

STATEMENT OF PURPOSE

Within this policy, the term “child,” “children,” “youth,” and “young people” refer to all persons 19 years of age and younger.

“Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.”
Colossians 3:12-17

The Synod of the Sun believes that we are called by God to create a safe haven for all of the children and youth in our care, nurturing, protecting, and empowering them through faith and trust. This commitment includes taking appropriate steps to reduce the risk of harm to the young people in our care.

The following policy was established to minimize the risk of any of our children and youth being subjected to sexual, physical, or mental abuse. These policies and procedures are also intended to respect the rights and afford due process to persons accused of improper conduct.

Specifically this policy will address the following:

- Roles, Expectations, and Responsibilities of Event Staff and Sponsors
- Screening and Selection of Event Staff and Sponsors
- Guidelines for Event Staff and Sponsor
- Code of Conduct
- Reporting of Allegations
- Responding to Allegations
- Consequences
- Education and Training for Event Staff and Sponsors

ROLE, EXPECTATIONS, AND RESPONSIBILITIES

*“Teaching is highly responsible work. Teachers are held to the strictest standards.”
James 3:1b*

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, every volunteer associated with the Synod of the Sun who works with children and youth must avoid even the appearance of inappropriate behavior. All volunteers must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place.

Volunteers should be persons who:

- Have a personal relationship with Jesus Christ
- Are willing to share their faith with children and youth
- Have a love of children and youth
- Are prepared, yet flexible
- Understand boundaries when interacting with children and youth
- Have a willing heart
- Are respectful of children and youth and those they work with

Volunteers must:

- Comply with this policy
- Uphold Christian moral standards
- Discuss suspicions of any unhealthy or abusive activities or situations with the Synod Event Director and the Synod of the Sun Staff Person
- Have undergone a background check within 12 months of the Synod event

Failure to comply with this policy will be grounds for immediate dismissal as a volunteer.

Each Synod event that includes children and youth will be required to compose a list of expectations and responsibilities for its event staff and adult sponsors; a copy of this will be given to each event staff and adult sponsor; a copy will be kept on file at the Synod of the Sun office.

SCREENING & SELECTION FOR EVENT STAFF & SPONSORS

"As the one who called you is holy, be holy yourselves in all your conduct."

1 Peter 1:15

1) EVENT STAFF

- An EVENT STAFF APPLICATION FORM (Appendix A), must be completed by each person desiring to serve on staff of a Synod of the Sun event that includes children and youth.
- A CONSENT FORM (Appendix C) must also be completed by each member of the Event Leadership Team unless they can provide documentation that a background check has already been completed by their congregation or governing body in the last 12 months (Appendix B). These forms will provide personal and confidential information necessary to perform criminal background and reference checks on each applicant, which will be completed by the designated Synod staff person.
- The EVENT STAFF APPLICATION FORM and the CONSENT FORM authorizing Synod of the Sun to conduct criminal background checks will be kept on file at the Synod of the Sun office.

The designated Synod of the Sun staff person, on behalf of the appropriate event leadership group, will conduct the background checks and may consult with the event leadership staff and/or Synod of the Sun Co-Leader concerning the results of any background check.

- Whether disclosed voluntarily or by result of the security background check, the following items will automatically disqualify a person from participating in the leadership or sponsorship of any children's or youth activity or program related to the Synod of the Sun:

Any conviction for: murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance with a child; possession or promotion of child pornography; the sale, distribution, or display of harmful materials or prohibited substances to a minor; employment harmful to children; or abandonment or endangerment of a child. All other convictions or charges for any other crimes not listed above will be reviewed by the appropriate committee seeking to secure the particular employee or volunteer.

2) ADULT SPONSORS

The Synod of the Sun strongly urges each local church to adopt its own screening procedure, which includes a security background check to ensure the safety and protection of its own children and youth. The Synod relies on the local church session to fulfill its own responsibility to its children and youth.

- Ordinarily, adult sponsors will only be permitted to serve as sponsors at Synod events if they have been members of the local church for a period of not less than six months, unless the adult volunteer or advisor/sponsor is transferring from active membership in another church where references can be attained.
- Each church must submit an **APPROVED ADULT LEADERSHIP FORM** (Appendix D) to the Synod event registrar which lists those adults, 21 or older, who have had a security background check, a driving record check and are approved to serve as sponsors and drivers in order to participate in a Synod event.
- Background checks and driving record checks need to be done within the past 12 months.
- All adult sponsors are required to sign a Covenant of Community Living specific to each Synod event.

GUIDELINES FOR EVENT STAFF & ADULT SPONSORS

“Children are a gift from the Lord. They are a reward from Him.”

Psalm 127:3

1) Adult / Student Ratios

- The minimum ratio of adult to child or youth is 1: 6.
- Each Synod event can implement stricter guidelines specific to that event.
As often as possible, there should be at least two adults in each small group, and where possible, at least one adult of each gender. As as much as is possible, make sure that an adult is not left alone one on one with a child or youth. (See Code of Conduct)

2) Driving Policy

Transportation of children, whether on buses, motor coaches or private passenger vehicles, is a serious responsibility. Especially when utilizing church owned vehicles or private vehicles of employees and volunteers, utmost care shall be taken in view of the risks associated with managing transportation.

The following standards shall apply:

1. No employee or volunteer shall transport a single child that is not his/her own, except as may be required in an emergency with the approval of a supervisor. Communications shall be established to verify the whereabouts, expected arrival and change of custody of the child.
2. Any driver operating a vehicle which holds 16 passengers or more, including the driver, shall possess a valid Commercial Driver License (CDL).
3. Any person who drives on behalf of (Your Church) sponsored programs shall be previously qualified under our transportation and driver qualification procedure. (Appendix G)
4. Adult-child ratios shall be maintained and within the safe loading limits of the vehicles being used.
5. As practicable, mixed age groups are not to sit together.
6. Employees and volunteers are not to make unauthorized or unplanned stops.
7. On each trip, a vehicle log shall be maintained which documents the departing time, arrival time, destination, mileage, names of passengers and supervising staff and volunteers and any unusual occurrences.
8. All passengers are to be seated and to use safety belts as available.
9. Employees and volunteers are to be seated on larger vehicles in a way that permits them to supervise young passengers.
10. When passengers must disembark at a rest facility or destination, care shall be taken to obtain a headcount on arrival and departure. All passengers shall be required to complete a trip on the same vehicle to assure accountability.

CODE OF CONDUCT

This Code of Conduct defines individual responsibilities as Ministers, leaders, employees or volunteers to meet the expectations of the Synod of the Sun with respect to behavior or conduct in the service of the ministries of the Synod, especially those which serve children and “vulnerable adults”.

General Requirements --

Each person subject to this Code shall

1. Act as a team member in fulfilling ministry objectives
2. Treat children and “vulnerable adults” with respect, and fairly without regard to race, age, gender, sexual orientation or religion
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited.

General Prohibitions --

The following behaviors are prohibited at all times:

1. Display affection toward a child/client in privacy.
2. Use profanity or tell off-color jokes.
3. Discuss their sexual encounters with or around children or in any way involve children in their personal problems or issues.
4. Date or become romantically involved with children.
5. Use or be under the influence of alcohol or illegal drugs in the presence of children.
6. Possess sexually oriented materials, including printed or online pornography, on Synod property, or property being utilized for a Synod event.
7. Have secrets with clients/youth/children.
8. Stare at or comment on children’s bodies.
9. Engage in inappropriate or unapproved electronic communication with children.
10. Work one-on-one with children in a private setting.
11. Abuse clients/youth/children in anyway including (but not limited to) the following:
 - Physical abuse: hit, spank, shake, slap, unnecessarily restrain
 - Verbal abuse: degrade, threaten, curse
 - Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
 - Mental abuse: shame, humiliate, act cruelly
 - Neglect: withhold food, water, shelter
 - Permit children to engage in the following: Hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation or sexual activity
12. Manipulate or exploit a “vulnerable adult” in any way.

Reporting Obligations --

Each Minister or statutory “mandatory reporter” shall report:

1. Concerns or complaints about other employees and volunteers, other adults, or children to a supervisor. (Appendix E – Incident Report Form)
2. Allegations or incidents of “suspected abuse” to the designated law enforcement or child welfare authority. (Appendix E– Incident Report Form)

Specific Interaction Standards –

As often as possible, there should be at least two adults in each small group, and where possible, at least one adult of each gender. ON the event grounds, as much as is possible, an adult should not be left alone one on one with a child or youth. Each Minister, employee or volunteer worker of the Synod shall conduct him/herself in a manner that fosters understanding of SafeConduct™ in the context of serving children and “vulnerable adults”. The standards articulated below serve two purposes:

- To protect children and “vulnerable adults” from abuse or grooming for abuse elsewhere; and
- To protect/prevent staff and/or leadership from engaging in patterns of behavior that may be construed as abusive or predatory. While a single infraction of guidelines may not constitute abuse, a pattern of repeated violations will result in disciplinary action up to and including dismissal from ministry.

1. **Approval and Affection** – In providing approval or affection, the following guidelines apply:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> • Side hugs • Shoulder-to-shoulder or “temple” hugs • Pats on the shoulder or back • Handshakes • High-fives and hand slapping • Verbal praise • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) <p>These may be inappropriate if unwanted by the child or the employee or volunteer.</p>	<ul style="list-style-type: none"> • Full-frontal hugs • Kisses • Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a child to cling to an employee’s or volunteer’s leg • Any type of massage given by or to a child • Any form of affection that is unwanted by the child or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas

2. **Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise 	<ul style="list-style-type: none"> • Name-calling • Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling • Derogatory remarks • Harsh language that may frighten, threaten or humiliate children • Derogatory remarks about the child or his/her family

3. **Out of Program Contact** - strongly recommends that Ministers, employees or volunteers do not have outside contact with children from church programs. However, if off-site contacts are unavoidable, the following forms of outside contact are appropriate and inappropriate:

<i>Appropriate Outside Contact</i>	<i>Inappropriate Outside Contact</i>
<ul style="list-style-type: none"> • Taking groups of children on an outing • Attending sporting activities with groups of children • Attending functions at a child's home, with parents present 	<ul style="list-style-type: none"> • Taking one child on an outing without the parents' written permission • Visiting one child in the child's home, without a parent present • Entertaining one child in the home of a Synod employee or volunteer • A lone child spending the night with a Synod employee or volunteer

4. **One-on-One Interactions** – Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by (Chair, Employment Committee). When so permitted, the following guidelines shall apply:

One-on-One Interaction Guidelines

- When meeting one-on-one with a child, always do so in a public place in full view of others.
- Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a child and ask them to randomly drop in. (Ask to be supervised.)
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child.

5. Social Media – Electronic Communications –

General Social Media Policy -- No Minister, employee, or volunteer of the Synod shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent the Synod without the explicit written permission of the Board of Directors or Event Leadership. When clergy or staff, acting in their capacity as a representative of the Synod, lead or coordinate a group activity using social media, each may use only official Synod sites/channels when they have been made available by the Synod. These may include web pages, Facebook, e-mail and similar means.

Social Media Communications –

In order to extend the life of the Church, enhance communication and develop participation of young people in the life of the Synod and its ministry, the Synod will authorize certain persons to manage the Synod’s official website and organization Facebook page. Use by Ministers of private pages and private profiles are prohibited.

Persons who shall create public pages on behalf of Synod programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children.

Persons having Facebook privileges on behalf of the Synod, shall treat unsolicited communication or “friending” from children under age as an unauthorized text message. No reply may be given except to indicate by a posting that accepting a “friend” invitation by under-age children is a violation of the Code of Conduct.

If a child reveals abuse or inappropriate interactions with an adult, the person must report this information in the manner of any “suspected abuse”.

When using Facebook to communicate with children, the authorized Minister shall inform parents/guardians of each child that the latter is communicating with the person via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a Group.

Social Networking Code of Conduct –

Each person who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
- Provide children and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's interactions with employees and volunteers.
- Continuously remind children how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the Code of Conduct.

At the institution of the use of social media, the authorized Minister shall present this Social Networking Code of Conduct to children (or other client group) and parents/guardians.

If offered a position as Minister, employee or volunteer, I affirm that application disclosures are complete and truthful. I agree to comply with the policies and rules contained in this policy, to include training, monitoring, reporting and ministry administrative procedures. I agree to meet standards for one-on-one relationships with children/clients as defined above. If requested to do so, I will cooperate with any investigation of a possible violation of Synod policies and rules by providing complete and truthful information in an oral and/or written statements.

Signature

Date

Name (Printed)

REPORTING ALLEGATIONS

*"Don't abuse or take advantage of others...Don't mistreat widows or orphans.
If you do and they cry out to me, you can be sure I'll take them most seriously..."
Exodus 22:21-23*

- At the orientation session, make sure all event staff knows the incident reporting procedure and the requirements of state and local laws regarding the reporting of child abuse.
- Discuss suspicions of any unhealthy or abusive activities or situations with the Synod Event Director.
- If an incident is witnessed or reported, that person should first secure the safety of the child or youth. Children and youth should not be left alone. The person initially contacted by the alleged victim, or who observed the offense, should immediately fill out a written report recorded verbatim, called an "INCIDENT REPORT" (Appendix E).
- The Director of the event is to immediately notify the Synod of the Sun Staff Person and Child Protective Services (if necessary).
- All Synod Event Staff and adult sponsors must uphold confidentiality and respect regarding any reported incident. All Synod Event Staff and adult sponsors should be instructed that all communications about any incidents come only from the Director of the Event and Synod of the Sun Staff Person.
- The Synod of the Sun Staff Person should prepare a list with agencies to be contacted for each event. (For example: Event Director's phone number, local police, hospital, etc.)
- Any accusation made after the event is over should be directed to the Synod of the Sun Staff Person.

RESPONSE TO ALLEGATIONS

*“The LORD has shown you what is good. He has told you what he requires of you.
You must treat people fairly. You must love others faithfully.
And you must be very careful to live the way your God wants you to.”
Micah 6:8*

In responding to allegations of sexual misconduct, the Synod of the Sun will seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each. Where possible, the privacy of persons will be respected and confidentiality of communications will be maintained.

The Synod of the Sun will respond to every allegation and Incident Report, conduct a thorough investigation, and determine the appropriate action.

- When an Incident Report is submitted, a Response Team will be composed minimally of...
 - *Director of the Event*
 - *Synod of the Sun Staff Person*
 - *Stated Clerk*
- The Response Team should immediately contact the Synod’s legal counsel and insurance company.
- The Response Team should immediately inform the accused and the accuser that they have the right to retain their own counsel. The Synod’s legal counsel will represent the Synod but not individual interests.
- The Response Team is to contact the families of the alleged victim and the accused to communicate action already taken. (“Here’s what’s already been done; here’s what is going to be done.”) The continuing pastoral care of the alleged victim and family, and the accused, needs to be done by someone outside of the Response Team, such as a pastor or social worker.
- The Response Team should prepare a statement for possible use with the media and other inquiring agencies and communities.
- If the accused is a member of the clergy, s/he is also subject to the “Rules of Discipline” of the Presbyterian Church (USA), and their Presbytery’s “Guidelines for Responding to Allegations of Clergy Sexual Misconduct”.

CONSEQUENCES

"If a fellow believer hurts you, go and tell him - work it out between the two of you. If he listens, you've made a friend. If he won't listen, take one or two others along so that the presence of witnesses will keep things honest, and try again. If he still won't listen, tell the church. If he won't listen to the church, you'll have to start over from scratch, confront him with the need for repentance, and offer again God's forgiving love."

Matthew 18:15-17

- Any person accused of committing a Prohibited Act, whether a staff member, employee, member, or volunteer, will immediately be removed of responsibilities with direct child contact. If investigation supports the accusations, the accused person will be suspended from participation in all children's and youth activities and programs of Synod of the Sun. Such suspension shall continue during any investigation by the church and/or law enforcement or child protection agencies.
- Any person found to have committed a Prohibited Act shall be prohibited from future participation in children's and youth activities and programs of Synod of the Sun. If the person is a staff member or employee of the Synod, such conduct may also result in termination of employment.
- As required by Texas law, all reports of abuse will be forwarded in a timely manner by Synod of the Sun to the appropriate child protection and law enforcement authorities.
- Failure to timely report a Prohibited Act to the designated person shall be considered a procedural violation of this Child Protection Policy and shall be grounds for termination of employment of a staff member or employee and suspension and dismissal from participation in all children's and youth activities and programs of Synod of the Sun by any person.
- When the allegations involve a member of the clergy, the provisions of the Synod of the Sun the guidance of the church's discipline will be followed.

EDUCATION and TRAINING of EVENT STAFF & SPONSORS

“For you are great and do wondrous things; you alone are God. Teach me your way, O Lord, that I may walk in your truth; give me an undivided heart to revere your name. I give thanks to you, O Lord my God, with my whole heart, and I will glorify your name forever.”

Psalm 86:10-12

In order to create a safe and nurturing environment for our children and youth, we are committed to providing tools, education and guidelines for our Event Staff and Adult Sponsors. Therefore we have developed and implemented training on this child protection policy that educates those who work with children and youth on preventing, recognizing, reporting, and responding to abuse.

EVENT STAFF

Event Staff will be required to participate in and complete online training, as provided and administered by Synod staff, prior to or during a Synod event. Verification of completion for each adult staff should be obtained by the Event Leader/Liaison prior to meetings/events involving youth.

All volunteers must sign a VOLUNTEER COVENANT (Appendix F) and Code of Conduct form provide within as written acknowledgement stating they have received and reviewed a copy of this Child Protection Policy, and that they will observe these policies and guidelines.

ADULT SPONSORS

Each Synod of the Sun event that involves children and youth will compose a list of expectations for its participating adult sponsors. This Adult Expectation list and the Synod of the Sun’s Child & Youth Protection Policy will be sent to each participating church for them to review with the adult sponsors they are sending to the event. Each adult sponsor will be required to sign that they have read, understand and will abide by this policy and the expectations of the Synod of the Sun.

APPENDIX D

APPROVED ADULT LEADERSHIP

NAME OF CHURCH: _____

City: _____ State: _____ Zip: _____

All of the individuals listed on this form have acknowledged receiving and reading the Synod of the Sun Child & Youth Protection Policy. All of the individuals listed on this form are currently members of this congregation and have been screened and had a criminal background check and a driving record search conducted in the last 12 months. These individuals have been authorized to work with and drive the children and youth of this church.

Date _____, 2019

Signature _____ Signature _____

Printed Name _____ Printed Name _____

Capacity with Church _____ Capacity with Church _____

Background Checks have been conducted through (Name of Organization):

<u>Name</u>	<u>Criminal Background</u>	<u>Driving Record</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____

APPENDIX E

**SYNOD OF THE SUN
INCIDENT REPORT FORM**

REASON FOR REPORT _____

DATE OF INCIDENT _____ TIME _____

SYNOD EVENT _____

LOCATION OF EVENT _____ DATE _____

NAME OF REPORTER _____ TITLE _____

NAME (S) OF CHILD (REN)/YOUTH _____

AGE (S) OF CHILD (REN)/YOUTH _____

QUOTE THE CHILD'S/YOUTH'S FIRST WORDS VERBATIM:

BRIEFLY DESCRIBE THE CHILD'S/YOUTH'S Demeanor/APPEARANCE:

BRIEFLY DESCRIBE WHAT HAPPENED:

WHAT ACTION DID YOU TAKE?

HAS THE INCIDENT BEEN RESOLVED? ___ YES ___ NO

EXPLAIN: _____

INJURY REQUIRES PHYSICIAN/HOSPITAL VISIT? YES ___ NO _____

NAME OF PHYSICIAN/HOSPITAL: _____

ADDRESS: _____

PHYSICIAN/HOSPITAL PHONE NUMBER: _____

MEDICAL ATTENTION THAT WAS DESIRED AND/OR REQUIRED:

NAMES OF WITNESSES:	SIGNATURES OF WITNESSES (IF POSSIBLE):
_____	_____
_____	_____
_____	_____

SIGNATURE OF INJURED PARTY _____ DATE _____

SIGNATURE OF STAFF/MEMBER PERSON REPORTING INCIDENT _____ DATE _____

SIGNATURE OF PERSON WHO ACCEPTED THIS REPORT _____ DATE _____

APPENDIX G

VOLUNTEER DRIVER

Qualification Form & Agreement for Use of Personally Owned Vehicles

Name: _____ Birth Date: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Years of driving experience _____

Driver License No. _____ State: _____ Expiration Date : _____

Insurance Carrier _____ Expiration date: _____

Liability Policy Limit -- Bodily Injury _____ Property Damage _____

1. Are all licensed vehicles you own covered by insurance as required by law? Yes, No

2. Have you ever been denied a driver's license or had one suspended or revoked? Yes, No

3. Have you had any moving traffic violations or accidents in the past three years? Yes, No

If the answer to questions 2 or 3 is YES, explain. Give dates and details of violations and accidents on the back of this form.

I AGREE to the following as a condition of being permitted to act as a Volunteer Driver:

1. The vehicle owner's insurance is the primary liability insurance coverage in the event of an accident.
2. The owner of the vehicle which I am driving is responsible for keeping the vehicle in safe working order.
3. The owner of the vehicle is responsible for all damage to the owned vehicle however caused.
4. The owner of the vehicle shall maintain liability insurance in the amount of at least
5. Bodily Injury -- \$50,000 per person and \$100,000 per accident or \$200,000 combined single limit; and
6. Property Damage -- \$25,000 per accident
7. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
- 8. I will not receive or initiate phone calls while operating a vehicle for church activities, to include receiving or initiating text messages.**
9. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the church's Vehicle Use Policy.

Attach a copy of Driver's License and current Insurance ID Card

Driver Signature: _____ Date: _____

APPROVED: _____ **Date:** _____ **Expiration:** _____