His Salvation through loving guidance and the teaching of God's Word, with the desire that each child accept Jesus as their personal Savior; grow in their knowledge of Christ, and establish a lasting relationship with Him.

### **Every Child, Loved and Valued**

### ***Vision Statement***

That our Church would be a body of believers who reflect Christ's likeness in love, hope, forgiveness and restoration. May we prosper as we strive to reach out to others and share Christ's vision in our community.

To have a team of Christ-like servants who love children and have a deep desire to see these children grow in their relationship with God and others. To develop a sense of serving others.

### ***Philosophy/Purpose***

To associate God, Jesus, and the Bible with positive feelings.

To know that the Bible is a special book that is truth.

To think of church as a place of love and security.

To aid in spiritual, physical, emotional, and relational growth.

To lay a spiritual foundation that will lead into a personal relationship with Christ.

## PERSONNEL

### SERVICE POSITIONS AND DESCRIPTIONS

The following is a list and brief description of each of the positions and areas of service within the Children's Department at OKC 1<sup>st</sup> Church of the Nazarene.

***Children's Pastor*** This person leads all personnel and directs the activities of each area of the Children's Department. All other Children's Department staff report to the Children's Pastor. This is a paid staff position hired in accordance with specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene.

***Preschool Director*** This person is responsible for coordinating and scheduling all volunteer positions in the Preschool Department, overseeing Sunday School classes and their teachers, as well as other Children's Department activities involving children within the Preschool age group. This is a paid position hired in accordance with specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene.

***Nursery Coordinator*** This person is responsible for coordinating and scheduling all other paid and volunteer positions in the nursery, ensuring that all nursery policies and procedures are followed. This is a paid position hired in accordance with specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene.

***Children's Ministry Intern*** This person works along side the Children's Pastor, gaining experience in Children's ministry. They will be assigned leadership responsibilities under the supervision of the Children's Pastor. This is a volunteer position, and must consent to and pass an OSBI background check. This person answers to the Children's Pastor and must follow specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene.

***Nursery Room Coordinator*** This person is responsible for planning and teaching the lesson for their nursery room, along with ensuring that all nursery policies and procedures are followed. This is a paid position hired in accordance with specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene.

***Paid Special Events Worker*** This person is hired to care for the children during a special event planned for the church. This person must be at least 16 years of age and consent to and pass an OSBI background check. This person answers to the person who hired them. This is a paid position hired in accordance with specific policies and procedures of OKC 1<sup>st</sup> Church of the Nazarene for a special event.

***Children's Department Volunteer*** This position encompasses all individuals who volunteer in the Children's Department as Sunday School Teachers, Caravan teachers and workers, nursery volunteers, camp counselors, Vacation Bible School workers, and children's program and musical workers. Children's Department Volunteers must be at least 16 years of age, and must consent to and pass an OSBI background check. Children's Department Volunteers report to the paid staff member in charge of their specific age-group area of service.

## **PERSONNEL POLICY**

***Minimum Requirements:*** All persons serving in paid and volunteer positions within the Children's Department must meet the following minimum requirements:

1. Six months' consecutive attendance at OKC 1<sup>st</sup> Church of the Nazarene (if a college student or new employee, then two years consecutive attendance at previous church)
2. At least 16 years of age

3. Consent to criminal background check
4. Three references: (a) pastor, (b) friend and (c) individual with knowledge of the person's fitness for work with children

***Initial Volunteer Interview:*** Upon completion of Children & Youth Worker Application (see Form in Appendix A) and acceptable reply from the OSBI criminal background check (see Form in Appendix A), each volunteer shall take part in an interview with the Children's Pastor, Preschool Director or Nursery Coordinator.

***Annual Volunteer Self-Evaluation:*** One time each year, all Children's Department volunteers will be given an opportunity to evaluate their work within the Children's Department. Although we maintain an "open door" at all times to volunteers and workers within OKC 1<sup>st</sup> Church of the Nazarene, this evaluation will provide an opportunity for volunteers to self-evaluate and discuss their individual ministries with a Children's Ministry Staff member. (See form in Appendix A)

***Removal and Replacement:*** We understand and value the service and ministry of each volunteer and worker within the Children's Department at OKC 1<sup>st</sup> Church of the Nazarene. If, at any time, a volunteer or worker feels that she or he should not or cannot continue to serve in the current capacity, she or he may freely approach the Children's Pastor, Preschool Director or Nursery Coordinator and relinquish the position without fear of judgment.

If the Children's Pastor, in coordination with OKC 1<sup>st</sup> Church of the Nazarene staff, determines that it is not in the best interests of the children that a particular individual serve in the Children's Department, that individual may be requested and required to cease serving in such capacity.

## **VOLUNTEER AND WORKER TRAINING**

***Mandatory Annual Training:*** All volunteers and workers will be required to attend annual training. This will typically be a part of a church-wide training day prior to the Fall promotions in the Children's Department. Volunteers and workers must attend and fulfill the training requirements for their ministry position prior to working in the department. If the Annual Fall training is not a possibility due to scheduling conflicts or beginning an assignment past the training date, an equivalent block of time and training session will need to be arranged with the Children's Pastor, Preschool Director and/or Nursery Coordinator.

***Semi-annual Training:*** In addition to the mandatory annual training, program specific workshops (i.e. Caravan, VBS, Special Events, etc.) will be offered by the Children's Ministry staff. All volunteers are strongly encouraged to take advantage of these learning opportunities.

### SOCIAL ISSUES & CONFIDENTIALITY

***Social Issues:*** We understand that volunteers may be presented with a variety of social issues from the children or parents with whom they work. Our goal is to consistently extend grace and dignity to all; thus, we believe that addressing social issues can be a sensitive matter and requires knowledge, skill, and confidentiality. Training will be provided to all volunteers and workers regarding potential scenarios specific to their ministry area along with the appropriate response. The Children's Ministry leadership asks that volunteers and workers not counsel children or parents, but bring all social concerns (i.e. proper hygiene, issues related to sexuality, suspected abuse or neglect, nutrition needs, etc.) to the Children's Pastor directly. This procedure helps ensure the confidentiality of sensitive matters while utilizing the professional skills and knowledge of our pastoral staff.

***Confidentiality Statement:***

All volunteer and paid personnel are required to maintain confidentiality. This includes, but is not limited to, discussion of social issues, classroom management and discipline. Any concerns related to these areas must be taken to the Children's Pastor directly.

**DEPARTMENTAL POLICIES**

**NURSERY**

*[This section relates to care for newborns through 36 months of age.]*

***Child-Teacher Ratio*** OKC 1<sup>st</sup> Church of the Nazarene adheres to at least the minimum DHS standards and requirements for adult to child ratios. Therefore, for we will adhere to the following standards:

<u>Age</u>	<u>Adult/Child Ratio</u>
0 to 9 months	1 to 4
10 to 24 months	1 to 6
25 to 36 months	1 to 8

For the safety and security of our children, the Nursery Coordinator, Nursery Room Coordinator, and/or Special Events Nursery Worker will be present in each nursery room. Additional volunteers (i.e. huggers and rockers) will be scheduled when the number of children warrants.

***Care for Classroom Equipment and Toys***

Teachers are to inspect their toys and equipment for cleanliness and safety on a weekly basis. Nursery Coordinators will inspect rooms on a monthly basis. Once every six months each room needs to be deep cleaned and reorganized.

***Diaper Changing Procedure***

Room Coordinators or Nursery Coordinators are trained in proper diaper changing procedures and toilet training procedures. Huggers and Rockers are not to change diapers or take children to the bathroom.

### ***Restroom Break Procedure***

Same as above

### ***Check-In and Check-Out Procedures***

#### **Check-In:**

Parents must sign in their child on the attendance sheet provided.

Parent and child are given corresponding security tags.

#### **Check-Out:**

Parents must present the matching security tag before a child can be released.

### ***Special Events:***

- An additional cleaning fee will be imposed on any group (Sunday School, Small Group, Wedding Party, etc.) which does not follow the above mentioned cleaning procedures.**

### ***Proper Display of Affection***

Physical touch is an important element in the communication of love and care to children. It is an essential part of the nurturing process that should be characteristic of our Children's Ministry. However, *physical contact should be age and developmentally appropriate.*

### **Appropriate Touch:**

- Meet the child's eye level by bending down or sitting.**
- Listen to him/her with your eyes as well as your ears.**

- Hold the child's hand while listening or speaking to them or when walking to an activity.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child's hand, shoulder, or back when encouraging.
- Gently hold the shoulders of a child when redirecting the child's behavior.
- Always hold a child that is crying.

**Inappropriate Touch:**

- Kissing a child or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit (exception: properly assisting a child in the restroom or changing a diaper).
- Only Nursery Room Coordinators or the Nursery Coordinator are to take children to the restroom or change diapers.

## **PRESCHOOL**

*[This section relates to care for children in Preschool and Pre-Kindergarten]*

**Child-Teacher Ratio:** For the safety and security of both our teachers and children two (2) adults will be scheduled to work during every class time. A third volunteer will be scheduled when the increase of the number of children warrants so.

***Care for Classroom Equipment and Toys:***

**Weekly:** Classroom teachers will monitor toys and equipment for cleanliness and safety each week. Teachers will alert the Preschool Director of any unsafe or broken equipment. Teachers should notify the Preschool Director when in need of additional equipment and toys.

**Monthly:** Preschool Director will check rooms on a monthly basis for safety and cleanliness and will clean according to need and repair or discard any unsafe equipment.

***Restroom Break Procedure:***

Only adult women may assist children in the restroom. Males must remain in the hallway to monitor restroom breaks.

- When a teacher is assisting a child in the restroom, the door to the restroom must remain open. (not the stall door)
- Encourage children to do all they can for themselves.
- Supervise children in hand washing after using the restroom.
- Wearing gloves, place any soiled clothing in a plastic bag.

***Check-In and Check-Out Procedures:***

**Check-In**

Teachers should always greet each child warmly and kindly. Upon this greeting, place the security tag on the back of the child's clothing and then give the bracelet security tag to the parent or guardian.

**Check-Out**

Teachers should open the door for the departing child only after the security tags have been checked and matched. Do not release a child to anyone without the matching security tag. No child should be released to an older sibling unless permission has been given by the Children's Pastor or the Preschool Director.

***Special Events:*** Parents will be notified when their Pre-School child is eligible to attend any special events in the church area and when

their child is eligible to participate in activities that may take them from our church campus. Some activities or events may require special written permission of the parents or legal guardian and/or require a parent or guardian to accompany the child. (See Form in Appendix A)

### ***Proper Display of Affection:***

Physical touch is an important element in the communication of love and care to children. It is an essential part of the nurturing process that should be characteristic of our Children's Ministry. However, *physical contact should be age and developmentally appropriate.*

#### **Appropriate Touch:**

- Meet the child's eye level by bending down or sitting.
- Listen to him/her with your eyes as well as your ears.
- Hold the child's hand while listening or speaking to them or when walking to an activity.
- Put your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child's hand, shoulder, or back when encouraging.
- Gently hold the shoulders of a child when redirecting the child's behavior.
- Always hold a child that is crying.

#### **Inappropriate Touch:**

- Kissing a child or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit (exception: properly assisting a child in the restroom or changing a diaper).

## **ELEMENTARY**

*[This section relates to care for children in Kindergarten through grade 5]*

### ***Child-Teacher Ratio:***

OKC 1<sup>st</sup> Church of the Nazarene adheres to at least the minimum DHS standards and requirements for adult to child ratios. Therefore, for Kindergarten aged children, we staff activities and classrooms with at least 1 adult to every 15 children, and, for children six years old and over, we staff activities and classrooms with at least 1 adult to every 20 children.

### ***Room and Resource Suitability:***

**Classroom Assignments:** Each class is assigned to a designated room. The classrooms may be shared by other classes that meet at different times throughout the week.

**Classroom Storage:** To store classroom necessities, teachers are assigned a specific cabinet or shelving in which to store supplies. Only necessities are kept in the classroom, however, unique and less-used items must be stored in the central Resource Room. *Teachers are responsible for properly storing and replacing all items used in their classrooms.*

**Classroom Decoration:** Children's work or teaching aids may be hung on classroom walls or from ceiling with string. Masking tape may be used on the carpet, but it must be removed from carpet the same day it is applied. Staples, pins and tacks may be used on walls. Nails and hot glue may not be used on walls or furniture.

### ***Elementary Restroom Policy:***

Only women over the age of 18 may assist children in the restroom. Males must remain in the hallway to monitor restroom breaks.

*Kindergarten through Third Grade* – All children must be accompanied to the restroom by a woman over the age of 18. The leader must take at least two (2), and no more than four (4) children to the restroom at one time.

*Grades Four through Five* -- Children may go to the restroom without an adult leader, however, they must always go in groups of two.

AN ADULT LEADER SHOULD NEVER TAKE A CHILD TO THE RESTROOM ALONE.

While assisting a child in the restroom, teachers/leaders should:

1. Encourage the child to do all they can for themselves.
2. Leave the door from the bathroom to the hallway propped open.
3. Supervise the child for hand washing after using the restroom.

(Examples of acceptable assistance for this age group may include buckling a belt or tying a dress; however, assistance for this age group should not include any toilet hygiene.)

#### ***Check-in and Check-out Procedures:***

**Classrooms:** *A child will not be permitted to leave unless a parent or another person (designated by the parent in writing) retrieves the child from the classroom.* One teacher in each room must be designated to take care of departing children.

**Children's Church:** Children will sign in upon arrival in Children's Church. *A child will not be permitted to leave unless a parent or another person (designated by the parent in writing) retrieves the child from Children's Church.* At least one adult in Children's Church must be designated to take care of departing children.

***Outside Activities and Special Events:*** Outside activities and special events include all events that take place at a location other than the church property. Such activities or events include, but are not limited to, swimming parties, lock-ins, field trips and camps.

All children attending any outside activity or special event with the church must have a signed Transportation and Medical Release Form related to that specific activity or event (see Form in Appendix A) before the child will be allowed to leave the premises.

If a child arrives at the church to attend an outside activity or special event without a parent and without the appropriate signed release form, the child's parent must be contacted by phone and two (2) other adults present must hear the parent give verbal permission for the child to attend.

***Proper Display of Affection:***

Physical touch is an important element in the communication of love and care to children. It is an essential part of the nurturing process that should be characteristic of our Children's Ministry. However, *physical contact should be age and developmentally appropriate.*

**Appropriate Touch:**

The following guidelines are recommended as appropriate contact with elementary age children:

- . Meet the child's eye level by bending down or sitting to approach the child's level.

- Listen to the child with your eyes as well as your ears.
- Hold the child's hand while listening or speaking to the child, or when walking with the child to an activity.
- Gently place your arm around the shoulder of a child when comforting or quieting is needed.
- Pat a child's hand, shoulder, or back when encouraging the child.

#### Inappropriate Touch:

The following types of touch must be avoided at all times:

- Kissing a child or coaxing a child to kiss you.
- Extended hugging and tickling.
- Touching a child in any area that would be covered by a bathing suit.

## **ILLNESS AND MEDICAL EMERGENCY**

#### ***Illness:***

The Children's Ministry Staff desires to provide a safe, clean, and healthy environment for children. The following guidelines provide protection for all children and volunteers in preventing the contraction and spreading of infectious diseases.

A child experiencing any of the following symptoms \*may not participate in or attend Children's Department classes, functions or activities:

**Fever** - must be free of fever for 24 hours

Vomiting and/or Diarrhea - must be free of vomiting and/or diarrhea for 24 hours

Infectious Contagious Diseases - must be free of symptoms of diseases or illnesses such as Scarlet Fever, Measles, Chicken Pox, Strep Throat, Flu, etc., or any other infectious, contagious diseases

Chicken Pox – all sores must be completely scabbed over and dry underneath

Common cold – from the onset through one week

Sore throat – must be free of sore throat complaints

Croup – must be free of all symptoms

Fifth Disease - must be free of all symptoms

Rash - must not have any unexplained rashes

Head lice – must have clear check-up

Skin Infection – must not have any skin infection such as boils, ringworm, impetigo, thrush, hand-foot-mouth disease

Eye Infection – must not have pinkeye or any other eye infections.

Runny Nose – must not have cloudy or green discharge

Persistent cough – must not have an undiagnosed continuing cough

Mononucleosis - must be cleared by physician for public contact

Communicable Disease – must be cleared by physician for public contact

\*These guidelines are based upon the recommendations of the Committee on Control of Infectious Diseases of the American Academy of Pediatrics.

Children who appear ill while in the care of the Children's Department will be isolated and the parents called. An adult will remain with the child until the parent picks him/her up.

#### ***Medical Procedures:***

First Aid Kits are kept in the following rooms: Nursery, Preschool Rooms and Children's Church Room. Small emergency first aid kits

are available in all Sunday school classrooms. Items such as, gloves, band-aids, and cleaning swabs are kept in the small emergency kits.

**If a child experiences an illness or injury while participating in a class or event at the church, the supervising adult(s) must fill out an *FYI Form*. A copy of the completed form should be given to the parent of the child and the Children's Pastor. Please explain the event fully to the parent when they arrive to pick up their child.**

**Medications:** We are not authorized to dispense *any* over-the-counter or prescription medication to children. In the event a child needs more attention than we can provide, the parent must be paged or physically located and notified.

**Serious Injuries:** Injuries involving broken bones, convulsions, fainting, unconsciousness or other serious bodily injury should be treated as follows:

- . Keep calm and keep children and the injured person as calm as possible. Speak to the injured child, assuring the child that you are getting help.
- . Do not move or leave the injured child alone.
- . Send a fellow teacher to the nursery to have a Doctor or Nurse paged.
- . A staff member will contact the parents and advise them of the child's situation- they will refer to the parents for details on doctor or hospital preference.
- . All volunteers and staff members involved in the emergency should complete a Accident/ Incident Witness Report. (see Form in Appendix A)

## **CURRICULUM AND INSTRUCTION**

### ***Statement of Theology:***

Since the Church of the Nazarene is a Wesleyan-holiness denomination, we want to teach our children this way of relationship with God and others. Therefore, we use curriculum that contains a focus on the optimism of grace found in our Wesleyan tradition. In other words, *we believe that the Gospel of Jesus Christ can and will change the world.*

Our motivation for spreading the message of Jesus Christ is one of spreading the message of a loving God who desires a relationship with all people. We will use curriculum that sees all people as equally loved by God, no matter their race, nationality, or gender.

We will use curriculum that presents an optimistic rather than fatalistic view of the future.

We will use curriculum that focuses on encouraging children to make choices based on a view of Scripture that attempts to look at what the entire Bible says about issues, rather than what a few verses might say.

### ***Classroom Resources and Management:***

#### **Preparation**

- . Arrive a minimum of 15 minutes before the class begins
- . Inventory the classroom for needed supplies
- . Retrieve additional supplies from the Resource Room
- . Set up the classroom

#### **Instruction**

All instruction should be in agreement with the Children's Department Statement of Purpose. Curriculum will be selected and/or approved by Pastoral Staff and should be in agreement with the Children's Department Statement of Theology.

**Classroom Closing Procedure:** The following procedures must be completed by all teachers once the class has dismissed and the children have left the classroom:

1. Return supplies to the Resource Room
2. Place all teaching material in the designated cabinet or shelf. Because we do share the room with other classes, it is imperative that *everything* is put away either in the Resource Room or in the designated cabinets and shelves
3. Clean chalkboards and tables
4. Report any broken furniture, toys, equipment or other safety concerns to the Children's Pastor
5. Leave the room neat and in order

***Supply Requisitions:***

The Resource Room is located in room #40 north of the Atrium. This is provided to make the teaching experience more effective. This area is stocked with a variety of materials that are commonly used in classes. Supplies available in the Resource room include a variety of age appropriate books, videos, art and craft supplies, bulletin board decorations, as well as seasonal decoration items. These are for the teachers' use. Please do not remove entire containers of items. Remove only what you will need for your class.

If you are in need of particular art supplies that are not available in the Resource Room, please follow these procedures:

1. Complete the Resource Room Request form located in the tray on the outside of the Resource Room door.
2. Be as specific as possible.
3. Supply requests will be filled by the Resource Room Volunteer, Preschool Director or Children's Pastor during the week and will be placed in a plastic bin labeled with your name.
4. At the end of class, teachers are responsible for placing all left-over supplies in the bin and returning them to the Resource Room.
5. Return any items used to the proper place within the Resource Room.

**Please help maintain a neat and orderly Resource Room by cleaning up after yourself.**

*Discipline:*

**4-Step Discipline Plan For Inappropriate Behavior**

1. Re-direct the child's attention
2. Verbally remind the child of appropriate behavior
3. If appropriate, inform child of loss of privilege
4. Time-out or removal from classroom. Time-out should be one minute for every year of the child's age. Remember to offer positive reinforcement when the child returns to the group. If the child is removed from the classroom

**Immediate Removal**

Any behavior that in the opinion of the teacher poses a real or implied threat of physical harm to the child in question or another child warrants immediate removal from the classroom. Once the child is removed from the classroom he or she should be taken directly to the Children's Pastor or Preschool Director. The worker

must complete an FYI Form (See FYI Form in Appendix A) to give to the parent (s) and Children's Pastor.

***Substitute Policy:***

All workers in the Children's Department are responsible for scheduling a substitute when absent. Please contact the Children's Pastor, Preschool Director, or Nursery Coordinator for an approved substitute list. Please ensure that the appropriate curriculum is given to the substitute in a timely manner.

## **APPENDIX A:**

### **Forms**

**Form A:**

#### **Children & Youth Worker Application**

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

**Minimum Requirements:**

- Consecutive six months attendance at OKC 1<sup>st</sup> Church of the Nazarene (If a college student or new employee, then 2 years consecutive attendance at previous church.)
- At least 16 years of age
- Consent to criminal background check
- Provision of three references

If you meet the above minimum requirements, please complete this Application and return to Maria Logan, Office Manager. You can expect a phone call from a staff member in two to three weeks to set up a brief interview.

**Personal Information**

1. Date: \_\_\_\_\_

2. Name: \_\_\_\_\_

Last

First

Middle

Maiden

*Identity must be confirmed with a valid state driver's license or other photographic identification.*

3. Present address: \_\_\_\_\_

State:

Zip Code:

Home phone: ( )

Cell phone: ( )

4. Please list previous addresses for the past five years.

Address	State	Zip Code	Date(s) of residence
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Address	State	Zip Code	Date(s) of residence
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Address	State	Zip Code	Date(s) of residence
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5. Please indicate the type of children's or youth work you prefer: \_\_\_\_\_

6. Please indicate the date you would be available to begin: \_\_\_\_\_

7. What is the minimum length of commitment you can make? \_\_\_\_\_

8. Have you ever been convicted of or pleaded guilty to a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(If yes, please attach a complete explanation)

9. Do you have a current driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No

State: \_\_\_\_\_ License Number: \_\_\_\_\_

**Church History and Prior Youth or Children's Work**

10. How long have you been attending OKC 1<sup>st</sup> Church of the Nazarene? \_\_\_\_\_

11. Where is your church membership? \_\_\_\_\_

12. List the name, address, and a contact person of other churches you have attended regularly during the past five years. \_\_\_\_\_

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13. List all previous church work involving children or youth. Please include the church name, type of work performed, and dates. \_\_\_\_\_

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14. List all previous non-church work involving children or youth. Please include the organization's name, address, type of work performed, contact person, and dates. \_\_\_\_\_

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15. List any additional qualification or talents you might have that would be helpful in working with children or youth. \_\_\_\_\_

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16. Why are you interested in working with children or youth at OKC 1<sup>st</sup> Church of the Nazarene? \_\_\_\_\_

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References (Please list a pastor, friend, and individual with knowledge of your fitness to work with children or youth.)

Name	Address	Telephone	Relationship
Name	Address	Telephone	Relationship
Name	Address	Telephone	Relationship

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for

children or youth work. In consideration of the receipt and evaluation of this application by OKC 1<sup>st</sup> Church of the Nazarene, I hereby release OKC 1<sup>st</sup> Church of the Nazarene, its employees and representatives, as well as, any individual, church, organization, employer, reference or any other person or organization mentioned herein, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my family, my heirs, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Bylaws and policies of OKC 1<sup>st</sup> Church of the Nazarene, and to refrain from conduct that is harmful to myself or others in the performance of my services on behalf of the church.

I further state the I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE OF MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

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

## B: OSBI Consent Form

C:

### **Children & Youth Worker Self-Evaluation**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position(s): \_\_\_\_\_

Dates of service: \_\_\_\_\_

**1. What aspects of your current position do you enjoy the most? \_\_\_\_\_**

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**2. What aspects of your current position do you like the least? \_\_\_\_\_**

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**3. Do you feel you have received adequate information and training for your position?**

- Yes
- No

**4. What further information or training would you like to see offered? \_\_\_\_\_**

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5. Are the classroom resources and/or supplies you need easily accessible?

- Yes
- No

6. What additional classroom resources and/or supplies would you like to have available?

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7. Any other comments or concerns you have regarding your position:

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**D: FYI Report**

**E:**

**CONSENT FOR TRANSPORT AND TREATMENT**

Title and date of event: \_\_\_\_\_

Being the parent or legal guardian of \_\_\_\_\_  
(child's printed name), I \_\_\_\_\_  
(parent/guardian's printed name), authorize Oklahoma City First Church of the  
Nazarene and its designees to transport my child in the course of the above-listed event.

Further, I consent to any x-ray, anesthetic, medical, surgical or dental diagnosis or treatment that may be deemed necessary for my minor child. I understand that all efforts will be made to contact me prior to treatment. In the event I cannot be reached in an emergency, I give permission to the person in authority from Oklahoma City First Church of the Nazarene to make the decisions

necessary for treatment. If no such person is available, I give permission to the attending physician to treat my minor child. I understand that the doctors, dentists and other providers attending to my child will take all reasonable safety precautions during their care. I release any representative from Oklahoma City First Church of the Nazarene as well as the Oklahoma City First Church of the Nazarene itself from any and all liability for exercising such authority, and further release the doctors, dentists and other providers as well as the hospital from any liability incurred in reliance on this authorization.

Further, as a parent or legal guardian, I am responsible for the health care decisions for my minor child and agree that my insurance plan is the primary plan to pay for the dental, medical or hospital care or treatment that is given to my child. Any policy of Oklahoma City First Church of the Nazarene will be used as the secondary coverage.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By (parent/guardian's signature): \_\_\_\_\_

Child's Birth Date: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

Child's Allergies: \_\_\_\_\_

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Digitized by srujanika@gmail.com

**As a witness to a reported accident or incident, what you heard and witnessed is important.**

Are you aware of any others who may have been a witness or have information regarding this incident/accident? \_\_\_\_\_ If so, please list their names:

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Name (printed): \_\_\_\_\_ Signature: \_\_\_\_\_

**Position held (if any):** \_\_\_\_\_ **Date:** \_\_\_\_\_