



**element student ministry**

**{2019-2020 School Year}**  
**ELEMENT CAFÉ PARENT PACKET**

a middle school ministry of Trinity United Methodist Church

**Contents:**

Letter from Staff

Christian Conduct Covenant

Element Café Permission Form

Element Café Medical Release Form

- Students participating in Element Café, *regardless of regularity*, **must complete** the Christian Conduct Covenant, the Element Café Permission Form and the Element Café Medical Release Form **each year** by the student's third (3<sup>rd</sup>) visit to Element Café. ***Failure to do so will result in the student's inability to participate on that date and any future date until completed forms are turned in. These documents serve as registration for Element Café.***
- Please note that Element Café is on a rolling entry and exit time. ***A student's entry and exit time are assumed to be determined by the student and their family on any given day. Trinity United Methodist Church and Element Student Ministry are not required to verify parents' permission for entry and/or exit upon the following documents being signed and returned to Element Student Ministry.*** Pickup is promptly at 5:30pm.
- We ask for a "dollar at the door" admission to Element Café each day. This helps to offset some of the costs of having an open and safe environment, *however no student will ever be turned away.*



## element student ministry

### ELEMENT CAFÉ

a middle school ministry

Hi there,

Welcome to Element Café! My name is Robert Sturdivant and I am the Minister to Students at Trinity United Methodist Church. The new school year is always an exciting time for the youth staff here at Trinity as we have been looking forward to welcoming back our old students and meeting new ones all summer! It also brings about yet another opportunity to follow and grow the vision and calling of our ministry - for every student to be known, loved and connected to God. *For over ten years, Element Café has been a critical piece to this calling.*

**This after-school program is designed to be a safe place for students to come on Tuesday and Thursday afternoons from 3:00 - 5:30pm in the Haven at Trinity United Methodist Church.** This is a place to enjoy time with friends and hang out with staff and volunteers: The café will be open to purchase an after-school snack; we'll have an activity or two going each afternoon along with time in the gym and/or game room; and we'll also have a quiet study space with tutors available to help your student with homework or study skills. *Element Café is a great place to unwind after a day at school! We would love for your student to be a part of our ministry at Element.*

**Does Element Café cost anything?** No and yes. Each day, we ask for a "dollar at the door" to help offset some of the costs of having an open and safe environment, *however no student will ever be turned away.* All students are always welcome to be a part of any and all ministries at Trinity UMC. Our concession stand is open each day from 3:00 - 5:00pm, serving both hot and cold food items and a refreshing fountain drink or water. Many items are kept to costing only 50 cents.

**Parents, Element Café is a program that blesses us each week, but we are never able to do ministry without you!** We are always in need of volunteers to help fulfill all of the duties that go into making this ministry run smoothly and remain safe for our students. We welcome any time you have! If you are available for even an hour or more this semester, please email me so that we can get you plugged in. It's a great way to get to know the staff and other middle school students!

**Let's stay connected!** We have a system for text and email messages to keep our students and parents in the loop on all things Element, *including Element Café closings in the unlikely event of severe or inclement weather, etc.*

**If you would like to receive text message updates, please text "ELEMENT" to 39970 (standard text message rates apply). If you aren't receiving our weekly email newsletter and would like to, please visit our website, [www.elementstudentministry.com](http://www.elementstudentministry.com), and select Contact and Element Email Updates.**

**Our vision for Element Café, and all of our ministries, is for students to feel known and loved by our staff, volunteers, and most of all, God.** Partnering with you and your family is an honor, so please let us know if there is ever anything we can do for you and/or your student. We look forward to seeing your family soon!

In Christ,

Robert

[rsturdivant@trinitybirmingham.com](mailto:rsturdivant@trinitybirmingham.com)

(205) 879-1737

Element Student Ministry

Trinity United Methodist Church

1400 Oxmoor Road, Homewood, AL 35209

 @elementstudentministry  
 @elementsm  
[www.elementstudentministry.com](http://www.elementstudentministry.com)



**element student ministry**  
**{2019-2020 School Year}**  
**ELEMENT CAFÉ PERMISSION FORM**

**STUDENT INFORMATION:**

Student Name \_\_\_\_\_  
First Middle Last

Student Address \_\_\_\_\_  
Street # & Name City Zip

Student Email \_\_\_\_\_

Student Cell \_\_\_\_\_ Student Grade 2019-20 \_\_\_\_\_

**PARENT/GUARDIAN INFORMATION:**

Name \_\_\_\_\_

Address (if different) \_\_\_\_\_  
Street # & Name City Zip

Email \_\_\_\_\_

Cell \_\_\_\_\_ Work \_\_\_\_\_ Home \_\_\_\_\_

**EMERGENCY INFORMATION IN CASE PARENT/GUARDIAN CANNOT BE REACHED:**

Contact Name \_\_\_\_\_

Contact Cell \_\_\_\_\_ Contact Other \_\_\_\_\_

*I, \_\_\_\_\_, give permission for my child, \_\_\_\_\_  
\_\_\_\_\_, to participate in Element Café and all activities associated  
with it. I/We agree to not hold Trinity United Methodist Church, its leaders, employees and  
volunteers liable for damages, losses or injuries. I understand that my student's entry and exit  
times to Element Café are determined by our family and therefore Trinity UMC is not required to  
verify that permission each day. I also understand that Element asks for \$1 entry and that  
Element Café ends promptly at 5:30pm. I will make every effort to pick up my student by then.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



# 2019-2020 STUDENT MEDICAL RELEASE FORM

\*\*\* This Medical Release Form must be filled out by a parent or legal guardian. \*\*\*

Trinity United Methodist Church : 1400 Oxmoor Road, Homewood, AL 35209 : 205-879-1737

Student's Full Legal Name: \_\_\_\_\_  
(First) (Middle) (Last)

Student's Nickname/Goes By: \_\_\_\_\_ Student's Date of Birth: \_\_\_\_\_  
(mm/dd/yy)

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Phone #(s): \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

## EMERGENCY CONTACT IN CASE PARENT/GUARDIAN(S) CANNOT BE REACHED:

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

## GENERAL MEDICAL HISTORY:

Name of Primary Physician: \_\_\_\_\_ Physician Phone #: \_\_\_\_\_

Is it okay to give your child Advil/Tylenol if needed while in our care? \_\_\_ Yes \_\_\_ No

List any significant past medical events (surgeries, injuries, serious illnesses, etc.): \_\_\_\_\_

List any current medical issues (asthma, seizures, headaches, etc.): \_\_\_\_\_

List any current medicines taken regularly and schedule: \_\_\_\_\_

Food Allergies: \_\_\_\_\_ Medication Allergies: \_\_\_\_\_

## MEDICAL INSURANCE DETAILS:

Name of Insurance Company: \_\_\_\_\_

Policy/Contract/Group/ID Number(s) (please list all that apply): \_\_\_\_\_

*I/We hereby give permission for our student to attend and participate in the youth activities of Trinity United Methodist Church. I/We recognize that membership and participation in the youth program is voluntary, and while every reasonable precaution will be taken for the safety and well-being of the participants, there are certain risks inherent in trips away from home and church youth activities.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In the event of an emergency, illness or injury to the youth participant, the adult volunteers/leaders of Trinity will make every reasonable effort to contact me (us) for permission to obtain emergency medical and/or dental care. However, if the circumstances do not permit, I (we) authorize and consent to such emergency medical and/or dental care and treatment as may be necessary for the prompt treatment of the illness or injury. I/We further agree to be financially responsible for the cost of the emergency treatment and agree to reimburse Trinity and/or the adult volunteers/leaders for any expense incurred as a result of such emergency treatment.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**2019-2020 CHRISTIAN CONDUCT COVENANT**

Trinity United Methodist Church : 1400 Oxmoor Road, Homewood, AL 35209 : 205-879-1737

**FOR:** Element Cafe

- I hereby covenant to act in a Christian manner while participating in all youth activities.
- I will follow the instructions and directions of the volunteers, leaders and chaperones.
- I will not leave the premises of the youth activity unless it is over or I have been given permission to leave.
- I will make every effort to be picked up on time, as I understand the Element staff, leaders, volunteers and chaperones have other obligations outside of youth activities and cannot leave until I am picked up.
- I will not use profanity at any time, nor will I use language or jokes that are crude, offensive or sexual in nature.
- I will not use language that is discriminatory, prejudicial or unloving toward any individual or group of people.
- I will not bring or use alcohol, tobacco, vaping devices or drugs other than the prescription medication prescribed to me or over-the-counter drugs approved by my parents.
- If using prescription medication or over-the-counter drugs, I will only use it in the manner approved of by my parents and doctor. I will turn in all medication and drugs to the appropriate adult leader unless specified otherwise by the Element staff.
- I will not bring, purchase or possess firearms, knives or weapons of any kind. I will also not bring, purchase or possess matches, lighters or anything that might be flammable or used to start fires.
- I will respect the space and property of others.
- I will not wear inappropriate clothing, skimpy clothing, clothing with logos of tobacco or alcohol products, clothing with inappropriate language or clothing with sexual messages or innuendo.
- I will not bring electronic devices to youth events that interfere with the intended purpose of the event. I understand that such devices are subject to temporary confiscation by Element staff or adult leaders if necessary.
- I understand that failure to follow these rules may result in my parents being called and sent home from youth activities.
- I understand the responsibility I have as a Christian to hold others in the group accountable. If I see (or am aware of) someone breaking these rules, I will immediately tell an adult leader. I understand that failure to report any violations of these rules (that I have seen or am aware of) will be considered the same as having broken them myself.

**As a family, we have read these rules and we understand and consent to them.**

Parent Name Print \_\_\_\_\_ Student Name Print \_\_\_\_\_

Parent Signature \_\_\_\_\_ Student Signature \_\_\_\_\_