

Safe Sanctuaries Policy and Procedures
First United Methodist Church Morehead City, NC

Approved by the Church Council on 23 Mar 2010

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Safe Sanctuaries Policy and Procedures
First United Methodist Church – Morehead City, NC

I. Introduction

A. Conference Resolution: The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of sexual abuse of children and youth in the church. This resolution called for each local church to develop and implement an ongoing education plan for the congregation and its leaders on the reality of, risk factors and prevention strategies for child abuse; to adopt screening procedures for paid and unpaid, direct and indirect workers in ministries with children and youth; to develop and implement safety procedures for church activities; to be aware of and advise children and youth on agencies or persons outside the church from whom advice and help may be found if they have suffered abuse; to carry liability insurance including sexual abuse coverage; to assist in development of awareness and self-protection skills for children and youth; and to be familiar with the annual conference clergy sexual misconduct policies available on the Conference Web Site (www.nccumc.org). The North Carolina Annual Conference passed a motion in June 2005 that each local church should develop its own safe sanctuary policy and procedures.

B. Definition of Abuse: Abuse refers to an intentional act which harms or

threatens to harm an individual's physical, emotional, spiritual or mental health or welfare and is committed by a parent, caregiver, or person who is in a position of trust.

C. Purpose: Our congregation's purpose for establishing this safe Sanctuaries policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all members of our church community, especially children and youth.

D. Statement of Covenant: Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our church community, especially our children and youth, as well as all volunteers and staff in ministry. We will follow reasonable safety measures in the selection and recruitment of volunteers and staff; we will implement prudent operational procedures in all programs and events; we will educate our volunteers and staff, especially with children and youth regarding the use of all appropriate policies and methods (including first aid, transportation and maintaining order); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

E. Conclusion: In all of our ministries, especially with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child of God will be "surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant II, United Methodist Hymnal, pg. 44).

II. Program Lead

The Safe Sanctuaries committee will be the program lead and will be responsible for:

1. Assuring all files related to the Safe Sanctuaries program are securely maintained,
 2. Preserving the confidentiality of all aspects of the program,
 3. Assure the maintenance of accountability for servant volunteers for adhering to program Policies and Procedures to include necessary training of volunteers by heads of ministry areas,
- Providing for the continuity of the program

III. Recruiting, Screening and Hiring Workers

A. Appointed Pastoral Staff: North Carolina conference performs background checks as part of their processes for all appointed ministerial positions.

B. Paid Staff: The paid staff of First UMC are employees of the church and fall under the personnel policies adopted and implemented by the Staff-Parish Relations Committee. This paragraph excludes those covered by paragraph III . A

This section does not apply to Early Learning Center where interviews, hiring and evaluations will be made by the Early Learning Center Director or, at the discretion of the Director, Early Learning Center Committee. See appendix F for additional ELC policies.

1. Must be 18 years of age or older.
2. The Staff-Parish Relations Committee in consultation with the Senior Pastor will make interviews, evaluations and hiring recommendations.
3. Each ministry position will have an appropriate ministry position description.
4. An employment application will be filled out and signed providing three references and waiver and consent for a criminal background check and fingerprinting. See Appendix A
5. All references will be verified and documented by phone or in person.
6. A criminal background check will be conducted by staff-parish and kept confidential. The senior pastor and/or chairperson of Staff-Parish

Relations Committee (“SPRC”) will receive the background check report. Only if issues are raised in the background check will further consideration involve the full SPRC. Someone legally charged with a sex crime is ineligible for employment at FUMC until cleared of the charge. All application forms, reference reports and background check reports will be maintained in an individual personnel file in a locked file cabinet.

C. Servant Volunteers: First UMC welcomes volunteers from the church and the community at large to take part in ministry, according to ministry guidelines and with the support of paid church staff.

1. Qualifications of Volunteers Who Regularly Work with Children and Youth

a. Must be at least 18 years old if working in a supervisory role with children or youth. Volunteers under age 18 may serve, but should not be left alone in the program without at least one paid staff member or regular adult volunteer present. In special, limited cases where babysitting is needed, there must be two persons over age 13, each of which has successfully completed Red Cross babysitting training or equivalent training.

b. All regular volunteers must be at least 5 years older than any child or youth with which they are working.

d. Must be willing to consent to an interview if requested by the related area paid ministry staff person.

e. Must have been an active participant in FUMC ministries and community of faith for at least six months. (See waiting period paragraph below).

f. Gives evidence of giftedness for the particular ministry position sought and demonstrates personal integrity and Christian character

2. Expectations of Volunteers Who Regularly Work with Children and Youth

a. Participate in an annual orientation training which includes education regarding safe sanctuaries policy and procedures and their implementation, appropriate interpersonal boundaries, limited counseling,

nature and indicators of abuse, reporting procedures, and first aid/CPR training.

b. Show support of the church's safe sanctuaries policy and procedures by signing a participation covenant. See Appendix C

c. Honor the confidentiality of all participants by not discussing any issues related to abuse beyond the stated persons to whom to report in the response to abuse procedures.

d. Carry out duties responsibly, reliably and willingly.

e. Follow the supervision of the ministry area paid staff person.

f. Model respectful and nurturing behaviors that provide clear and appropriate boundaries, especially with regard to dress, use of language, demonstrations of affection and encouragement and respect for personal space and individual privacy.

3. Background Check Requirements for Individuals who wish to volunteer in any of the following roles will be subject to a criminal background check which will be filed and kept confidential:

- a. Children and Youth Sunday school teachers,
- b. Scout Programs
- c. Vacation Bible School and other summer program leaders,
- d. Youth program leaders,
- e. Anyone who will have one-on-one contact with children, youth or senior adults,
- f. Chaperones for any overnight events involving children, youth or senior adult programs.
- g. Other program leaders

4. For this section on servant volunteers the safe sanctuary committee will receive the background check report and will inform the heads of ministry of any problems. This will ensure the confidentiality of all servant volunteers. Someone legally charged with a sex crime is ineligible for employment at FUMC until cleared of the charge.

D. Servant Volunteers Working on a One-Time or Occasional Basis: While all volunteers will be encouraged to be familiar with the safe sanctuaries policy and procedures and to at a minimum have signed a participation covenant, situations may occur when a one-time or occasional

volunteer has not done so. One-time or occasional volunteers will be allowed to serve only as an assistant to a paid staff member or other volunteer leader who regularly works with children and youth and has fully complied with safe sanctuaries procedures.

E. **Waiting Period:** Involvement in a community of faith always entails a discernment process. It is the role of the community to help its members identify and develop their gifts and those areas of ministry to which they are called. It is incumbent upon the individual member to work with and use the resources of the community in this process. The nature of this process requires a relationship between the community and its members. It is therefore the recommendation of FUMC that those who are new to this church use the initial months of their involvement with FUMC to become acquainted with the community, its offerings and its resources. FUMC will use this time to get to know the member, their spiritual needs and help them to identify those places in the ministry of the church which best match those needs and their call to ministry. After six months of active participation, individuals may enter into leadership positions, or assume responsibility for ministries of the church. Specifically, those who work with children or youth in the capacity of teachers, nursery care providers, youth leaders, event chaperones, etc. should be members of the community in good standing for at least 6 months prior to assuming these positions. The safe sanctuary committee will review exceptions on a case by case bases with final approval by the senior pastor. Example of an exception would be a member in good standing at another church where that member is transferring into the Morehead City area.

IV. Basic Procedures for Safe Ministry: Reducing the Risk

(in addition to the procedures for screening and involving volunteers and staff)

1. Two-adult rule – two adults should be present at all activities for children and youth. To the extent possible this will be two non-related adults. An adult shall be present in all classrooms at all times. There will also be periodic checks on groups by an adult “floater” without specific class or group assignments.

2. For activities and trips – two approved adult chaperones should be present. If the group is of mixed gender, the leaders should include at least one male and one female. The ratio of children/youth to adults should be 1 adult per 5-7 children/youth.

3. Use or possession of alcohol, illegal drugs, firearms or other weapons is prohibited on the church premises or during church sponsored events. No tobacco use is permitted anywhere within the buildings of First UMC.

4. Furniture, equipment (not limited to sports equipment, kitchen equipment, playground equipment, etc.), toys, etc. used in children/youth ministry programs will be regularly inspected and cleaned. Any such items not meeting with safe standards for use will be removed and replaced if possible. The trustees shall have oversight for this item.

5. An uncovered window must be present in at least one door to the rooms in the church facility where events, programs or counseling takes place.

6. In the event of any unscheduled gathering of children, youth or senior adults, the leader coordinating such gathering should notify appropriate church leaders of such meetings, in advance whenever possible that such a meeting will take place, and as soon as reasonably possible after such a meeting if advance notice was not an available option.

7. Children and youth shall have parental guardianship permission for involvement in church sponsored activities and programs that are held off campus. All adult workers shall obtain consent from the child's parent or guardian before spending time alone with the child in an unsupervised setting. If permission has not been obtained, workers shall notify appropriate church leaders of such meetings.

8. Children shall only be released to a properly identified and preauthorized adult. Older siblings are allowed to pick up children only when a parent has given prior authorization.

9. Clear, thorough and frequent communication and advance notice will be given to parents about children and youth ministry activities, plans and programs.

10. On overnight trips with youth (and children) safe-sleeping plans will be followed. In hotel situations, to the extent possible, adults will not be housed in rooms with youth unless it is a parent/child relationship. 11. Any use of computers in ministry programs will not allow internet access or will limit internet access with strongest possible safeguards (such as parental filters and blocks) and computers will generally be equipped with password protection to ensure no unauthorized use by children or third parties. Photos

posted on the church website or any related sites for areas of ministry will not identify specific individual names other than church staff. Email will be used for communication of church ministry opportunities only.

V. Transportation

Wherever it is necessary that people be transported as a part of any Church-sponsored activity, staff and volunteers will obey all traffic and vehicle safety laws. Church policy requires that:

1. Church vehicles will be properly maintained, checked for good working order before used and all insurance and licenses kept up to date.
2. Only authorized adults may drive any church vehicle for a church sponsored program or trip. Adults must be at least 25 years of age and have undergone full screening as a paid staff or volunteer (to include a driver's license check). The driver's license number, name, date of birth, copy of the driver's license, a copy of insurance, and a copy of NCDMV driving record must be kept on file at the church. Records shall be updated annually on birthday.
3. The "two person rule" applies in church vehicle usage when transporting children and youth.
4. For trips over 2 hours from the church (in normal driving conditions) it is recommended that two trained and approved drivers be in each vehicle.
5. All passengers must wear seat belts at all times.
6. Children under 12 may not sit in the front seat.
7. If the van has a shoulder harness seatbelt, then small children must have a booster seat. If the van only has a lap seatbelt, then booster seat is not needed. The law was created to "boost" the children up high enough for the shoulder harness to work. This applies to children under the age of 8 or 80lbs.
8. Additional safety precautions should be taken with vans on trips. Each trip shall have a loading plan for passengers, luggage and equipment.
9. For large groups, long trips and any possibility of inclement weather, use of a professional transportation option is encouraged.

VI. Insurance

The church needs to be adequately insured for the scope of its ministry. This would include insurance coverage for vehicles and transportation as well as insurance for programs and activities off church grounds. A sufficient level of liability insurance coverage that would cover child abuse and sexual misconduct claims is needed. This policy and procedures will be presented to the church's insurance carrier for review. Insurance needs are under the oversight of the trustees.

VII. Organizations and Groups outside the Church's Ministry and Program

All First UMC organizations, groups, programs and ministries are to follow this policy and these procedures. Outside groups and organizations using the church facilities on a recurring bases are to be made aware of this policy and procedures and must adhere to it or must provide evidence of their own policy and procedures. An adult representative of outside groups will be required to sign Appendix D for the sponsoring organization before use of the facilities will be granted.

VIII. Reporting

A. Reporting Requirements: In North Carolina, any person or institution that has cause to suspect that a child is being abused or neglected is required by law to report it. Reporting suspected abuse is the first important step in stopping the abuse and protecting the child from future harm. Our church safe sanctuary procedures and practices will follow North Carolina law. Any suspected abuse is to be documented, reported immediately and kept strictly confidential.

B. Reporting Procedure in the Case of Discovered Abuse Occurring outside the Church Setting:

The two persons to whom reports of discovered abuse may be made are the paid staff people for that area of ministry and the Senior Pastor. A confidential incident report form to document all relevant facts will be provided. (see Documentation to include below)

The person completing the incident report form (discovering the abuse) will then contact local law enforcement/Dept of Social Services and the report may be given anonymously.

C. Reporting Procedure in the Case of Abuse/Incident by Church Staff or Servant Volunteer

1. Introduction: A “confidante” will be identified and named as someone anyone can go to with concerns. Unless otherwise designated, this “confidante” will be the Senior Pastor or Associate Pastor.

The two persons to whom reports of incidents may be made are the Senior Pastor or Associate Pastor. A CONFIDENTIAL incident report form to document all relevant facts will be provided as soon as possible.

The person completing the incident report form along with the related church staff person will then contact local law enforcement/Dept of Social Services.

2. Responding to a Report of Abuse within a Church Sponsored Program or Activity:

- a. Steps will be taken to immediately ensure the safety of the alleged victim.
- b. Documentation – confidential incident report form (For a complete list of what full documentation should include see below).
- c. Notification of the parent(s)/guardian(s) of the alleged victim.
- d. Steps will be taken to ensure the alleged victim has no contact with the alleged wrongdoer during the investigation.
- e. The alleged wrongdoer will be removed from any leadership position pending investigation.
- f. Notify the church’s attorney, insurance carrier and the District Superintendent as soon as possible.

3. Required Documentation:

Form provided as appendix E

- a. Name of the employee or volunteer observing or receiving the disclosure of abuse, including date, time and place, and any action taken by this person
- b. Alleged victim’s name, age and date of birth

- c. Any statement made by the alleged victim
- d. Name of the accused person, the date, time and place of any conversation with the accused and any statement made by the accused
- e. Any action taken (ex: suspension of the accused)
- f. Date and time of call to alleged victim's parent(s)/guardian(s) and content of the conversation, including name of person spoken to. If unable to speak to a person, leave only a name and phone number for the parent or guardian to call back. DO NOT disclose the nature of the call.
- g. Date and time of call to local law enforcement/Dept of Social Services, name of person spoken to, content of conversation and any case number assigned
- h. Date and time of any other contacts made regarding the incident

IX. Local Church Investigation

Subject to guidance from law enforcement and/or Department of Social Service

A. Investigation of a Report: To be conducted by a “supervising committee” (paid staff person, senior pastor, chair of staff-parish relations committee and age level ministry coordinator) and including church’s attorney. If one of these persons is the subject of investigation then they will be excluded from the committee pending the outcome of the investigation.

- 1. All investigations will be kept strictly confidential.
- 2. Thorough documentation (see below) and a confidential file will be maintained.
- 3. All relevant witnesses will be contacted and interviewed – in interviews use open-ended questions.
- 4. Interests of the alleged victim and alleged wrongdoer will be protected.

B. Conclusion of Investigation: A conclusion reached as promptly as possible after a sound investigation (suggested within 72 hours).

- 1. Conclusion of NO abuse

- a. A written report is to be to the churches attorney and a copy maintained in a confidential file at the church to provide for anonymity of the victim and witnesses:
 - i. Summary of allegations and investigation,
 - ii. Conclusion and supporting reasons,
 - iii. Temporary actions taken,
 - iv. Recommendation of additional action to be taken.

2. Conclusion of Abuse (on if not being actively investigated by law enforcement and/or Social Services)

- a. A written report is to be presented by the supervising committee to law enforcement and/or Social Services and the church's attorney to include:
 - i. Identity victim(s), accused and witnesses
 - ii. Allegations and steps of investigation
 - iii. Facts revealed by each significant witness
 - iv. Conclusion and supporting reasons
 - v. Temporary actions taken
 - vi. Recommendation of additional action to be taken
- b. Incident is to be reported in claim to insurance carrier
- c. Incident is to be reported to District Superintendent
- d. Implement Crisis Response Plan

X. Crisis Response Plan

The senior pastor and/or chairman of the safe sanctuaries committee will name a spokesperson to handle dissemination of information to staff, media, and congregation.

A clear position statement of the church's policy and procedures to safeguard children, youth and vulnerable adults will be ready for release. It

is recommended that text or prepared public statements be used to answer the press and inform the congregation. At all times strictly maintain the privacy and confidentiality of all persons involved. The spokesperson should keep in mind that information given or obtained by the media might have a bearing on church liability. Resource: Not If, But When from UM Communications

XI. Ministry of Supportive Care

Supportive care will be given to all persons involved including the victim (and family) and the accused (and family) to restore all persons to wholeness. Supportive care may include procedures of the criminal justice system, provision of the current Book of Discipline, appropriate counseling referrals and pastoral visitation.

Additional resource North Carolina Conference United Methodist Church
Sexual Ethics Concerns Toll-free Phone Number: 1-877-603-8816

Appendix A

First United Methodist Church Employment Application

Name: Last (Maiden if applicable) First Middle

Are you 18 or older? Yes ____ No ____

Present address:

Seasonal address (give approx. dates):

Home Phone: _____

Position applied for:

Date you are available to start: _____

Qualifications:

Academic achievements: (list schools attended, degrees earned, dates of completion)

Continuing education completed: (courses taken, dates of completion)

Professional organizations: (list any in which you have membership)

First Aid Certified? Yes ____ No ____ Date of expiration:

CPR Certified? Yes ____ No ____ Date of expiration:

Previous Work Experience: Please list your previous employers from the past five years, including the job title, a description of position duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

Previous Volunteer Experience: Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

Please complete the following questions...please attached an explanation for any "yes" answer.

Have you ever been...

...accused of, charged with or convicted of or pled guilty to a traffic offense in the last 5 yrs? Yes No

...accused of, charged with or convicted of rape, domestic assault, or spousal abuse? Yes No

...found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? Yes No

...found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? Yes No

...accused of, charged with or convicted of the possession, use or sale of drugs within the last 7 years? Yes No

...accused of, charged with or convicted of abuse of a minor, vulnerable adult, or developmentally disabled person? Yes No

Are you currently involved in any court proceedings involving charges related to sexual or physical abuse of a minor, vulnerable adult, or developmentally disabled person? Yes No

Have you resigned, been terminated or been asked to resign from a position, either paid or volunteer, due to complaint(s) of physical or sexual abuse? Yes No

Are there any criminal charged pending against you right now? Yes
No

Other than the above matters, is there any fact or circumstance involving you and your background that would call into question your being entrusted with

the supervision, guidance and care of children, young people, vulnerable adults, or developmentally disabled persons? Yes ___ No ___

References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name:

Address:

Daytime Phone: _____ Evening/Weekend
Phone:

Length of time you have known reference:

Relationship to reference:

–

2. Name:

Address:

Daytime Phone: _____ Evening/Weekend
Phone:

Length of time you have known reference:

Relationship to reference:

–

3. Name:

Address:

Daytime Phone: _____ Evening/Weekend
Phone:

Length of time you have known reference:

Relationship to reference:

Waiver and Consent:

I, _____, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by First United Methodist Church, I agree to abide by and be bound by the policies of First United Methodist Church and to refrain from inappropriate conduct in the performance of my duties on behalf of First United Methodist Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant Date

Witness Date

Appendix B

First United Methodist Church Volunteer Information Sheet

This application is to be completed by all applicants (lay and clergy) for any position involving the supervision or custody of minors. It is being used to help First UMC provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This is not an employment application.

Name:

Last (Maiden if applicable)

First

Middle

Present address:

Seasonal address (give approx. dates):

Day Phone: _____ Evening/Weekend Phone:

Occupation:

Employer:

Previous work experience:

Previous volunteer experience:

Special interests, hobbies, and skills:

Position(s) where you would like to serve:

Can you commit to one year to this ministry? Yes ____ No ____

Will you commit to an annual training for volunteers who supervise children, youth, vulnerable adults and developmentally disabled persons?
Yes ____ No ____

Do you have your own transportation? Yes ____ No ____

Do you have a valid driver's license? Yes ____ No ____

Do you have liability insurance? Yes ____ No ____

If yes, list policy limits and name of carrier:

Why would you like to volunteer as a worker with children, youth or vulnerable adults?

What qualities do you have that would help you work with children, youth or vulnerable adults?

Answering “yes” to these questions does not preclude you from volunteering for FUMC.

Are you presently abusing alcohol or using any illegal drugs? Yes ___
No ___

How would you respond to inappropriate or disruptive behavior?

Have you ever been arrested, charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes or violence, theft, or motor vehicle violations)? Yes ____ No ____

If yes, please explain fully:

Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor?

Yes ____ No ____

If yes, please explain fully:

Have you ever been exposed to an incident of child abuse or neglect? Yes

____ No ____

If yes, how did you feel about the incident?

~~References: Please list three individuals who are not related to you by blood or marriage as references, and provide a complete address and phone information for each. References are confidential.~~

~~1. Name:~~

~~_____
_____~~

~~Address:~~

~~_____
_____~~

~~Daytime Phone: _____ Evening/Weekend
Phone:~~

~~_____~~

~~Length of time you have known reference:~~

~~_____~~

~~Relationship to reference:~~

~~_____
_____~~

~~2. Name:~~

~~_____
_____~~

~~Address:~~

~~_____
_____~~

~~Daytime Phone: _____ Evening/Weekend
Phone:~~

~~_____~~

~~Length of time you have known reference:~~

~~_____~~

~~Relationship to reference:~~

3.

Name: _____

Address: _____

Daytime Phone: _____ Evening/Weekend

Phone: _____

— Length of time you have known reference:

— Relationship to reference:

Medical History:

List any medical condition that might hinder you in activities for which you are volunteering:

List any allergies or medications you may be taking that we need to be aware of (in the event of the need for emergency medical attention): _____

Emergency contact: _____ Phone #: _____

Medical Doctor: _____ Phone #: _____

Insurance Carrier & Policy #: _____

Signature of Applicant:

Date: _____

Signature of staff supervisor:

Date: _____

~~Reference Form
For Workers with Children and Youth
First United Methodist Church~~

~~Return form to:~~

~~_____~~

~~Name, address and phone number of applicant:~~

~~_____

_____~~

~~Name, address and phone number of reference:~~

~~_____

_____~~

~~The above named applicant has made application to serve as a worker for youth, children, or vulnerable adults in the programs of First United Methodist Church. You are being asked to give a reference as required by Church Safe Sanctuaries Policy. Please answer the following questions to the best of your ability.~~

~~–How long have you known the applicant?~~

~~–In what capacity have you been affiliated with the applicant?~~

~~–Do you know of any problems the applicant has that would affect his/her leadership with youth, children or vulnerable adults? (circle one that applies)~~

~~–Would you entrust the care of your child to the applicant?~~

~~Yes _____ No _____~~

~~–Signature: _____ Date: _____~~

~~_____
_____~~

Appendix C

Safe Sanctuaries – First United Methodist Church Participation Covenant for Volunteers

First United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and programs of the church. The following policy statements reflect our church's commitment to preserving our ministries as holy places of safety and protection for all who would participate and places in which all people can experience the love of God through relationships with others.

1.No adult who has been convicted of child abuse (either physical, sexual or emotional) should volunteer to work with children or youth in any church-sponsored activity.

2. All adult volunteers should be connected with the church for at least six months before beginning a volunteer assignment.

3. Every adult volunteer shall complete and submit the Volunteer Information Form.

4. Adult volunteers shall avoid any private (non-visible) one-on-one encounters with children or youth. The two-adult rule or open door practice must be followed.

5. Adult volunteers shall attend training and educational events provided by the church to be informed of church policy and procedures regarding the practice of safe ministry and the prevention of abuse.

6. Staff shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

I have read this Participation Covenant, I have had the policy explained to me and any questions that I have had have been answered to my satisfaction. I agree to observe and abide by the policies set forth above.

Signature Date

Print Full Name

Appendix D

Safe Sanctuaries—First United Methodist Church Release of Liability Covenant Form for Organizations and Groups Outside the Church’s Ministry and Program

First United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and programs on the church campus. The following questions must be answered in order to obtain consent for use of the church’s facilities.

Does your group have a policy and procedures for practicing safe ministry?
Yes___ No _____

If yes, your group must provide to FUMC a copy for review and documentation.

If no, your group is required to abide by the church’s written policy and procedures. You will be provided with a copy.

Have you received and read the First United Methodist Church Safe Sanctuaries Policy and Procedures?
Yes _____ No _____

Briefly describe how you will implement this policy and procedures with your program.

I have read this covenant and have received the policy or provided evidence of our own policy. Any questions that I have had have been answered to my satisfaction. On behalf of my organization, I agree to observe and abide by

the FUMC Safe Sanctuary Policy. I certify that I am empowered to sign this document on behalf of my organization and agree that my organization does hereby indemnify, defend and hold harmless First United Methodist Church from and against any and all claims arising out of my organization's use of facilities.

Signature Date

Group or Organization (Please Print)

Office Use Only---

The organization's own policy has been reviewed and is acceptable.

_____ Yes _____ No

Authorized by: _____

Appendix E

Required Incident Report Information

- a. Name of the employee or volunteer observing or receiving the disclosure of abuse, including date, time and place, and any action taken by this person
- b. Alleged victim's name, age and date of birth
- c. Any statement made by the alleged victim
- d. Name of the accused person, the date, time and place of any conversation with the accused and any statement made by the accused
- e. Any action taken (ex: suspension of the accused)
- f. Date and time of call to alleged victim's parent(s)/guardian(s) and content of the conversation, including name of person spoken to. If unable to speak to a person, leave only a name and phone number for the parent or guardian to call back. **DO NOT** disclose the nature of the call.
- g. Date and time of call to local law enforcement/Dept of Social Services, name of person spoken to, content of conversation and any case number assigned
- h. Date and time of any other contacts made regarding the incident