



Safe Church Policy for Children and Youth

Introduction:

With *The Book of Discipline*, we affirm that our children and youth are full human beings in their own right and full participants in the life of the church and in the realm of God, but because they are particularly vulnerable, they are our sacred trust to whom we have special responsibility.

Therefore, as a covenanted Christian community, it is the purpose of BPUMC (Browns Point United Methodist Church) to conduct all children/youth-related events in ways that promote the safety and spiritual growth of all children/youth involved, as well as the adult workers with children/youth who participate in these events. The following policies are designed to promote that safety and spiritual growth, and to demonstrate our absolute and unwavering commitment to the needs of all in our community.

I. Scope:

This policy and its provisions shall apply to all paid and unpaid staff and volunteers, whether lay or clergy, who have any contact with children/youth who participate in any church activities or events. Safe behavior described in this document is not dependent on the medium whether online, in person, or in social media etc. Regardless of the context, you should use the same practices to ensure everyone's safety. For example: a "rule of 3" as a way to keep everyone safe. This can be extended to online behavior as well. A third person should be included in the conversation and copied or be part of the dialogue.

For the purposes of this document, young children refer to those preschool and under, children are those in kindergarten to grade five, and youth are grades 6 through 12. During the summer months, the grade level of the child/youth will be defined as the grade that they will be entering in the upcoming school year.

II. Risk Management

1. Media Release Policy

- A. Every year we will put an announcement in the church bulletin for one month alerting adults that if they do not want their picture on the website or any other form of social media that they can contact the pastor to opt out.
- B. For every person under 18, their parent or guardian must fill out the media release form.
- C. For anyone under 18, they will only have to update their media release form when transitioning from nursery to Sunday School and Sunday School to Youth Group.
- D. We will not tag people on social media.
- E. Limited usage of images means that it is used in house only. For example, bulletin, bulletin board, power point presentation, directory etc.

- F. Unrestricted usage of images means that the image can be used in print, digital and social media.

2. General Safety Requirements:

- A. Parents/Guardians shall be given advance notice and full information regarding any church-related activities or meetings to which their children are invited and will include:
- Medical emergency forms will be required from all children/youth participating in church events. For regular church events, whether at church or activities held away from church and within the Tacoma/Federal Way area, a form may be kept on file for up to one year.
 - For overnight events where minors are present, medication for minors (including supplements) will be turned in to the volunteer at the beginning of the event.
 - An exception is made for life-saving medications such as Epi-pens or inhalers.
 - All medications, for both adults and minors, will be in clearly labeled bottles. Medications are not to be sent/brought in zip-lock type baggies.
 - Adults will be held responsible for their personal medication(s).
 - For special overnight events, or those requiring travel away from church property, permission forms specific to the event will be required. Special events/trips are defined as those where travel is outside of the area defined as Tacoma/Federal Way. [See Appendix E for event permission form.] These forms (or a copy) will always accompany the event coordinator and shall include a waiver of liability.
 - In the case of an accident that needs medical attention, the person who is responsible for the event or meeting will use all means possible to contact the parent, guardian, or emergency contact while ensuring that the child/youth involved receives proper care.
 - A sample medical emergency form is attached as Appendix D.
- B. BPUMC will be insured for abuse, risk, and facility hazards.
- C. Any activity that has an elevated risk factor requires the presence of an experienced and/or certified guide or instructor. (For example, swimming requires a certified lifeguard.)
- D. If any special equipment is used that requires special instruction, the instructions for its use will be posted and followed. Participants will be instructed verbally on the proper use of such equipment. If the activity requires a certified guide and/or instructor, then the contractor shall also be properly insured with a certificate of liability insurance providing a minimum of one million dollars liability coverage limits.
- E. There shall be an up-to-date first aid kit on the premises at all church events. A first aid kit shall accompany any children/youth event that is not on the church premises.
- F. All participants in a church-related event will consistently remain in groups of three or more. All minors will have an adult leader present at all times.

3. Driving Regulations:

- A. Only those who have successfully passed a National Background Check with minimum level 2 check, which includes Motor Vehicle check background check, will drive others to/from church-related events. Only those 23 years and older may drive passengers to/from church-related events or during event business.

- B. All drivers for church-related events shall possess a valid driver's license and appropriate insurance.
- C. If an adult other than a parent/guardian provides transportation to/from a church event/meeting for children/youth, the parent/guardian must provide the event permission form (appendix E).
- D. Youth (under 18) are discouraged from driving themselves to church-related events. If they must drive themselves, keys for the related automobile may be held by an adult event leader during the event.
- E. No child/youth will be allowed to ride in a vehicle without a seatbelt and/or required car/booster seat. Transportation shall only be provided to the number of people who can sit safely and comfortably in each vehicle.

4. Overnight Events:

- A. Males and females may not sleep in the same room unless there is no other option as a result of shortages of chaperones or because of the nature of the space. If they are in the same room and there is a divider available, it shall be used to separate the genders. If there is no divider available, they shall be at least six feet apart from each other.
- B. There shall be at least one adult of the same gender in the sleeping quarters; two adults are preferred for each. [Refer to adult to children/youth ratios in section III.H below.]
 - a. If housing for an overnight event is hotel-style in multiple rooms, adults will not share hotel-style rooms with minors, but will be housed in rooms between minor rooms and will take turns monitoring hallways during sleeping hours.
- C. At overnight events, a minimum of eight consecutive hours of sleep shall be scheduled per night. These hours will begin with lights out and quiet time, and will end at least one half hour before any scheduled morning activity.

5. Designated Safety Advocate

- A. BPUMC shall have a designated Safety Advocate, laity or clergy, paid or volunteer, who has taken the training from the Conference Office of the Pacific Northwest Annual Conference (PNWUMC). SAFETY ADVOCATE training is good for two years.
 - Safety Training is now part of our MinistrySafe program, along with our background checks and may be completed online.
 - Special Events for BPUMC which include children/youth should have a Safety Advocate, who is not the event coordinator, always in attendance.
 - It is strongly urged that all youth leaders and Sunday school teachers take the Safety Training as part of their willingness to be the best leaders and role models possible.

6. Policies for Screening Paid and Volunteer Staff:

- A. BPUMC will follow a six-month hospitality policy, not allowing new members/constituents to engage in direct ministry with children/youth until they have been an active part of the BPUMC community for a minimum of six months (attending worship at least twice/month).
- B. A copy of Safe Church Policies and will be available in the Church office.
- C. Prior to the beginning of each school year, all adults who work in a role that places them in direct contact with children/youth, on either a volunteer or paid basis, shall complete a Background check, which will be filed at the Conference Office.
 - Background checks are good for 2 years, our current policy is to run them on that schedule.

- D. A criminal conviction for a sexual offense disqualifies an applicant from working with children/youth. These persons will be encouraged to pursue involvement in ministries that do not involve direct contact with children/youth. Other automatic disqualifiers usually are convictions for incest, rape, assaults involving minors, murder, kidnapping, child pornography, domestic violence to the other guardian and physical abuse.

III. Code of Behavior:

1. Rules of General Supervision for Adults Working with Children/Youth:

- A. The behavior of adults working with children/youth must reflect the highest standards of Christian maturity, foster trust at all times, and be above reproach. Adults engaged in church-related events or activities with children/youth present must never engage in sexually suggestive behavior or inappropriate touching.
- B. Any sexual or sexually suggestive behavior by an adult toward any fellow worker or event participant at a church event where an imbalance of power exists between the acting adult and the other person constitutes an abuse of power and will not be tolerated. Such abuses of power will require the acting adult to be removed from her/his position immediately. Consent is not a defense to an abuse of power.

Sexual harassment will not be tolerated at any time. Sexual harassment is defined as any unwanted sexual advance, physical or verbal demand, or sexually suggestive behavior which is perceived as demeaning, intimidating, or coercive. Prohibited behavior includes unsolicited and unwelcome contact that has sexual or coercive overtones, including any written, verbal, physical, or visual contact.

- C. The following guidelines for touching are to be carefully followed by anyone working with children/youth:
 - a. Touching should always be initiated by the child/youth. The adult should respond to the child/youth's need for comfort and encouragement and not touch the child/youth based on her/his own emotional needs. Appropriate touching by an adult may include holding hands as part of a group activity, touching only the head or shoulders of a child/youth, or a side-hug of the shoulders.
 - b. Touching between an adult and a child/youth shall only occur in the presence of other adults.
 - c. A child/youth's preference not to be touched will be respected by other children/youth and adults.
- D. Any time an adult thinks that their own or another adult's behavior toward a child/youth, either physical or verbal, may have been perceived as inappropriate, that adult shall report the behavior to the Safety Advocate.
- E. All adults shall avoid being alone, one-on-one, with children/youth. Adult interaction with children/youth shall be conducted within the sight/supervision of at least one other non-related adult. In cases where it is impossible to avoid direct, one-on-one interactions, the following guidelines shall be observed:
 - a. If an adult is alone with children/youth, at least two children/youth shall be present.
 - b. If interactions are being conducted in a classroom and there is only one adult available, there shall be a roamer on the premises, and the classroom door shall remain open [in addition to windows in classrooms being unobstructed].

- c. When private consultation is needed between a child/youth and an adult, another adult shall be informed of the activity and of the location the activity is taking place. The consultation shall take place in a space within sight of others but not necessarily within hearing range. Counseling should always be done with an open door.
- F. Adults shall respect the privacy of children/youth when changing clothing or showering to the extent safety allows.
- G. When possible, children/youth shall be supervised at all times by at least two non-related adults who are at least 18 years old and at least five years older than the oldest child/youth who is attending the event as a participant.
 - a. If two adults cannot be present at all times, at least one roamer must be present to check in on the group occasionally.
 - b. If there are only two adults present and it is not possible for both of them to be at least five years older than the oldest child/youth, then one adult at least 18 years old but less than five years older than the oldest child/youth may act as a helper to a non-related adult at least five years older than the oldest child/youth.
 - c. No volunteers under the age of 18 will be permitted to supervise children/youth unless they are “helpers” in a situation where two non-related adults at least five years older than the oldest child/youth are already present.
- H. In addition to the two-adult rule of section G. above, when possible,
 - Younger Children (preschool and under) 1 adult to four children
 - Children (Kindergarten – Grade 5) 1 adult to six children
 - Jr High/Middle School (grades 6-8) 1 adult to six youth
 - Sr High (grades 9 – 12) 1 adult to eight youth
 - Ratios for eighth or ninth graders will be the ratio of the prevalent age group at the event.
- I. Adults shall never tell a child/youth that a conversation will be kept strictly confidential, as adults will be required to report any instance of abuse that a child/youth reports to the adult.
- J. There will be absolutely no consumption of alcohol or use of illegal drugs at or during any church-related activity or event with children/youth. Any consumption of alcohol or use of illicit or illegal drugs will lead to immediate suspension of position and removal from the event or activity.
- K. Possession of firearms at church-related events with children/youth is prohibited.
- L. Those adults who interact with children/youth shall have no regular personal interaction with them via email, text messaging, instant messaging or otherwise, with the exception of simply informational communication, without informing the parent/guardian.
- M. All adults working with children/youth shall abide by all laws and regulations applicable to the location of the event or activity.

2. Rules of Interaction between Children/Youth:

- A. Prior to any overnight or longer activity or event, children/youth shall be required to sign a covenant defining appropriate behavior. Children/youth who do not abide by the signed covenant will not be permitted to remain at the event or activity in question. Such a covenant may include:
 - a. Agreement to participate fully in and give best efforts to the ministry;
 - b. Agreement to respect other participants and treat others as they wish to be treated;

- c. Agreement to abide by policies set forth by adult leaders, which may include but not be limited to dress code, appropriate use of language, and appropriate demonstrations of affection and encouragement.
- B. No bullying, harassment, or abuse between children/youth will be tolerated. Should such activity be suspected, the adult in charge will be notified immediately, and the acting child/youth will be removed from the situation. As soon as possible, the parents/guardians of both children/youth and the Church Safety Advocate will be notified. Proper documentation of the incident will be kept by the Safety Advocate. Further notifications of authorities will be made as warranted.

IV. Responses to Policy Infractions at Church-Related Activities or Events:

1. Responding to Behaviors that Hinder the BPUMC Mission:

In addition to the behaviors described above, no behavior will be tolerated which may hinder the mission and purpose of BPUMC or a BPUMC ministry. Examples of such behavior may include but not be limited to adult volunteers/workers who continually undermine program objectives, event planners who neglect training or health/safety concerns, etc. When serious concerns arise, the following steps may be taken:

- A. A concerned adult will talk directly with the person whose behavior is considered detrimental. If the person raising the concern is unwilling or unable to talk directly with the person in question or if an initial conversation is unproductive, a clergy or staff-person shall meet with the two individuals to seek resolution. If a mutually agreed-upon resolution is not possible, then the clergy or staff-person involved shall have the authority to prescribe a resolution.
- B. Anonymous complaints or evaluations shall be considered unverifiable and will have no foundation for being officially addressed.
- C. A person whose behavior hinders the mission and goals of the ministry or whose negative behavior is repetitive may be removed from her/his position by the person or group to whom s/he is accountable.
- D. BPUMC has the obligation to inform the Pacific Northwest Annual Conference of all persons whose behavior they deem to be inappropriate for working with children/youth. The Conference shall maintain a list of these persons in conjunction with background check forms. The church or Conference is under no obligation to report the reason for placement on this list with any other than the accused.

2. Responding to Incidents Involving Physical Accidents:

- A. Any person witnessing a physical accident involving a child/youth shall give a report to the first aid staff or leader at the event/activity. That staff/leader shall in turn complete an Accident Report Form (Appendix B), report the incident to the senior pastor and other key church leaders, and notify the parents of the incident as deemed necessary by the staff/leader.
- B. The accident report form shall be forwarded to the Church Safety Advocate and kept in a log.
- C. The event coordinator/leader shall make contacts as needed with the senior pastor, the Conference Office, and the church insurance company. This coordinator, in consultation with the senior pastor, shall also determine whether there is need for an investigation or additional follow-up.

3. Responding to Allegations of Abuse:

- A. All reports of abuse shall be treated with utmost seriousness and confidentiality.
- B. The highest priority in a suspected abuse situation shall be the safety of the alleged victim. In no case shall the accused be confronted without the safety of the alleged victim being secured.
- C. The person receiving a report of abuse shall immediately share the information with the event coordinator/leader on site, unless the event coordinator/leader is the suspect in question; then the report should be made to the Safety Advocate or the Senior Pastor; or if neither is available, the report shall be made to law enforcement authorities. The Safety Advocate is responsible for completing an Abuse Incident Report Form (Appendix C) and for reporting the incident to the senior pastor and/or to authorities as warranted.
- D. The person who first receives a report of abuse, together with the Safety Advocate, shall report the incident to the Child Protective Services or the appropriate law enforcement agency as warranted.
- E. The Safety Advocate will notify the parents of the alleged victim if and when it is clearly safe to do so.
- F. Any volunteer or hired staff person accused of abuse shall immediately be relieved of duties related to this or any other church event involving children/youth and be isolated from further contact with participants, guests, and others who may be negatively influenced by the individual's presence until a review process of the incident has been completed. The accused individual may not return to any leadership duties with children/youth until and unless the Safety Advocate has completed the incident review and determined that it is safe for the accused individual to return to her/his duties, whether or not the incident occurred during a church-related event.
- G. If there is no civil investigation, or after completion of a civil investigation, the pastor may jointly review the incident to determine whether further action is needed.
- H. The Pastor is responsible for contacting the accused and informing the accused of the nature of this process. During any meetings with the accused, a mutually agreed-upon witness, who may be another pastor or district superintendent, shall be present.
- I. If it is determined that an accused volunteer/worker has committed an act of abuse, a covenant will be established with the offender to regulate her/his behavior at all levels of involvement with the church. The covenant shall include both an agreed-upon record of what offending actions were committed and agreed-upon actions to be taken in the future to insure that no further offenses will be committed.
- J. All documentation related to an alleged incident of abuse shall be confidentially filed in the Pastor's locked files.
- K. BPUMC has the obligation to inform the Pacific Northwest Annual Conference of all persons whose behavior they deem to be inappropriate for working with children/youth, including those who have abused children/youth. The Conference shall maintain a list of these persons in conjunction with background check forms. The church or Conference is under no obligation to report the reason for placement on this list with any other than the accused.
- L. BPUMC's obligations to respond to allegations of abuse go beyond the State's requirements. As Christians, we must also be prepared to respond to others in the following ways:
 - a. In faithful response to the alleged victim, the allegations must be taken very seriously. The alleged victim's privacy must be respected, sympathetic concern must

be provided, blame must not be placed on the alleged victim, and there must be absolutely no implication that the alleged victim was in any way responsible for causing the incident.

- b. In faithful response to the Annual Conference, the district superintendent and the bishop will be notified as soon as allegations are received. The district superintendent and the bishop will be kept apprised of the congregation's actions. BPUMC will notify the Conference insurance agent of all allegations.
- c. In faithful response to the media, the PNWUMC Conference office will be designated as a spokesperson and will deliver only well-thought-out, previously written statements to the media.
- d. In faithful response to the accused, the person will be reassured of her/his membership in the Body of Christ and status as a beloved person of sacred worth. The accused will be removed from any position with children/youth until allegations are fully investigated and resolved.

4. Responding to Illegal Behavior:

Any volunteer or hired staff person accused of felonious activity shall be immediately relieved of all duties related to this or any other church-sponsored activity/event and shall be isolated from further contact with participants, guests, and others who may be negatively influenced by the individual's presence until a review process has been completed. Proper authorities will be contacted by the Safety Advocate and/or the pastor. The accused will not be reinstated in any position of church leadership until an investigation and/or review has been completed.

V. Procedures for Updating and Revising This Policy:

1. Updating/Revising: The Church Council of Browns Point United Methodist Church (hereinafter referred to as BPUMC) shall have the authority to revise and update these policies on an annual basis or at the request of any pastoral staff (clergy) or age-level leadership, whichever occurs more often.
2. Modification of Policies: This policy may be modified or withdrawn by the Church Council at any time. These policies are not intended to create an implied or express contract with any person. They are not intended to create a legally enforceable or binding promise or representation.



Safe Church Covenant (Appendix A)

As a part of a Christian community of faith and a United Methodist congregation, I pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children/youth and the adult workers who interact with them, whether paid or unpaid. I will follow the reasonable safety measures laid out in the Browns Point UMC Safe Church Policy, which I have read and understand. I will follow procedures for selection and recruitment of workers/volunteers, implement prudent operational procedures in all programs and events, participate in continuing education regarding the use of all appropriate policies and methods, and follow outlined procedures for reporting suspected incidents of abuse. I understand that I am held to the highest standard of conduct in my work with children/youth at BPUMC, and may be removed from such work with children/youth if I fail to abide by these policies.

Signature

Date

Printed Name



Accident Report Form (Appendix B)

Please print all information legibly.

Date of accident: _____ Time of accident: _____

Name of child/youth injured: _____ Age: _____

Location/address of incident: _____

Name of parent/guardian: _____

Name of person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe the accident in as much detail as possible:

Describe actions taken by adult leader(s):

Name of Accident Reporter: _____ Date: _____

Signature of Accident Reporter: _____



Abuse Incident Report Form (Appendix C)

Name of worker observing or receiving disclosure of abuse: _____

Alleged victim's name: _____ Age: _____

Date of initial conversation with/report from alleged victim: _____

Location of initial conversation with/report from alleged victim: _____

Alleged victim's statement (detailed summary): _____

Name of person accused of abuse: _____

Relationship of accused to alleged victim: _____

Date/time of report to SAFETY ADVOCATE and/or pastor: _____

Summary of report: _____

Was alleged victim's parent/guardian notified? _____ If yes, date/time: _____

Summary of conversation: _____

Were local civil authorities notified? _____ If yes, date/time: _____

Name of civil authority contacted: _____

Summary of conversation: _____

Was law enforcement notified? _____ If yes, date/time: _____

Name of officer contacted: _____

Summary of conversation: _____

Other contacts:

Name: _____ Date/time: _____

Summary of conversation: _____

Name of person submitting report: _____

Signature of person submitting report: _____

Date/time report submitted: _____



Medical Emergency and Release Form (Appendix D)

Child/Youth Information:

Last Name: _____ First Name: _____ M. I. ____

Date of Birth: _____ Home Phone: _____ Email: _____

Please note any SPECIAL NEEDS for the child/youth (i.e. hearing aid, glasses, reading problems, etc.):

Allergies (food, drug, and environmental):

Parent/Guardian Information:

Parent/Guardian Name: _____ Relationship: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Parent/Guardian Name: _____ Relationship: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Emergency Contact Information:

Emergency Contact Name: _____ Relationship: _____

Emergency Contact Phone: _____ Phone #2: _____

Insurance Information:

Company: _____ Policy Holder: _____

ID #: _____ Phone: _____

I give my permission for Browns Point United Methodist church to seek any and all emergency health care determined necessary for my child/youth, allowing that reasonable attempts to contact me or the above named emergency contact have been made.

Permission to Administer Medications and Seek Medical Attention

I give my permission to Browns Point United Methodist Church to give the following medications (or their generic equivalents) to my child, in accordance with the recommended package dosing for the specific indications listed below:

- Tylenol for mild fever or discomforts:
- Benadryl for allergy symptoms:
- Ibuprofen for mild fever or discomforts:
- Sudafed for allergy symptoms:
- Antacid for upset stomach:
- Topical Creams for itching, sunburn or insect bites:
- Anti-diarrhea meds for diarrhea:
- Throat Lozenges for coughing and/or sore throat

I hereby release the church, its personnel, and related volunteers from any financial responsibility for such health care, and I agree to either have appropriate health insurance, or in its absence, to pay the costs of medical services that may be incurred on my child/youth's behalf. I agree to the release of any records necessary for insurance purposes.

Parent/Guardian Signature

Printed Name

Date



-Time Event Permission Form (Appendix E)

I, _____, the undersigned parent/guardian of

_____, do hereby give permission for my child(ren)/youth to participate in the **SAMPLE EVENT** sponsored by Browns Point UMC children/youth ministries on **SAMPLE DATE** at **SAMPLE TIME**. I understand that this event will take place at **SAMPLE LOCATION**, and I give my child(ren)/youth permission to ride to and from the event in a car with an appropriate number of safety restraints driven by an adult whose driving record has been approved by BPUMC.

I understand that, in the case of overnight events, all reasonable measures will be taken to properly separate and supervise children/youth of different genders for sleeping.

I understand that all child(ren)/youth and adult volunteers participating in the above named event will be responsible for conducting themselves in a fashion appropriate to a BPUMC event, and that all participants will be governed by the BPUMC Safe Church Policy for Children and Youth. I understand that should my child(ren)/youth not abide by said policies, s/he/they will be sent home immediately at my expense.

I have completed and signed a BPUMC emergency medical release form and understand that my child(ren)/youth will be treated for any medical emergencies as indicated on that form, which will be carried by adult volunteers throughout the event.

My child may ride in a car driven by:

- Any qualified and approved driver.
- Only the driver(s) listed here: _____.

Signature of Parent/Guardian

Date

Printed Name

Date



Media Release Form (Appendix F)

I, _____ the undersigned, do hereby grant or deny permission to Browns Point United Methodist Church (BPUMC) to use the image of my child(ren), _____, according to my selection(s) below. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters; videos; and digital images such as those on the Web site.

____ Deny permission to use my child's image at all. My child's image and/or representation may not be used in any form at any time.

____ Grant permission to use my child's image in the following ways (mark all that apply):

____ 1. Limited usage: My child's image may be used within the BPUMC setting only.
For example: bulletin, bulletin board, power point presentation, church directory, etc.

____ 2. Unrestricted usage: I give unrestricted permission for my child's image to be used in print, video, and digital media
Unrestricted usage of images means that the image can be used in print, digital and social media.

Parent/Guardian Signature

Date

Printed Name

Parent/Guardian Signature

Date

Printed Name



ADULT Release Form for Media Recording Opt-Out (Appendix G)

- I, the undersigned, do not consent and agree that the Browns Point United Methodist Church, its employees, or agents have the right to take photographs, videotape, or digital recordings of me to use in any and all media, now or hereafter known, and exclusively for the purpose of future publicity or sharing of the event I attended.
- I further do not consent that my name and identity may be revealed therein or by descriptive text or commentary.
- I understand that I can change this at any time and that I will be notified yearly by announcement in the church bulletin of the upcoming "renewal" date.
- I represent that I am at least 18 years of age, have read and understand the foregoing statement, and am competent to execute this agreement.

Signature: _____

Name: _____ Date: _____

Address: _____

Phone: _____