

# Chesterbrook United Methodist Church

## FACILITY USER GUIDELINES AND RESPONSIBILITIES FOR CHURCH SANCTUARY, SOCIAL HALL, MULTI-PURPOSE ROOM AND GROUNDS

Chesterbrook Church is pleased to offer the use of its facilities to community members and groups, and does so in the Christian Spirit expressed by the United Methodist Church motto: “Open Hearts, Open Minds, Open Doors”

### SAFETY/LIABILITY

User organizations must make every effort to ensure the safety of their members and the security of the buildings, equipment and furnishings.

The user must agree to hold harmless and indemnify the Chesterbrook United Methodist Church and its Board of Trustees with respect to any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the buildings, furnishings, or property. It is recommended that users obtain an insurance policy for such coverage. **Any user offering exercise or other such activities must provide proof that they are certified instructors, fully insured and trained in CPR.**

The Church accepts no liability for personal articles left on the premises.

### SIGNS

No temporary or permanent signs, banners, pennants, decorations, etc. may be placed in or on the church building.

### ROOM USE

1. The Chesterbrook United Methodist Church is a non-smoking facility and smoking is prohibited within all buildings. Smoking is permitted **only** outside in the parking areas.
2. Alcohol is **not permitted** on the premises at any time.
3. Consumption of food and beverages shall be limited to the Social Hall or Multi-Purpose Room.
4. On order from the Fire Marshall, there shall be **no sitting on the steps** from the Social Hall to the Sanctuary.
5. **The Social Hall is restricted to use of up to 60 people.** This is for safety concerns as well as limited restroom facilities.
6. **Social Hall Kitchen use is restricted to the refrigerator (temporary use) and only the top burners of the stove.**
7. People using the Social Hall should **not** use the Sanctuary unless permission has been specifically granted prior to use by the Building Committee or the Pastor.
8. Decisions about space usage are made by the Building Committee. All scheduled activities are maintained by the Office Manager on a calendar in the church office.
9. Rent will be charged for use of the facilities. The fees are available from the Church office.
10. Occasionally, the Church may preempt the use of the Social Hall. Notice will be given as far in advance as possible.
11. **Users must vacate the building by 10:30 p.m. Be sure to turn ALL lights off when you leave, and secure all doors and windows.**

### POLICY IMPLEMENTATION

The Trustees of Chesterbrook United Methodist Church and the Building Committee shall be responsible for implementing the policies for building usage, and reserve the right to deny use of the facilities at any time. In particular, the right is reserved to deny the privilege for continued use of the facility to any user or individual who does not comply with these policies and regulations or who violates any part of the contractual arrangement.

**Chesterbrook United Methodist Church**  
 1711 Kirby Road, McLean VA 22101  
 Phone (703) 356-7100 / Fax (703) 462-8331

**FACILITIES USE APPLICATION**

Date of Application:	Name and mailing address of group/person requesting use
Name of person making application:	
Phone #:	

Describe the purpose for which the group/person is requesting use of the church facilities & list any local, regional, or national affiliations:

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If the activity to be held at the church serves a financial objective, or if any charges are assessed members, or if any fees are paid for attendance or instruction please explain:

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Type of activity:       Discussion       Other sedentary activity       Physical

If physical activity, please describe:

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Participants' age level:     Children       Youth       Young Adult       Older Adult

Average attendance: \_\_\_\_\_      Maximum attendance: \_\_\_\_\_

OVER PLEASE

Use of facility will be:  Repetitive  Occasional  One time only  
(NOTE: Facilities will not be assigned for exclusive use.)

**For One Time Use: Day/Date preferred:**

1st Choice – Day: \_\_\_\_\_ Time: \_\_\_\_\_ (please note am or pm)

2nd Choice – Day: \_\_\_\_\_ Time: \_\_\_\_\_ (please note am or pm)

**For Repetitive Use**

Request to Use:  Weekly  Monthly  Quarterly  Other \_\_\_\_\_

Inclusive dates of use (activity year 9/1-8/31) \_\_\_\_\_

Please list any dates in the above time frame when facilities will not be needed, i.e. school holidays, other vacation time, etc.:

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Rooms preferred:  Social Hall  Classroom  Sanctuary  Multi-Purpose Room

Church equipment to be used:  Piano  Tables  Chairs  Kitchen appliances

Grounds  Other. If other, please name \_\_\_\_\_

Please state briefly your rationale or justification for the church to make its facilities available for the use requested:

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# CHESTERBROOK UNITED METHODIST CHURCH

## CHILD PROTECTION POLICY AND PROCEDURES

### I. Purpose

- a. To help Chesterbrook United Methodist Church provide a caring and secure environment for children in all phases of church life.
- b. To help Chesterbrook United Methodist Church reduce its legal risk and liability exposure.

### II. Biblical Foundation

CHESTERBROOK UNITED METHODIST CHURCH seeks to express God's love of children and provide for their personal wholeness. This caring community seeks to prevent child abuse of any form to our children and youth and to be in ministry to families where abuse may occur. The Bible is foundational to our understanding upon which all policies, procedures, and ministries must stand.

*And they were bringing children to him, that He might touch them, and the disciples rebuked them. But when Jesus saw it He was indignant, and said to them, "Let the children come to me, do not hinder them: for to such belongs the kingdom of God. Truly, I say to you, whoever does not receive the kingdom of God like a child shall not enter it." And He took them in his arms and blessed them, laying his hands upon them. Mark 10:13-16*

Jesus teaches us explicitly that children have the right and the keys to the Kingdom of God. He demonstrated this through blessing and touch. Our goal in response to this Biblical mandate is to maintain a safe, secure and loving place where children may grow - a place where caregivers, teachers and leaders (both paid and volunteer) minister appropriately to their needs.

### III. Virginia's Child Abuse Law

Under Virginia law Section 63.1-248.2, an abused child is defined as one who is less than eighteen years of age, whose parents or other persons responsible for his/her care creates or inflicts, or threatens to create or inflict, or allows to be created or inflicted upon such a child a physical or mental injury by other than accidental means, or creates a substantial risk of death or disfigurement, or impairment of bodily or mental functions. This includes the following: failure to provide care necessary for health, abandonment, commits or allows sexual exploitation, is endangered or neglected. Child abuse may be physical, sexual, emotional or mental, and may be the result of actions or omissions to act (e.g., lack of care for a child).

Section 63.1-248.3, Virginia Revised Code, states that "any person licensed to practice medicine or any of the healing arts, any hospital resident or intern, any person employed in the nursing profession, and persons employed as a social worker, any probation officer, any teacher or other person employed in a public or private school, kindergarten, or nursery school, any person providing full-time or part-time child care for pay on a regular planned basis...and any person associated with or employed by any private organization responsible for the care, custody or control of children who has reason to suspect that a child is abused or neglected, shall report the matter immediately...to the local department of the county or city wherein the child resides or herein the abuse or neglect is believed to have occurred or to the Department of Social Services' toll-free child abuse and neglect hotline." (Emphasis added)

In addition, everyone should report any known or reasonably suspected child abuse immediately. Any report is confidential and the person making the report is immune from liability for making such a report, unless it is proven that such a person acted in bad faith or with malicious intent.

### IV. Types of Child Abuse

#### a. Definition

Child abuse refers to an act committed by a parent, caregiver or person in a position of trust (even though he/she may not care for the child on a daily basis) which is not accidental and which harms or threatens to harm a child's physical or mental health or welfare. The following definitions and explanations in this section are from the Virginia Department of Social Services.

#### b. Types of Abuse

##### 1. Physical Abuse

A physical injury, threat of injury or creation of a real and significant danger of substantial risk of death, disfigurement or impairment of bodily functions. Such injury or threat of injury, regardless of intent, is inflicted or allowed to be inflicted by non-accidental means. Examples: asphyxiation; bone fracture; brain damage, skull fracture, subdural hematoma; burns, scalding, cuts, bruises, welts, abrasions; internal injuries, poisoning; sprains, dislocations; gunshot, stabbing wounds.

##### 2. Physical Neglect

The failure to provide food, clothing, shelter or supervision for a child if the child's health or safety is endangered. Physical neglect may

include multiple occurrences or a one-time critical or severe event that results in a threat to health or safety, such as a toddler left alone. Other types of neglect include abandonment, inadequate supervision, inadequate clothing, inadequate shelter, inadequate personal hygiene, inadequate food and malnutrition.

**3. Sexual Abuse**

Sexual Abuse includes any act defined in the code of Virginia which is committed or allowed to be committed, upon a child by his/her parent or other persons responsible for the child's care. Examples of such abuse are: sexual exploitation, sexual molestation, intercourse/sodomy and other sexual abuse.

**4. Medical Neglect**

Refusal or failure by caretaker to obtain and/or follow through with a complete regimen of medical, mental or dental care for a condition, which if untreated, could result in illness or developmental delays..

**5. Failure to Thrive**

A syndrome of infancy or early childhood which is characterized by growth failure, signs of severe malnutrition, and variable degrees of developmental retardation. Children are considered to be in this category only when the syndrome is diagnosed by a physician and is caused by non-organic factors.

**6. Mental Abuse/Neglect**

A pattern of acts or omissions by the caretaker which result in harms to a child's psychological or emotional health or development

**7. Educational Neglect**

The child's caretaker is directly responsible for the failure of the child to attend school or an approved alternative program of study.

**8. Bizarre Discipline**

Any actions in which the caretaker uses eccentric, irrational or grossly inappropriate procedure or devices to modify the child's behavior.

**V. Reducing the Risk of Child Abuse**

In an effort to create the safest possible environment within CHESTERBROOK UNITED METHODIST CHURCH, several protection measures will be utilized. These measures will include:

**1. Six Month Rule**

CHESTERBROOK UNITED METHODIST CHURCH will not use anyone as an official worker for children or youth in the church unless they have been a member of, or have attended service regularly at CHESTERBROOK UNITED METHODIST CHURCH or another Church.

Temporary workers will be required to abide by the CHESTERBROOK UNITED METHODIST CHURCH Child Protection Policy and will be subject to a reference check. A temporary worker is a person who volunteers on an ad-hoc basis.

**2. Staff Screening**

Before beginning the first year of service, and annually thereafter, each volunteer, children's teacher, child care worker, or youth worker will be asked to fill out a screening form, sign a statement indicating that he/she has never been convicted of child abuse nor had such a conviction expunged, and be interviewed by the minister and a member of the laity. The interview will include training on the CHESTERBROOK UNITED METHODIST CHURCH Child Protection Policy on the issue of child protection. Anyone who has had a child abuse conviction or expungement, as well as anyone refusing to fill out the screening form, sign the statement or be interviewed will not be permitted to work with children.

**3. Staff Training**

Before beginning each year of service, all paid and volunteer child care workers, children's Sunday School teachers and youth workers and teachers will be required to read the church's Child Protection Policy and sign a form indicating that they have read and understand the policy and agree to abide by it. Anyone failing to do so will not be permitted to serve until the policy has been read and the form signed.

**4. Community Usage**

Leaders of community groups of children or youth who use the church facilities will be required to read the policy and sign this acknowledgement form. Church facilities will not be available to groups whose leaders refuse to read and sign the policy.

**5. Two Adult Rule**

Whenever possible, teachers will be assigned in teams of two or more per Sunday school hour to every class of children or youth. Concerted effort will be made to recruit sufficient numbers of volunteer teachers to permit such team teaching. Other church sponsored or community

groups of children or youth who meet at the church should have two or more leaders present whenever possible. When the group includes both boys and girls, both male and female leaders should be present. If the group stays overnight at the church, or if a church sponsored group leaves the premises, two or more leaders must be present and must include at least one male and female if the group is mixed gender.

## **6. Classroom Discipline**

All teachers and workers will use the following discipline measures. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., “We do not throw the blocks. We use blocks for building.” If this measure is not effective, the child will be guided to another activity. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students. If the child’s disruptive behavior continues after these steps have been taken, the child may be returned to the care of his or her parents. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time. If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child’s parents or guardian as soon as possible.

## **7. Open Classrooms**

Classrooms or child care rooms may be visited without prior notice by church staff, parents, or other volunteer church workers.

## **VI. Reporting Child Abuse**

Should there be allegations of child abuse at CHESTERBROOK UNITED METHODIST CHURCH, these procedures will be followed.

1. Treat any allegation of child abuse seriously.
2. Pray for the church and all persons affected by the allegation.
3. Immediately notify the Minister.
4. In the event that the allegation involves the Minister, immediately notify the Trustee chairperson or the Administrative Board Chair.
5. The person notified will immediately take all subsequent steps.
6. Immediately contact the District Superintendent. According to the Virginia Annual Conference Policy on Sexual Misconduct, the District Superintendent will contact the Conference Response Team. The Response Team will send a representative to CHESTERBROOK UNITED METHODIST CHURCH within 24 hours to conduct an investigation.
7. The person notified will immediately contact the Virginia Department of Social Services of the allegation.
8. The Pastor will immediately contact the parents if it is not known that they have previous knowledge.
9. The Trustee Chairperson will immediately notify the church’s insurance company.
10. No one should confront the accused with the allegation unless and until advised by the Conference Response Team to do so. If the accused has assigned duties within the life of the church, that person must be temporarily relieved of their duties until the investigation is concluded.
11. The Minister should extend whatever care and resources necessary, but under no circumstances should the Minister or any church leader/member investigate the allegation. In providing care to the principals (alleged victim and the accused) and their families, the Minister or church leader, should under no circumstances be drawn into a discussion of the truth or falsity of the allegation which could contaminate the investigation. Do not assign blame or take any steps that involve establishing or refuting the allegation.
12. It is appropriate to show care and comfort for the alleged victim. This should be the pastoral objective from the moment the allegation is received or otherwise made known.
13. Observe confidentiality for both the alleged victim and the accused until advised to the contrary by the Response team.

## **VII. Policy Review**

The Child Protection Policy and Procedures of Chesterbrook United Methodist Church shall be reviewed annual by Council on Ministries and the Trustees. A verification follow-up report will be made each year at Charge Conference to ensure the integrity of the policy and procedures.

# CHESTERBROOK UNITED METHODIST CHURCH CHILD PROTECTION POLICY

I have read and understand the Chesterbrook United Methodist Church Child Protection Policy and agree to abide by it.

I have no convictions for child abuse/neglect or expungements of such convictions.

I authorize and release any personal references or churches listed to give any information (including opinions) that they may have regarding my work with children or youth.

I authorize Chesterbrook United Methodist Church to do a criminal background check if deemed appropriate.

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_