



## **JUBC 433 Kids: Parent Information**

Team Building Games!  
Learn Bible Truths!  
Sing Awesome Songs!  
Meet New Friends!

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If you have any questions don't hesitate to contact the church at:

Website: [www.jubc.ca](http://www.jubc.ca)  
Call us at: 1(506) 328-6426  
Email: [info@jubc.ca](mailto:info@jubc.ca)



## 433 Kids Year Schedule

**September 18:** Kick Off: Family BBQ & registration night

**September 25:** First official night

**October:** 2, 9, 16, 23, 30

**November:** 6, 13, 20, 27

**December:** 4

**January:** 8, 15, 22, 29

**February:** 5, 12, 19, 26

**March:** 11, 18, 25(last week)

\*No 433 kids on: Dec. 11, 18, 25, Jan. 1, and March 4\*

**\*\*If there is no school there is no 433 kids\*\***

## 433 Kids Evening Schedule

\* **New this year** we are feeding the kids supper when they arrive! We know that it can be difficult to get the kids to their programs on time while still eating supper so we have decided to feed them here!

5:30pm - Doors open  
Supper\*  
Music  
Teaching  
Games  
7:00pm - Pick-up



## Sign In & Out process

A new sign in and out process will be implemented this year as to insure the safety of each child.

## 433 Kids Cash

This year we are introducing kids cash as part of the program. There are many ways your child can earn kids cash:

- Memorizing the bible verses\* attached in this booklet \$20.00/verse
- Attendance \$5.00/week
- Good sportsmanship \$10.00 \*\*
- Bring your Bible \$10.00
- Bring a friend \$15.00
- Memorizing books of the bible: Old Testament \$50.00 New Testament \$50.00

\*each teaching unit (5 weeks) will concentrate in the learning of two verses listed on the next page. Kids can recite them at anytime throughout the year to a leader. There will also be extra credit verses listed that they can earn extra money with.

\*\*good sportsmanship will be given to kids that are caught cheering on/encouraging others, following the rules of the game/craft, and winning/losing gracefully



# Old Testament

Genesis

Exodus

Leviticus

Numbers

Deuteronomy

Joshua

Judges

Ruth

1 Samuel

2 Samuel

1 Kings

2 Kings

1 Chronicles

2 Chronicles

Ezra

Nehemiah

Esther

Job

Psalms

Proverbs

Ecclesiastes

Song of Solomon

Isaiah

Jeremiah

Lamentations

Ezekiel

Daniel

Hosea

Joel

Amos

Obadiah

Jonah

Micah

Nahum

Habakkuk

Zephaniah

Haggai

Zechariah

Malachi

# New Testament

Matthew

Mark

Luke

John

Acts

Romans

1 Corinthians

2 Corinthians

Galatians

Ephesians

Philippians

Colossians

1 Thessalonians

2 Thessalonians

1 Timothy

2 Timothy

Titus

Philemon

Hebrews

James

1 Peter

2 Peter

1 John

2 John

3 John

Jude

Revelation

This year, the below 6 verses will be taught to the kids through 433 kids. By having them memorized they can earn 433 kids cash.

1. Jeremiah 32:17 (NASB) Oh Lord God you made the heavens and earth by Your Power and Your Outstretched arm. Nothing is too difficult for You.

2. Romans 5:8 (ESV) But God shows His love for us in that while we were still sinners, Christ died for us.

3. John 14:1 (NIV) Do not let your hearts be troubled. Trust in God. Trust also in Me.

4. John 14:6 (NIV) I am the Way and the Truth and the Life. No one comes to the Father except through me.

5. I John 1:9 (NLT) But if we confess our sins to him, he is faithful and just to forgive us our sins and to cleanse us from all wickedness.

6. John 3:16 (NIV) For God so loved the world that He gave His (one and) only Son, that whoever believes in Him should not perish but have eternal life.

These are extra credit verses which they will also get kids cash for being able to recite to a leader.

### Extra credit verses:



John 20:31 But these are written so that you may believe , that Jesus is the Christ, the Son of God, and that by believing you may have life in His Name.



Romans 10:17 So faith comes from what is heard, and what is heard comes through the message about Christ.



2 Timothy 1:7 For God has not given us a spirit of fearfulness, but one of power, love and sound judgement.



Romans 6:23 (NLT) For the wages of sin is death, but the free gift of God is eternal life through Christ Jesus our Lord.



Psalms 147:5 Our Lord is great, vast in power; His understanding is infinite.

# SLLRP

(Slurp)

S tay safe

L isten

L earn

R espect

P articipate

# I CAN...

## 1. STAY SAFE

- By keeping hands and feet to myself
- By not climbing on furniture

## 2. LISTEN

- To Leaders
- To each other

## 3. LEARN

- By following instructions
- By obeying the 1<sup>st</sup> time
- By taking responsibility for my choices

## 4. RESPECT

- Each other by using inside voice
- Building and belongings

## 5. PARTICIPATE

- And stay in space with others

## Children's Ministry Program at JUBC

### Discipline Policy

Updated September 2019

**GOAL/PURPOSE:** to support the Biblical teaching that families of faith are currently providing and to stand in the gap by teaching the truths of God's word to share the Gospel message through both words and actions with those God Brings into our body of believers.

#### Deuteronomy 6:5-8 New Living Translation (NLT)

<sup>5</sup> And you must love the LORD your God with all your heart, all your soul, and all your strength.

<sup>6</sup> And you must commit yourselves wholeheartedly to these commands that I am giving you today. <sup>7</sup> Repeat them again and again to your children. Talk about them when you are at home and when you are on the road, when you are going to bed and when you are getting up. <sup>8</sup> Tie them to your hands and wear them on your forehead as reminders.

(Much of the information below was taken from directly or adapted from the resource "Intentional Parenting" by Doug and Cathy Fields)

### We believe:

1. **Children are valuable to God** and when we welcome a child into our lives, we welcome Jesus.

#### Mark 9:36-37 New International Version (NIV)

<sup>36</sup> He took a little child whom he placed among them. Taking the child in his arms, he said to them, <sup>37</sup> "Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me."

2. **Children are a gift from the Lord** - a gift worth cherishing and one that requires our very best effort.

#### Psalms 127:3 New Living Translation (NLT)

<sup>3</sup> Children are a gift from the LORD;  
they are a reward from him

3. Emotionally and spiritually healthy children have **Positive Role Models** in their lives who walk with them, guide them, mentor them, and love on them during their growing up years. ~ Romans 14:13b ~ 1 Corinthians 8:9

## We believe: (continued)

### 4. In the power of encouraging words.

**Proverbs 12:18 GOD'S WORD Translation (GW)**

<sup>18</sup> Careless words stab like a sword,  
but the words of wise people bring healing.

### 5. That **Love and Discipline** go together and that **discipline is a sign of love.**

**Proverbs 3:11-12 New Living Translation (NLT)**

<sup>11</sup> My child, don't reject the LORD's discipline,  
and don't be upset when he corrects you.

<sup>12</sup> For the LORD corrects those he loves,  
just as a father corrects a child in whom he delights

**Proverbs 29:15 New Living Translation (NLT)**

<sup>15</sup> To discipline a child produces wisdom,  
but a mother is disgraced by an undisciplined child.

### 6. That **Every Child Needs** to laugh, play and have fun while learning the truths of God's word, in a safe, healthy environment with clear boundaries and consequences.

**Ecclesiastes 3:1, 4 New Living Translation (NLT)**

<sup>1</sup>For everything there is a season,  
a time for every activity under heaven.

<sup>4</sup> A time to cry and a time to laugh.  
A time to grieve and a time to dance.

### 7. In **A Peaceful Environment** where children are seen as unique with varying personalities, characteristics, strengths and needs.

# Principles of dealing with challenging behaviours

## (Discipline by Choice):

Steps to remember

When dealing with challenging behaviours that threaten the peaceful, fun-loving, learning environment, please be mindful of the following:

- **Discipline without** screaming and yelling, sarcasm, name-calling, disgust, or shaming (take time to calm down first if necessary so that you are **not** disciplining in anger)

**Ephesians 6:4 Living Bible (TLB)** <sup>4</sup> And now a word to you parents. Don't keep on scolding and nagging your children, making them angry and resentful. Rather, bring them up with the loving discipline the Lord himself approves, with suggestions and godly advice.

- **Use Words of Encouragement** rather than critical comments

**Philippians 4:8 (TLB)** <sup>8</sup> And now, brothers, as I close this letter, let me say this one more thing: Fix your thoughts on what is true and good and right. Think about things that are pure and lovely, and dwell on the fine, good things in others. Think about all you can praise God for and be glad about.

- Provide **Warm and Consistent Affection** through life-giving words and meaningful touch

**Proverbs 15:1 (NIV)** A gentle answer turns away wrath, but a harsh word stirs up anger.

- **Speak Truth** to the child who is displaying the challenging behaviour. Think "What is the most encouraging way to say this?"
- **Enforce Consequences** regardless of the child's response

## When Considering Consequences

- **Provide fair consequences** for inappropriate behaviour and unmet expectations. Fair consequences are respectful and intended to help the child better understand the connection between choices and results.
- **Clearly Communicate the Consequence** ahead of time. Many of the challenging behaviours are regular and consistent week after week... the same child displaying the same behavior. Make a plan and have a script ready to address the behavior when it occurs. A script that will give clear expectations and consequences for unmet expectations in the most positive way possible.
  - Example of **negative** instruction: "Stop it! Why are you being so stupid? You're driving me crazy!"
  - Example of **positive** instruction: "I'd like you to stop doing that please. If you choose to continue, then you are choosing to ... (name the consequence that has been previously agreed upon or stated).
- As often as possible, **Ensure That The Consequence Is Connected** to the offense, the inappropriate behaviour, and/or the unmet expectation.
- **Remind The Child** of the clear boundaries, expectations, and consequences. If the child continues to refuse to comply, enforce the consequence.
- Once the consequence has been met take time to **Talk With The Child**. Help the child see their responsibility in what occurred, they had a choice and were responsible for the outcome.
  - Some things that you might ask...
    - What did you do?
    - Was it right or wrong?
    - How could you have handled this better?
    - Next time, what do you think that you should do?
    - What do you need from me to help you meet the expectation?

## It is important to remember:

**To make a distinction** between the choice and the child

**To be consistent** in responding to a child's choices

**To bring out the Spiritual aspect** of teaching and training if the child has made a profession of faith

**To develop a relationship** with the child (take time to get to know the child, what they like, don't like, fears, things that excite them, etc.)

**To be specific when encouraging** them with the positive things that they have done

# Possible steps to dealing with inappropriate or challenging behaviours

(Because each child is unique and has different needs, this is only a suggestion, as each leader gets to know the child and starts to build a relationship with the child, he/she will know better how to address the challenging behaviour):

## Step 1:

**Proximity** - move closer to the child, perhaps put a hand on their shoulder, or give them a look that lets them know that the behavior that they are displaying is inappropriate.

## Step 2:

If the behaviour persists, **Speak Quietly But Directly** to the child letting them know the behavioural expectation and the corresponding consequence if the behavior is seen again. Remember that the consequence needs to be fair, doable, and connected to the offense.

## Step 3:

**If The Behaviour Is Seen Again**, move to the implementation stage of the consequence.

Once the consequence has been implemented be sure to have a conversation with the child prior to having the child brought back to join the group. The parents may or may not be informed depending on the severity and frequency of the behaviour.

In extreme circumstances the parents may need to be informed immediately and called on to help intervene. **The "Leader of the Day" or Pastor will be the person to talk to the parents**

Examples of inappropriate Behaviour:

- teasing
- hitting
- poking
- non-compliance

Examples of appropriate consequences:

- missing out on an activity
- sitting away from the group
- parents asked to come, child asked to go back with parents

# What We Value

## **Creative Bible Teaching**

The Bible is the most amazing book ever written! And we strive to bring its stories to life through activities and discussions that keep students engaged. We want all students to love God's Word and understand the value of applying it to their lives.

## **Safety**

Safety is one of our highest priorities. That's why you'll receive a unique parent identification number each time you check in. Additionally, every volunteer is screened and participates in a background check.

## **Fun!**

When students have fun at church, they can't wait to come back! And we know they'll have fun each week as they learn about who God is through games, activities, and small groups teaching.



Jacksonville United Baptist Church's  
Child Protection Policy  
(August, 2016)

## Jacksonville United Baptist Church

### Child Protection Policy

#### **Preamble:**

It is the goal of the Jacksonville United Baptist Church (JUBC) to provide a safe environment for the physical and emotional well being of all children participating in church activities and to protect leaders and volunteers from false allegations and misunderstandings.

We, at JUBC, are committed to treating each child as a gift from God, respecting each child, honoring their personal, sexual, and emotional boundaries, and protecting the physical and personal well-being of each child. As God's words says:

1. "Let the little children come to me, and do not hinder them." Mark 10:14
2. "Stumbling blocks are sure to come; but woe to him by whom they come! It would be better if a millstone were hung around his neck and he were cast into the sea than that he should cause one of these little ones to stumble." Luke 17: 1-2
3. "Love... always protects." 1 Corinthians 13: 4-7

We recognize that we must exercise caution and diligence in the selection and supervision of persons involved with children's and youth ministries within our church. This is necessary not only to protect the children and youth who have been entrusted to our care, but also to protect the witness and ministry of our church. We recognize that there are people who prey on children and that they do not look any different than anybody else. We also recognize there are people who simply are not suited for work with children or youth who may respond to everyday situations inappropriately. In both cases, we have a responsibility to protect the children and youth to whom we minister and to offer an environment that is consistent with the Word we are proclaiming.

## Definitions:

1. **Emotional abuse:** threats, critical words, demeaning terms or names, depriving a child of any sign of affection, or other similar spoken or unspoken emotional cruelty. It conveys a message that the child is worthless and undeserving of love and care.
2. **Sexual abuse:** sexual contact between a child and an adult (or older, more powerful youth).
3. **Physical abuse:** intentional, deliberate behavior that causes bodily harm to a child. It can take several forms, including assault, shaking, kicking, choking, bone fractures - non-accidental injuries, in general. Acceptable touch could include a pat on the back, a side-by-side hug, or a high-five. The level of acceptable physical touch changes depending on the age of the child.
4. **Acceptable discipline:** Removing the child from the activity; reasonable consequence for the conduct; suspended from the activity for a period of time.
5. **Unacceptable discipline:** corporal punishment or physical discipline of any sort, excessive physical restraint which could injure or cause pain to the child, humiliation, or repeated excessive discipline which could endanger the child's mental health or development
6. **Non-Adult volunteer:** a volunteer under the age of 18.
7. **Volunteer:** a person who provides services for the Church and receives no remuneration. Volunteers include persons elected or appointed to serve on boards, committees, and other groups. For the purposes of this policy, parents or legal guardians of a child participating are not considered volunteers if they are only providing transportation or participating only in their capacity as a parent.

## Child Protection Policy

### Selection and Screening Process:

#### Who:

- all staff including paid and unpaid ministers and lay pastor
- all volunteers (including youth) who are working with children and youth
- all deacons

#### What:

1. **Criminal background check** - A criminal background check will be required for all children's workers whether volunteer or paid. No one who has been convicted of a crime involving misconduct with children will be allowed to work with children. This will need to be completed every **three** years.
2. **Confidential Interviews** - All children or youth workers will be interviewed by a pastor/ ministry staff and at least one other individual holding a leadership position within the Church. During the interview it will be indicated that further instruction in Child Protection will be provided and required.
3. **Six-month rule** - No volunteer will be allowed to work with children in any capacity until they have been an active and participating member of the church or a regular adherent for at least six months. This allows the church time to know the individual(s) and do further assessment. Exceptions should only be made in circumstances where the volunteer candidate has transferred from another church in which they have been long-time members and children's ministry workers in good standing (with background references from at least three individuals, including one from their previous minister or children's ministry director).
4. **The "Five-Years-Older" Rule** - Adults who are working directly with teens in a ministry setting must be **at least** five years older than the oldest teen or **must be under the direct supervision of an older adult**. This is for the protection of the youth and the worker.
5. **Non-Adult Volunteer** - must follow the same screening requirements as adult volunteers. They may supervise an activity provided there is also an adult supervising. While in some situations they may provide excellent help, people under the age of eighteen cannot be expected to have developed the maturity and judgment that is needed to be fully responsible for younger children. When teens are involved in children's or youth ministry, they will be supervised and will always meet with children in a classroom or area equipped with a window or open door.
6. **References** - All volunteers will provide at least three references, excluding relatives. One reference must be from an adult with no affiliation to JUBC (included in our Children's/Youth Worker Volunteer Application)

7. **Volunteer applications** - New volunteers will complete an application form (see Children's/ Youth Worker Volunteer Application). Updates will be made as needed and at the beginning of the ministry year.
8. **Acknowledgement of church policies** - All volunteers and employees involved in children's or youth ministry must acknowledge in writing that they understand the church's policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by signing the Acknowledgement of Training of the Jacksonville United Baptist Church Harm Reduction Policy
9. **Secondary screening measures for "last minute volunteers"**:
  - a) During the membership class, members will be asked to complete a form with personal information, church background, and the names of three references.  
or
  - b) Provide a reference by the pastor or leader from a church that they have attended in the last five years.  
or
  - c) Work under the direct supervision of an established and trained leader within the ministry, with the approval of the ministry coordinator, on a temporary basis.  
or
  - d) For "last minute driving volunteers" - students in the car must have a parent/ guardian complete the Passenger Consent Form prior to leaving for the activity.

#### **Training:**

1. **Video** - All volunteers and employees must watch the appropriate sections of the video entitled "Reducing the Risk" or a similar video approved by a pastor. This is intended to help volunteers and employees understand the nature of child sexual abuse.
2. **Policy** - All volunteers will be trained on this policy and will sign a release form (see Acknowledgement of Training of the Jacksonville United Baptist Church Child Protection Policy) stating that they have been trained.
3. **First aid training** - It will be the goal of the church that most paid employees who work with children will maintain current certification in basic first and basic CPR as required by applicable licensing requirements or other local regulations. The church will pay for the cost of training. Employees will be paid for attending the training. Volunteer workers are encouraged but not required to receive training if they frequently accompany children on activities with an element of risk.
4. **Review** - During the month of August of each year this policy will be revisited and brought to the attention of the congregation from the pulpit as a way to remind the congregation of the dangers of child abuse, of the importance of strict adherence to this policy and to remind volunteers that they need to go through the training process.
5. **Follow-up** - Periodic refreshers will be offered with regards to updates on the policy.

## Supervisory Requirements:

1. **Two-Worker Rule** - It is the goal of JUBC that a minimum of two workers will be in attendance at all times when children are being supervised during a church activity. At no time should an individual worker place themselves in a situation where they are alone with a child. When working with children under school age there **must** be two workers with the children at **all times**.
2. **Bathroom breaks** - In the case that there are only 2 workers with a group of children who are unable to care for themselves in the bathroom, all the children and workers will go together. Parents will be encouraged to take their children to the bathroom prior to dropping them off at class.
3. **Ratio of workers to children** - It is required that a reasonable ratio of adults to children is maintained at all times involving the supervision of children. The person in charge of the activity will take on the primary responsibility of setting the ratio giving due regard to all factors present, including the number and age of the participants, the nature of the activities and the location where the activities are taking place.

### **Suggested ratios:**

- 10 children to 1 adult is a good guideline for children age 4 and above,
  - 0 months to age 2 should be 3 to 1,
  - Ages 2+ - 4 should be 7 to 1
4. **Direct Supervision** - **Two** adult employees or leaders should arrive at a scheduled activity at least fifteen minutes before the scheduled start time and two adult employees or leaders must stay with children at the conclusion of an activity until the last child has been picked up. No child should be left unattended waiting for a ride. **Children 6 years of age and under need to be picked up from the activity by a parent or guardian.** Children over the age of 6 are only allowed to leave an activity unattended with the express consent of a parent/guardian.
  5. **Nursery** - Children will be signed in by parents and released only to the parents who signed them in. Name tags will be placed on the back of each child.
  6. **Sunday School**- Children attending Sunday School will be signed-in what this will look like is yet to be determined.

## **Vehicle Safety:**

1. **Driver Responsibilities:** Persons who drive privately-owned vehicles for transporting children for church related activities must maintain a current, valid New Brunswick driver's license and provide proof of insurance in the amount of \$2 million. If a volunteer does not have that much insurance on their vehicle a written permission form will have to be completed by the parents stating that the parents are aware that their child will be driving in a car with less insurance than is recommended by the church.
2. **Supervision:** A driver is **not to be alone** with a child in their vehicle who is not their sibling or their own child.

3. **Student Drivers (non-adult volunteer):** A student driver must have **written** permission from all of the parents of the children that will be in their vehicle. The parents must complete and sign the Passenger Consent Form and give that to the ministry leader prior to leaving for the activity.
4. **Parental Consent Forms:** Students who are bringing their parent's vehicle to transport other students to an event will have written permission from the parent to show that they are allowed to use the vehicle in that manner.

#### **General Protocol:**

1. **Registration form** - See Children's Ministry Registration/Emergency Information Form- Parents will complete a registration form the first time they bring a child to a ministry offered by JUBC.
2. **Parental consent forms** - See Parental Medical Consent for Field Trips, Special Events and Overnight Events - These will be used for all special events or activities, and for any activity that requires an overnight stay.
3. **Windows in doors** - All classrooms and other rooms where children/youth meet will have a window in the door.
4. **Confidentiality** - All application materials - the application forms, background checks, reference checks, notes from interviews, etc. - will be placed in a locked file cabinet or other secure location. Any allegations that may arise will not be discussed outside of the premises.
5. **Discipline:** Acceptable discipline procedures will be followed; see definitions of acceptable and unacceptable discipline. Disciplinary problems will be reported to the ministry activity leader and/or to a parent or guardian. Disciplinary procedures already established will be followed.

#### **Responsibilities of the leaders for Children/Youth ministries:**

1. **Notification of Policy:** The church will prepare a letter to inform parents of this policy. (**pastors will create this**). It will be the responsibility of each ministry leader to ensure that the parents receive the letter.
2. **Trained Volunteers:** Each ministry leader will ensure that those who are volunteering for them have completed the screening procedure prior to volunteering or have completed the Worker Renewal Application
3. **Reminders of Policy:** Each ministry leader will remind the individuals who are working under them of the importance of avoiding potentially compromising situations in which an allegation of abuse could be made. They will also ensure that at the time of the renewal of application the volunteers are reminded of the content of the policy.
4. **Registration Forms for Ministries:** Each ministry leader will ensure that parents complete the Children's Ministry Registration/Information Form or the Sunday School Registration Form
5. **Parental Responsibilities:** Each ministry leader will ensure that parents understand that they should not leave children **under the age of eight** in a classroom unless an adult employee or volunteer is present.

6. **Trained First-Aid volunteers:** It will be the goal of JUBC that a trained First Aider will be in attendance or on the premises of every event involving children. Every ministry leader will be supplied with a list of trained First-aiders.
7. **First-aid kit:** A permanent first-aid kit will be located in the kitchen in the church. A transportable first-aid kit will be stationed in the Youth Pastors office, on top of the filing cabinet. It will be the responsibility of the ministry leader to ensure that the transportable first aid kit is taken with the group when leaving the church premises.
8. **Injuries:** In case of an injury during a church sponsored activity it will be the responsibility of the ministry leader to complete the Notice of Injury form and file it in the appropriate location. (? Where will this be)
9. **Photos:** If pictures are being taken of a church sponsored activity, it will be the responsibility of the ministry leader to ensure that all those in the photo have completed the Photo Release Form.

#### **Responding to allegations or complaints of abuse:**

1. **Reporting abuse** - In the event that any allegation of abuse of a child or youth is made, it will be reported immediately to Social Development (888-992-2873) by the person who heard the report first hand and to the pastor. If the pastor is accused of abuse, the Executive Minister (Dr. Peter Reid) will be contacted and the guidelines contained in the Protocol for Cases of Alleged Professional Misconduct will be followed (a paper copy can be found in the General Office as well as on the Convention website at [www.baptist-atlantic.ca/documents/protocol-misconduct-sect5-8.pdf](http://www.baptist-atlantic.ca/documents/protocol-misconduct-sect5-8.pdf)). In the case of a child self-reporting, the parents will be contacted (after Social Development) to inform them of the child's statements unless the child has reported an incident regarding their own parents or guardian, in that case the parents will not be contacted.
2. **Reporting forms:** The process will be carefully documented using the Suspected Child Abuse Report Form.
3. **Confidentiality:** All information regarding the allegations or complaints of abuse will be confidential.
4. **Investigation** - Any incident in which there is a concern for the safety or well being of a child under the care or supervision of our Church will be taken seriously and will be investigated.
5. **Lawyer:** A lawyer will be consulted for advice.
6. **Alleged perpetrator:** They will be immediately suspended from any ministry or leadership position within the church without presuming guilt.
7. **Insurance:** The insurance agent will be contacted regarding the incident.