

# **Church of the Master United Methodist**

## **Safe Sanctuary Policy for**

### **Protection of Children, Youth, & Vulnerable Adults**

**Approved by Action of Church of the Master Ad Council**

June 1, 2019

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06-01-2020	Bev Pancoast	Addition of Virtual Meet Ups with Children and Youth

# Safe Sanctuary Policy

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## Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at eliminating any potential for child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, *“Whoever welcomes a child, welcomes me.”* (Matthew 18:5) 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.

Jesus also said, *“If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone was fastened around your neck and you were drowned in the depth of the sea.”* (Matthew 18:6) 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.”* (para.162c)

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. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members those who have been victims of 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 allegations of sexual abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from 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. P.384-385*)

Therefore, in covenant with all United Methodist congregations, Church of the Master United Methodist adopts this policy for the prevention of abuse of children, youth, and older/vulnerable adults.

### **Purpose**

The purpose for establishing this Safe Sanctuaries Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional, and spiritual safety of all of our children, youth, and older/vulnerable adults.

### **Covenant Statement**

Church of the Master United Methodist hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth for all our children, youth, older /vulnerable adults, as well as, all the people who work within the programs and ministries. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will have a clearly defined procedures and methods 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.

In covenant with all United Methodist congregations, we adopt this policy for the prevention of abuse as it relates to children, youth, and vulnerable/older adults in our church. In order to fulfill this covenant, the Director of Next Generation Ministries (DNGM) in conjunction with the Staff Parish Relations Committee (SPRC) is authorized to create and implement (and thereafter maintain) such guidelines, procedures, and forms as the committee deems necessary to carry out the intention of this policy.

### **Theological Reflection**

We adopt this policy in accordance with the statement we as a congregation make at each Baptism; that we will “nurture children and youth in the Christian faith and life and include them in our care.” With this policy, we renew our Baptismal pledge to “live according to the example of Christ,” and surround children and youth with a “community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in a way that leads to life eternal.” (Baptismal Covenant II, *United Methodist Book of Worship*, p. 96)

### **Ongoing Supervision of the Safe Sanctuary Policy**

The Director of Next Generation Ministries will supervise the Safe Sanctuary Policy. This policy shall govern all church activities, including outside groups that use our building, that involve custody of children, youth, and/or vulnerable/older adults.

### **Annual Review of the Safe Sanctuary Policy**

In consultation with program staff, facilities manager, and volunteers, the Director of Next Generation Ministries will review and update policies and procedures as needed. The proposed changes will be sent to SPRC committee, who is responsible for revisions.

The Administrative Council will have final approval of the updates to this policy. These policies are not intended to create an implied or expressed contract with any person. They are not intended to create a legally enforceable or binding promise or representation.

### **Waiver of Policies**

Church policies may be waived occasionally for exceptional circumstances. The goal of Church of the Master United Methodist is to promote safety while maintaining practical flexibility in children and youth ministry. Waiving of policies may be authorized by the Administrative Council Chair, The Trustees Chair, The SPRC Chair, or the Senior Pastor.

### **Activities Covered by These Policies**

All activities of that are held within Church of the Master United Methodist that relate to children, youth, and older/vulnerable adults must comply with this Safe Sanctuary Policy. In addition to the Church of the Master Safe Sanctuary policy, staff and adult volunteers who will work with youth during REACH Mission Camps, District youth events, or Conference youth events must be certified through that specific organization/ agency’s policies as well.

Adults who are in the building on a regular basis in the same area where there are children or youth but are not a part of their structured activity need to receive training on the church’s Safe Sanctuary policy.

Groups from organizations other than Church of the Master United Methodist utilizing Church of the Master’s facilities must agree to abide by the requirements of this Safe Sanctuary policy. It is up to the Church of the Master United Methodist staff member overseeing such events, to provide the outside group with these requirements and to obtain written agreement to abide by them. This includes any Scout BSA and Girl Scout troops. Leaders and volunteers working on behalf of chartered organizations that have their own policies are subject to the protection rules and policies of their organization as well.

## **Inclusiveness and Hospitality for Our Children and Youth**

***Jesus said, "Whoever welcomes one such child in my name, welcomes me" (Matthew 18:5)***

***Children and youth are full participants in the life of the church and in the realm of God.***

- *Social Principles, ¶162C Book of Discipline of the UMC*

- *Resolution #3084 Book of Resolution of the UMC*

Our faith calls us to offer hospitality and protection to all children and youth as well as to those who are committed to ministry with them as volunteers and employees. True hospitality means that we are to be inclusive of all children and youth. This process is constantly changing and evolving. Currently, there are a few considerations that we need to keep in mind when making decisions around hospitality and LGBTQ+ children & youth:

- Make no assumptions about a young person's sexual orientation or identity.
- Educate yourself and train your staff on proper use of terminology.
- Be intentional about creating a safe environment and culture by awareness and training around homophobic language and bullying.
- Create a policy or behavior covenant that all are aware of and commit to uphold.

### **A Higher Standard**

As ambassadors of Jesus Christ, we must strive to be worthy of a very high standard of trust. For this reason, every worker at Church of the Master must avoid even the appearance of inappropriate behavior. All workers must diligently avoid any conduct that appears wrong to a reasonable observer, even if no actual misconduct takes place.

Workers and supervisors who oversee children, youth, and vulnerable/older adult workers must keep this in mind: adults do not have a right to serve as workers. Adults merely have an opportunity to serve when selected by the church. This means that workers should err on the side of caution as they make subjective decisions involving the well-being of children, youth, and vulnerable/older adults.

### **Staff Recruitment and Selection Guidelines**

The following guidelines will be used as Church of the Master United Methodist reviews applicants for paid and volunteer positions in children, youth, and vulnerable/older adult ministry:

#### **I. Specific Guidelines for Employees**

- A. Each person being considered for employment with children, youth, or vulnerable/older adults in any church program as a paid staff person will complete and submit an Employment Application which is part of the "new-hire" packet.
- B. Each church staff person who works with the church's children, youth, or vulnerable/older adult programs either regularly or occasionally, on or beyond the church grounds, will be screened and will be trained in the Safe Sanctuaries Policy. This training will occur within 30 days of employment and is good for 2 years.
- C. Each church staff person who works with the church's children, youth, or vulnerable/older adult programs either regularly or occasionally, on or beyond the church grounds, will have a National Background check run on them.
- D. The Staff Parish Relationship Committee (SPRC) or designee is required to speak to all references and examine and verify the employment history as it relates to the area the staff member is working in.
- E. All information gathered for prospective employees will be retained in a file in a secure location until five years after employment ends at which time all documents may be destroyed. This information will be kept in the

Financial Secretary's office.

- F. The Senior Pastor or SPRC of Church of the Master United Methodist, upon implementation of this policy, will schedule all employees to have a National Background Check completed, and will facilitate completing the criminal background check for each employee. The date the criminal background check was requested is to be documented in the employee's file, as well as when the check was completed.

## **II. Volunteer Staff**

A. All volunteers who work with children, youth, or older/vulnerable adults at Church of the Master will be:

- At least 18 years old
- At least 4 years older than the oldest child/youth they will be supervising.
- A member or active constituent at Church of the Master for at least 6 months before they can volunteer with the children and/or youth ministry programs.

B. In addition, all volunteers who work within these ministries will:

- Complete and sign an application and the related waivers to check references and background information.
- Provide the names and contact information of 2 personal references.
- Undergo a criminal background check at no expense if they will have supervisory program responsibility for children, youth, or older/vulnerable adults.

## **C. Delays in Receiving Information**

- While the church is waiting for background information and references, applicants may begin working in contact with children, youth, and/or vulnerable/older adults.
- During this time only closely supervised work should be done by the applicant. Failure to receive satisfactory responses in a timely manner may result in dismissal or withdrawal of the offer to work with the children, youth, or vulnerable/older adult ministry program.

## **D. Non-Acceptance of a Volunteer**

- In the unfortunate situation where it has been determined that there is a legitimate reason an individual should not work with children/youth, the church will make reasonable efforts to handle such a decision in a confidential manner which is sensitive to that person.
- Individuals who have been convicted of abuse (of any type) or neglect may not work in any church –sponsor activity or program for children, youth, or older/vulnerable adults.

## **E. Youth Volunteers**

While recognizing the important role of volunteers in children/youth ministries, all activities involving children/youth are to be supervised by at least one person who is at least 18 years of age. Youth volunteers (12 – 17 years old) must be 4 years older than the oldest child or youth they are working with.

## **III. Supervision of Ministry Workers with Children and Youth**

All meetings of children and or youth affiliated with Church of the Master will be governed by the following guidelines:

### **A. Two Adult Rule**

Two approved adults must be present at all times. This applies to classroom activities and activities away from the church facility. The "two-person rule" requires that employees, volunteers, and supervisors shall make every reasonable effort to avoid situations where an employee or volunteer is alone with children or youth. When an employee or ministry volunteer is alone with students, we will notify the age level ministry leader, or another staff member, if it is the age level ministry leader who is alone. Community groups of children or youth who meet at the

church should have two or more leaders present whenever possible. If the group stays overnight at the church, or if a church sponsored group leaves the premise, two or more leaders must be present. All overnight events must include at least one male and female adult if the group is mixed gender

**Goals for Worker to Children Ratios**

Church of the Master has a goal of maintaining the following ratios of ministry workers to children and youth whenever feasible. These ratios are goals. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children showing up for an event.

<u>Age Group</u>	<u>Ratio of workers to children</u>
Infant (birth and under 12 months)	2:5
Infant (12 month and under 18 months)	2:6
Toddlers (18 months and under 2 ½)	2:7
Toddlers (2 ½ and under 3)	2:8
Preschool -3 years	2:12
Preschool- 4 and 5 year olds	2:14
Kindergarten-5 <sup>th</sup> Grade	2:18
Grades 6-12	2:20

In the case of a multi-age event the appropriate ratio is based on the youngest child present. For example, if there 3 year olds participating then the ratio should be 2:12.

**Exceptions to the “Two Person Rule”**

If a paid staff member is the one on duty then the following scenarios are acceptable:

- During a church sponsored event, 1 paid church worker may provide childcare for a group of 5 children or less. The childcare must be provided in a room where the door can be left open or there is a window in the door. There will be a staff member “on-call” if a problem arises in the nursery.
- Youth Small Groups that happen within the context of a larger program as long as the door to the room being used is unlocked and has a window in it.

**B. Doors:**

All classroom and office doors will have a window or visibility from hallway or remain open while occupied.

- \* **Open Door Policy** – All Age level events should be open door. This means that workers, parents, and church members have a right to observe any children/youth activity.

**C. Touch:**

We live in an age where abuse of children, youth, and vulnerable/older adults is a reality in our society. The church should deal with this issue as a "good shepherd" by taking steps to protect those in our care.

Physical affection should be appropriate to the age of the child or youth. For example, it is generally appropriate for

a 2-year-old to sit in a nursery worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way.

Touching should be initiated by the child or youth. It should be a response to the child or youth's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.

Ideally, touching and affection should only be given when in the presence of other children's ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This rule is especially important when diapering a baby or helping a young child change clothes or use the restroom.

Vulnerable/older adults, in particular, usually lack the physical touch that was once so vital to their beings. As we age, people feel uncomfortable touching vulnerable/older adults and we tend to not touch at all. Holding a hand, resting a hand lightly on the back or shoulder would be appropriate for these adults.

- Touching behavior should not give even the appearance of wrongdoing. As ministry workers our behavior must foster trust at all times; it should be above reproach.
- Any person's preference not to be touched should be respected. Do not force affection upon a reluctant person.
- Church workers are responsible to protect children, youth, and vulnerable/older adults under their supervision from inappropriate touching by others.
- Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader or a pastor. Contact the Director of Children's Ministries for birth through 5th grade incidents, the Director of Next Generation Ministries for 6th through 12th grade incidents, or the one of Pastors for vulnerable/older adult incidents. As a volunteer in the state of Ohio, it is mandatory that any suspicion of abuse be reported to your immediate authorities (refer to mandatory reporting in the glossary of terms) with what you have seen and what you suspect. It is important to document the incident.

#### **D. First Aid Training**

- Church employees who supervise children, youth, or vulnerable/older adults must maintain current certification in basic first aid and basic CPR (or their equivalent if other is offered in the church's locality). Costs for this training will be paid by the church.
- The church has purchased an automatic defibrillator for restarting hearts and it has instructions on it. Employees will be paid for attending training.
- New employees must get this certification within 90 days of the start of their employment.
- Nursery workers and others serving young children must receive training in infant and toddler CPR.
- Other workers are encouraged, but not required, to get training if they frequently accompany kids on adventure activities: water sports, camping, home-building mission trips, etc.

#### **E. Discipline**

All teachers and workers will use the following discipline measures:

1. If a child is behaving inappropriately, the teacher or workers will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g. "We do not throw blocks. We use blocks for building."
2. If this measure is not effective, the child will be guided to another activity.

3. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
4. If the child's disruptive behavior continues after these steps have been taken, a teacher will notify the Director of Children's Ministries who will talk with the child and work with the child's parents.
5. Corporal Punishment (hitting or spanking) and other forms of punishment involving physical pain are never appropriate in Church of the Master United Methodist activities. This rule holds true even if parents have suggested, or given permission for, corporal punishment. In addition, yelling at a child or intentionally belittling the child are inappropriate responses by our workers.

#### **F. Counseling and Lesson Guidelines for Children and Youth**

In instances of individual counseling or music lessons (or other such activity), where circumstances dictate that the activity is most effective on a one-on-one basis, a church staff person or volunteer may meet individually with a child with the awareness and of that individual's parent or legal guardian.

- The door to the room is to be propped open during the session; however, in the event of counseling, all reasonable steps should be taken to preserve the confidentiality of the conversations as applicable (talking in a quiet voice, etc.).
- Rooms with windows in the doors may also be used for these purposes. Exceptions to consent may be made by the Senior Pastor or designee.
- Individuals who are using church space for music lessons, tutoring, etc., must contact the Facilities manager for the proper paperwork.

**Long-Term Counseling** – Staff and volunteers should not meet with children/ youth more than three times to discuss the same issue. Staff and volunteers are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer students who they suspect have a serious need for counseling to professionals in the community. Questions about referral must be discussed promptly with the Age Level Program staff or one of the pastors.

**G. Informal Contact (Independent of Church Activities)** – Informal contact refers to phone calls, letters, or face-to-face contact between an adult worker and a youth that is not connected to official church activities. The church recognizes that informal contact between worker and youth frequently occurs. For example, workers may hire teens as baby sitters for their own children, or workers may see youth during social events with the youth's family. This interaction is usually legitimate and beneficial. However, workers should seek permission of parents before having informal contact with their child. The worker should clearly let the parent know the nature of the contact and that it is not part of church activity. Parents are responsible for monitoring this informal contact.

#### **H. Gifts**

No staff, either paid or volunteer, are to give gifts to individual children or young people without prior knowledge of the parent(s) or responsible clergy. Because gift giving can be a form a buying loyalty or silence, gift giving should be done on a group basis, or special occasions only. Gifts may be elaborate but should be modest and appropriate to the occasion.

#### **I. Policies Concerning Children of Parents Attending Adult Events**

1. Childcare may be scheduled for use by children of Church of the Master United Methodist members and non-members during meetings, Bible studies, and other church events. Parents should be onsite at the church facility and supply cell phone # so that childcare staff can reach them quickly.

2. There are no set hours for childcare outside of Sunday morning. Childcare is only scheduled when requested by a ministry leader.

3. Childcare is designed for infants through kindergarten aged children. Childcare facilities are not designed for elementary aged children and youth, and other arrangements should be made for their care.

4. Elementary and middle school children may stay with their parents during church events and meetings unless confidentiality requires otherwise (e.g. sensitive topics, etc.). Elementary-aged children are not permitted to remain unsupervised in any area of the building. Middle and high school youth may wait for parents in either the gathering space or the gym. Parents of children who become disruptive may be called out of their meeting or event by any Church of the Master United Methodist staff member on duty.

5. Childcare will remain open until 15 minutes after the scheduled end of the adult meeting/activity. However, parents are encouraged to pick up their children within 5 minutes of the scheduled end of their meeting/activity.

6. In the event that childcare is scheduled but no children arrive, staff will stay 15 minutes past the starting time of the event to accommodate late arrivers and then will leave.

**J. Registration, Medical/ Permission Forms** All children and youth who participate in ministry programs of the church must have appropriate forms on file. They are the Family Registration form and the Individual Medical/Permission form on file. These forms are good for 12 months and need to be updated annually. Note: There are separate registration forms for Vacation Bible School, Day Camp, and Survivor that are only good for that specific week of programming.

**K. Nursery Specific Guidelines**

- **Only assigned workers may be in the nursery.** There are two exceptions to this rule: nursing mothers and parents called to the nursery to calm an upset child.
- **Only parents (or designee, e.g. aunt, uncle, grandparent) can receive their child from the nursery.** Nursery workers should release children only to their parents or designee.

**L. Dismissal from Events**

At group events, it may be inevitable that one child/youth's transportation from the event arrives after all other participants transportation has arrived. In those circumstances, a child/youth may be in the individual presence of an adult. Because this circumstance may simply be unavoidable, the general rule that requires the presence of two adults is suspended and the adult is responsible for exercising his/her best judgment for the student's well-being.

**M. Transportation To and From Meetings** – Transportation to and from meetings is not part of church or youth group activities. Parents are responsible for providing or arranging for this transportation. Parents are discouraged from asking leaders to transport children. However, if a leader does transport a child at the parent's request, this should be recognized as informal contact (not a part of church activities), and the guidelines for informal contact should be followed (see paragraph above).

**N. Dating or Sexual Involvement** – No adult youth worker is to date a youth or be romantically or sexually involved with a youth. This includes young adults who participate in summer mission trip with the youth. Any adult with prior incident of sexual misconduct may not be a youth worker or serve in any capacity of youth ministry at Church of the Master United Methodist. There are no exceptions to this guideline.

**O. Guidelines for Children/ Youth Overnight and Off-Site Events**

1. **Overnight Activities** –At least two adults will supervise overnight activities per guidelines established. If the participants are male and female, then male and female chaperones must be present. If these conditions

cannot be met, then the event should be postponed.

2. **Connection While Away**-There must be access to a phone (land-line or cell) when groups are away from the church property. There needs to be a list of participants (either a hard copy or electronic) left in the church office in case of emergencies
3. **Lodging Considerations** – If overnight stays occur in hotels or motels, then youth of the same gender may stay in rooms alone while Church of the Master adult volunteers will be on call at all times. If it is deemed necessary by the paid church leadership, adults can stay in the room of youth of the same sex if there at least 2 youth or two adults in the room. It is never appropriate for an adult chaperone who is not a family member to share a bed with a youth. Monitoring of hallways will be set up based on specific events and lodging circumstances. No youth are to be permitted in the sleeping quarters of the opposite gender at any time.
4. **Supervision**- Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth.
5. **Transportation as a Part of Church Programs** – The church may from time-to-time provide transportation as an official part of church activities. For example, the church may provide transportation to out-of-town events or field trips. When children/youth are transported as a part of such activities, all guidelines will apply. All drivers must complete an auto safety certification form. Any driver who is taking students out of the state must have a Motor Vehicle Check on file. All vehicles must have a working cell phone so that communication between vehicles is always available.
6. **High Adventure Activities** – Special precautions must be taken on high adventure activities, such as rock climbing, hiking, overnight camps, raft trips, or the like. Both physical safety and safety from abuse are at risk in high adventure situations. A high ratio of adults to youth is recommended. Guides for high adventure activities should be licensed by the sport’s governing body or government authorities to guide groups whenever possible. High adventure camping often raises unique circumstances involving individual privacy, sleeping arrangements, bathroom facilities, and so on. Adult leaders must be vigilant to avoid suspicious or misinterpreted behavior in these circumstances.

#### **P. Older/Vulnerable Adults Specific Guidelines**

- **Same Gender Rule** – Caregivers in Pastoral Care ministries will always be assigned care receivers who are of the same gender. Workers who serve in Pastoral Care areas will keep records of all visits in case a question arises.
- Abuse and neglect of older persons includes several categories of acts and/or omissions generally referred to as abuse, neglect, exploitation, and abandonment. Signs of potential abuse or neglect include:
  1. An elderly person with bruises, welts, or burns or evidence of physical restraints.
  2. An elderly person who appears over or under-medicated.
  3. An elderly person with inadequate food or water, or with unclean clothes or bedding.
  4. An elderly person whose caregiver abuses alcohol or is emotionally unstable.
  5. An elderly person who previously has had excellent credit or resources but now seems unable to meet expenses.
  6. An elderly person who caregiver is under severe stress such as illness, unemployment, or family problems.
  7. An elderly person living in a family with history of violence such as child or spouse abuse.
  8. An elderly person who is not permitted visitors or direct, private communications with others.

#### **Q. Verification of Reading of Policy Statement**

Upon receipt of this policy statement, the volunteer or paid staff person will read and sign a statement that he/she has read Church of the Master United Methodist's Child Abuse Protection.

#### **R. Recertification of Safe Sanctuary Policy**

- Church of the Master volunteers and paid staff will be given the opportunity to attend training about Safe Sanctuaries policies, procedures, and abuse issues on a regular basis.
- **Volunteers and staff will need to "recertify" on Safe Sanctuary policies every two years.**

#### **IV. Confidentiality**

**Volunteers must report to the Age Level Program Staff or Pastor if a minor discusses harming him/herself or others, committing a crime, or being abused.**

- There are limits to confidentiality when working with youth.
- Questions about such cases or other issues of confidentiality must be discussed promptly with the Age Level Program Staff or the Pastor.
- Any serious issues discussed in confidence should be reviewed with one of the staff, who will also protect the confidential nature of the discussion.
- Conferring with a minister on sensitive issues is not considered breaking a confidence.

#### **V. Response Procedures for Accidents, or Incidents**

##### **A. Accidents & Injuries**

1. In order to assure proper attention is given to an injury or accident involving a child or youth, an Accident Report is to be completed by the adult supervisor immediately following the incident.
2. Injuries requiring medical treatment beyond basic first aid (clean wound/band aid) should be verbally reported to the director of the activity or to the church office within 2 hours or as soon as it is practical.
3. Injuries requiring EMS notification should be verbally reported immediately. Completed Injury Report forms should be filed with the Senior Pastor and should be kept for 5 years. The parent(s) of the injured child should be provided a copy of the completed report. Copies of the report should also be given to the facilities manager and the Director of Next Generation Ministries as well.

##### **B. Incident Reports**

From time to time there were incidents that happen that do not cause injury and are not considered to be abuse but do raise a red flag and should be documented. (Example: youth who get into a fight with no injuries). If this is the case, fill out the Incident Report Form

#### **VI. Response by Church workers to Allegations of Abuse**

As caring Christians, we are committed to protect and advocate for children/youth participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in whom they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to create a climate in which healing can take place.

## A. General Principles for Responding to Allegations of Abuse

If abuse is suspected by, observed by or disclosed to a volunteer and/or paid staff of the church, that person shall report the incident immediately to the age level staff member or pastor. (If the accused is a pastor, see information below.) When responding to allegations of abuse, the church and its representatives will keep several key principles in mind:

1. **Reports of questionable behavior must be taken seriously.** They should not be ignored or allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and the church.
2. **Allegations may occur in a variety of ways.** Since the church cannot control how a report will surface, it is important that officers, employees, and volunteers follow the steps described below. These steps will ensure that the allegation is channeled to the appropriate person and that the problem is not compounded by an improper response.
3. **Non-church related allegations must be taken seriously.** Young people frequently choose to confide in church youth workers about abuse happening outside of the church. It is important that reports of this type are also handled sensitively and appropriately. The church's policies also apply to reported allegations not related to church activities or workers. These policies are appropriate for allegations involving church activities **and** non-church related reports of abuse.
4. **Immediate Pastoral Response to Victim.** Whenever abuse occurs, it is essential that effective, immediate, and compassionate care be provided to the victim and their family until the procedures outlined below are completed. Ordinarily, responsibility for this care will fall on the Senior Pastor, but may be delegated to the most appropriate church employee (e.g. Director of Children's Ministry, Director of Next Generation Ministries) for the particular situation. Care should be taken to consult with the civil agency or agencies that are investigating and responding to the reported incident.

## B. Reporting to Civil Authorities

When responding to an allegation of abuse be prepared to do the following:

1. Ensure the protection of and tend to the immediate needs of the child, youth, or older/vulnerable adult, as the situation requires.
2. IMMEDIATELY contact the age level staff member and/or a pastor.
3. IMMEDIATELY notify the proper authorities (immediate supervisor, designate church Safe Sanctuary Representative or adult in charge of the event.) This person will:
  - a. Provide written documentation concerning the incident of the designated form.
  - b. Notify the County Office of Department of Job and Family Services. This is a requirement of the law. (Note: Do not attempt an investigation. This should be left to professionals who are familiar with these cases.) The Franklin County Department of Children Services Abuse Hotline is **614-229-7000**.
  - c. Notify the pastor in charge. If the Pastor is the accused party, the designee will notify the chair of the Staff Parish Relations Committee and the District Superintendent.
  - d. Give written documentation to the pastor and/or the Chair of the SPRC.

- C. **Mandatory Reporters**— A mandated reporter is someone required by law to report if they suspect or know that child abuse is occurring. A list of mandated reporters for Ohio includes: Attorneys, Audiologists, Child care workers, Children Services personnel, Clergy, Coroners, Day care personnel, Dentists, Nurses, Physicians including hospital interns and residents, Podiatrists, Pastors and Program staff members, Psychiatrists, School Authorities, employees and teachers, Social Workers, Speech Pathologists, or Animal Control Officers/Agents.

- D. The pastor or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. (Note: If one or both of the parents is the alleged abusers, contact the proper authorities listed above. Follow their advice about notification of the parents.)
- E. After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the church's attorney, the church's insurance company, and the district superintendent. The district superintendent will report the allegation to the bishop's office. Do not try to handle this without professional assistance. If the accused is clergy (deacon or elder) member of an annual conference, local pastor, or diaconal minister, provisions of The 2016 Book of Discipline of The United Methodist Church must be followed.
- F. A list of emergency numbers will be available to staff at all times.
- G. If the accused is working in a volunteer or paid position with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth.
- H. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- I. Any contact with the media should be handled by a pre-determined spokesperson. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.

#### **J. Formation of the Response Team in Substantiated Cases**

- a. A substantiated case is one in which there is clear and convincing evidence of an offense reportable to civil authorities.
- b. From the list of qualified persons created and maintained for this purpose by the Senior Pastor, the Senior Pastor will convene a Response Team comprised of one person from each of the following categories:
  - A counselor or social worker, independently licensed, with experience in the treatment of child abuse and its related issues
  - Chair of the Staff Parish Relations Committee (SPRC)
  - Church of the Master United Methodist's legal counsel
  - District or Conference appointee (as deemed necessary)
- c. If the Senior Pastor is suspected of being the abuser, the Chairman of SPRC will assemble the Response Team. Additionally, all other duties described below as being assigned to the Senior Pastor will be assumed by the Chairman of SPRC.
- d. The Senior Pastor will ensure that the Response Team meets within one week after he/she completes the investigation described under "Reporting and Investigating – Church Authorities".
- e. At its first meeting, the Response Team is to agree on one of its members to serve as chairperson. The chairperson will serve as liaison to the Senior Pastor and as official spokesperson for the Response Team.
- f. The Response Team is to review the Senior Pastor's investigation report, assess the nature of the case, and agree upon a preliminary plan of action. This plan would include, but is not limited to, making contact with:

the victim and victim's parents/guardians, the leadership of the local church, and the accused person. The efforts of the Response Team are to be coordinated with those of the civil authorities and the Chancellor of the West Ohio Conference. The Chancellor will apprise the Director of Communications of the relevant meeting. The Response Team is to develop a short-term response plan, which is to include, but is not limited to the following elements:

- The needs of the victim and the victim's family
  - The needs of the local church
  - The needs of the civil authorities dealing with the case
  - The needs of the accused person
- g. The Response Team is to report its plan for short-term response to the District Superintendent and Chancellor of the West Ohio Conference. The Team and the Chancellor then need to agree on its implementation. Responsibilities will be assigned and communicated.
- h. The Response Team and the Chancellor are to confer regularly during the implementation of the short-term response plan, making adjustments to the plan as needed.
- i. As the short-term response plan reaches full implementation, the Response Team will meet to review the case and to develop a plan for long-term response, as they deem necessary. The long-term plan is to include the same basic elements as the short-term response plan.

## H. On-Going Tasks

### Capital Area North District and West Ohio Conference Tasks

The District Superintendent, the Response Team, and the Senior Pastor will bear the major responsibility for the church's response to incidents of child abuse. However, various offices of the District and the Conference can provide valuable assistance to the response.

- i. **Personnel Management** – The offices of the District Superintendent and the West Ohio Conference, which assist local churches in their daily responsibilities, are to offer guidance to the Response Team in their response to incidents of child abuse.
- ii. **Media Relations** – Often cases of child abuse generate sensational attention in the media, which can be harmful to victims, local church communities, and the mission of the church. On the other hand, there is benefit to providing an honest presentation of the church's attempt to provide a suitable response to incidents of child abuse within the church. It is the task of the Director of Communications for the West Ohio Conference to serve as the official public spokesperson. Thus, all media inquiries addressed to Church of the Master United Methodist are to be referred immediately to the Director of Communications before making any public statements or advising others to do so.
- iii. **Legal Actions** – When instances of child abuse lead to legal actions, the rightful claims of victims, the legal rights of the accused persons, and the protection of Church of the Master United Methodist must be carefully balanced. All employees and volunteers of Church of the Master United Methodist are to cooperate with the civil authorities in their investigations. The Senior Pastor should be apprised of contacts with civil authorities. The Senior Pastor bears exclusive responsibility (subject to the authority of the District Superintendent and the Bishop of the West Ohio Conference) for managing the response of the church to claims and civil actions. Further, he/she also is to advise the church staff and the Response Team in this regard, always with the assistance of qualified attorneys. Church of the Master United Methodist will not provide legal counsel for the accused persons.
- iv. **Records Retention** – Once implementation of the Response Team's response plan has begun, the Senior Pastor will place the appropriate records in the secured files located in the Senior Pastor's office under the name of the accused person. The file will include the Senior Pastor's investigation report and any other pertinent

documents. Only the Senior Pastor will have access to these files and only the Senior Pastor, under the advice of counsel, is to release information to a civil or legal authority.

#### **Local Tasks**

- v. The leaders of the church, especially ordained ministers and professional staff occupy a critical position in the response to instances of child abuse. They are the ones who know the victim(s), their families/guardian(s), and the local church communities. They are the ones who can offer a particularly effective ministry of healing, both short-term and long-term. It is the task of pastors, directors, and administrators to see that the provisions of this policy, with regard to the response to child abuse, are implemented fully and carefully. These persons should also listen well and provide concrete means for healing. They are to be especially attentive to the pastoral needs of the victims and their families.
- vi. At the same time, church leaders must recognize that their community is part of a larger church family. Thus, they must look to the Response Team and appropriate officials at the District and Conference levels for guidance and direction and stand ready to provide requested information to these persons. Specifically, all contact made with the media is to be arranged and cleared through the West Ohio Conference Director of Communications' Office.
- vii. In the end, a collaborative effort among church leaders, the Response Team, and the District/Conference officials, and openness on the part of all involved, will lead to the most effective response to cases of child abuse. Such a response will itself be a powerful means for preventing future cases of child abuse.

A written report of the basic information shall be kept to ensure on-going ministry to and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be written in ink or typed to prevent it from being changed.

#### **Conclusion**

In all of our ministries with children, youth, and older/vulnerable adults, this congregation is committed to demonstrating the love of Jesus Christ so that each child, youth, and older/vulnerable adult will be "surrounded by steadfast love... established in the faith and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, *United Methodist Book of Worship*, p. 96)

## **Church of the Master United Methodist Social Media Guidelines**

### **Introduction**

As an ever-increasing number of people use and prefer digital communication over other forms, it is essential that the church be present in this mission field. Social networking sites, on-the-spot communication devices, and email can enhance communication, faith sharing, and deepen relationships. The following recommended practices and guidelines apply principles of healthy boundaries and safe church to the virtual world of digital networking and communication. They are intended to raise awareness of issues and open doors of conversations with ministry teams. We encourage all ministry teams to discern together the following guidelines, considering the nature of your ministry and being mindful that our calling is to meet children and youth where they are; model healthy boundaries; and love and care for them safely. Adults engaged in ministry to youth and children should consider their relationship with the youth or child when interacting with them using digital media, and should conduct themselves in a manner that would be acceptable on church grounds.

### **Connecting on Social Networking Sites**

1. In addition to participating on the ministry pages, youth may wish to establish social media connections with church leaders and adult volunteers engaged in youth ministry. Adults who are willing to participate in these relationships should use the following guidelines when establishing these connections:

- a. In order for staff and volunteers within the youth ministry programming to engage students on social media, a parent/guardian must have given permission on the “Youth Ministry Family Registration Form” that is updated annually.
- b. Adults should not submit ‘friend’ requests to children or youth. Minors may feel like they are not able to decline such requests due to the disparity of power between them and adults. Exceptions to this rule should only be made in situations when the adult’s privacy settings make it difficult or impossible for the youth to find the adult’s page on the site. In these circumstances, it is acceptable for an adult to request a youth as a friend, if the youth has requested that they do so.
- c. Due to the greater potential for misinterpretation, inappropriate discussions, and inadvertent exposure of youth to inappropriate content, personal pages should be maintained appropriately. Church leaders and adult volunteers should avoid relationships with children/youth via Social Networking sites, unless an actual relationship (ministry, family friendship, etc.) already exists between them.
- d. As additional social media sites gain popularity, the church reserves the right to apply this approach to the various methods of digital communication.

### **Boundaries**

2. All church leaders and adult volunteers engaged in ministry with children and youth are strongly encouraged to set strict privacy settings on any personal social networking profile, making every effort to prevent youth and children from being introduced to objectionable content. Privacy settings on personal pages and information should be thoroughly scrutinized on a regular basis to prevent this information from being available to minors. In the event that a church leader or adult volunteer does not feel that they can set the proper privacy settings

and/or regularly check their personal pages (2-3 times per day) for inappropriate material that might have been posted by others, they are asked to completely restrict child/youth access to their pages.

3. For the sake of their own privacy and the well-being of the child/youth participants, church leaders and adult volunteers should not add or invite children or youth to any groups, events, pages, chat rooms, etc. that are not solely dedicated to activities directly related to the children or youth ministries or ministry activities.
4. Given the continuing evolution of privacy settings and capabilities on many social networking sites, church leaders and adult volunteers must be willing to continue to educate themselves on what settings are needed to support the above recommendations. Additionally, the child and youth ministry programs should establish education for adult volunteers who wish to use social media as part of their ministry efforts.

### **Communication**

Social media is an excellent way to quickly share both good and sad moments in a person's life with a large number of people. However, as with all forms of communication, users should be respectful of the privacy of others. This is particularly the case with youth and children's ministry leaders. Leaders should be especially mindful of how information is presented in such a permanent medium, and should never share news about another person without their express prior consent.

5. Use prudent judgment in the time you contact youth and children through social media, e-mail or other forms of digital communication. The "home phone rule" is a basic rule of thumb to use – normally do not text or chat with youth at a time you would not normally call their home phone line, i.e. before 9:00 AM or after 9:00 PM.

Exceptions to this rule are as follows:

- a. In emergency situations or when children or youth reach out to a church leader or adult volunteer with issues that they feel that they need to discuss immediately.
  - b. During weekends, vacation times, and other times when children or youth may have parental permission to stay up later than normal, adult leaders may respond to youth initiated communications outside of these hours, at their discretion. In all of the exception situations, adults should use good judgment in deciding when discussions should continue or be picked up at a more appropriate time, in order to support and demonstrate good boundaries with their personal time.
6. All church leaders and adult volunteers engaged in ministry with children and youth should consider the content and nature of any posts that will be seen or read by others. Your voice is often considered the voice of the church.
  7. 'One on one' video or chat room interaction is generally not appropriate between adults and minors. Such communications should only be engaged in where no face-to-face communication is possible, such as when the youth is away for the summer in a foreign country but regularly communicates with the adult in person.
  8. When the content of received communications raises concerns or questions, it should be shared with a member of the Pastoral team, and law enforcement, where appropriate.
    - a. Email is not an appropriate communication method for matters that are pastorally sensitive, emotionally charged, or that require extensive conversation.

b. Email may be more appropriate when matters are deemed legally sensitive.

c. Humor and sarcasm can be easily misinterpreted, and should be used only where appropriate.

All communication sent digitally (email, social networking sites, notes or posts, etc.) may not be shared or reposted to others. Adults should be mindful that comments sent to a youth may be shared by that youth in a number of ways and that misinterpretation of those comments may occur.

9. Phone conversations and face-to-face meetings are the preferred mode of communication, when responding to emotionally driven communication or pastoral emergencies, and should be used when possible to provide the appropriate level of support.

### **Identity Protection**

We will seek to protect the privacy and identity of all minors in our use of social media. All church leaders and adults leaders in youth and children's ministry should closely monitor the privacy settings of any posted youth images to ensure that they are not accessible to individuals who do not have permission to view them.

10. All church leaders and adult volunteers engaged in ministry with minors must not post photos or video that identifies children or youth on any online site or printed publication without the written consent from a parent or legal guardian. Parents must give consent on the Children's Ministries and/or Youth Ministries "Family Registration Forms" annually.
11. We strongly encourage the respect and dignity of every person depicted in an image. Only pictures depicting youth in an appropriate light should be posted. "Appropriate" pictures may include goofy pictures that the youth's parents are comfortable being posted. If a picture would make the youth feel self-conscious, vulnerable, or would subject the youth to ridicule, the picture should not be posted.
12. When checking in with any location tagging social media only check in yourself. Never check in minors. Be sensitive to tagging or revealing other participants' locations.

### **Administration of Official Church of the Master Social Media Groups**

14. Each church related social media site, group, or page must have a minimum of two unrelated administrators, who are either church leaders or adult volunteers engaged in the ministry.
15. Sites must be monitored frequently to allow for quick responses in the event urgent or crisis concerns are posted.
16. Administrators should review the access to the Church of the Master Youth 'Closed' group account to remove:
  - a. Adult leaders who no longer actively participate in the youth program
  - b. Former youth members, and their parents, who no longer actively participate in the youth program.
  - c. Active participation in the youth group may include:
    - i. For former youth:
      1. Having a sibling who remains in the youth group
      2. Having a number of younger friends who participate in the youth group
      3. Regular attendance as a counselor or participant on summer mission trips, but not participating

on a weekly or monthly basis

ii. For adults:

1. Regular attendance as a counselor or participant on summer mission trips, but not participating on a weekly or monthly basis.
2. An established mentor/mentee role with an older youth
3. Family relationships that essentially establish the adult in an older sibling or parental role with an active youth
4. Youth leaders who, but for their geographic distance from Church of the Master , would remain involved in the lives of the youth, provided that the youngest age the adult worked with have not matriculated out of the youth group.

Any inappropriate material posted to a church related social media site, group, or page must be deleted and addressed. Refer to the Church of the Master United Methodist Safe Sanctuaries Policy 'Reporting Allegations of Abuse' section for further information and reporting guidelines.

## **Virtual Meet Ups with Children & Youth**

The Church of the Master Safe Sanctuary policy applies not only to programming in the church building but in the virtual world as well.

- Virtual Meet ups for children and youth ministry need to be scheduled with the Age Level Staff member. "Secret" or "private" virtual meet ups between an adult and youth or child are not permitted under our Safe Sanctuary Policy.
- Virtual Meet up links can only be sent by e-mail and text message. They will be sent to both the youth and the parents. We will never post the links for children and youth meet ups on any social media platform. Texting youth is only permitted when parents have approved that on the "Family Registration" form that is filled out annually.
- There must be 2 adults (or an adult & safe sanctuary trained youth who are age appropriate) in all virtual meet ups.
- Whether the virtual meet up is happening on Zoom or Google Meet, there **must** be a "waiting room" that participants wait in until the Host lets them into the meet up. This allows the host to know who is coming into the meeting.
- Hosts cannot let anyone into the meet up until the 2<sup>nd</sup> adult/youth volunteers are present OR there are at least 2 unrelated children/youth are in the waiting room. The Host cannot let children/youth in if one of the two children/youth is their own.

- Like the church’s policy of “windows in every door”, all meet ups for children and youth welcome parents who either log into the meet up on their own or sit in with their child and/or youth.
- All Zoom meet-up are to be recorded and stored in case a question arises.

## **Guidelines for Interviewing Age Level Ministry Volunteers**

### **Red Flags:**

**Red flags alone do not mean that an individual is a potential danger to children, youth, and/or vulnerable/older adults**, but they are possible indicators that an individual may participate in unhealthy relationships or even be a molester. Red flags are signals for program leaders to consider the applicant more carefully, to look a bit deeper into his or her background, and to be especially careful in making decisions to approve or disapprove the applicant.

1. **A specific interest in a certain age group or gender.** Child molesters sometimes fixate on children of the same age they were when first molested.
2. **Over-involvement with children and youth.** Excessive activity with youth may indicate a person is fixated on youth, lacks adult outlets for recreation, or is seeking access to youth in a variety of programs.
3. **Lack of adult relationships.** Healthy workers have adult relationships for friendships and, when appropriate, for romantic reasons. They do not need to turn to youth to meet their basic need for relationships.
4. **Lack of adult interests.** Interest in adult hobbies and in adult groups shows that youth workers have balanced lives that are not overly concentrated on children.
5. **Instability in work and life.** Look out for people who move or change jobs frequently and do not have a plausible explanation for it. Child molesters often move from place to place as people become suspicious or to seek out new opportunities to molest children. Instability in work may mean that an applicant has a drug or an alcohol problem.
6. **Gaps in a person's life history.** An unexplained gap in a resume or history may mean that the applicant served a prison term or is covering up a difficult time in his or her life.
7. **A history of abuse or family instability.** A person who experienced abuse or family problems while growing up may have unresolved emotional issues. These issues can interfere in their ability to work with children. Also, child abuse often occurs in unstable families facing problems with alcohol/drugs, mental illness, extreme poverty, etc.
8. **Stressful events in the applicant's recent past.** Events such as the death of a close family member, divorce, marital problems, unemployment, etc., often cause stress. This stress can lead applicants to react in unhealthy ways.
9. **Evasive or misleading answers.** Dishonesty is an indicator that a person is not trustworthy enough for working with kids and may be hiding vital information.
10. **Rigidity in belief or doctrines.** Applicants may have strong beliefs, but they should demonstrate flexibility in dealing with different points of view and accepting people as they are. A larger-than-expected proportion of child abusers come from rigid, orthodox backgrounds that encourage a one-dimensional perspective on important issues. Be cautious with applicants who have an overly-strong, personal agenda for youth. Look out for statements such as "I want to train children to believe in God just like I do" or "Children today are spoiled, so I want to teach them the strong discipline I grew up with."

### **What to Look For:**

1. Applicants with a clear explanation of why they want to work with youth.
2. Applicants with well-balanced lifestyles involving work, family, friends, recreation, and spiritual growth.
3. Applicants who have demonstrated maturity and people skills over the long term in their life experiences.
4. Applicants who are open to differences in people, flexible in dealing with people, and have a sense of humor.
5. Applicants who demonstrate appropriate reactions to stress.

6. Applicants who understand the need for screening and supervision and who react to it positively rather than defensively.

### **Interview Questions:**

Start the interview with a reminder that "information will not be disclosed to unauthorized people." Begin with light questions and ask the more personal ones as the applicant relaxes:

1. Tell me about your family when you were growing up.
2. What were your family's religious beliefs when you were a child?
3. Tell me about your hobbies and interests outside of church.
4. What is the biggest problem in children's lives right now? Look for a coherent, well-reasoned answer that demonstrates that applicant has thought about kids' problems.
5. Give me a brief rundown of your life. Follow up with questions to address where they grew up, their childhood, education, work experience, churches they have been a member of, job and residence changes, etc.
6. Tell me about other work with children, youth, or vulnerable/older adults you have done.
7. Is there anything else I should know about you that might affect how you work with the children, youth, or vulnerable/older adults at Church of the Master United Methodist?

### **Training Strategies for Prevention of Abuse for and Volunteers**

Church of the Master United Methodist will train workers to keep young people safe. This training is mandatory for children and youth ministries workers and other church workers who may work in children and youth ministries.

The training will be offered to incoming workers. Refresher training will also be offered to veteran workers. The training will include the following information:

1. The nature of the problem, especially sexual abuse
2. Recognition of child abuse indicators in children and youth, and in adults who may be abusers
3. Explanation of policies and rules that apply to each category of worker
4. Discussion of expectations
  - Avoiding the appearance of misconduct
  - Monitoring coworkers' behavior
  - Accountability for violation of rules
5. Recognizing inappropriate behavior and situations open to problems or misunderstandings
6. Reporting requirements
7. How to respond to an incident or an emergency. This should include topics such as:
  - What to do when you believe a child is the victim of inappropriate conduct by a church worker
  - What to do when you believe a child in your program is a victim of abuse by family members or others
  - What to do when you believe that two children in your program are involved in inappropriate sexual activities
  - What to do when two adult church workers are engaged in an inappropriate sexual relationship
8. The church's touching policy
9. Appropriate discipline techniques
10. Who to turn to for advice or help

### **Training for Pastors and Employees**

The pastor and all program staff have an obligation to be knowledgeable about abuse and the reporting of any and all suspected or witnessed incidences of abuse. Not only are these people responsible for the well-being of children, youth, and vulnerable/older adults on a day-to-day basis, they are also perceived by the community as special and

trustworthy individuals. They all have duties mandated by civil law with regard to child abuse, about which they must be especially aware.

1. All current pastors and employees will participate in initial safe sanctuary training. Each pastor, employee, and volunteer will have “renewal” training at least every 2 years.
2. New pastors and employees will be trained within the first 30 days of employment. This will include training on how to recognize and respond to potential abuse.

#### **F. Immediate Action Regarding Accused Person**

1. In the case where the accused is a staff member or employee, the Senior Pastor or Chairman of SPRC (or District Superintendent if the Senior Pastor is suspected of being the abuser) will direct the person or the person’s supervisor to place the person on a temporary leave of absence from any official duties, pending the final resolution of the matter. During such leave of absence, the employee is to receive the same salary and benefits that were provided prior to the reported incident. The future status of the accused person should be decided as soon as possible and, in any event, not later than 10 days after the conclusion of any legal proceedings.
2. In the case where the accused is a volunteer, the Senior Pastor will direct the person, the person’s supervisor, or volunteer coordinator to instruct the accused to cease volunteer service immediately, pending the final resolution of the matter.
3. The Senior Pastor, when appropriate, will notify the local church community only that the accused person has taken a leave of absence for personal reasons and for an undetermined time. Care is to be taken to avoid defamation of the character of the accused person.



# Church of the Master United Methodist

## Volunteer Application

### APPLICATION FOR SERVANTS WORKING WITH CHILDREN, YOUTH OR VULNERABLE ADULTS

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

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

Preferred phone: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Current job responsibilities: \_\_\_\_\_

\_\_\_\_\_

Previous work experience: \_\_\_\_\_

\_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_

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?

\_\_\_\_\_

Would you be available for periodic volunteer training sessions? \_\_\_\_\_ No \_\_\_\_\_ Yes

#### Statement of Faith

**Yes** **No** I accept Jesus Christ as my Lord and Savior.

**Yes** **No** I agree to strive to conduct myself in a manner consistent with Church of the Master United Methodist's mission to: *Love God. Grow in Christ. Live to Serve.* while performing the responsibilities of my position.

**Yes** **No** I understand that Church of the Master United Methodist is part of the United Methodist denomination and I am subject to following the doctrine set forth in the *Book of Discipline* and the *Book of Resolutions* of our denomination.

List churches/religious organizations you have attended regularly in the last 5 years:

Church & Address                      Type of volunteer work                      Dates

List all other volunteer work and employment involving children, youth, and vulnerable adults:

Organization                      Address                      Type of work                      Dates

Two Personal References (Do not list relatives)

1. Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

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

\_\_\_\_\_  
Date

CONFIDENTIAL SCREENING FORM

This form will be viewed by the Director of Next Generation Ministries and the Senior Pastor, as needed. *Please answer each question candidly and completely. A "yes" answer will not necessarily disqualify a person from serving as a volunteer.* The form will be kept in a confidential file to protect your privacy.

Name \_\_\_\_\_

*Please circle "yes" or "no". If you answer "yes" to any of the following questions, please attach an explanation noting the date, nature and place of the incident involved, where the case was litigated or is pending, and the outcome or present status of the case.*

1. Have you ever been convicted of, or pleaded guilty or no contest, to a criminal charge of sexual abuse, child abuse, child molestation, or child neglect, in this state or any other state or country?

Yes / No

2. Have you ever been convicted of, or pleaded guilty or no contest, to any other crime, whether a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?

Yes / No

3. Are there *any criminal proceedings* pending against you?

Yes / No

4. Are you the subject of an indicated child abuse or maltreatment report in this state or any other state or country?

Yes / No

5. Have you ever had a lawsuit alleging actual or attempted sexual discrimination, sexual harassment, sexual exploitation or sexual misconduct, physical abuse or child abuse filed against you which resulted in a judgment entered against you, or was settled out of court, or was dismissed because the statute of limitations had expired?

Yes / No

6. Have you ever terminated your employment or service in a volunteer position, or had your employment or authorization to hold a volunteer position terminated, for reasons relating to allegations of actual or attempted sexual discrimination, sexual harassment, sexual exploitation, or sexual misconduct, physical abuse or child abuse?

Yes / No

7. In the past 3 years, have you been convicted of, or pleaded guilty to, any offense involving a moving vehicle violation in this state or any other state?

Yes / No

The information contained in this form is true to the best of my knowledge. I recognize my duty to update this information if I become aware that any answer I have given at this time becomes inaccurate in the future while I am volunteering to work with the children or youth of the Church of the Master United Methodist ("the Church").

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Applicant's Statement**

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me. In consideration of the receipt and evaluation of this application by *Church of the Master United Methodist*, I hereby release *Church of the Master United Methodist* and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of *Church of the Master United Methodist* that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with *Church of the Master United Methodist* children, youth, and vulnerable/older adult ministry policies and procedures, including those concerning safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal, or disciplinary action, all in the discretion of the church. My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, *Church of the Master United Methodist* may determine that I am no longer qualified to be associated with its programs as a church worker, employee, or volunteer in any capacity.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Children, Youth, and Vulnerable/Older Adults Worker Reference Form

**Reference:** The person named below has applied for a position volunteering with children, youth, and/or vulnerable adults at Church of the Master United Methodist, and has listed you as a reference. Please answer the following questions as honestly as possible. All information will be held in confidence and will not be released to unauthorized persons. Please reply to this email or print out the form, fill it out and return to:

Church of the Master United Methodist  
Attn: Director of Next Generation Ministries  
24 N. Grove Street  
Westerville, OH 43081

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

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

**Reference Questions** – Please feel free to add additional comments on the back.

1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How would you describe the applicant's ability to relate to adults?
4. What specific strengths or weaknesses are you aware of relating to this person's desire to work with children, youth, and/or vulnerable/older adults? What else should we know before putting this person in a position of trust with children, youth, or vulnerable/older adults?

\*\* This form will be sent via Google Forms for references to fill out.

# Auto Safety Certification

Driver's Name (as shown on license): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_

State of Issue: \_\_\_\_\_

Is this a commercial driver's License **Yes No** Class: A B C?

What Vehicle will you be driving?

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Are you the Primary Driver? **Yes No**

Primary Driver = you drive the vehicle more than once per month or more than 12 times per year.

## In the past three years:

- |   |   |            |           |
|---|---|------------|-----------|
| 1 | Have you been at fault for any accidents?   | <b>Yes</b> | <b>No</b> |
| 2 | Have you had any moving traffic violations?   | <b>Yes</b> | <b>No</b> |
| 3 | Have you had any insurance company cancel or refuse to provide you with auto insurance?       | <b>Yes</b> | <b>No</b> |
| 4 | Have you had your driver's license revoked, suspended, or restricted?                         | <b>Yes</b> | <b>No</b> |
| 5 | Have you had any physical impairment other than corrective glasses?                           | <b>Yes</b> | <b>No</b> |
| 6 | Have you ever been convicted of "driving while intoxicated" or "driving under the influence?" | <b>Yes</b> | <b>No</b> |

If any question(s) 1-6 have been answered with "yes," please provide full details on the back of this sheet (dates, descriptions, amounts, or other explanations).

## Agreement to Notify of Driving Events

I agree to immediately inform my ministry leader or senior pastor if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI or DWI charges pending. I must also notify my ministry leader or the senior pastor if my personal auto insurance is canceled or not renewed. These notifications are required even if the offenses are not related to church work. The church will not release this information to unauthorized persons.

## Seat Belt Usage

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. In buses that are not outfitted with seat belts, this rule does not apply.

**Safe Vehicles**

I agree to transport persons only in vehicles that are in safe operating condition.

**I have truthfully and accurately responded to the questions above. I agree to notify the church if any of the driving events listed above occurs.**

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

Printed Name \_\_\_\_\_

# Church of the Master United Methodist Accident Report

Injured's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Primary Phone Number: \_\_\_\_\_

Name of Parents/Guardian (if a Minor is involved): \_\_\_\_\_

Date/Time/Method Parent/Guardian was notified (If Applicable): \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time of Accident: \_\_\_\_\_

Staff Person or Volunteer in Charge at Time of Accident: \_\_\_\_\_

Others Involved in Accident:  Yes  No (If Yes, complete a form for each person injured)

Other Witnesses to Accident:  Yes  No If Yes, Provide Name and Phone Number

Brief Description of Accident: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Medical Attention Required:  Yes  No If Yes, Describe Injury

Treating Medical Personnel or Facility: \_\_\_\_\_

Follow-Up Required:  Yes  No If yes, Name of Person who is to do the Follow-Up

## Insurance-Related Action:

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

Policy No. (If Available): \_\_\_\_\_

Name of Insurance Agent: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Follow-up/Additional Information:

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Original to Senior Pastor, copy to parent, Facilities Manager, and Director of Next Generation Ministries*

Accident Report - Page 2 of 2

# Suspected/Witnessed Incident of Child Abuse Report

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

Name of Worker (Paid or Volunteer)

Observing or Receiving Disclosure of Child Abuse: \_\_\_\_\_

**Alleged Victim's Information:**

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

Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

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

Date and Location of Incident: \_\_\_\_\_

Date/Place of Initial Conversation w/ or Report from Victim: \_\_\_\_\_

**Accused Information:**

Name of Person Accused/Suspected of Abuse: \_\_\_\_\_

Relationship of Accused/Suspected to Alleged Victim:

\_\_\_paid staff \_\_\_volunteer \_\_\_ family member \_\_\_ peer \_\_\_ other

**Summary of Allegations:**

Date/Time Reported to Senior Pastor: \_\_\_\_\_

**Notes of Conversation with Senior Pastor:**

Date/Time Local Children/Family Services Notified: \_\_\_\_\_

Spoke with (name): \_\_\_\_\_

Notes from Conversation:

Date/Time Local Law Enforcement Notified: \_\_\_\_\_

Spoke with (name): \_\_\_\_\_

Notes from Conversation:

Other Persons Notified: \_\_\_\_\_

Spoke with (name): \_\_\_\_\_

Date/Time of Call to Accused (If Church of the Master staff or volunteer): \_\_\_\_\_

Spoke with (name): \_\_\_\_\_

Notes from Conversation:

*Original to Senior Pastor/District Superintendent, copy to parent, DNGM*

# Incident Report

Person Making report: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Primary Phone Number: \_\_\_\_\_

Name of Parents/Guardian (if a Minor is involved): \_\_\_\_\_

Date/Time/Method Parent/Guardian was notified (If Applicable): \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Staff Person or Volunteer in Charge at Time of Incident: \_\_\_\_\_

Others Involved in Incident:  Yes  No

Name of others involved in incident: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

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

Name of Parents/Guardian (if a Minor is involved): \_\_\_\_\_

Date/Time/Method Parent/Guardian was notified (If Applicable): \_\_\_\_\_

Other Witnesses to Incident:  Yes  No If Yes, Provide Name and Phone Number

\_\_\_\_\_

Brief Description of Incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

Follow-Up Required:  Yes  No If yes, Name of Person who is to do the Follow-Up

\_\_\_\_\_

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
*signature of victim/ victim's parent/guardian if a minor*

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

\_\_\_\_\_  
*signature of other party involved*

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

*Original to Senior Pastor, copy to involved parties, age level staff member, and the Safe Sanctuary Administrator*

# Church of the Master Children's Medical/General Permission Form

Effective dates: **September 1,** \_\_\_\_\_ **to August 31,** \_\_\_\_\_

**Please print in ink**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

LAST

FIRST

MIDDLE

Year in school: \_\_\_\_\_ Male \_\_\_ Female Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Parent/Guardian #1 Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ ID /Group # \_\_\_\_\_

Subscriber Name: \_\_\_\_\_ Subscriber Birthdate: \_\_\_\_\_

Subscriber Relationship to Child: \_\_\_\_\_

## Medical History

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your child is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

**Check the following areas of concern for this child.** If necessary, add another page with details:

1. For your child's safety and our knowledge, is your child a—

good swimmer

fair swimmer

non-swimmer

2. Does your child have allergies to—

pollens

medications

food

insect bites

other (list below)

Please List: \_\_\_\_\_

3. Does your child suffer from, or has ever experienced, or is being treated currently for any of the following:

- asthma       epilepsy / seizure disorder       heart trouble       diabetes
- frequently upset stomach       physical handicap       emotional/behavioral disorder

4. Date of last tetanus shot: \_\_\_\_\_

5. Does your child wear       glasses       contact lenses

6. Please list and explain any major illnesses the child experienced during the last year: \_\_\_\_\_

\_\_\_\_\_

7. Should this child's activities be restricted for any reason? Please explain: \_\_\_\_\_

\_\_\_\_\_

Children's activities in our program may include, but are not limited to: cookouts, cooking, boating, swimming, basketball, roller skating, rollerblading, games in the park, soccer, broomball, ice skating, volleyball, softball, baseball, camping, "creeking", hiking, biking, concerts, Bible studies, golfing, miniature golf, hayrides. *Note: If you desire to limit your child's participation in any event, please submit your wishes in writing to the church prior to that event.*

\_\_\_\_\_ has my permission to attend all children's activities sponsored

Name of Student

by **Church of the Master United Methodist** (hereinafter the "Church") from **September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_**. *This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named child.*

I/We the undersigned have legal custody of the child named above, a minor, and have given our consent for him/her to attend events being organized by the Church. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our child's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the child named above. I/we also agree to bring my/our child home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Church of the Master Youth Medical/General Permission Form

Effective dates: June 1, \_\_\_\_\_ to May 31, \_\_\_\_\_

## Please print in ink

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

LAST

FIRST

MIDDLE

Year in school: \_\_\_\_\_  Male  Female Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Parent/Guardian #1 Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Medical Insurance Company: \_\_\_\_\_ ID /Group # \_\_\_\_\_

Subscriber Name: \_\_\_\_\_ Subscriber Birthdate: \_\_\_\_\_

Subscriber Relationship to Child: \_\_\_\_\_

## Medical History

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your youth is subject and of which the staff should be aware, and what, if any action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

**Check the following areas of concern for this youth.** If necessary, add another page with details:

1. For your youth's safety and our knowledge, is your youth a—

good swimmer

fair swimmer

non-swimmer

2. Does your youth have allergies to—

pollens

medications

food

insect bites

other (list below)

Please List: \_\_\_\_\_

3. Does your youth suffer from, or has ever experienced, or is being treated currently for any of the following:

- asthma       epilepsy / seizure disorder       heart trouble       diabetes  
 frequently upset stomach       physical handicap       emotional/behavioral disorder

4. Date of last tetanus shot: \_\_\_\_\_

5. Does your youth wear  glasses       contact lenses

6. Please list and explain any major illnesses the youth experienced during the last year: \_\_\_\_\_

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7. Should this youth's activities be restricted for any reason? Please explain: \_\_\_\_\_

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**For your information, we expect each youth to conform to these rules of conduct:**

- No possession or use of alcohol, drugs, or tobacco
- No students can drive during a youth event
- No fighting, weapons, fireworks, lighters, or explosives
- No offensive or immodest clothing
- No boys in girls' sleeping quarters and no girls in boys' sleeping quarters
- Participation with the group is expected
- Respect property
- Respect one another, staff, and adult leaders
- Respect and comply with event schedules

**Youth who fail to comply with these expectations may be sent home at their parents' expense.**

I, the youth, have read the rules of conduct, the above evaluation of my health, and permission to participate in youth group activities. I agree to abide by the stated personal limitations and code of conduct.

Youth signature: \_\_\_\_\_ Date: \_\_\_\_\_

Youth activities may include, but are not limited to: cookouts, cooking, boating, water skiing, swimming, basketball, roller skating, rollerblading, games in the park, soccer, broomball, ice skating, volleyball, softball, baseball, camping, downhill skiing, snowboarding, hiking, biking, concerts, Bible studies, golfing, miniature golf, hayrides. *Note: If you desire to limit your youth's participation in any event, please submit your wishes in writing to the church youth pastor prior to that event.*

\_\_\_\_\_ has my permission to attend all youth's activities sponsored  
Name of Child  
by **Church of the Master United Methodist** (hereinafter the "Church") from **June 1, 20**\_\_\_\_ to **May 31,20**\_\_\_\_\_.

*This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named youth.*

I/We the undersigned have legal custody of the youth named above, a minor, and have given our consent for him/her to attend events being organized by the Church. I/We understand that there are inherent risks involved in any ministry or athletic event, and I/we hereby release the Church, its pastors, employees, agents, and volunteer workers from any and all liability for any injury, loss, or damage to person or property that may occur during the course of my/our youth's involvement. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. In the event treatment is required from a physician and/or hospital personnel designated by the Church, I/we agree to hold such person free and harmless of any claims, demands, or suits for damages arising from the giving of such consent. I/We also acknowledge that we will be ultimately responsible for the cost of any medical care should the cost of that medical care not be reimbursed by the health insurance provider. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the youth named above. I/we also agree to bring my/our youth home at my/our own expense should they become ill or if deemed necessary by the student ministries staff member.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Church of the Master Children's Ministry Programs Family Registration for September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_

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

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

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

Parent/ Guardian #1 Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Please fill out the Student profile information starting with your oldest child.

## **Student #1**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

## **Student #2**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

## **Student #3**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

## Permissions for Ministries

Please **initial** the following items you agree to and then sign and date the bottom of the form.

### **Photo/Video Release:**

\_\_\_\_\_ I/we grant permission to Church of the Master United Methodist to photograph my child(ren) during activities and use the photographs in audio-visual and printed materials without compensation or approval rights. Photos may be used on the church website or church Facebook page. According to church policy, church employees will not publish a child's name along with any photos without express permission of parent or guardian.

\_\_\_\_\_ I/we grant permission to Church of the Master United Methodist to post a video of my child(ren) during activities and use the video in audio-visual and printed materials without compensation or approval rights. Videos may be posted on YouTube and linked to the church website or church Facebook page. According to church policy, church employees will not publish a child's name along with any videos without express permission of parent or guardian. All videos posted will be approved by the Director of Children's Ministries.

### **Blanket Field Trip Permission:**

\_\_\_\_\_ I/we give permission for our child(ren) to participate in field trips. These groups will be accompanied by Church of the Master volunteers or the Director of Children's Ministries and at least one other adult on each trip.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Church of the Master Youth Ministry Programs Family Registration for June 1, 20\_\_\_\_ to May 31, 20\_\_\_\_

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

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

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

Parent/ Guardian #1 Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Parent/Guardian #2 Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Please fill out the Student profile information starting with your oldest child.

## **Student #1**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ T-shirt size: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **Student #2**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ T-shirt size: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **Student #3**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ T-shirt size: \_\_\_\_\_

Grade: \_\_\_\_\_ School: \_\_\_\_\_ Graduation Year: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## Permissions for Ministries

Please initial the following items you agree to and then sign and date the bottom of the form.

### **Photo/Video Release:**

\_\_\_\_\_ I grant permission to Church of the Master United Methodist to photograph my child (ren) during activities and use the photographs in audio-visual and printed materials without compensation or approval rights. Photos may be used on the church website or church Facebook page. According to church policy, church employees will not publish a child's name along with any photos without express permission of parent or guardian.

\_\_\_\_\_ I grant permission to Church of the Master United Methodist to post a video of my child during activities and use the video in audio-visual and printed materials without compensation or approval rights. Videos may be posted on YouTube and linked to the church website or church Facebook page. According to church policy, church employees will not publish a child's name along with any videos without express permission of parent or guardian. All videos posted will be approved by the Director of Next Generation Ministries.

### **Technology Release:**

\_\_\_\_\_ The Director of Next Generation Ministries and other youth ministry program leaders have permission to text my child(ren) with youth updates and information.

\_\_\_\_\_ My child(ren) has Social Media Accounts (Facebook, Twitter, Instagram, etc.) and has permission to be included in the any Church of the Master Youth Group pages on social media.

\_\_\_\_\_ My child(ren)'s information, including cell phone number, may be included on a youth roster, distributed to the Church of the Master youth and their families, so youth can be in contact with each other.

### **Blanket Field Trip Permission for June 1, 20\_\_\_\_ and May 31, \_\_\_\_:**

\_\_\_\_\_ I/we give permission for our youth to participate in field trips planned between June 1, 20\_\_\_\_ and May 31, 20\_\_\_\_. These groups will be accompanied by Church of the Master youth volunteers or the Director of Next Generation Ministries and at least one other adult on each trip.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Church of the Master United Methodist**  
**Permission for Over the Counter & Prescription Medicines**

I, \_\_\_\_\_ give \_\_\_\_\_  
 (parent/guardian) (name of adult on trip)

Permission to give the following Over the Counter (OTC) and/or prescription medications to \_\_\_\_\_, as directed on the medicine bottles while participating in Church of \_\_\_\_\_, (name of youth participant)

The Master Youth \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
 (Name of Event) (start date) (end date)

\*\*\*Note: If you do not want your student treated with any of the following, please cross if off and initial it.

**Youth Complaint**

**Medicine Administered**

Minor aches and pains, headache, toothaches, or elevated temperatures	ibuprofen or acetaminophen
Itching, rash, poison ivy, insect bites, or sunburn	Benadryl, Calamine, 1% Hydrocortisone Cream, Aloe
Motion Sickness	Dramamine
Upset Stomach	Tums/Rolaids, Kaopectate, Pepto Bismol
Constipation	Fiber Gummies
Minor cuts, scratches, abrasions	Neosporin, anti-septic cleaner
Itchy watery eyes, sneezing, runny nose	Benadryl
Stuffy Nose	Sudafed
Sore Throat	Throat Lozenges
Sun Exposure	Aloe, Sunscreen for continued exposure

\_\_\_\_\_ My student can take adult doses of medicine.  
 \_\_\_\_\_ My student needs to take children's doses of medicine.

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

\_\_\_\_\_  
 Date

Please turn form over if there are prescription drugs your student will need to take during the youth event.

## Prescription Drug Information

Name of Student: \_\_\_\_\_

Name of Drug	Reason for taking drug	Dosage	When does student take the dosage(s)

Please send all prescription medicines in their original containers. If the medicine is considered a *controlled substance* then it will be kept in a lock box by the Director of Next Generation Ministries and given to the student at the appropriate times.

\_\_\_\_\_ My student will have their medicine in their possession.

\_\_\_\_\_ My student's medicine should be kept by the Director of Next Generation Ministries and administered as documented above.

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature

Date

**Church of the Master United Methodist**

**Safe Sanctuary Policy Acceptance**

I have received a copy of the Church of the Master United Methodist Safe Sanctuary Policy and agree to follow the expectations and policies set forth in this document as a person who works with children, youth, and/or older or vulnerable adults

---

Printed Name

---

Signature

Date

---

Signature of Staff Member

Date