

COLERAIN TOWNSHIP BOARD OF ZONING APPEALS

Regular Meeting

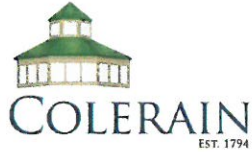
4200 Springdale Road - Cincinnati, Ohio 45251

Wednesday, March 23, 2016 – 6:30 p.m.

1. Meeting called to order.
2. Pledge of Allegiance.
3. Explanation of Procedures.
4. Roll Call.
6. Swearing in: appellants, attorneys and all speakers in the cases.
7. Hearing of Appeals:
 - A. Case No.: BZA2016-02 – Conditional Use for Recreational Facility – Article/Section 7.2.3 and Variance Request for Parking Design & Space Requirements – Article/Section 13.3.2(B) (Continued from February 24, 2016 meeting)

Locations: 8650 & 8666 Cheviot Rd.

Applicant/Owner: Rick Blankenship
8. Resolutions for Adoption: None.
9. Unfinished Business: None.
10. Approval of Minutes: February 24, 2016 meeting.
11. Next Meeting: April 27, 2016 meeting.
12. Administrative Matters: None.
13. Adjournment.



CONTINUATION

4200 Springdale Road
Colerain Township, OH 45251

Staff Report:	Board of Zoning Appeals
Case#	BZA2016-02
Variance Request:	Conditional Use – Private Recreation
Location:	8650-8666 Cheviot Rd.
Meeting Date:	March 23, 2016
Prepared by:	Marty Kohler Senior Planner

Rick Blankenship representing property owner Friendship Missionary Baptist Church has applied for a Conditional Use Permit to use property containing two single family homes for private recreational purposes in accordance with Section 7.2.5 of the Zoning Resolution. The applicant is also requesting a variance from Section 13.3.2(B) of the Zoning Resolution pertaining to the minimum parking requirements for a volleyball court. The property is zoned R-5 (Suburban-High Residential District) where private recreational uses are conditionally permitted.

Background

This application for a Conditional Use Permit was tabled at the February 24, 2016 meeting due to various concerns that could not be resolved at the public hearing. Since the public hearing was closed and new issues were discussed, a new hearing has been scheduled for both a Conditional Use for the private recreation application and a parking variance request.

The proposal for private recreation is in association with a church on a non-contiguous property to the south of 8650-8666 Cheviot Road. The proposal is to construct a sand volleyball court and basketball court in the rear yards of two contiguous houses. While the houses would be primarily used for residential purposes, the rear yards would be considered to be private recreation.

At the close of the hearing several issues remained unresolved and were referred back to the church leadership for further consideration. The issues were as follows:

1. The zoning regulations require 16 off-street parking spaces for volleyball courts and are silent on requirements for basketball courts. While the church offers to use the main church parking lot available for the recreational use, the lot is about 700 feet (by walking distance) from the recreational use. A reduction of the parking requirement would require a variance.
2. The availability and accessibility of restrooms for the recreational use was a concern.
3. The potential for additional storm water drainage on property to the north was a concern.
4. The hours of operation remained unresolved.

5. The supervision and management of the private recreation facility was a concern.

New Information

Staff's recommendation did not address some of the concerns of the BZA and neighboring property owners, therefore staff has met with the applicant to discuss plans for addressing the concerns. Additional information was requested from the applicant regarding parking, management of events, restrooms, drainage, supervision and lighting.

On March 16, 2016 the applicant submitted the attached information.

1. Lighting Plans Attached – no lighting plans were attached.
2. Hours of operation – the applicant is asking for hours to go to 10:00 pm as originally requested citing the Colerain High School late games.
3. The applicant can park 13 cars on the current paved area with space for each car to enter and exit independently. They are asking to use the church parking 275 feet away, however the walking distance to these spaces is about 700 feet by walking distance. They are also citing that Colerain has much more remote parking for events. Staff is not aware of this situation. Staff recommended a connection between the paved areas at the rear of the houses, however there is some grade change which would require the removal of some of the existing pavement to accommodate the transition. A variance for the reduction of the parking spaces would need BZA approval as a variance.
4. The applicant is in agreement to install the privacy fence but has not committed to a specific style.
5. The restroom situation is addressed with portable toilets with future restroom installed in one of the garages. Staff is concerned about hand washing.
6. No additional information has been determined about drainage and soils other than the sand courts will absorb water faster than surrounding soils. Since the adjacent property contains some wetland area, staff believes that it could be concluded that the soils have poor permeability.
7. The applicant has submitted the church policy about conduct for church activities. The policy mainly deals with sexual abuse however policies about misconduct are included (with staff highlights). While this is useful information, staff believes that it would be difficult to enforce personal conduct at a private recreational facility through enforcement of zoning regulations.

Staff Findings:

1. The use is a conditional use, permitted with approval by the Board of Zoning Appeals, in the district where the subject lot is located;
2. The use is in accordance with the objectives of the Colerain Township Comprehensive Plan and Zoning Resolution;
3. The conditional use will not substantially and/or permanently injure the appropriate use of neighboring properties if approved with reasonable restrictions

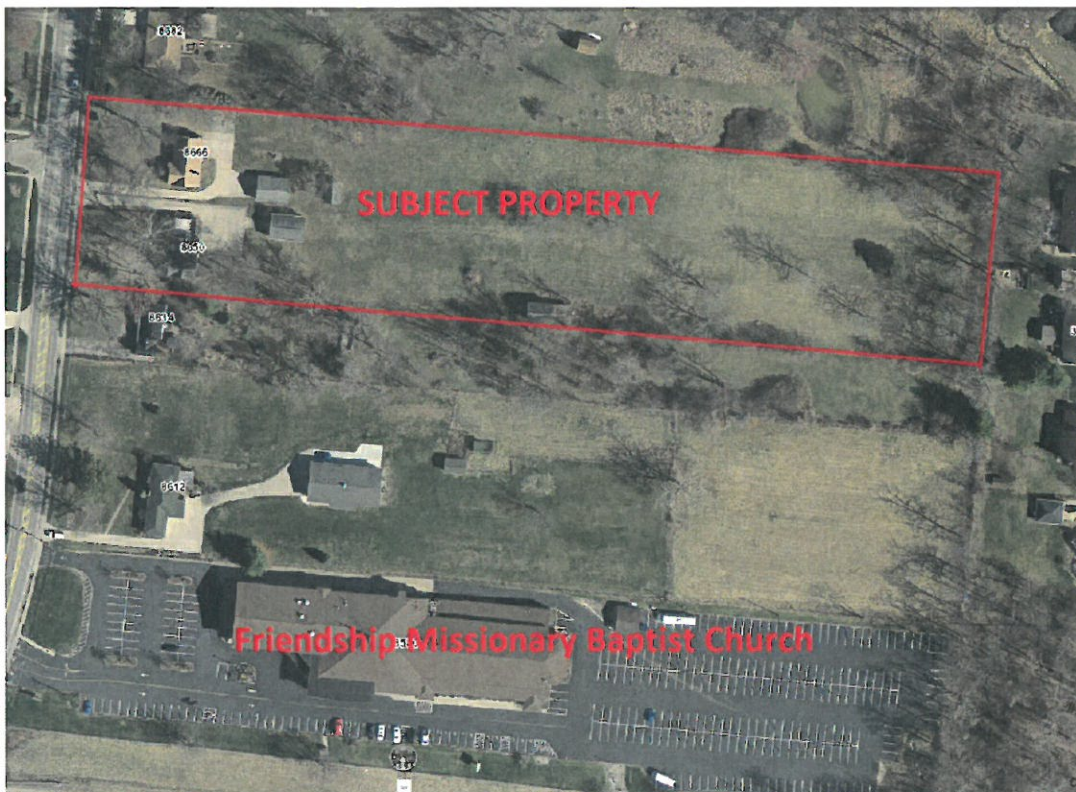
to mitigate the more intensive use of the property including noise, outdoor lighting, screening, restrooms, conduct of participants and parking, otherwise the use will serve the public convenience and welfare;

4. The use will not create excessive requirements, at public cost, for public facilities and services and will not be detrimental to the economic welfare of the community.

Staff Recommendation: APPROVAL SUBJECT TO THE FOLLOWING CONDITIONS:

1. That outdoor recreation activities be restricted to between 10:00 am to 9:00 pm. (one hour earlier than requested)
2. That a six foot high privacy fence be constructed at the north and south property lines even with the back of the houses to the rear of the recreation courts.
3. That on-site restrooms be available for outdoor activities.
4. That no additional storm water runoff be created by the installation of the recreational facilities.
5. That all parking of vehicles be restricted to the existing paved area.
6. That a lighting plan meeting the requirements of section 19.2 be submitted for staff review and approval if the outdoor courts are to be lighted.
7. That any future additional outdoor recreational facilities be submitted to the BZA as a modification of the Conditional Use Permit.

Variance: That a variance be granted from section 13.3.2 to allow a reduction from the required 16 parking spaces for a volleyball court by three spaces.



Submitted by applicant

Lighting Plans, see attached

Policies and Procedures, see brochure

Hours, we requested 10-10PM,
The Board suggested 10-9PM, we feel a
10PM timeframe is reasonable request from us, it doesn't exceed hours
of the local school when they hold events.

Parking, we can currently section our current space to accommodate 13
cars. The church parking lot is 275' away and is available. The only
times it may be full would be during services which we would not be
utilizing the courts then.

Additionally when Colerain twp holds events (festival) I notice the
example they set by allowing parking much further away.

Fence, we agree to install a 6' high privacy fence on each side,
stained, style to be determined.

Restrooms, we agree to install a set of restrooms in the garage of the
house at 8650 Cheviot rd.

Until completed we would temporarily install a port o let.

Soil,

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Thank you,
Rick Blankenship
Friendship Baptist Church
513-617-2477 cell

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MAR 16 2016

COLERAIN ZONING

ANSWERS TO QUESTIONS CHILDREN ASK

WHO IS GOD?

(John 3:16) - God lives in Heaven. He made the earth, the stars, the animals, and people. He made everything and knows everything. God is good. God loves you.

WHO IS JESUS?

(John 1:1-14; 14:6) - Jesus is God's Son who has never sinned. Jesus, who lives in Heaven, came to live on earth. He loves you and wants you to go to Heaven. He does not want you to go to Hell, so He died on the cross to pay the penalty of your sin. He was buried, then after three days He rose from the grave and went back to Heaven where He lives now. One day Jesus will return for people who love Him and are saved.

WHERE DID WE COME FROM?

(Genesis 1:1) - God made all people. The first man and woman were named Adam and Eve. God was their friend. God made everything in the world. He made you.

WHO IS THE DEVIL?

(1 Peter 5:8; Isaiah 14; Ezekiel 28) - The devil was a bad angel. He hated God and wanted His power. That was sin. God told the devil he could no longer be one of God's angels. Now the devil is God's enemy. The devil is also our enemy. He tempts us and tries to hurt us.

WHAT IS SIN?

(Romans 3:23) - Sin means to disobey God. Sin is actions, words, or thoughts that displease God. Sin separates us from God. Adam and Eve were the first people to sin. Everyone has sinned. You have sinned.

WHAT HAPPENS WHEN PEOPLE DIE?

(Romans 6:23; 10:13) - God must punish sin. All who have sinned must go to a terrible place called Hell when they die. There is much pain and sorrow there. But if you ask God to forgive your sins and trust Jesus as your Savior, He will take you to Heaven when you die. Heaven is a wonderful place full of happiness and joy where there is no more pain, sorrow, or death.

HOW CAN I GO TO HEAVEN?

(John 1:12; Rom 10:9) - Jesus said you must believe that He died on the cross for your sin and rose from the grave. Ask God to forgive your sins and trust Jesus as your personal Savior.

QUESTIONS TO ASK A CHILD

WHAT IS SIN?

(Romans 3:23) - Sin is disobeying God; breaking God's rules; actions, words, or thoughts that displease God. Everyone has sinned.

HAVE YOU EVER SINNED?

(Romans 6:23; Romans 3:23) - Our parents spank us when we disobey them. When we disobey our parents we sin against God. Have you ever been spanked?

REMEMBER if the child shows no true conviction of sin, then you can go no farther with him. Pray with him and for him and trust the Holy Spirit to do His work of conviction in His own time. Commend him for his step toward Jesus.

WHY IS SIN BAD?

(Romans 6:23; Isaiah 59:2)

WHY DID JESUS DIE ON THE CROSS?

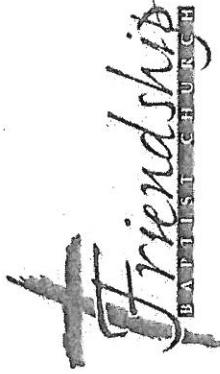
(Romans 5:8)

DO YOU BELIEVE THAT JESUS DIED ON THE CROSS FOR YOUR SIN AND ROSE FROM THE GRAVE?

(Romans 10:9)

WILL YOU TRUST JESUS CHRIST AS YOUR PERSONAL SAVIOR NOW?

(Romans 10:13)



Child Safety Program Procedures and Policies

Revised July 2011

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MAR 16 2016

COLERAIN ZONING



Dear Friendship Friend:

Thank you for your interest in ministering to children at Friendship Baptist Church! The following information explains how we screen potential workers, and provides the guidelines to which workers must abide. Both the safety of our children and the protection of our workers are important to us. Please read these materials and complete the necessary forms so that we may consider your service in our Children's Ministries. May God richly bless you for your desire to minister to our children.

A handwritten signature in black ink, appearing to read "Gary L. Jackson".

Gary L. Jackson
Pastor

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- 1) Current Child Sexual Abuse Prevention Policies and Procedures
- 2) Current Child Discipline Policy.
- 3) Example copies of Incident Report and Activity Log.
- 4) Page of practical suggestions for properly completing an Incident Report form.
- 5) Tips for witnessing to children.

Please review these on a regular basis.

FRIENDSHIP BAPTIST CHURCH
CHILD SEXUAL ABUSE PREVENTION POLICIES AND PROCEDURES
Revised January 2006
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Policy

Children are most precious to us. Our love for them cannot be overstated, nor our commitment to bringing them up "in the nurture and admonition of the Lord". Children who participate in the programs and use the facilities of Friendship Baptist Church are entitled to the very best care by persons who will treat them in a Godly and compassionate manner. We desire to be a safe place for all children who attend. Sadly, however, child abuse is a serious problem nationwide. As a result, we believe that preventative steps can be taken to promote the safety of children and of those who volunteer to work with them. These steps include screening of workers, and providing worker supervision and training to reduce the possibility of child abuse occurring in this Church.

Definitions

Child Sexual Abuse - Child abuse represents an action against a child. It is an act of commission. Child sexual abuse is any act of a sexual nature upon or with a child. The act may be for the sexual gratification of the perpetrator or a third party. This would, therefore, include not only anyone who actively participated in the sexual activity, but anyone who allowed or encouraged it. Child sexual abuse is criminal behavior.

Child/Children - Refers to any person under eighteen (18) years of age, or any physically or mentally handicapped person under twenty-one (21) years of age. Although terms more specific to a particular age range may also be used in this document, such as infants, youth, etc., these policies are intended to protect all children.

Worker - A person at least eighteen (18) years of age who has successfully met the qualifications for a worker at Friendship Baptist Church. This person may be a paid staff member or a volunteer. The role of a worker is to supervise the activities of and/or to have custody of the children while attending a Friendship Baptist Church function.

Helper - A person who has successfully met all the qualifications for a worker at Friendship Baptist Church, except he/she is between fifteen (15) and eighteen (18) years of age. The role of a helper is to assist the workers with children in fifth grade or under (or eleven (11) years of age or under).

Children's Safety Director - An appointee of the Pastor, whose responsibilities are to work with those in leadership and with those serving in Children's Ministries to ensure that the Children's Safety policies are adequate, implemented, and regularly reviewed and improved.

Worker Selection Policy

It is the policy of Friendship Baptist Church to select children's workers who meet the following requirements:

1. Saved, Baptized, and a Member of Friendship Baptist Church in good standing
2. At least eighteen (18) years of age
3. Burdened for the well-being of children and a desire to minister to them
4. Never been convicted of or pled guilty to child sexual or physical abuse, or of a crime involving actual or attempted sexual molestation of a minor
5. Completed an "Application for Children/Youth Work" form and an "Authorization for Criminal Records Check" form, and have the above forms accepted and on file in the Church office

Policy 2 - Procedures

FRIENDSHIP BAPTIST CHURCH
CHILD SEXUAL ABUSE PREVENTION POLICIES AND PROCEDURES
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6. Completed a personal interview with the Pastor or Associate Pastor (some workers prior to May, 1997 are exempted)
7. Approved by the Pastor or Associate Pastor. It is the Pastor's prerogative to withhold or withdraw approval status for any activity deemed inappropriate, immoral or illegal.

Worker Selection Procedures

1. Anyone meeting the first four requirements of the Worker Selection Policy (adult member in good standing, burden for ministering to children, and no history of abusing children) may obtain an "Application for Children/Youth Work" and "Authorization for Criminal Records Check" from the Church Office. A Helper candidate between the ages of fifteen (15) and eighteen (18), who meets the Worker requirements except for age, may also obtain the same "Application for Children/Youth Work" and "Parental Permission Form" forms and complete them.
2. Once we receive the completed Application and Authorization for Records Check, we then send out reference letters to the persons indicated on the Application as well as send the Records Check to the Hamilton County Sheriff's Department. After all information is received in the church office, one of the Pastors will contact the applicant to schedule a personal interview. Only the Pastors, Church Secretaries, and Children's Safety Director will have access to an applicant's forms, as the contents of these are confidential. Prior to May, 1997, the Pastor may have waived the personal interview based upon his knowledge of the applicant's previous service in Children's ministries. As of May, 1997, all new applicants will be required to have a personal interview.

3. After completing a personal interview by one of the Pastors, he will assess the applicant's talents and compare them to the needs of the Church. If a ministry involving children appears to be an appropriate fit, he will contact the applicant to let them know in which areas of ministry they are approved to work with children. Alternatively, the recommendation may be that there is a better fit for the applicant in ministering to adults or in not ministering at this time.

4. The application on file will be renewed and updated annually. A follow-up personal interview for updated applications is optional, and may be requested by either the applicant or the Pastor based upon the contents of the application.

5. There will be training of all new church workers before ministering to children, and annual reviewing of these policies and to increase awareness of child abuse and its prevention.

Worker Supervision Policy and Procedures

It is the policy of Friendship Baptist Church for children's workers to:

1. Follow the Two-Adult Rule - Two workers (adult supervisors) will be present during any Church activity involving children (anyone under 18 years of age). Therefore, no one will work in any situation alone. A roster of adult supervisors will be maintained for each activity at the Church involving children. This may be accomplished through Sunday School attendance forms, sign-in or sign-up sheets, etc. These will be maintained in the Church office indefinitely.

Policy 2 - Procedures

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2. Obtain Parental Permission Prior to Any One-on-One Situation - In very rare situations where an adult has a legitimate reason to be alone with a child, the worker must obtain the consent of the child's parent or guardian before being involved in an unsupervised situation. Workers should also notify an appropriate Church leader of such meetings in advance.
3. Obtain Parental Permission for Activities / Programs - Workers must ensure that written parental permission is obtained for involvement in Church sponsored programs or activities. These forms will also be maintained in the Church office indefinitely. These include, but are not limited to:
 - Transportation via the Bus Ministry
 - Activities not located on the Church grounds
 - Activities which are primarily recreational or fellowship-oriented

By virtue of the children's attendance, it is considered that they have already been given permission by their parent/guardian to attend any regular Church service or class, such as a Sunday or Wednesday service, Sunday School, Youth Church, other Children's classes, Nursery, Vacation Bible School, revival services, etc.

4. Discuss Suspicious Behavior Immediately - Workers must immediately confront any inappropriate conduct or relationship between any adult worker and a child and report it to the Children's Safety Director. Prompt warnings will be issued when appropriate, and the situation will be monitored very closely. A worker's services will be terminated immediately by the Pastor for continued violation of such warnings, or for a single violation of sufficient gravity. Any report of suspicious behavior will be maintained in the workers file, along with the worker's application and other information. Again, this is highly confidential information and accessible only by the Pastors, Church Secretaries, or the Children's Safety Director.

5. Provide Adequate Supervision - Adequate supervision must be maintained before and after any event involving children until all children are in the custody of their parents or legal guardians. As a minimum, the two-adult rule will always be maintained. There will be occasions, depending on the type of activity (i.e., nursery, recreation events, etc.) where experience and common sense have shown a need for a larger number of workers. Each ministry area will establish and follow area guidelines designed to provide adequate supervision.

6. Review Policies and Procedures on Child Safety Annually - A worker renewal form must be submitted to the Church Office during January of each new year.

Reporting Obligations

No report of child abuse will be ignored. Immediate action will be taken, and professional advice sought from our attorney and other appropriate officials. The Ohio Revised Code mandates that our Pastor (or his designee) is required under penalty of law to report any suspected case of child abuse to the Hamilton County Department of Human Services. All workers are obligated to report any suspected case of child abuse to the Children's Safety Director (the Pastor's designee) for him to handle with the authorities.

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CHILD SEXUAL ABUSE PREVENTION POLICIES AND PROCEDURES
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Response to Allegations


The Church's Pastoral Staff will review information concerning any allegation, and will respond on behalf of the Church. Should the allegation be made concerning a staff member, or close personal friend or family member of one of the staff, the Pastor will appoint three deacons to serve with the remaining staff to review the situation. The Pastor, the Children's Safety Director, or the Pastor's designee will be the single spokesman for the Church in matters pertaining to an allegation of child abuse. In most cases, this responsibility will be given by the Pastor to the Children's Safety Director.

Upon receiving an allegation of child abuse, Friendship Baptist Church will do the following:

1. Document all efforts in handling the situation.
2. Report the incident immediately to the Church's insurance company and attorney.
3. Contact the proper civil authorities following the guidance of the insurance company and attorney.
4. Notify the parents.
5. Not confront the accused until the safety of the child or youth is secured.
6. Not prejudice the situation, but take the allegations seriously and reach out to the alleged victim and the alleged victim's family. The care and safety of the alleged victim is the first priority.
7. Treat the accused with dignity and support. If the accused is a Church worker, that person should be relieved temporarily of his/her duties until the investigation is finished.
8. If needed, use a prepared public statement to answer the press and to convey news to the congregation. Be careful to safeguard the privacy and confidentiality of all involved.

On behalf of Friendship Baptist Church we commit ourselves to providing a safe place for all children who attend.


Gary L. Jackson, Pastor


Richard R. Schrenker, Associate Pastor


Roger Vaught, Chairman of Trustees


Keith E. Wells, Associate Pastor


Brent A. Long, Associate Pastor


Steve Quante, Chairman of Deacons

Friendship Baptist Church
Children's Ministries Discipline Policy
 Updated July 2011

I. Purpose: The purpose of the Children's discipline policy is to allow for the consistent enforcement of rules and regulations to provide the best possible environment to communicate Biblical truths to children.

II. Christian Response: It is understood that the Church, specifically, Friendship Baptist Church, is an institution of God's grace. It is assumed that the Church will offer forgiveness, grace and understanding to children, regardless of their behavior. There is, however, a need for consistent administration of fair and swift correction to those who violate the well being or potential safety of the group.

It is hoped that any child who must be penalized will be fully restored and genuinely seek the Church's and the Lord's forgiveness and will seek full restitution. The penalties that are administered are for the betterment of the child, the group, and the congregation in general.

The Church will offer forgiveness when true forgiveness is sought. Apologies and repentance are an important part of the forgiveness process. Any child who truly seeks forgiveness shall be entitled to forgiveness and restoration; however, the child may still have to face additional penalties based on the severity of the violation.

III. Definitions:

- Child:** Any person under the age of 18 or any physically or developmentally handicapped person under the age of 21.
- Discipline:** The systematic administration of conduct that develops self-control, character, orderliness and efficiency.
- Church Child:** Any child whose parent/custodian normally provides transportation for them to church/church activity.
- Bus Child:** Any child who is normally transported to our church/church activity by means of our bus(es).
- Time-Out Area:** Any place so designated by the ministry leader or adult worker for the purpose of removing a child from activity after misbehavior. This place must have the approval of the Children's Safety Director and the two-adult rule must be in effect.

Apology: The sincere recognition of wrongdoing and the desired expression for forgiveness.

Forgiveness: The act of pardon; the dismissing of an offense.

Restitution: The act of restoring. This may be verbal (apology), physical (repair or replace something broken) or financial (paying to replace or repair). To be excluded from participation in Children's Ministries at Friendship Baptist Church until terms of restitution are in place. A pastor or the Children's Safety Director must approve suspension. Acts of behavior that disrupt the educational process and/or are disruptive to the well being of the class or of an individual.

Violations: The systematic approach to handling misbehavior. Typically, there would be a lesser penalty for the first offense and a more severe penalty for second or persistent offense(s). This is to be followed by the workers.

Course of Action: The corrective measures used to ensure adherence to our policies. This is designed to cause the penalized to see the need for repentance and apology.

Penalty: Any object that can be used to harm another, whether designed as a weapon or not.

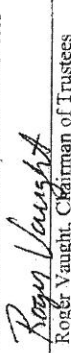
Weapon: Those agencies that are empowered by the State to act on behalf of injured persons. For the Children's Ministries, these typically would include (but are not limited to): Hamilton County Department of Human Services, Colerain Township Police, and The Hamilton County Sheriff's Office. For many of our violations, if not most, parents are also considered proper authorities.

IV. Violations: Course of action and penalties: See chart.

On behalf of the Friendship Baptist Church, we affirm our desire to provide a safe place all the children who may attend.


 Gary L. Jackson, Pastor


 Richard R. Schrenker, Associate Pastor


 Roger Vaught, Chairman of Trustees


 Keith E. Wells, Associate Pastor


 Brent A. Long, Associate Pastor


 Steve Quante, Chairman of Deacons

VIOLATION	COURSE OF ACTION	PENALTY
<p>Sexual Harassment</p> <p>*This is between two or more children as previously defined. Friendship Baptist Church has a clear policy regarding this area if an adult is involved.</p>	<p>1) Separate the children involved. 2) Contact the Child Safety Director. 3) Based on age and severity of issue, a Pastor or Child Safety Director will make decisions regarding the dismissal or suspension of the child, and determine if the proper authorities should be contacted. 4) Take great effort to protect the harassed (care, dignity and privacy, while following the two-adult rule). 5) File incident report with Office.</p>	<p>1) Child will be surrendered to parent or sent home. 2) Depending on age and severity of offender(s), a pastor or the Child Safety Director will handle the penalty. Possible permanent suspension. 3) It will involve apologies and parental discussions before child will be re-admitted to activities. 4) If civil/criminal charges are filed, the offender may be dismissed from activities until all legal issues are settled.</p>
<p>Sexual Assaults</p> <p>*This is between two or more children as previously defined. Friendship Baptist Church has a clear policy regarding this area if an adult is involved.</p>	<p>1) Separate the child involved. 2) Contact a pastor or Child Safety Director immediately. 3) Incident report to be filed with Office. 4) Based on age and severity of the offense, a pastor or Child Safety Director will contact the proper authorities. 5) Great effort should be made to protect and secure the offended. (Two-adult rule must be enforced.)</p>	<p>1) Immediate dismissal from all Friendship Baptist Church activities (surrendered to parent or sent home). 2) Exclusion from all Friendship Baptist Church activities until any or all civil or criminal issues are resolved. 3) Child and parents must meet with Pastor, Child Safety Director and other workers before being eligible to return to Friendship Baptist Church. 4) Possible Permanent Suspension.</p>
<p>Extreme Circumstances</p> <p>**Our most severe behavioral children</p>	<p>On occasion there is a need to permanently suspend a child from attending Friendship Baptist Church activities. This is only done for severe or repeated violations of our discipline code. The Pastor reserves the right to do this, in order to maintain a Christ honoring and safe environment at Friendship Baptist Church.</p>	<p>Restoration is only possible after the child has shown repentance and made restitution. The Pastor reserves the right to permit or deny the return of any suspended child to Friendship Baptist Church.</p>
<p>** If a bus child needs to be removed, he/she should be taken (by 2 adults) to the bus captain or bus director immediately. The offense should be shared with the bus captain or director and child left in their custody. An incident report must be filed.</p> <p>**The Two Adult Rule must be honored at all times! If there are not enough adults on hand when it is necessary to remove a child from the class, please call the welcome center and ask for another approved adult to help with either the transport of the child or to help with the class.</p>		

VIOLATION	COURSE OF ACTION	PENALTY
<p>Minor Offenses: These are the most common violations</p> <p>Talking back to a teacher, adult, or worker Arguing with another child Profanity, obscenities Failure to obey rules, misbehavior Minor pushing & shoving, wrestling, playing around that got out of hand)</p>	<p>1) Verbal warning from teacher for first offense. 2) Time-out area assignment - second or severe offense. 3) If a child needs to be removed from class, he/she should be taken (by two adults) to the bus captain and bus director immediately. The offense should be shared with the bus captain and director and child should be left in their custody. 4) Child to be surrendered to parent upon repeated or most severe offense. Bus Child to be taken home. **</p>	<p>1) Receive verbal warning upon initial or minor offense. 2) Time-Out assignment upon second or severe offense. 3) Dismissal from remainder of activity upon third or repeated offense. 4) Must apologize upon return.</p>
<p>Non-Minor Offenses: (Rest of Chart)</p> <p>Fighting with another child (non-playful)</p> <p>*If child is injured contact medical staff immediately. Call 911 if needed</p>	<p>1) Separate children involved 2) Responsible child(ren) to be surrendered to parents. Bus child to be taken home. ** 3) Incident report to be filed with office. 4) Depending on age and severity, a pastor/the child safety director may notify authorities.</p>	<p>1) Dismissal from the rest of activity. 2) Apology to Pastor, workers and rest of class. 3) Parents and child must meet with workers and Pastor before returning to Friendship Baptist Church activities. (Child may be suspended for one month.)</p>
<p>Misusing, defacing or destroying church property</p>	<p>1) Child will be removed and surrendered to parents. Bus child will be taken home. ** 2) Incident report will be filed with office. 3) Depending on cost and severity of damage a pastor/the child safety director may notify authorities.</p>	<p>1) Immediate dismissal from activity. 2) Must apologize to Pastor or workers. 3) Must make restitution. 4) Child and parents must meet with Pastor and workers before returning to Friendship Baptist Church. (Child may be suspended for up to one month.)</p>
<p>Persistent failure to obey rules Fighting with a teacher, worker, or adult</p> <p>*If injury contact medical staff immediately. Call 911 if needed.</p>	<p>1) Child to be removed and surrendered to parents. Bus child will be taken home. ** 2) Incident report to be filed with office. 3) Adults involved, if injured, may choose to file report with authorities.</p>	<p>1) Immediate dismissal from activity. 2) Must apologize to Pastor, worker or adult. 3) Child and parents must meet with Pastor and workers before returning to Friendship Baptist Church activities. (Child may be suspended for one month.)</p>
<p>Theft</p>	<p>1) Separate child(ren) involved and surrender to parents. Bus child will be taken home. ** 2) Incident report to be filed with office. 3) Depending on severity, a pastor or the Child Safety Director may notify authorities.</p>	<p>1) Immediate dismissal from activity. 2) Must apologize to Pastor and all parties involved. 3) Child and parents must meet with Pastor and workers before returning to Friendship Baptist Church activities. (Child may be suspended for one to three months.)</p>
<p>Use of a weapon</p>	<p>1) Maintain safety of environment. 2) Confiscate the weapon, if possible. 3) Contact a Pastor or Child Safety Director. 4) A pastor or the Child Safety Director will notify authorities at his discretion.</p>	<p>1) Immediate dismissal from all Friendship Baptist Church activities until all civil or criminal issues are settled. 2) Parents and child must meet with the Child Safety Director, Pastor and other workers before returning. Apologies and repentance must be demonstrated. 3) Possible permanent suspension.</p>



Filing an Activity or Incident Report Correctly

1. Fill out every line on all forms. Use n/a if the line is not applicable.
2. If you list an incident on the activity form, you must file a separate Incident Report. See example below.
3. You must sign and date all paperwork
4. The Two-Adult Rule means two adults (approved workers over 18) must sign the activity log.
5. No one under age 18 should sign paperwork.
6. Please place the paperwork in the child safety paperwork box at the welcome center in the main foyer (near the conference room).

Example:

ACTIVITY LOG

ANY UNUSUAL OR HIGH-RISK INCIDENTS? Tommy turned his ankle during gym time. Ice was applied and he continued to play.

**If an incident caused you to note it on the Activity Log, you must file a separate incident report to accompany the Activity Log with additional detail.

INCIDENT REPORT

Date of Incident 1/11/05 Age 10
 Name of Child Tommy Wilson Phone 555-6666
 Address 111 W. Galbraith, Cincinnati, OH 45229

Any other children involved? ___ Yes ___ No
If yes, list name(s) _____

Was anyone injured? If yes, explain in as much detail as possible on back, listing names of injured and names of adults offering assistance.

Type of incident or offense injured during game time

Describe in as much detail as possible (use back if you need more space).

Tommy Wilson was running and turned ankle. We applied ice and he continued to play. I spoke with Mrs. Wilson when she picked up Tommy.

**FRIENDSHIP BAPTIST CHURCH
CHILDREN / YOUTH MINISTRY ACTIVITY LOG**

EVENT: _____
 LOCATION: _____
 DATE & TIME: _____
 WHICH GROUP(S): _____
 (Above information may be provided by an attached announcement sheet for activity)

TOTAL NUMBER OF CHILDREN IN ATTENDANCE: _____
 NAMES OF CHILD SAFETY APPROVED WORKERS PRESENT: _____

ANY NON-APPROVED WORKERS IN THE CLASSROOM? (Please list) _____

 TWO ADULT RULE HONORED AT ALL TIMES? YES NO

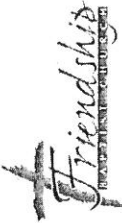
ANY UNUSUAL OR HIGH-RISK INCIDENTS? (Please explain): _____

ANY OTHER INFORMATION? _____

Please list names of all children/youth on the back.

Ministry Leader Signature _____ Date _____
 Other Adult Present _____ Date _____

Please provide one copy to Church Office for filing.



Children's Ministries
Incident Report Form

Date of Incident _____
Name of Child _____ Age _____
Address of Child _____ Phone _____

Any other children involved? Yes No
If yes, list name(s) _____

Was anyone injured? Yes No
If yes, explain injury in as much detail as possible on back, listing names of injured and names of adults offering assistance.

Type of incident or offense _____
Describe in as much detail as possible (use back if you need more space)

Your name _____ Position _____
Your signature _____ Date _____
Other adult witnesses _____
Their signatures _____ Date _____
Date _____

WITNESSING TO CHILDREN

WHEN IS A CHILD CONSIDERED TO BE LOST AND READY FOR SALVATION?

1. When he clearly understands right from wrong and can make a clear choice between right and wrong.
2. When he realizes that he is a sinner.
 - This applies to everyone – not just children! (Romans 1:19-22; 2:15; 3:10-12; James 4:17)

What is the "Age of Accountability?"

The "Age of Accountability" (also called "The Age of Comprehension") is a term used to describe the age at which a child is held accountable by God for his sin. God has a mercy covenant with children too young to be held accountable by God for his sin. (II Sam 12:23; Deut 1:39)

WHAT IS THE CHILD'S RESPONSIBILITY IN SALVATION?

1. He must realize that he is a sinner and agree with God about his sinful condition. (Romans 3:10-13; 23)
 - Sin is: disobeying God; breaking God's rules; actions, thoughts, or words that displease God.
 - The child must know he is lost before he can be saved.
 - If there is not sufficient evidence of true conviction of sin, you can go no further. Pray with and for the child and trust the Holy Spirit to do His work of conviction in His own good time.
2. He must realize that he can do nothing to earn salvation or to save himself. (Eph 2:8-9; I John 1:7)
3. He must believe that Jesus Christ died on the cross for his sin, and rose from the grave; then simply trust Christ as his personal Savior. (Romans 10:9; John 3:16)

REMEMBER: Jesus says in Matthew 18:3-4 that children can and do believe in him!

WHAT IS MY RESPONSIBILITY IN A CHILD'S SALVATION?

AVOID:

- o Yes and No questions
- o Asking the child questions he may have memorized answers for
- o Abstract or difficult symbolic language
- o Discouraging a child from seeking Christ
- o Pushing a child into a decision for Christ

DO:

- o Use the Bible
- o Use open-ended questions such as:
 - What made you start thinking about this decision?
 - Why do you want to become a Christian?
 - What is sin?
 - Why do you think Jesus died on the cross?
- o Use the child's answer to ask more questions.
- o Use words the child understands in conversational tones.
- o Allow the child to ask questions – find out why he is asking.
- o Help the child to understand the seriousness of his decision.

REMEMBER:

- o You are an instrument of God. The Holy Spirit will use you to guide a child and explain salvation, but never to push or force a child into a commitment.
- o Always commend a child when he takes a step toward Jesus.
- o When you witness to a child (or anyone else!) you are always planting seed, watering seed, or reaping a harvest! (I Cor. 3:6)
- o Do your best and trust the Holy Spirit to do His work!