

# McKendree United Methodist Church

## Safe Sanctuaries Policy

Updated September 2015



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# McKendree United Methodist Church

## Child Abuse Prevention and Safe Sanctuary Policy

### I. Introduction

The General Conference of The United Methodist Church is committed to the well-being of every person entrusted to its care and instructs and encourages all local United Methodist Churches to provide a safe sanctuary for all of God's people, including children, youth and vulnerable adults.

Jesus said, "Whoever welcomes one such child in my name welcomes me," (Mark 9:37 NRSV) and "If any of you put a stumbling block before one of these little ones. . . it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6 NRSV). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God. Our Christian faith calls us to offer both hospitality and protection to the little ones, the children.

The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation, and abuse" (*Social Principles of the United Methodist Church, 2013-2016*, ¶ 162C).

At each child's baptism, we affirm our responsibility to their safety by our congregational response, pledging: "With God's help, we will so order our lives after the example of Christ, that this child, surrounded by steadfast love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal" (From *The Book of Worship, Baptismal Covenant, Congregational Pledge II*).

As Disciples, we affirm Christ's commandment to love our neighbors. We also serve as witnesses of Christ's power to transform lives. Building on these foundations, we recognize that our faith calls us to offer hospitality and protection to all persons.

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following the allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United*

*Methodist Church-1996*. Copyright 1996 by The United Methodist Publishing House. Used by permission. [pp. 384-386]) Thus, in covenant with all United Methodist congregations, McKendree United Methodist Church adopts this policy for reducing the risk of abuse of children, youth and vulnerable adults in our church.

### **A. Purpose**

Our congregation's purpose for establishing this Child Abuse Prevention and Safe Sanctuary Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children, youth and adults.

### **B. Statement of Covenant**

Therefore, as a Christian community of faith and a United Methodist congregation, McKendree United Methodist Church (hereafter referred to as MUMC) pledges to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children, youth and adults as well as all the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of all appropriate policies and methods; 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.

### **C. Conclusion**

In all our ministries with children, youth and adults, this congregation is committed to demonstrating the love of Jesus Christ.

All paid staff, workers with children and youth, Staff/Pastor Parish Relations Committee members, Church Council members and the District Office will have a current copy of the MUMC Safe Sanctuaries Policy.

## II. Definitions

### A. **Individuals**

- 1) **Staff.** Includes any clergy person or any paid employee of the church or the Conference.
- 2) **Volunteer.** Any non-clergy, lay worker who is responsible for the care or supervision of children, youth, or vulnerable adults.
- 3) **Leader.** Any Staff or Volunteer who is responsible for the care or supervision of children, youth, or vulnerable adults.
- 4) **Participants.** Children, youth, or vulnerable adults who are registered, enrolled, attending or otherwise participating in an event or activity sponsored by MUMC.
- 5) **Ministry or Event.** Include ministries or events planned and supervised by the appointed staff and/or volunteers of MUMC.
- 6) **Protected Persons.** Include children, youth, vulnerable adults and elders.
- 7) **Vulnerable Adults.** Are persons over 18 years of age with physical, mental and/or developmental disabilities.
- 8) **Children.** Are persons 0-11 years of age.
- 9) **Youth.** Are persons 12-18 years of age.
- 10) **Minor.** Are persons 0-18 years of age.

**B. Child/Youth Abuse.** Any act committed by a person in a position of trust (parent, caregiver, Sunday School teacher, Pastor, or other) which harms or threatens to harm a minor's welfare, physical, spiritual, or mental health. Child abuse may fall into these categories:

- 1) **Physical Abuse.** Inflicting bodily harm to minors constitutes physical abuse. Physical abuse does not always leave visible marks. Instances of physical abuse can include:
  - a. Any physical act of undue force, such as assault with a knife, strap or other implement.
  - b. Burns
  - c. Fractures and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown.

- 2) **Sexual Abuse.** Any time a minor is used for the sexual stimulation of an adult or older minor, abuse has occurred. The minor is powerless either to consent to or resist such sexual acts. This can include:
  - a. Fondling
  - b. Sexual intercourse
  - c. Participation in sexual acts
  - d. Incest
  - e. Exploitation for the purpose of pornography or prostitution
  - f. Exposure to adult sexual activity
- 3) **Emotional Abuse.** Emotional abuse deeply affects a minor's self-esteem by submitting him/her to verbal assault or emotional cruelty. It does not always involve injuries we can see. The minor receives the message that he/she is not good and never will be. Emotional abuse can include:
  - a. Closed confinement (being shut in a small area)
  - b. Making racial remarks
  - c. Excessive punishment
  - d. Use of profanity
  - e. Knowingly permitting drug or alcohol abuse
  - f. Ignoring or encouraging peer abuse
- 4) **Neglect.** Not hearing or addressing a minor's needs for health, welfare or safety resulting in harm to the minor. It can include any of the following acts of negligence or maltreatment:
  - a. Failure to provide adequate food, shelter, clothing
  - b. Abandonment
  - c. Refusal to seek treatment for illness
  - d. Inadequate supervision
  - e. Health hazards in the home, school, or church
  - f. Ignoring a minor's need for affirmation and nurturing
- 5) **Ritual.** Abuse in which physical, sexual, or psychological violence is inflicted on a child or youth, intentionally and in a stylized way, by someone (or multiple people) with responsibility for the victim's welfare. It can include:
  - a. Cruel treatment of animals
  - b. Repetitious threats of sexual or physical violence to child/youth or people related to the victim

**C. Adult Abuse (See Addendum, page 23)**

### III. Standards

**A. Adult Supervision Requirement**

**No child or youth will be left in MUMC's facility without adult supervision. This is MANDATORY for all activities and events. This applies for all church sponsored activities and non-church sponsored activities for visitors and members alike.**



## **B. “Two-Adult Rule” Procedures**

- 1) At least two (2) unrelated adults must be present at every church activity/ event involving minors. There may be some exceptions.
  - a. The “Two-Adult Rule” will be MANDATORY for Leaders with our nursery, preschool, elementary and youth age children.
  - b. This rule does not apply to a relationship between a minor and his/ her parent, guardian.
- 2) Every reasonable effort must be made to avoid situations in which a Leader is alone with one (1) minor. If a Leader is unable to avoid such a situation, he or she shall inform another person in the building that such a meeting is taking place and follow the “open door policy.”
- 3) In the event of minors being picked up following an event, if another Leader is not present and only one (1) minor remains to be picked up, the Leader should wait with the minor outside if possible or in a common area inside the church.
- 4) All adult chaperones and supervisors should be cleared in advance of the activity following the primary and secondary screening procedures.

## **C. “Open Door Policy”**

- 1) Ministries and Events should be conducted in rooms with a door having an unobscured window and/or an open door.
- 2) Designated persons should circulate in their area while classes are in session and make impromptu drop-in visits to classes.
- 3) Established adult/child ratios should be followed as closely as possible.

## **D. Youth/Child Event Procedures**

- 1) All Children and Youth must complete a participation form in order to participate in events and activities sponsored by MUMC, such as day and overnight field trips, where the parents/guardians are not present (Appendix).
- 2) Drop-off and pick-up must be highly monitored by staff and/or leaders, requiring at least two (2) people at a main entrance door if possible. If a person who is not a parent/guardian is coming to pick up a child, the name of said person must be written on the participation form. If a staff or volunteer does not recognize the adult picking up the child, a form of ID will be required to verify who he or she is.
  - a. Children and youth are allowed to walk unaccompanied to and from events and activities on Church property, as long as the Church considers it to be reasonably safe (ie nice weather, daylight).
  - b. If children and youth are walking home, they will not be allowed to leave early from the activity or event unless the Church has written permission allowing the Child to leave early. Verbal permission is not an acceptable form of permission.
  - c. Children and youth will not be allowed to wait outside for pick-up, unless two (2) adults are also outside.

- d. Youth are permitted to drive to and from events on Church property. They must have a valid driver's licence.
  - e. Youth are not allowed to drive to events off Church property. They must meet at the Church and ride with the group to the event. Parents may drive their child to an event off Church property as long as it has been arranged prior to the group leaving.
- 3) In the event of minors being picked up following an event, if another Leader is not present and only one (1) minor remains to be picked up, the Leader should wait with the minor outside if possible or in a common area inside the church.
  - 4) Leaders will be mindful of food allergies that are included on participation or medical release forms (Appendix).

## **E. Transportation and Trip Procedures**

- 1) A waiver, release of liability, identification and consent to medical attention shall be signed by the parent(s) or guardian(s) of each minor who participates in transportation and/ or overnight events away from Church property (Appendix).
  - a. Any transportation form may be signed and cover the entire calendar year. Information for each trip will be given to parents in writing or verbal instruction.
- 2) Whenever an event requires the transportation of Children or Youth, the following procedures shall apply.
  - a. Every person in the vehicle shall have and wear a seatbelt of his/ her own.
  - b. The driver must be at least 21 years of age, possess a valid driver's license, and be able to show proof prior to departure.
  - c. It is preferred at least one (1) other MUMC leader is present in the vehicle. If this is not possible, vehicles must travel in a caravan.
  - d. A leader must not be alone in a vehicle with one minor.
  - e. The driver of the vehicle may not use any devices such as cell phones, which would distract the driver from operating the vehicle in a safe manner.
  - f. A driver will obey all laws regarding operating a motor vehicle.
  - g. Youth are expected to obey the instructions of the leaders and drivers of the vehicles. They will not cause distractions to the driver.
  - h. For events wherein MUMC is a participant along with other youth organizations, such as mission trips and retreats, and it is necessary for an adult other than an approved volunteer of MUMC to transport youth, at least one (1) MUMC leader will travel in the vehicle of a MUMC participant.
- 3) A leader shall not share a bed with a minor during an overnight event.
- 4) A leader shall not share a sleeping facility ie hotel room, or tent alone with one (1) other minor. A leader may share a sleeping facility with more than one (1) minor of the same gender, but only if two (2) or more leaders are present in the hotel, campsite, retreat center, etc.
- 5) For co-ed overnight events, there shall be at least one (1) approved volunteer of each gender. Whenever possible there should be two (2) leaders of each gender. The two (2) genders will sleep in separate rooms, tents, etc.
- 6) On church sponsored trips all the policies mentioned in this document will be upheld to the best of the ability of the leaders on the trip.

- 7) If medication is to be given on or off church property to children or youth it will be only with written permission. The medication will be given to the leaders of the activity or trip in the original packaging with script information, kept in a safe place, and administered only to the appropriate child/ youth at the appropriate time. Anytime medication that is given in this way must be documented; including the administer, the person being given the medication, the type of medication, the time(s) and day(s) it is to be administered and signature of the parent or guardian.

**F. Code of Conduct - Leaders shall follow the rules of conduct below in their interactions with minors. The language, dress, and behavior of leaders working with minors should be decent in nature and morally responsible.**

- 1) Language: conversations with minors and other leaders should always be kind regarding all persons and situations. Vulgar, crude, profane or demeaning language and racial references or jokes should be avoided.
  - a. Volunteers should use discretion when counseling children or youth with significant problems or concerns; they should be referred to a suitable professional if and when appropriate.
- 2) Dress: Clothing should be modest (ie no bare mid-driffs, plunging necklines, or spaghetti straps). No undergarments should be visible at any time regardless of gender. Articles of clothing should not advertise products that are illegal for minors or display messages that are morally unacceptable, or go against the values of MUMC. If shorts are to be worn they must be a reasonable length.
- 3) Behavior: Leaders should not engage or tolerate any of the following abusive actions by other adults or youth.
  - a. Sexually suggestive behavior or gestures. Any sexual contact or interactions (ie indecent exposure or liberties, communication for immoral purposes, fondling, sexual intercourse, etc).
  - b. Any physical abuse or physical punishment
  - c. Verbal abuse or verbal aggression including punishment by humiliation.
  - d. Denial of basic needs.
- 4) No illegal drugs (including marijuana), alcohol, or tobacco (e-cigarettes, and other forms) will be consumed by or be in possession of volunteers and leaders on church property or during the entire duration of MUMC sponsored events off church property.
  - a. Prescription medication must be kept in a safe place and may not be given to participants.
- 5) Weapons, (including but not limited to, firearms, knives, mace, taser) will not be carried by volunteers on church property or during the entire duration of MUMC sponsored events off church property. If personal vehicles are used, weapons must be removed prior to transportation of participants.
- 6) Volunteers and leaders arriving, appearing to be under the influence, will be dismissed from participation in that youth or child event. A Pastor's decision will be required for participation in future events of those who appear under the influence. This will be documented using an incident report (Appendix).

**G. Cyber Safety - The General Conference of the United Methodist Church, in 1988, passed a resolution condemning the exploitation of women and children in pornography including print and video media.**

- 1) Inappropriate photos and video will not be taken of children, youth, or vulnerable adults.
- 2) Adult leaders will:
  - a. Get written parental permission for posting appropriate photos of children and youth indicated in the MUMC photo and media release (Appendix).
  - b. Encourage children and youth to inform parents or ministry leaders if they have been contacted by someone unknown through any form of technology.
  - c. Teach children and youth how to be safe and not to engage in inappropriate activities online or through the use of cell phones.
- 3) Staff who do not share an office with another staff member or volunteer must have their computer screen visible from a door. They must not engage in anything inappropriate, pornographic or illegal online.
- 4) The Church WiFi will be password protected and should not be shared with a minor; if a minor uses the Church WiFi, a parent/ guardian will monitor their children's online activity or a Church leader requires its use in a Church activity.

**H. Restrooms**

- 1) It may be necessary to assist a child in the restroom. We suggest that assistance only be given to children 5 years of age and younger and all other cases would require contacting a parent or guardian.
  - a. If possible, only a person of the same gender may assist in the restroom.
  - b. When assistance is given, the door to the bathroom must remain open.
- 2) For elderly and special needs adults, all effort will be made to inform the responsible guardians of the situation and only give assistance if they cannot be reached.
  - a. If assistance is to be given to the adults mentioned, only adults of the same gender must assist, two if possible. If only one is available the restroom door must remain open.

**I. Emergency Procedures**

- 1) In the case of a medical or other emergency the following procedures are to be conducted in the order that they appear.
  - a. Make sure the presence of danger has subsided, if not, immediately call 911. Then, if able, make an effort to remove the threat of danger. If the threat has subsided move to the next step.
  - b. If necessary, and two people are available, CPR or AED may be administered immediately while the other calls 911. If only one person is available first call 911 then begin CPR or AED.
  - c. After a medical team has arrived make sure that a leader or staff stays with one (1) in need of medical attention and a leader or staff stay with the rest. The whole group should then follow the ambulance to the hospital if that is required.

- d. After needed medical attention has been acquired, begin informing all parents of the situation and, if needed, start arranging trips home for the remaining participants.
- 2) All injuries or medical needs, regardless of severity will be documented using the incident form.

#### **J. Home Visitation**

- 1) If visiting only one (1) person, or all the people in the home are age 75 and older, then two (2) persons must go on the home visit.
- 2) When visitation occurs at nursing home or care facility and only one (1) person is available to go, the door to the room must remain open and an attending care worker must be informed.

#### **K. Secure Parts of the Building**

- 1) During events where youth or children are in MUMC's facility without their parents or guardians, parts of the building where they are located, will be restricted to approved volunteers and staff.
  - a. VBS and other events that require the use of the entire facility, the visitors to the church, and unapproved church members, will be restricted to the Narthex and Church Office.
  - b. During WTL and Wednesday night youth small groups, visitors and unapproved church members will be restricted from the Lockridge Center.
  - c. During Flight 56, visitors and unapproved church members will be restricted from the Fellowship Hall.
  - d. During Fun Fourth, visitors and unapproved church members will be restricted from Room 317.
  - e. During Fun Fourth and Flight 56 events, Praise'ntations, Children's Music activities, Youth Music activities, Friday Night Live (on Campus), Preschool Auction, Babysitting Night and any other events where a group of children and/or youth are gathered, visitors and unapproved church members will be asked to return to MUMC during office hours or worship times.
  - f. During any event where children and youth are in the facility without parent/guardian presence, any person convicted of a crime against children will not be permitted in the facility.
  - g. During Sunday morning, unapproved church members and/ or suspicious visitors will not be permitted on the Nursery or Preschool Halls, Room 317, or children's Sunday School hall in the Education Building.

#### **L. Preschool/ Weekday Programs**

- 1) Each church preschool must have a detailed, working preschool security policy that should be conscientiously followed.
- 2) All Employees and Volunteers shall abide by the preschool security policy as well as any other applicable age-specific guidelines of the Safe Sanctuary policy.

- 3) Due to the professional relationship of the teacher and student, parents understand that only one teacher may be present in certain learning or artistic performance programs. All professional teachers shall complete the “employee” selection process, even if they are volunteers.

## **M. Safe Touch**

- 1) Touch is necessary and desirable as part of the development, emotional well-being, care, education and quality of life of the people we support. MUMC recognizes the importance of human touch and we encourage safe touch between leaders and children, youth, and adults. MUMC will enforce these guidelines.
  - a. It is never appropriate for a staff or volunteer to touch an intimate body part of a child, youth or adult in MUMC’s care.
  - b. Touch is essential in order to provide sensitive and good quality care for the children and young people we support. Used in context, and with empathy, touch supports the development of our natural interactions with the children/ youth and people we care for.
  - c. Touch is important and may be used routinely for any of the following reasons:
    - i. For communication: to reinforce other communication (e.g. hand on shoulder when speaking) or to function as the main form of communication in itself.
    - ii. For educational reasons: as part of the process of establishing the fundamentals of communication for people at early communication levels, and to direct children in educational tasks and essential skills. As support or guidance, for example, during transitions between activities.
    - iii. To play: play activities naturally include touch. People of any age who are at early levels of development are likely to be quite tactile and physical.
    - iv. For emotional reasons: to communicate affection and warmth, to give reassurance and to communicate security and comfort. To enable the person to develop understanding of these positive emotions and the ability to communicate them (e.g. handshake, high-five, hug).
    - v. For safety reasons: to remove them from harm’s way or prevent injury (e.g. grabbing arm, pulling, catching, breaking up a fight).
  - d. At times children may touch leaders inappropriately. (e.g. hugging around the leg, smacking the bottom). When this happens you should raise your arms, to show that you are not initiating this contact. If children, for example, grab the leg of a leader and do not let go after verbal commands, you may remove them with touch.

## **IV. Screening Procedures**

### **A. Age Requirement**

- 1) All those who are responsible for the supervision of children will be at least 18 years of age; to chaperone or lead a group within youth (7th - 12th grade), volunteers must be at least 21 years of age. Exceptions are rare, but could occur.<sup>1</sup>

## **B. Application**

- 1) Applicants for paid and volunteer service must complete a written application accompanied with a background check (Appendix A).
- 2) The application must be complete before an applicant is placed for service.
- 3) An employee or volunteer application will be reviewed annually to verify continued accuracy of information.
- 4) The form of the application will be review annually for legal correctness and practical efficiency.
- 5) The following people must complete a Volunteer Application and all accompanying forms if they are 18 or older.
  - a. Volunteers and Leaders who will be working with minors and vulnerable adults.
  - b. Those that will be going on home visitation.
  - c. Anyone assisting another person with finances.
- 6) All paid staff must complete a background check before employment.

## **C. Completed Background Checks**

- 1) Volunteer applications and background check results will be kept on file at MUMC (Appendix A).
- 2) Background check forms will be screened and kept on file at MUMC; expired forms/ checks for those no longer applicable (moved, no longer attending MUMC) will be shredded.

## **D. Screening**

**There are two (2) levels of screening procedures to reflect the degree and frequency of contact and supervision that the person in the position has with infants, children, youth and vulnerable adults.**

- 1) Primary screening applies to anyone who has contact with infants, children, or youth more than ten times per year and/or who supervises those subject only to a secondary screening.
- 2) Those subject to a primary screening will include the following:
  - a. Sunday school teachers;
  - b. Nursery helpers, except parents fulfilling their limited obligation;
  - c. Youth counselors;
  - d. Chaperones for overnight trips;
  - e. Flight 56 and Fun Fourth Sunday leaders;

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<sup>1</sup> Youth volunteering under the supervision of an adult for ministries such as Youth Apprentices and Interns, Music Interns, VBS, WAM Camp, Nursery or other special events.

- f. Children's choir directors, teachers and leaders;
  - g. Kids Connection teachers;
  - h. Preschool staff;
  - i. Children's church workers;
  - j. All paid staff.
- 3) Those subject to a primary screening will be expected to complete an information packet, which includes the following:
    - a. Permission for a criminal background check;
    - b. Applicant's statement of compliance and release;
    - c. Statement of Covenant;
    - d. Provide two (2) references.
  - 4) Those subject to a primary screening will participate in an interview as part of the application process.
  - 5) Background checks will be repeated every three years for those in continuous service.
  - 6) Secondary screening applies to anyone who has contact with infants, children, or youth fewer than ten times per year on a volunteer basis.
  - 7) Those subject to a secondary screening include the following:
    - a. Occasional volunteers for the children's and youth Wednesday night programming;
    - b. Occasional volunteers and/or chaperones for Flight 56 and/or Fun Fourth Sunday events;
    - c. Seasonal volunteers including VBS volunteers, Learning to Use My Bible teachers and other short-term service opportunities.
    - d. Substitutes and/ or guest speakers for WTL and Sunday night youth activities
  - 8) Those subject to a secondary screening will be expected to complete an abbreviated information packet and sign a Statement of Covenant.

## **E. Confidentiality**

- 1) Completed applications will be available only to ordained ministerial staff and/or assigned church staff
- 2) Files containing background information will be stored in a secure cabinet.
- 3) Records retention
  - a. Completed applications for those placed in service will be retained and reviewed for as long as the person serves.
  - b. Two years after a person leaves service, their application may be destroyed.

## **F. Individuals Prohibited from Serving**

- 1) **Adults who have been convicted of abuse or neglect of children, youth or vulnerable adults or those who have a history of inappropriate conduct with children, youth or vulnerable adults will not be employed and shall not volunteer service in any church-sponsored activity or program for children, youth or vulnerable adults.**
- 2) These types of crimes include, but are not limited to:
  - a. arson



- b. assaults involving minors
  - c. incest
  - d. kidnapping
  - e. lewd behavior
  - f. murder
  - g. physical abuse
  - h. pornography
  - i. prostitution
  - j. public indecency
  - k. rape
  - l. sexual abuse
  - m. sexual exploitation
  - n. sexual molestation
  - o. sodomy
- 3) Any person having been convicted of a crime of theft, fraud, or other financial crimes will not be allowed to serve in a capacity that deals with finances.
  - 4) This prohibition applies to anyone who has entered a plea of “nolo contendere” (no contest) or “first offender” to any crime described in this section.
  - 5) Further inquiry will be made in those instances where an applicant has been accused or charged but not convicted of the foregoing.
  - 6) Adult survivors of child abuse are advised to meet with a pastor or church designated counseling professional before working with infants, children or youth.
  - 7) The Senior Pastor will evaluate any future possibilities for those persons violating this Safe Sanctuary Policy while serving at MUMC.
  - 8) Until this entire process has been completed, a person is not eligible for service: Application review, two (2) reference checks, criminal background check, and interview for primary screening.

## **G. Selection**

- 1) Designated person(s) to perform this function: Selected church members who have had experience screening and hiring staff/ volunteers.

## **V. TRAINING**

- 1) Recruiting and training workers/volunteers for infant, children, youth ministries and vulnerable adults will incorporate notice of this policy and these procedures to the extent appropriate.
  - a. Informational materials (brochures, etc.) about infant, children, and youth programs.
  - b. Regularly scheduled meetings throughout the year to acquaint members with opportunities in working with children and youth.
  - c. New Members’ class.
- 2) Training should be conducted at least annually for church leadership and workers.

- a. Define abuse.
  - b. Explain the potential danger.
  - c. Describe the symptoms.
  - d. Explain what constitutes inappropriate conduct.
  - e. Explain civil and criminal consequences.
  - f. Explain reporting procedures.
  - g. Explain application/selection/supervision procedures.
  - h. Monitor workers to be certain they know and follow procedures.
- 3) Inform the congregation - if a report has been made.
- a. Define the problem, as articulated by the Senior Pastor.
  - b. Explain what the church is doing.

#### **A. New Volunteers**

- 1) All volunteers must complete Safe Sanctuary training before beginning to serve in any capacity.

#### **B. Existing Volunteers**

- 1) All volunteers, staff, and leaders will familiarize themselves again with this policy each year and any changes that might have occurred. In addition, they will sign an acknowledgement that they have read and understand this policy and all changes.

## **VI. REPORTING ACCIDENTS/ INJURIES AND NON-COMPLIANCE**

#### **A. Injury**

- 1) Occasionally during the course of regular program activities, injury occurs. These may be minor or major in nature. A major injury includes any injury that requires professional medical attention.
- 2) After appropriate support and assistance is given to the injured child, youth, adults, or leader, a verbal incident report should be given to the parent or guardian by the program coordinator or appropriate staff person. A description of the incident, contributing factors and the treatment given should be noted.

#### **B. Medical**

- 1) Any situation that occurred on church property or at a church sponsored activity that required medical attention such as allergic reaction, heart attack, etc will also be reported to the Senior Pastor.

#### **C. Non-Compliance**

- 1) Any situation that is in violation of this Safe Sanctuary policy will also need to be discussed immediately and reported to the Senior Pastor.

- 2) Inappropriate conduct between an adult volunteer and a member of the youth group or a child should be addressed immediately.
- 3) The volunteer will be removed if further infractions occur or if a single infraction warrants removal.
- 4) Removal will be addressed by ordained pastoral staff.
- 5) All workers will be trained and notified of the consequences of improper conduct.

## VII. REPORTING SUSPECTED ABUSE/ NEGLECT

### A. **Abuse/ Neglect/ Exploitation of Children and Youth**

- 1) When a report should be made:
  - a. When there is reasonable cause to believe that an infant, child or youth has been subjected to sexual or physical abuse during a church-sponsored activity.
  - b. Where there is reasonable cause to believe that a person who serves in some capacity with the infant, children or youth ministries has committed an act of physical or sexual abuse of an infant, child or youth even though the alleged misconduct may not have occurred during a church-sponsored event.
  - c. When conduct by an adult with an infant, child or youth creates the appearance of impropriety.
  - d. When there is suspicion of any sexual or physical abuse or neglect.
- 2) Reports of suspected abuse or neglect or any concern about questionable behavior reported to a Leader, will lead to the following actions steps within 48 hours:
  - a. A quick, compassionate and unified response to alleged incident of child abuse is expected.
  - b. All allegations will be taken seriously, with grace shown to ALL parties.
  - c. The Pastor will yield to the District Superintendent and church personnel are not to undertake an investigation of the incident. However, in all cases of reported or observed abuse in a children's activity, all those present should be at the service of official investigation agencies.
  - d. The Church staff will not deny, minimize, or blame any individuals involved in the allegations. The church will minister to all involved and cooperate with authorities.
  - e. After appropriate investigation, the person who was told about the abuse or suspected the abuse shall be responsible for making a report with the Senior Pastor to the Georgia Department of Family and Children Services (DFCS) at 1-855-GACHILD / 1-855-422-4453

### B. **Abuse/ Neglect/ Exploitation of Adults**

- 1) Reports of suspected abuse or neglect or any concern about questionable behavior reported to a Leader, will lead to the following actions steps within 48 hours:

- a. A report of suspected abuse should be given immediately to the Senior Pastor.
- b. The victim of the abuse, neglect or exploitation should be encouraged to contact the Georgia Department of Human Services, Division of Aging Services. Reports can be made online at <http://aging.dhs.georgia.gov/adult-protective-services> or by phone at 1-866-55AGING (1-866-552-4464) - Press “3”
- c. After appropriate investigation, the person who was told about the abuse or suspected abuse shall be responsible for making a report to Division of Aging Services and/ or law enforcement.

### C. Georgia Law

- 1) All persons are required by law to report all cases of suspected Abuse, Neglect or Exploitation to either the nearest GA DFCS and/ or law enforcement.

### D. Investigation

- 1) Any investigation of clergy or lay members shall be conducted in accordance with the procedures set out in *The Book of Discipline of the United Methodist Church*.
- 2) Investigation of a Lay Member:
  - a. When a charge of sexual abuse or harassment, immorality, or crime is alleged against a lay member, the pastor, in consultation with the district superintendent and the district lay leader, shall appoint a committee on investigation consisting of seven (7) lay members of the church. (*The Book of Discipline* at ¶¶ 2701, 2703, 2704, 2706).<sup>2</sup>
  - b. Before the committee considers the complaint, the member accused shall be given a written complaint and have twenty (20) days from receipt to respond in writing to the complaint. (*The Book of Discipline* at ¶ 2701, section 2b).
  - c. The district superintendent shall preside at all meetings of the committee. (*The Book of Discipline* at ¶ 2704, section 4a).
  - d. If five (5) or more committee members so recommend, the pastor may suspend the charged lay person from exercising any church office pending the outcome of the church’s judicial process. (*The Book of Discipline* at ¶ 2704, section 4b).
  - e. Investigation procedures: see *The Book of Discipline* at ¶ 2706.
  - f. Trial procedures: see *The Book of Discipline* at ¶¶ 2707, 2708.
  - g. Appeal procedures: see *The Book of Discipline* at ¶ 2715.
  - h. Withdrawal of a member: see *The Book of Discipline* at ¶ 2719, section 3.
- 3) Investigation of a Clergy member:

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<sup>2</sup> All references to *The Book of Discipline* are to the 2012 edition unless otherwise noted. The process followed in accordance with *The Book of Discipline* is in addition to the process that may be followed by DFCS and/ or the police. It is important not to wait on the completion of the criminal process when a complaint is made. Likewise, it is important not to interfere with the criminal investigation; accordingly, the pastor will designate someone to coordinate with the outside agencies involved to avoid conflict.

- a. The presiding bishop will appoint a committee to investigate the complaint in accordance with the procedures set out in *The Book of Discipline* at ¶ 2704 section 2a.
- b. Trial and appeal procedures shall be in accordance with those set out in *The Book of Discipline* at ¶¶ 2707, 2708, 2715.
- c. The result of the judicial process can be the removal from the church of the person accused if the charges are proved.

## VIII. RESPONSE PROCEDURES

### A. **Statement to the Media**

- 1) Should a statement to the media be requested regarding an incident in violation of this policy, the Senior Pastor will be the only one to make such a statement at his/her discretion. Unless the Senior Pastor permits another person to make a statement, the Senior Pastor will be the only person to give a statement.
- 2) A public statement will be prepared to inform the congregation.
- 3) Keep a Christian perspective on how the church portrays the incident to the community and let the law decide the opinions of truth. Show respect to both parties and as a community of faith vow to keep these matters privy and provide the respect and privacy that the accused and accuser both so rightly deserve.

### B. **Care for the Victim**

- 1) Do stay calm and remain non-judgmental. Put your own feelings aside and try not to communicate shock, disgust, embarrassment, or disbelief. Do be supportive. Stay close to the alleged victim immediately after the disclosure to provide some sense of physical security.
- 2) Do assure the individual that he/she did the right thing by telling you about the allegations. Never tell the alleged victim that you do not believe her/him.
- 3) Do explain the requirement to immediately report to DFCS and to your Senior Pastor. Do assure the alleged victim that someone will stand by her/him in the process of getting help. Do seek privacy, if possible, so the individual is protected from disclosing in public. Do listen closely if the victim wants to talk.
- 5) Do not ask questions beyond what is necessary to protect the victim and preserve evidence.

### C. **Documentation of the Incident**

- 1) A person will be designated to do the following:
  - a. Take a written statement from the victim or the person to who reported.
  - b. Obtain a written statement from the accused about the incident.

- c. Document report to DFACS/police: when, by whom, what was reported.
- d. Document what procedures had been taken to maintain the safety of the activity.

#### **D. Persons Designated to Deal with Related Matters**

- 1) Senior Pastor
  - a. Congregation: the congregation shall be notified by the Senior Pastor, if possible before the matter is publicized by the media.
  - b. DFCS/ Police: Collectively, with the person who was told about the abuse or suspected the abuse.
  - c. Media
- 2) Only those staff members/ volunteers with a discernable need-to-know identities and details.

### **IX. OUTSIDE ORGANIZATIONS**

#### **A. Use of Facilities**

- 1) Any outside organization or party who intends to use MUMC's facilities without the supervision of any of its leaders or representatives will be required to sign and agree to the use of facilities contract (Appendix ).
- 2) It is recommended that the local church's board of trustees/Safe Sanctuary team require that all outside organizations review, and agree to comply with all of the church's safe sanctuary policy.
- 3) They should provide their own background checks and train their own leadership.

### **X. IMPLEMENTATION AND RECOMMENDATIONS**

#### **A. Implementation**

- 1) To be implemented 60 days after adoption.
- 2) It will be up to Susan Rowe to run the screening process on all paid staff. She, as well as Staff Parish, will also be required to enforce this policy and make sure that all staff are following it.
- 3) Susan Rowe, assisted by other children and youth directors, will be responsible to train and screen the volunteers that will be working with children, youth and vulnerable adults.
- 4) A master list of approved volunteers will be kept in the office which has the date they were approved. All volunteers must go through the screening process every 3 years.

#### **B. Moving Forward**

- 1) Review these procedures annually to be certain they are legally correct and practical.

- a. State law
- b. *The Book of Discipline*
- c. Local church policy

2) Maintain accurate records that document the adoption, implementation, and notice of these procedures.

## XI. SOURCES

*The Book of Discipline of the United Methodist Church*, published by The United Methodist Church Publishing House, Nashville, Tennessee, 2012.

*Child Abuse Prevention Primer for Your Organization*, John Patterson with Charles Trempe and Pam Rypkema, published by The Nonprofit Risk Management Center, 1995.

*Reducing the Risk of Child Sexual Abuse in your Church*, Hammer, Richard R., Klipowicz, Steven W., Cobble, James F. Published by Church Law and Tax Report, 1993, p. 59.

*Reducing the Risk of Child Sexual Abuse in the Church*, Joy Thornburg Melton, published by Discipleship Resources, 1998.

*Selecting and Screening Church Workers*, James F. Cobble, Jr. and Richard R. Hammar, published by Church Law and Tax Report, Christian Ministry Resources, Matthews, NC, 1996.

Lawrenceville First United Methodist Church, Reducing the Risk Packet, 2000

Markle United Methodist Church, Safe Sanctuaries Policy, 2015

North Alabama Conference Safe Sanctuaries Example Policy - Larger Church,  
<http://www.umcdiscipleship.org/resources/getting-started-safesantuaries>



**McKendree United Methodist Church**  
**Elder and Vulnerable Adult Abuse Policy**  
**Addendum (September 2015)**

**I. INTRODUCTION**

While much of our Safe Sanctuaries Policy addresses the need to protect our children and youth, McKendree UMC recognizes that abuse of impaired and older adults is a major concern. We must be vigilant for signs of abuse in our adult membership and report any suspected abuse following the process outlined in our Safe Sanctuaries Policy (in the pages prior to this addendum). The local Department of Family and Child Services has a division with responsibility for supervising elder care.

**ELDER** will be defined as anyone over 65 years of age.

**VULNERABLE ADULT** will be anyone over 21 years of age and is mentally, physically or psychologically challenged to the degree they are unable to be responsible legally to make decisions about their welfare.

**How many elderly?** Between 2000 and 2015 the aging population [in the 10-county metro Atlanta area] is expected to double. By 2030, one in five residents will be over the age of 60. Recent data support these projections. From 2000 to 2005, the older adult population grew by 30.6%, more than double the rate of growth in the region's population during the same period of time (*Older Adults in the Atlanta Region: Preferences, Practices and Potential of the 55+ Population*. ARC, Atlanta Regional Commission, 2007).

**How many people living with special needs?** In 2013, the overall percentage (prevalence rate) of working age people (ages 21 to 64) with a disability in Georgia was 11.3 percent. In other words, in 2013, 651,600 of the 5,764,100 individuals ages 21 to 64 in GA reported one or more disabilities. (*2013 Disability Status Report: Georgia, Disability Statistics*).

**Who are the abusers?** Abusers may be anyone who comes into contact with an elder/vulnerable adult. However, they are often people that the elder knows or trusts. Examples of abusers include, but are not limited to: Spouses, Family Members, Professionals in positions of trust or Opportunistic strangers who prey on the vulnerable (*Georgia Department of Human Services, Division of Aging Services*).

## **A. Purpose**

Our congregation's purpose for establishing this Safe Sanctuary Policy, Addendum, and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children, youth *and* adults.

## **B. Types of Abuse**

Abuse of adults takes many forms, some involving intimidation or threats against adults, some involving neglect, and other involving financial chicanery. The most common are defined below:

1. **PHYSICAL:** Physical abuse is non-accidental use of force that results in physical pain, injury, or impairment. Such abuse can include:
  - a. Physical assaults such as hitting or shoving
  - b. The inappropriate use of drugs, restraints, or confinement
  
2. **EMOTIONAL:** In emotional or psychological abuse, people speak to or treat adults in ways that cause emotional pain or distress.
  - a. Verbal forms of emotional adult abuse can include:
    - i. Intimidation through yelling or threats
    - ii. Humiliation and ridicule
    - iii. Habitual blaming or scapegoating
  - b. Nonverbal psychological adult abuse can take the form of:
    - i. Ignoring the adult
    - ii. Isolating an adult from friends or activities
    - iii. Terrorizing or menacing the adult
  
3. **SEXUAL:** Sexual adult abuse is contact with an adult without the adult's consent. Such contact can involve:
  - a. Physical sex acts
  - b. Showing an adult pornographic material
  - c. Forcing a person to watch sex acts
  - d. Forcing the adult to undress
  
4. **NEGLECT:** Adult neglect, failure to fulfill a care-taking obligation, constitutes more than half of all reported cases of adult abuse. It can be active (intentional) or passive (unintentional, based on factors such as ignorance or denial that an adult charge needs as much care as he or she does).
5. **FINANCIAL EXPLOITATION:** This involves unauthorized use of an adult's funds or property, either by a caregiver or an outside scam artist.
  - a. An unscrupulous caregiver might:

- i. Misuse an adult's personal checks, credit cards, or accounts
    - ii. Steal cash, income checks, or household goods
    - iii. Forge the adult's signature on the SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT
    - iv. Engage in identity theft
  - b. Typical rackets that target adults include:
    - i. Announcements of a "prize" that the adult has won but must pay money to claim
    - ii. Phony charities
    - iii. Investment fraud
    - iv. Distress calls from imposter claiming to be family or friends
6. HEALTHCARE AND FRAUD: Carried out by unethical doctors, nurses, hospital personnel, and other professional care providers. Examples of healthcare fraud and abuse regarding adults include:
- a. Not providing healthcare, but charging for it
  - b. Overcharging or double-billing for medical care or services.
  - c. Getting kickbacks for referrals to other providers or for prescribing certain drugs
  - d. Overmedicating or under-medicating
  - e. Recommending fraudulent remedies for illnesses or other medical conditions
  - f. Medicaid fraud
7. RITUAL: Ritual abuse is the physical, sexual and/or psychological violations that are inflicted regularly, intentionally and in a stylized way by a person or persons responsible for the adult (*Safe Sanctuaries: the Church Responds to Abuse, Neglect, and Exploitation of Older Adults*, Joy Thornburg Melton). This abuse may include cruel treatment to elder/ vulnerable adult and animals (pets) of the adult.

**C. RECOMMENDATIONS FOR WORKING WITH ELDERS OR VULNERABLE ADULTS**

- 1. Written application
- 2. Background check
- 3. Statement of Covenant
- 4. Six month Hospitality Rule
- 5. (2) References
- 6. Home visitations in pairs

**MCKENDREE UNITED METHODIST CHURCH**

**I. VOLUNTEER APPLICATION**

*“Having gifts that differ according to the grace given to us, let us use them.” Romans 12:6*

Taking the time to complete this form will assist in the placement of volunteers at McKendree United Methodist Church according to their gifts. We appreciate your willingness to be a partner in our ministries.

This document contains confidential information that may only be reviewed by an authorized staff member. Unauthorized access is prohibited.

1. Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. E-mail address: \_\_\_\_\_
4. Phone: (h) \_\_\_\_\_ (w) \_\_\_\_\_
5. Length of membership/constituency at McKendree: \_\_\_\_\_
6. Area(s) of interest: \_\_\_\_\_  
\_\_\_\_\_
7. Occupation: \_\_\_\_\_
8. Previous volunteer experience: \_\_\_\_\_  
\_\_\_\_\_
9. List any other training or experience you have had that would assist you in volunteer service, including any licenses or certifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Would you be available for periodic volunteer training sessions? \_\_\_\_\_

## II. DRIVING INFORMATION

Complete Section II only if you are willing to drive your personal vehicle as part of your volunteer service. **All sections must be completed.**

11. Do you have a valid driver's license? \_\_\_\_\_

12. Date of birth: \_\_\_\_\_

13. If you have any restrictions on your driver's license, please note: \_\_\_\_\_

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14. If you have been involved in any motor vehicle accidents during the last five years, please describe on a separate sheet and attach to this application.

15. If you have had any moving violations during the last five years, please describe on a separate sheet and attach to this application.

16. If you carry liability insurance on your motor vehicle, please identify the insurance group and liability limits. **Must have 100,000/300,000/50,000 to qualify.**

*I have answered the foregoing questions truthfully and accurately and to the best of my ability. If any of the information set out above changes, I will inform church officials as soon as possible and before driving as a volunteer in a church sponsored event.*

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**Print Name**

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**Signature**

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**Date**

### III. PROVIDING A SAFE ENVIRONMENT

Section III must be completed by anyone volunteering to work with infants, children or youth on more than ten occasions in a calendar year (except parents fulfilling their limited nursery obligations.)

17. Have you ever been charged with, 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 of violence, theft, or motor vehicle violations (does not include parking tickets, but does include DUI, speeding, etc.)  **YES**  **NO** This question refers to any charges to which you may have pled “nolo contendere” or received “first offender” status. Give approximate date of charges; disposition of the case, and the nature of the incident including the jurisdiction in which it occurred. (Use additional pages and attach if necessary).

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18. Have you ever been accused of an act of child abuse, child molestation, child cruelty, pornography, sexual exploitation of a minor, an act of inappropriate touching of a minor, an act of public indecency, or any other similar conduct?  **YES**  **NO** If yes, provide details of the accusation, including name(s) of the accuser, witnesses, the date and place the alleged events occurred, and how the matter was resolved. (Please use additional pages if necessary)

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19. Were you a victim of child abuse or neglect? \_\_\_\_\_

20. Would you talk with the senior pastor or counselor regarding these matters?  
 **YES**  **NO**

## IV. REFERENCES

Must have two referrals from church, employer, or other volunteer organization. Cannot use personal references. It is preferable to have references by someone who has observed you working with babies, children or youth.

### 21. Church reference or Employer Reference

Name of Church/Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Pastor's/Supervisor's Name: \_\_\_\_\_

Length of time at this church/job: \_\_\_\_\_

### Volunteer Reference

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Type of Volunteering: \_\_\_\_\_

This information I have provided is true and correct to the best of my knowledge. I authorize the above named church or person to furnish any information, which they have regarding my character and fitness to work with children. I release and hold harmless McKendree United Methodist Church, its ministers, employees, and staff from any and all claims of liability whatsoever, arising from any communication with the above named references. I understand and acknowledge that this application and any information provided to McKendree United Methodist Church in connection with this application shall remain strictly confidential.

\_\_\_\_\_  
Print Name

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

<p><u>For Office Use</u> Ref checked Initial and date 1 _____ 2 _____ 3 _____</p>
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## PARTICIPATION COVENANT STATEMENT

The congregation of McKendree United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving the church as a holy place of safety and protection for all who would enter and as a place 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 sexual abuse, physical, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers or counselors before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members or constituents of the congregation for at least 6 months before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe all procedures.
5. Adult volunteers with children and youth shall attend regular training/educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministry with children and youth?  Yes  No
2. As a volunteer, do you agree to observe the "Two Adult Rule"?  Yes  No
3. As a volunteer, do you agree to abide by the "Six Month Rule" before beginning a volunteer assignment?  Yes  No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?  
 Yes  No
5. As a volunteer, do you agree to inform a minister of this church if you have ever been convicted of child abuse?  Yes  No

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

\_\_\_\_\_  
Print Full Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**MCKENDREE UNITED METHODIST CHURCH  
AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK**

Because we care about you and want to provide a safe and secure environment for the children who participate in our programs and use our facilities, we request your permission to perform a personal background and records check. Your cooperation with this request is greatly appreciated. All information from the background check will remain confidential.

I, \_\_\_\_\_, hereby authorize McKendree United Methodist Church to request a criminal background check using Rapsheets. I authorize the release of information regarding any record of charges or convictions, including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said agency from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Print applicant's full name: \_\_\_\_\_

Address: \_\_\_\_\_

Print all other names that have been used by application (including maiden name): \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Sex:  Male       Female

Request sent to:                      [www.protectmyministry.com](http://www.protectmyministry.com)

APPENDIX B

**MCKENDREE UNITED METHODIST CHURCH  
SAFE SANCTUARIES REFERENCE CHECK FORM**

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference title: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference phone: \_\_\_\_\_

1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to babies, children or youth?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. Would you describe the applicant as someone who prefers team sports or individual competitions?
9. How would you feel about having the applicant as a volunteer worker with your babies, children or youth?
10. Do you know of any characteristics that would negatively affect the applicant's ability to work with babies, children or youth? If so, please describe them.
11. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
12. Please list any other comments you would like to make:

Reference inquiry completed by: \_\_\_\_\_

Signature

Date

APPENDIX C

McKendree UMC Youth/ Music Ministries  
Health, Consent & Release Form (Example)  
(Insert Appropriate School Year Here)

**Please Attach a Copy of the Front and Back of your Medical Insurance Card**  
(If this information changes during the year, please complete a new form)

Youth's Full Name \_\_\_\_\_ Goes By \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Youth Cell #: \_\_\_\_\_ School: \_\_\_\_\_ Grade (Year) \_\_\_\_\_  
Youth Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_ DOB: \_\_\_\_\_  
Father's Full Name \_\_\_\_\_ Employer \_\_\_\_\_  
Father's Work # \_\_\_\_\_ Father's Cell # \_\_\_\_\_  
Mother's Full Name \_\_\_\_\_ Employer \_\_\_\_\_  
Mother's Work # \_\_\_\_\_ Mother's Cell \_\_\_\_\_  
Parent Email: Father \_\_\_\_\_ Mother \_\_\_\_\_  
Second Parent/ Guardian Contact Name \_\_\_\_\_  
Home # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_  
If not available in emergency, notify: Name & Relation to Student \_\_\_\_\_  
Home # \_\_\_\_\_ Cell # \_\_\_\_\_  
Custody Restrictions \_\_\_\_\_

**Accident Coverage**

Health Insurance Co. Name \_\_\_\_\_  
Whose Name Insurance is Under \_\_\_\_\_  
Group # \_\_\_\_\_ Policy # \_\_\_\_\_  
Insurance Co. Address \_\_\_\_\_  
Primary Physician Name \_\_\_\_\_ Phone \_\_\_\_\_  
Medical History \_\_\_\_\_  
Allergies \_\_\_\_\_  
Current Medications \_\_\_\_\_  
Dietary Restrictions \_\_\_\_\_  
Last Tetanus Immunization \_\_\_\_\_ Will you allow blood Transfusion? \_\_\_\_\_

**Minor Medical Care**

It's inevitable that students have minor health and first aid issues. I hereby give permission for McKendree UMC and its agents to administer the following over-the-counter medication and/or first aid to my child (please check all that apply):

\_\_\_ Advil (Ibuprofen) \_\_\_ Tylenol \_\_\_ Dramamine \_\_\_ Cough Medicine \_\_\_ Tums  
\_\_\_ Benedryl \_\_\_ Claritin/Allergy \_\_\_ Pepto Bismol \_\_\_ Cough Drops \_\_\_ ImmodiumAD  
\_\_\_ Firstaid \_\_\_ Caladryl (Itch) \_\_\_ Cold Medicine \_\_\_ Sunscreen \_\_\_ Aspirin  
\_\_\_ Bug Spray \_\_\_ Anti-itch Cream

**Authorization for Treatment/Acknowledgement of Inherent Risk**

This information is correct as far as I know, and the person herein described has permission to engage in all MUMC Youth/Music Ministries related activities except as noted.

I hereby give permission to the medical personnel selected by the youth/music staff and volunteers of MUMC to order X-rays, routine tests, treatment to maintain and/or release any medical records necessary for insurance purposes; and to provide or arrange necessary related transportation for me and my student at parent cost. In an emergency, I hereby give permission and authorize the physician selected by MUMC youth/music staff and volunteers to secure or administer emergency medical treatment including hospitalization and any other emergency medical procedures which may be needed for the person named above. I authorize the physician or dentist to call in any necessary consultants in his/her discretion. It is understood that this consent is given in advance of any specific diagnosis or treatment being required, but is given to encourage those persons who have temporary custody of the minor, and said physician or dentist to exercise their best judgment as to the requirements of such diagnosis or medical, dental or medical fees. I further agree that in giving this permission and authorization, the youth/music departments, and McKendree United Methodist Church do not assume any responsibility or liability for the payment of such hospital, doctor, ambulance, dental, or other medical fees which may have incurred. The completed forms may be photographed and maintained by authorized personnel. This form, both front and back, is valid by my permission through (appropriate date).

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Release of Liability**

I acknowledge and understand there are inherent risks associated with many youth/music activities. I will assume the risk associated therewith, whether known or unknown to me at this time. I recognize that my student’s attendance at a MUMC sponsored event is a privilege and as a consideration for this privilege, I release MUMC, including all its employees, agents and trustees, from responsibility for my student’s accidental physical injury, including death or illness while at a sponsored trip or activity or during travel to and from events. This release is intended to include all claims made by my family, estate, heirs, personal representatives or assigns.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Media Consent**

I hereby grant permission to youth/music departments and MUMC the right to take, use, reproduce, and/or distribute photographs, films, video, and sound recordings of my student, without compensation or approval rights, for use in materials created for purposes of promoting the activiteis of the youth/music departments.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent Covenant**

The youth/music department leadership reserves the right to send any student home, at your personal expense, in the event that a serious behavioral incident does occur with your son or daughter on any trip or activity. The leadership team will assess the situation, make a decision, call the parent and give options to what action will then take place. Examples may include, but not limited to, fighting, drug or alcohol use, sexual activity, vandalism, violent behavior, and disobedient behavior.

**Signature of Parent/Guardian** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Notary** \_\_\_\_\_ **Date** \_\_\_\_\_

**Date Seal Expires**

APPENDIX D

(Year) Room Usage Contract [Example]

Group Name: \_\_\_\_\_

Leader contact name: \_\_\_\_\_ Leader Phone: \_\_\_\_\_

Leader email: \_\_\_\_\_ Days/Times needed: \_\_\_\_\_

Additional contact name/number: \_\_\_\_\_

Number of participants \_\_\_\_\_ Room assigned \_\_\_\_\_

I understand that McKendree UMC will provide a room for one-time, weekly, bi-weekly and monthly meetings. McKendree UMC asks that the all groups abide by the following rules:

1. Group will only meet in their assigned room.
2. Young family members not part of the group but brought to the meeting will not be allowed to roam the church. They are to be in the assigned meeting room with the group.
3. Playground is for ages 8 and under only with adult supervision.
4. Room cleanup should include the following: sweep floors, vacuum rugs, wipe down tables and whiteboards, empty trash, and a check of the bathrooms used to make sure they are in order. Vacuum cleaners, brooms and dust pans are in the hall closet between bathrooms (main building) and in the big closet by the water fountain in the Education Building. Also, spray cleaner is by the sink in most rooms.
5. Doors will not be propped open and all lights should be turned off when leaving the building.
6. Special events other than the above meeting times must be arranged by Gregory Miller in the church office 770-339-9801.

By signing below you agree to abide by these rules or risk additional cleaning fees and/or termination of room use.

\_\_\_\_\_  
Leader signature

\_\_\_\_\_  
Date

APPENDIX E

**AGREEMENT AND ACKNOWLEDGMENT OF  
(current year) SAFE SANCTUARY POLICIES OF  
MCKENDREE UNITED METHODIST CHURCH**

I, \_\_\_\_\_, having been trained in Safe Sanctuaries in the past, have read the updated (year) Safe Sanctuary Policy of McKendree United Methodist Church and understand the policy in its entirety. I understand that should I have questions or concerns, I can reach out to Susan Rowe or the Ministry Leader of the department in which I am volunteering. I will continue to abide by this policy in the understanding that it is for the safety of our church as well as the people in it.

---

Print Name

---

Signature

Date

APPENDIX F

**McKendree United Methodist Church  
Report of Suspected Incident of Child Abuse**

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse: \_\_\_\_\_

2. Victim's Name: \_\_\_\_\_

Victim's age/date of birth: \_\_\_\_\_

3. Date/place of initial conversation with/from victim: \_\_\_\_\_

\_\_\_\_\_

4. Victim's statement (give your detailed summary here): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, Other):

\_\_\_\_\_

6. Reported to pastor: \_\_\_\_\_

Date/time: \_\_\_\_\_ Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Call to victim's parent/guardian: \_\_\_\_\_

Date/time: \_\_\_\_\_ Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Call to DFCS: \_\_\_\_\_

Date/Time: \_\_\_\_\_ Spoke w/: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Call to local police/sheriff: \_\_\_\_\_

Date/time: \_\_\_\_\_ Spoke w/: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Other contacts: \_\_\_\_\_

Date/time: \_\_\_\_\_ Spoke w/: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. Name/title of person completing this form: \_\_\_\_\_

Date: \_\_\_\_\_