



**MOSAIC
CHURCH**

www.mosaicatlanta.net

Family Ministries

Policies and Procedures

MOSAIC CHURCH SAFETY SYSTEM | OVERVIEW

Because we love children/students and desire to protect them, Mosaic Church (hereafter designated by “MC”) requires all staff members and Level 1* volunteers working with children/students (and other vulnerable populations) to complete 4 SAFETY STEPS before ministry work or volunteer placements begin.

*Level 1 volunteers are those whose assignments are ongoing: Wednesday Student Ministry, Preschool/Children’s Church Workers, etc.

STEP ONE: Sexual Abuse Awareness Training

MC policies and procedures require that staff members and volunteers avoid abusive behavior. All staff and volunteers must report any policy violations to the Lead Pastor. Staff members and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in ‘grooming’ a child for sexual abuse. *Grooming* is the process used by an abuser to select a child, win the child’s trust (and the confidence of the child’s parent or ‘gatekeeper’), manipulate the child into sexual activity, and keep the child from disclosing the abuse.

To equip MC staff and volunteers with information necessary to recognize abuser characteristics and grooming behavior, MC requires all staff and volunteers working or volunteering in children’s activities or programming to complete sexual abuse awareness training. MC requires that you renew this training every two years.

STEP TWO: Screening Process

All staff members and volunteers must complete the MC screening process*, which requires a staff member or volunteer to complete a digital or face-to-face interview (employees and volunteers) with a ministry leader, and a staff member.

**We will screen candidates with a Nazarene District License or Ministerial License through the denominational database.*

**A volunteer must attend MC for six months before being eligible to serve in positions providing access to children, students, or vulnerable populations.*

STEP THREE: Policies & Procedures

Staff and volunteers must review the policies in this manual and sign the last page indicating that they have read and understood the material and agree to comply with policy requirements.

STEP FOUR: Criminal Background Check

MC requires that all staff members and volunteers working or volunteering in children’s or student activities or programming undergo a criminal background check. Depending upon the position and intensity of the role, MC may require greater levels of background checks.

MOSAIC CHURCH CHILD SAFETY POLICY

ABUSE TOLERANCE

MC has a zero-tolerance for abuse in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer at MC to act in the best interest of all children in every program.

Suppose staff or volunteers observe any inappropriate behaviors (i.e., policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual). In that case, it must be reported directly to the Lead Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

MC is committed to providing a safe, secure environment for children and families. To this end, any report of inappropriate behaviors or suspicions of abuse will be taken seriously and reported, according to this policy and state law, to the Police Department, Georgia Division of Family and Children's services, or other appropriate agencies.

An element of the safe environment referenced above includes fostering a culture of reporting relevant information to the Lead Pastor. Because sexual abusers 'groom' children for abuse, it is possible a staff member or volunteer may witness behavior intended to 'groom' a child for sexual abuse. Staff and volunteers must report 'grooming' behavior, any policy violations, or suspicious behaviors to the Lead Pastor.

ENFORCEMENT OF POLICIES

MC staff members and volunteers who supervise other staff or volunteers are responsible for the diligent enforcement of all MC policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from children's or student ministry positions for both volunteers and staff. Final decisions related to policy violations will be the responsibility of the Lead Pastor, Safety Coordinator, and Church Leadership Team.

GENERAL BOARD

In the absence of a specific, more restrictive policy or procedure, MC adopts the policies and procedures of the General Board of the Church of the Nazarene relating to the prevention of sexual abuse.

REPORTING ABUSE OR SUSPICIONS OF ABUSE

REPORTING VIOLATION OF POLICY

MC staff and volunteers must be aware of their responsibility to report any questionable circumstance, observation, act, omission, or situation that violates these policies within 24 hours. Direct all questions or concerns related to inappropriate, suspicious, or suspected grooming behavior to the Lead Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in children's or student ministries. This suspension will continue during any investigation by law enforcement or child protective agencies.

MC will ban anyone guilty in a court of law of committing a prohibited act from future participation as a staff member or volunteer in all activities and programming involving children, students, or vulnerable populations. If the person is a staff member or employee, such conduct may also result in termination of employment from MC.

Failure to report a prohibited act to the designated person violates this policy and grounds for termination of employment of a staff member or employee. Volunteers who fail to report a prohibited act may be restricted from participating in activities involving children, students, or vulnerable populations at MC.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES

Staff and volunteers at MC are required to report suspicions of child abuse or neglect or any inappropriate behavior of a colleague or co-worker to the Lead Pastor within 24 hours of becoming aware of the situation.

Georgia law requires that any person having cause to believe a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect must report to the appropriate law enforcement agency. A staff member or volunteer should report to the Lead Pastor, who will make the proper report to law enforcement agencies.

Staff and volunteers must verbally report an incident to the Lead Pastor as soon as possible after the incident. After receiving a report from a staff member or volunteer in children's or student ministries, the Lead Pastor will speak with the person or volunteer to whom the child spoke to get detailed information about the entire conversation.

INVESTIGATION

1. The Lead Pastor and Safety Coordinator will be responsible for interviewing all potential witnesses and gathering all available relevant information necessary to complete a thorough investigation of the incident. The Lead Pastor and Safety Coordinator shall document the investigation.
2. The Lead pastor shall notify the parent(s) or guardian of any youth who may have been victims of the abuse.
3. MC shall temporarily remove the alleged abuser from working with children or youth immediately.
4. If the investigation reveals that the abuse incident occurred, MC shall immediately and permanently remove the abuser from working with minors.
5. The Lead Pastor will provide a written report of the investigation and action taken as soon as possible to the Lead Pastor, Church Leadership Team, District Superintendent, General Board, and the Board of General Superintendents.

The Lead Pastor will inform the Georgia Division of Family & Children's Services if appropriate.

The National Child Abuse Hotline is 1-800-422-4453.

RESPONSE TO REPORT ABUSE

The Lead Pastor and Church Leadership Team (Church Board) will take appropriate action on behalf of the church when a report of abuse occurs.

MOSAIC CHURCH SAFETY COMMITTEE

SAFETY COMMITTEE

Recognizing the importance of providing and maintaining a safe environment for children, MC will appoint and support a Safety Committee, which will meet once each quarter.

MISSION STATEMENT

The purpose of the Safety Committee is to enable MC's children's and student ministry leaders to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

COMPOSITION

The Safety Committee will include the following members:

1. Lead Pastor
2. Safety Coordinator (designated by Church Leadership Team)
3. Pastor to Students and Families

MEETINGS

The Safety Coordinator will chair the meeting of the Safety Committee yearly to discuss risk management practices and updates. The Safety Committee will also meet on an emergency basis if needed.

RESPONSIBILITIES

The Safety Committee will perform with the following duties:

1. Applying MC policies and procedures related to children's safety and risk management issues.
2. Monitoring all children's and student Ministry programs for ongoing compliance with safety policies
3. Making recommendations to the Mosaic Church Leadership Team

CHILDREN'S & STUDENT MINISTRY STAFF MONITORING PLAN

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide directors the opportunity to observe staff members and volunteer interactions with children.

1. The Safety Committee conducts ongoing and unscheduled observations for programs that occur weekly.
2. The Lead Pastor conducts written performance evaluations every six months for age-group leaders.
3. The Lead Pastor conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
4. The Safety Coordinator conducts an unscheduled observation of a children's or student ministry program at least once each quarter.
5. The Leader Pastor conducts an unscheduled observation twice a year for weekly programs.

BUILDING SAFETY

No child will ever be left unattended in children's or student ministry areas during children's/student ministry programming or classes. Mosaic Church prohibits Children's/Student Ministries staff or volunteers from being alone with an individual child in any room or building. If a staff member or volunteer finds themselves alone with a single child, that staff member or volunteer will take the child to a space or building occupied by others or to a location readily observed by others. (Example: If a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff or volunteers are present.)

After every programming event, children's or student Ministries staff and volunteers must check every room and restroom before leaving.

Children's and student ministry staff and volunteers are to circulate, watching children and students during play periods or free time, giving particular attention to the areas that are not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Staff and volunteers should redirect any two children or students together in an unseen or less easily viewed area to another (more open) playground area.

EMERGENCY EVACUATION

In case of the need for an emergency evacuation, MC should post emergency evacuation routes in every area where children or student ministries will occur. Copies of these routes should also be available in the Church Office.

WORKER-TO-CHILD/STUDENT GUIDELINES

MC is committed to providing adequate supervision in all children's and student ministry programs. Accordingly, the following worker-to-child ratios apply:

PROGRAM	MINIMUM # OF WORKERS	MAXIMUM # OF CHILDREN
Nursery	1	4
Preschool	2	16
Elementary	2	16
Middle & High School	2	16
Overnight events / Camps	4	20-40

If a worker is 'out of ratio,' it is their responsibility to notify the lead pastor immediately. Staff and volunteers will make diligent efforts to find substitute workers to bring worker-to-child ratios into compliance with Mosaic policy directly.

DISCIPLINE POLICY - CHILDREN'S MINISTRIES [Birth-Elementary]

MC prohibits staff and volunteers from using physical discipline for children's behavioral management. No form of physical punishment is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. In addition to this, yelling at children is never acceptable under any circumstances. Children will be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff and volunteers should observe the following guidelines:

1. Verbally redirect the child before physically intervening. With younger children, some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).
2. If the behavior does not cease, remove or direct the child away from the group within the same room where the group is meeting (avoid being alone with the child).
3. Provide the child with a simple, understandable reason for the time-out, and provide the child with a clear explanation of your expectations. ("Jamie, you didn't stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.") In addition, be verbally reassuring since being removed from the group will likely upset the child. Do not physically hold the child in time-out.
4. Provide the child with a chair or a "spot" to sit on until their time-out is complete.
5. Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child's life (3 years old, 3 minutes), with a maximum of 5 minutes.
6. Stay aware of the child through the entire time-out.
7. Praise children once they have completed the time-out and tell them that they are welcome to rejoin the group. Remind them that repeating their initial behavior will result in a further time-out. Follow this with praise.

Everyone should report uncontrollable or unusual behavior immediately to the Lead Pastor, who will discern if it is necessary to involve parents.

DISCIPLINE POLICY - STUDENT MINISTRIES [Middle & High School]

The goal of MC is to provide a safe, fun, loving, and positive place for children to learn about Jesus and grow in their faith. Our staff and volunteers need to maintain structure and order in our facilities to ensure all of our middle and high school students' safety and well-being. We expect all students, staff, and volunteers to respect themselves, each other, and the property of MC. We do not tolerate the following behaviors:

- Disrespect to adult staff and volunteers members
- Fighting
- Possession of a weapon
- Vandalism or destruction of church property or the property of others
- Stealing
- Use of profanity or inappropriate language.
- Any action that could threaten the physical and/or emotional safety of students or adults

ZERO TOLERANCE

The safety of our students is the primary concern at MC. Therefore, we have no tolerance for fighting or bullying. Suppose a child acts out aggressively with the intent of harming another child. In that case, they may not return to MC property until a meeting, including the student, a parent or legal guardian, and the Student Pastor, has occurred. The Lead Pastor may attend these meetings at their discretion.

DISCIPLINE AND GUIDANCE

The following are discipline procedures implemented in a violation of our codes of conduct. *In the case of a severe infraction, MC reserves the right to discipline appropriately; this could mean immediate suspension of the student without going through the following procedures.*

- **1st Offense:** A verbal warning will be given if a student commits a minor infraction such as excessive distraction or talking during class. A staff member will explain the broken rule and the importance of following the rules.
- **2nd Offense:** Should a student continue to commit the same infraction after receiving a verbal warning, MC will separate them from their group for one week, file a written incident report, and meet with a parent or legally responsible guardian.
- **3rd Offense:** Should a student continue to commit the same infraction a third time, the student will be separated from their group and required to attend Sunday school and Wednesday events with a parent or responsible adult for two weeks before returning to regular programming.

BATHROOM SUPERVISION & ASSISTANCE GUIDELINES

NURSERY CHILDREN (Birth-2yrs)

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

1. Only female nursery workers or the child's parents or legal guardian will undertake the diapering of children of either sex.
2. Changing diapers should be done in plain sight of other nursery workers.
3. Children will never be left unattended on changing tables.
4. Children should be re-diapered and re-clothed immediately upon removing their soiled diapers.
5. Staff or volunteers should change children at changing stations only.
6. A staff member or volunteer will check diapers once per hour.

Toilet Training

1. When children are taken into bathrooms, the door will be left partially open.
2. Young children will never be left unattended in bathrooms.
3. Ministry staff or volunteers will record any special instructions given by parents leaving children in the nursery on the sign-in sheet ("Mia can use the toilet, but she needs to be reminded - ask her if she needs to go.").
4. Pull-ups are required in the nursery until the child has been accident-free everywhere for a month.
5. Ministry staff or volunteers should assist children in straightening their clothing before returning to the room with other children.
6. "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing.

PRESCHOOL CHILDHOOD (Age 3-Kindergarten)

1. No adult will ever be in the restroom with the child with the door closed.
2. Adults may assist early childhood children in the restroom with the door open when another adult is present within the classroom.

ELEMENTARY (Grades 1-5)

1. No adult will ever be in the restroom with the child with the door closed.
2. Adults may assist early childhood children in the restroom with the door open when another adult is present within the classroom.
3. Teachers are encouraged to take their classes to the restroom as a group. Only one child is allowed in a stall at a time. Children should receive the minimum amount of assistance based on their capabilities and needs. Adults, staff, and volunteers should not use restrooms when children are present.

BATHROOM CONSIDERATIONS FOR CHILDREN WITH SPECIAL NEEDS

Trained adult leaders are the only ones authorized to change diapers or assist with accidents for children with special needs.

If a child or youth with special needs requires assistance with going to the bathroom, then either (1) two adults or (2) one adult leader and the child's buddy must go to the restroom together. The adult leader assists as needed to undo clothing and help the child be seated in the stall. The staff person holds the stall door shut for privacy. Once the child finishes, the adult leader makes sure the child is clean and helps with clothing. The leader and child wash hands and leave the restroom with the child's buddy.

If a student can go to the bathroom independently, they enter the restroom, and the buddy stands outside in the hallway until the child finishes. Bathroom doors are to be propped open to assist if necessary.

OTHER CONSIDERATIONS

INTOXICANTS

Staff and volunteers are prohibited from using, possessing, or being under the influence of alcohol or any illegal drugs while in any MC facility while traveling with children, or while working with or supervising children.

MEDICATION

MC staff and volunteers are not responsible for dispensing medication to any child. The only exceptions to this policy are as follows: Diaper rash ointment, Mylicon, Orajel, EpiPens, and inhalers

NUDITY

Staff and volunteers at MC should never be nude in the presence of children or teens in their care. Suppose there is a situation that may call for the possibility of nudity (i.e., changing clothes during a pool party, weekend or overnight retreat, camp, etc.). In that case, MC staff and volunteers should take specific measures to adhere to the policy.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff and volunteers should never conduct one-to-one, unobserved meetings or interactions with children while participating in MC children's or student ministry programs. Another adult who has completed the screening process, or parent/legal guardian, should be present.

TRANSPORTATION

Staff and volunteers may be in a position to provide transportation for children or students from time to time. The following guidelines should be strictly observed when workers are involved in the transport of children:

1. MC staff and volunteers should transport children and students directly to their destination and avoid unnecessary stops. Staff members and volunteers should avoid transportation circumstances that leave only one child or student and one adult in transport.
2. Staff and volunteers should avoid physical contact with children or students while in vehicles.
3. No cell phones may be utilized by the driver while driving Mosaic vans or vehicles authorized or rented by MC unless in the case of an emergency.
4. No unauthorized persons may drive MC-owned, authorized or rented vehicles.
5. No high school student is permitted to drive another student during a church event unless the parents/guardians of both students give their written consent.

PARENTAL CONTACT

Parents who leave a child or student in the care of MC staff and volunteers during church services or activities will be contacted if their child becomes ill, injured, or has a severe disciplinary problem while participating in children's or student ministry programs.

PARENTAL INVOLVEMENT

Parents are strongly encouraged to visit any services and programs their child or student is involved in at Mosaic. However, parents who desire to participate in or have continuous, ongoing contact with children's or student ministry programs at MC will be required to complete the Mosaic volunteer application and screening process.

PHYSICAL CONTACT

MC is committed to protecting children in its care. To this end, we have implemented a 'physical contact policy' that promotes a positive, nurturing environment for our children and students. The following guidelines are to be carefully followed by staff and volunteers:

1. Pats on the back and other appropriate physical affection between staff members or volunteers and children are essential for children's development and are generally suitable in the church setting.
2. Inappropriate touching and inappropriate displays of affection are forbidden. MC staff and volunteers should immediately report any inappropriate physical contact, touching, or displays of affection to the Lead Pastor.
3. Physical contact should be for the child's benefit and never based upon the emotional needs of a staff member or volunteer.
4. MC staff and volunteers should give physical contact and affection only in observable places or in the presence of other children/students or children's/students' staff members and volunteers. It is less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
5. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Mosaic Kids and Mosaic Student Ministries must foster trust. Personal conduct must be above reproach.
6. Do not force physical contact, touch, or affection on a reluctant child. MC staff and volunteers MUST respect a child's preference not to be hugged or touched.
7. MC staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
8. MC staff and volunteers must report any inappropriate behavior or suspected abuse by a staff member or volunteer immediately to the Lead Pastor.

SEXUALLY ORIENTED CONVERSATIONS

MC prohibits staff members and volunteers from engaging in sexually-oriented conversations with children or students and discussing inappropriate or explicit information about their relationships, dating, or sexual activities with any child or student in the program.

SEXUALLY ORIENTED MATERIALS

MC prohibits staff and volunteers from possessing any sexually oriented materials (including magazines, cards, images, videos, films, phones, digital content, etc.) on church property or in the presence of children or students.

TEXTING AND ELECTRONIC COMMUNICATION

It is a felony to solicit a minor through texting, private messaging, emailing, or other digital communication. It is also entirely inappropriate for an adult to show inappropriate interest in a minor. To this end, MC strongly prohibits any inappropriate one-on-one electronic communication between adults and minors. Should we obtain physical evidence that electronic solicitation has occurred on our watch, the Lead Pastor will notify the police and

turn over the evidence to authorities immediately. MC staff and volunteers may contact students for ministry purposes, but may only direct message students with parental consent.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children or students should be positive and uplifting, encouraging, constructive, and mindful of our mission to aid parents in children and students' spiritual growth and development. To this end, staff and volunteers should not talk to children or students in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, derogatory, shaming, demeaning, or humiliating.

SIGNS OF ABUSE OR NEGLECT

There are common physical and behavioral signs that may indicate abuse or neglect. The presence of one of these signs does not necessarily mean that abuse or neglect has occurred. When considering if a child/ student has been abused or neglected or is at risk, it is essential to keep in mind the life circumstances of the child/student and their family.

Contact the Lead Pastor immediately if you suspect a child or student is at risk.

POSSIBLE SIGNS OF NEGLECT IN CHILDREN/STUDENTS

1. Low weight for age or failure to thrive and develop
2. Untreated physical problems
3. Poor standards of hygiene (e.g., child consistently unwashed)
4. Scavenging or stealing food and focusing on basic survival
5. Extended stays at school, public places, other homes
6. Longs for or indiscriminately seeks adult affections
7. Rocking, sucking, head-banging
8. Poor school attendance

POSSIBLE SIGNS OF PHYSICAL ABUSE IN CHILDREN/STUDENTS

1. Bruising to face, head, or neck; other bruising and marks that may show the shape of the object that caused it (e.g., belt buckle, handprint)
2. Lacerations and welts
3. Drowsiness, vomiting, fits, or pooling of blood in the eyes, which may suggest head injury
4. Adult bite marks and scratches
5. Fractures of bones
6. Dislocations, sprains, twisting
7. Burns and scalds
8. Multiple injuries or bruises
9. Explanation of injury offered by the child is not consistent with the injury
10. Abdominal pain caused by ruptured internal organs, without a history of significant trauma
11. Swallowing or poisonous substances, alcohol, or other harmful drugs

SICK POLICY

If a child/student has been sick, that child/student must be symptom-free for 24 hours before attending an age-group activity at the church. Symptoms include fever, vomiting, diarrhea, congested cough, or any unexplained rash or known skin/eye infection. If any child, student, or adult in the classroom exhibits these symptoms, an MC staff member or volunteer will contact the parent/guardian.

**Please note that MC staff and volunteers are not authorized to administer over-the-counter or prescription medications.*

MAJOR INJURIES AND INCIDENT REPORTS

Each ministry area should have a first aid kit. In the case of an injury, the adult in charge should be prepared to explain the nature of the injury and how it happened. Incident reports need to be completed and signed by the responsible adult and the parent/guardian.

RELEASE OF CHILDREN

When a child or student has been entrusted to MC staff or volunteers, the church incurs responsibility for the safety and well-being of the child or student. Staff members and volunteers must ensure the appropriate supervision and security of children and students in their charge.

MC staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or guardians at the close of services or activities. They must show a matching security receipt. In unusual circumstances, staff or volunteers may ask for a valid driver's license or refer to the Lead Pastor.

It is presumed a person who drops off a child or student has authority to pick up the child.

Suppose a parent or legal guardian with custody of a child or student has a court order for the non-custodial parent or anyone else not to have access to the child or student. In that case, MC will request a copy of the court order. A court order gives the staff and volunteers at MC the power to protect the child.

Suppose the person picking up a child or student, whether a parent, grandparents, friend or legal guardian, appears to be impaired either mentally or physically. In this case, Lead Pastor or Safety Coordinator will make this determination. Every effort will be made to contact the child's emergency contact.

If staff members or volunteers are uncertain that it is safe for a child or student, they should locate or contact the Safety Coordinator or Lead Pastor before releasing the child.

SUPERVISION/SPECIAL CIRCUMSTANCES

MC staff members and volunteers must provide adequate supervision for children in their care while working in church programs. Suppose it becomes evident to MC staff or volunteers that a child/student needs more one-on-one attention than the ministry volunteers can provide without interrupting the program.

In that case, the Lead Pastor may determine that the child/student requires an adult shadow.

MOSAIC CHURCH | FAMILY MINISTRIES POLICIES & PROCEDURES

STATEMENT OF ACKNOWLEDGEMENT & AGREEMENT

I have received and read a copy of Mosaic Church’s (MC) Family Ministry *Policies and Procedures Handbook*, and I understand the importance of the material in it. I agree to abide by these guidelines while serving or working at MC.

I understand that the handbook may be modified, and that any guideline may be amended, revised, or eliminated by action of the MC Church Leadership Team.

I also acknowledge that I have agreed to fulfill the duties asked of me in my ministry position. I understand that I may choose to end my employment or voluntary service at MC at any time. Should this occur, if possible, I will provide two weeks’ notice to the Lead Pastor.

I understand it is my responsibility to review new guidelines that may be created and distributed.

I acknowledge receipt of Mosaic Church’s *Family Ministry Policies and procedures Handbook*.

Name of Staff Member or Volunteer **[PRINTED]**

_____/_____/_____
Date

Signature of Staff Member or Volunteer

[Sign, detach, and deliver this form to the Lead Pastor of NVCC.]