

Capitol Hill United Methodist Church

Safe Sanctuary Policy for Children at Capitol Hill United Methodist Church

For Questions Contact:

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To CHUMC Parents and Children's Ministry Volunteers,

Thank you for all of your service and leadership at CHUMC. God is doing a wonderful thing in our children's ministry, and you have faithfully responded by giving of your time and talents and/or entrusting us with the care and instruction of your children. Although we do not say it often enough, the leadership of CHUMC values the volunteer service leading the children at CHUMC and we give God thanks for all of you.

In 2013, in accordance with our understanding of Christ's teaching, CHUMC adopted a **Safe Sanctuary Policy** (attached) that creates a set of standard requirements for all volunteers who lead children's ministries and activities. This policy is based on the requirements of the Baltimore-Washington Conference, CHUMC's insurance provider, and our desire to do all we can to protect the children in our presence. In the gospels, Jesus reminds us of the holy gift and responsibility we have to receive and care for God's children. (Matthew 18:2-6). We appreciate our volunteers' help as we implement this policy and hope that our dedicated volunteers will choose to complete the requirements of the policy to become a Certified Volunteer.

The key requirements of this policy include:

- Children participating in CHUMC's ministries or activities will always be supervised by at least two (2) adults within easily audible voice range.
- At least one of those adults will be a Certified Volunteer who has undergone a background check and submitted the required forms. (Volunteers who have not undergone a background check are not allowed to be alone with a child on church premises.)
- Allegations of sexual abuse, harassment, or misconduct must be reported immediately to the Pastor, Chair of the Church's Staff Pastor Parish Relations Committee (SPPRC). (A more thorough explanation of these reporting requirements and the Church's responsibilities in responding to allegations of sexual abuse, harassment, or misconduct can be found in the Safe Sanctuary Policy.

If you plan to volunteer in CHUMC's Children's Ministries, please contact the Pastor or Chair of the SPPRC and complete the following steps to become a Certified Volunteer. These steps are detailed in the Safe Sanctuary Policy.

1. Complete the required background and references check.
2. Complete the required Safe Sanctuary training.
3. Annually complete the Baltimore-Washington Conference Sexual Misconduct Questionnaire.

Thank you again for all your work and service in the lives of our children at CHUMC. And a special thank you for helping us implement this policy as together we grow in our love and service of Jesus and care for all God's children. We ask that you join us in praying that God will empower us to ensure the safety and growth of all of the children in this community. Please contact the SPPRC Chair Michael McSwain or Pastor Alisa Wailoo if you have any questions.

Grace and Peace,

Reverend Alisa Lasater Wailoo
Julie Harris, SPPRC Co-Chair

202-546-1000 or pastor@chumc.net
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for Children at
Capitol Hill United Methodist Church**

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Safe Sanctuary Policy

for Children at

Capitol Hill United Methodist Church

Purpose

Our congregation's purpose for establishing this Safe Sanctuary Policy is to enable us to live out our absolute and unwavering commitment to the spiritual growth of all children and vulnerable adults. The congregation of the Capitol Hill United Methodist Church (CHUMC) is committed to providing a safe and secure environment for all children, participants, staff, and volunteers who participate in ministries and activities sponsored by the Church or on the Church premises.

Statement of Covenant

In covenant with God for the growth and development of each child of God, CHUMC will screen and train all paid staff and volunteer staff who participate in the leadership, sponsorship, or supervision of any activities or programs with children; implement protective practices; equip the building properly; and insure that all building users who utilize the CHUMC premises when children are present adhere to this policy or a submitted policy that is approved by the CHUMC Staff, Pastor, Parish Relations Committee (SPPRC). We have a clearly defined procedure for reporting a suspected incident of abuse consistent with the laws of the District of Columbia.

CHUMC will not use anyone as a Child Care Giver Staff or Certified Volunteer who participates in the leadership, sponsorship, or supervision of any activities or programs with children sponsored by the Church unless they qualify under the Child Care Giver Staff and Certified Volunteer Selection Guidelines and have completed a satisfactory background check.

CHUMC will ensure that the Church is a Safe Sanctuary, that the Children's Ministry on the 2nd Floor is a Safe Space, and that there will be Safe Pathways where children travel inside the Church.

We also recognize the need to ensure safety for vulnerable adults at Capitol Hill United Methodist Church. Those needs will be addressed in a separate policy.

Children's Ministry on the 2nd Floor

The Second Floor of CHUMC is specifically designated for children's ministries on Sunday Mornings. Adults who are not directly involved in child-related activities or are not the parent/guardian of children participating in those activities are not permitted on the second floor classroom/nursery area.

Definitions

Children: A child is any/all CHUMC attendees that are under the age of eighteen (18).

Child Care Giver Staff: a Child Care Giver Staff is a paid staffer whose job includes the leadership, sponsorship, or supervision of any activities or programs with children sponsored by CHUMC.

Certified Volunteer: a Certified Volunteer is a volunteer who participates in the leadership, sponsorship, or supervision of any activities or programs with children sponsored by CHUMC.

Criminal Background Check: a national background check preformed either by CHUMC's chosen service provider, Trak-1, or an equivalent background check service if approved on an individual basis by the SPPRC. Any approved alternate background check must encompass information equivalent to Trak-1's national broad screen criminal and sex offender search covering the last seven years.

Helper: Any person who will assist a Child Care Giver or Certified Volunteer. No Helper will be permitted to work with or be left alone with children without a Child Care Giver or Certified Volunteer present.

Child Care Giver Staff and Certified Volunteer Selection Guidelines

- Have attended CHUMC and be known by CHUMC Leadership for at least six (6) months. This does not apply to Child Care Giver Staff.
- Be at least 18 years old and four (4) years older than the oldest child they will oversee. Persons not meeting these standards may not serve in a role of authority; however, they may be utilized as a "helper" alongside a certified volunteer or child care giver staff.
- Annually complete and sign a Sexual Misconduct Questionnaire. (pages 6-7)
- Provide the names and contact information of three (3) references (immediate family excluded). For Child Care Giver Staff, any former supervisor may be contacted.
- Complete and sign an Authorization and Request for Criminal Background Check and undergo a criminal background check at no expense to the applicant. (procedures on pages 12-13)
- All Child Care Giver Staff will be current in infant/child CPR certification and undergo TB testing annually.
- CHUMC will keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored in a locked location with limited access afforded only to the Pastor and Chair of the SPPRC. The SPPRC is responsible for the implementation of these policies. The Pastor is responsible for the maintenance of confidential records.
- Upon completion of the paperwork, favorable background and reference checks, and training, a Child Care Giver Staff or Certified Volunteer will be certified to serve in the leadership, sponsorship, or supervision of activities or programs with children sponsored by CHUMC.
- Certification is for a period of five (5) years unless complaints determined to have merit are filed against the staff or volunteer, in which certification will be revoked.
- CHUMC will keep a current list of child caregiver staff and certified volunteers.

Guidelines for the Supervision of Children at CHUMC

All gatherings of children on the CHUMC premises will be governed by the following guidelines:

- No Staff or Volunteers under the age of 18 will be allowed to supervise children without an adult present.
- At least two (2) adults, including at least one Child Care Giver Staff or Certified Volunteer, will be present in each room with children or within easily audible voice range at all times on church premises or in any church-sponsored activity, unless in an approved counseling situation. Whenever possible, two Child Care Giver Staff or Certified Volunteers will be assigned per Sunday School Class or group of children. A concerted effort will be made to recruit sufficient numbers of Certified Volunteers to permit such team teaching.
- At times when it may be impossible to adhere to the two-adult rule inside each class or group of children, a Certified Volunteer or Helper should be used to move in and out of rooms, alternating time in each classroom with only one adult.
- Annual training for Child Care Giver Staff and Certified Volunteers will be offered. The training will be held during regular CHUMC training sessions throughout the year.
- Each CHUMC-sponsored activity for children will develop and implement a check in/out policy.
- All classrooms and office doors will have a window or visibility to a hallway or remain open when occupied.
- Windows will be kept free from adornment.
- There will be access to a telephone.
- A list of emergency numbers will be posted near the telephone.
- Any Clergy, Administrative staff, Child Care Giver Staff, or parent/guardian of children participating in the class/activity have the right to visit or observe the children's activity, classroom, or church-sponsored activity at any time, unannounced.
- Adults who are not directly involved in children's-related activities or are not the parent/guardian of children participating in that activity are not permitted on the second floor classroom/nursery area during Sunday School.
- If there is a CHUMC-sponsored event where children are to be transported off site, the parent/legal guardian will be notified and written permission obtained and all on-site Safe Sanctuary policies will be followed at all times.
- Outside children's groups utilizing the CHUMC premises on non-recurring basis will be supervised by the group sponsors who will follow the two-adult rules outlined in this policy while on CHUMC premises.
- When not under the leadership, sponsorship, or supervision of a CHUMC-sponsored class or children's event, children will be under the supervision of their parent/guardian.

Requirements for Building Users

All groups that require a building use agreement, both CHUMC-sponsored and outside groups utilizing the CHUMC premises for activities or programs with children, will:

1. commit to this policy or an annually submitted written policy that is approved by the CHUMC SPPRC;
2. carry the requested amount of sexual misconduct insurance for the duration of the lease; and
3. have CHUMC named as an "additional insured" entity in the policy

The Church Safe Sanctuary Policy will be an addendum to the Building Use Agreement and the language below (or similar) will be included in the text of the Building Use Agreement.

[#]. Safe Sanctuary Policy

(a) Tenant must comply with Landlord's Safe Sanctuary Policy for Children, included as Annex 1 to this Agreement. Each of Tenant's paid staff and volunteers must complete the process described in the section of the Safe Sanctuary Policy for Children titled "Child Care Giver Staff and Certified Volunteer Selection Guidelines."

(b) Alternatively, Tenant may follow a written policy of its own ensuring appropriate background checks for each of its paid staff and volunteers who work with children on site, provided such policy is approved by Landlord's Staff Pastor Parish Relations Committee. In addition to that policy, per the Baltimore Washington Conference stipulations, all staff and volunteers of tenant working with children on site must annually complete the Sexual Misconduct Questionnaire found in CHUMC's Safe Sanctuary Policy. This policy must be submitted in writing and approved annually by the Landlord's Staff Pastor Parish Relations Committee.

(c) If any staff member, volunteer, or other associate of Tenant observes or hears of any inappropriate sexualized behavior occurring in the Leased Premises or (regardless of the location) in connection with any Tenant activity during the lease term, it is to be reported immediately to the Landlord's pastor, or the chairperson of the Staff Pastor Parish Relations Committee. Landlord is required to notify its Insurance Carrier and the District of Columbia of any incidents of "sexual misconduct, abuse or harassment, either church related or civil."

Reporting Requirements and Response to Allegations of Abuse Overview

As caring Christians, we are committed to protect and advocate for children participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children 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 abuse 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 provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

- When any church member, ministry participant, staff member or clergy person observes or hears of any inappropriate sexualized behavior occurring on church premises or (regardless of the location) in connection with any church ministry or church activity, it is to be reported immediately to the pastor and the chairperson of the Staff Pastor Parish Relations Committee (SPPRC). If there is reason to believe that a crime may have been committed, the police should be contacted immediately by any church member, ministry participant, staff member or clergy person who observes or is informed of the behavior.
- In the event of an allegation, all staff, lay leaders, and ministry volunteers will follow the Reporting Requirements and Response to Allegations of Sexual Abuse, Misconduct, or Harassment Addendum in the Children's Ministry Manual.

See Reporting Requirements and Incident Reporting Form on pages 8-11.

Registered/Adjudicated Sex Offender Addendum Overview

We at Capitol Hill United Methodist Church (CHUMC) will use all the resources available to us to prevent any form of sexual abuse. We also will take all measures necessary to help our church be safe space for all who are seeking to connect with God and a Christian community. We hold in balance the imperative to do all we can to keep all our parishioners safe, especially (but not only) our children and vulnerable adults and our commitment to support every person's need to be part of a faith community and receive redemption. CHUMC will maintain a list of registered/adjudicated sex offenders who are known to visit the church premises while children are present. The Registered/Adjudicated Sex Offender Addendum will be in force whenever there are children present on the CHUMC premises.

See Addendum on pages 14-18.

Conclusion

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

Capitol Hill United Methodist Church
Sexual Misconduct Questionnaire¹
Page 1 of 2

Printed Name: _____

(To be completed annually by all Child Care Giver Staff and Certified Volunteers, and all laypersons and un-appointed clergy who utilize the CHUMC premises for activities or programs with children. If under 18, a parent or legal guardian must also sign. Please circle the appropriate answer. If more space is needed, please use an additional sheet of paper.)

Have you read and will you abide by CHUMC's Safe Sanctuary Policy? Yes No

1. Have you ever filled out this questionnaire for this church? Yes No

If no, please answer questions 2 through 9 below. If yes, give the date: _____

Have any answers changed since you filled out that copy? Yes No

If no, please sign and return this form. If yes or you are unsure, please answer questions 2-9 below.

2. Have you ever been accused, in a written and signed statement, of sexual misconduct with a child or a youth? Yes No

3. Have you ever been accused, in a written and signed statement, of sexual misconduct with an adult? Yes No

4. Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part? Yes No

5. Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part? Yes No

6. If your response to any of the foregoing questions (2 through 5) is "yes", please provide on a separate sheet of paper all details regarding each accusation of sexual misconduct that has been made with respect to you, including a description of the alleged conduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer at the time of the alleged misconduct.

7.a. Have accusations of sexual misconduct on your part ever resulted in civil or criminal court proceedings at any level (e.g., indictment, arrest, trial, etc.)? Yes No

If yes, please provide the complete details of those proceedings (including dates, circumstances, the jurisdiction where the proceedings occurred, the nature of the accusations, and the result of the proceedings) on a separate sheet of paper.

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1 <http://www.bwcumc.org/sites/default/files/chargeconference/laityquestionairesexualmisconduct.pdf>
<http://www.bwcumc.org/sites/default/files/chargeconference/guidelinesforlayconductquestionnaire.pdf>

Sexual Misconduct Questionnaire²

Page 2 of 2

Printed Name: _____

7.b. Have accusations of sexual misconduct against you resulted in civil or criminal court proceedings on more than one occasion?

Yes No

8. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?

Yes No

9. Please provide three adult references (names, addresses, phone numbers) of persons who are not related to you by blood, marriage or other family relationship and are not employed or supervised by you, who can, to the best of their ability, provide statements in support of your good character and clean record in regard to sexual misconduct with children, youth, and adults.

References Name, Address, and Phone Number:

(To be signed by all Child Care Giver Staff and Certified Volunteers, and all laypersons and un-appointed clergy who utilize the CHUMC premises for activities or programs with children. If under 18, a parent or legal guardian must also sign. If under 18, a parent or legal guardian must also sign.)

I verify that the answers I have provided on this questionnaire are true and accurate to the best of my ability. I understand that false answers, as well as the failure to sign this Response Form, will result in my being denied the position for which I am being considered.

Signature: _____ Date: _____

Please Print Name: _____

Parent/Legal Guardian Signature (if applicable) _____ Date: _____

Please Print Name: _____

Address: _____

Phone Number: _____ E-mail: _____

² <http://www.bwcumc.org/sites/default/files/chargeconference/laityquestionnairesexualmisconduct.pdf>
<http://www.bwcumc.org/sites/default/files/chargeconference/guidelinesforlayconductquestionnaire.pdf>

Reporting Requirements and Response to Allegations of Sexual Abuse, Misconduct, or Harassment³

1. When any church member, ministry participant, staff member or clergy person observes or hears of any inappropriate sexualized behavior occurring on church premises or (regardless of the location) in connection with any church ministry or church activity, it is to be reported immediately to the pastor and the chairperson of the staff pastor parish relations committee (SPPRC). If there is reason to believe that a crime may have been committed (e.g., rape, minor involved, sexual abuse, or any other law which may be violated), the police should be contacted immediately by any church member, ministry participant, staff member or clergy person who observes or is informed of the behavior. The pastor and staff pastor parish relations committee chairperson is also to be contacted. The only exception to this duty to report the matter to the police under our policy applies solely in the narrow circumstances in which the information concerning the matter was conveyed to the clergy person in a privileged communication that would be protected from disclosure by the clergy-penitent privilege. In such a case, the clergy person shall consult with the district superintendent about whether reporting is appropriate.

2. When a report of sexual misconduct, abuse or harassment, either church related or civil, is received by the pastor or staff parish relations committee chairperson, he or she is to contact the district superintendent immediately (within no more than eight hours) and the Church's insurance carrier. The district superintendent is to provide direction on how to handle the situation immediately, which includes the protocol for investigation and response to the report. All reports of the event and follow up are to be documented by the church leadership and superintendent in writing and copies are to be submitted to the bishop's office within seven days of the actions taken.

3. If the report involves a clergy person, the district superintendent is to contact the bishop and present the incident to the Board of Ordained Ministry Executive Committee. If warranted, the Board of Ordained Ministry will suspend the pastor according to the Book of Discipline in order to protect the individual (s) and the congregation and to conduct an investigation.

4. If the report involves a lay person or a non-clergy staff person, the staff parish relations committee will review the situation and determine if the lay person is to be prohibited from participation, or if the report involves a staff person is she or he to be suspended. It is also to be determined if a "buddy system" is to be implemented while the investigation takes place. A buddy system provides an individual with another church person who will be present with the individual while the individual is on church property or participating in church ministries off the church premises.

5. If a lay person is making sexual advances, stalking or other unwanted sexual behavior toward a clergy person, the clergy person is to contact the district superintendent and a meeting will be held with the staff parish relations committee to work through a process of providing support for the clergy person and how to communicate appropriate boundaries and behaviors to the lay person.

6. All complaints will be treated as allegations pending investigation, with appropriate sensitivity to the tradition of presuming innocence, while at the same time taking appropriate steps to keep people safe from abuse. Balancing these interests requires input from the district superintendent and the staff parish relations committee. Depending on the circumstances, and the potential risks, this balance might possibly be struck in some instances by maintaining strict confidentiality until the matter is fully investigated. In other instances, it may be decided – after consultation with the pastor, district

3 [http://bwcumc.org/sites/default/files/pdf/R2-Sexual Misconduct Policy and Procedure.pdf](http://bwcumc.org/sites/default/files/pdf/R2-Sexual%20Misconduct%20Policy%20and%20Procedure.pdf)

superintendent, the staff parish relations committee, law enforcement personnel and/or experienced consultants – that some general information concerning the nature of the allegations should be conveyed to the congregation, even if other details are kept confidential pending further investigation. If the allegations are found to be true, a report approved by the district superintendent will be given to the congregation and will include the steps to be followed.

7. Any sexual abuse, misconduct or harassment committed by a clergy person's immediate family member or anyone living in the clergy person's household shall be reported within eight hours to the district superintendent, so that the Conference has an opportunity to consider whether any actions may be required to protect the interests of the congregation or any church member, including members of the clergy person's family or anyone living in the clergy person's house. The potential for abuse or misconduct based on a clergy person's status can arise in any setting, including the home and with a clergy person's own family. Similarly, clergy are expected to take steps to respond to sexual abuse or misconduct within their own homes, regardless of whether the clergy thinks the misconduct is a "private matter" and "unconnected with church activities."

8. The district superintendent shall enter the original report and/or complaint in a clergy person's file and the bishop's office file and how the report and/or complaint was resolved. This information will remain in the clergy person's file until the clergy person is no longer a clergy member.

9. The Cabinet shall keep a running list of all clergy, church staff, and laity who have been reported to have committed sexual misconduct, harassment or abuse so that future Cabinets are aware of potential harm to others and conference liability. Pastors must request a reference check from the Cabinet before they hire a clergy person or lay person as church staff. Churches are strongly urged not to hire individuals who have been engaged in sexual misconduct, abuse or harassment. Laity or former clergy who have had inappropriate activity with minors or rape or sexual assault with adults are to have a buddy system when participating in church activities.

10. A report shall be given by the superintendent/guide to the present and all future staff parish relations committees when a clergy person or immediate family member has been engaged in sexual misconduct, abuse or harassment.

11. The district superintendent shall enter into a church's file the original complaint against a lay person and it shall remain in the church's file.

Incident Report Form for Allegations of Sexual Abuse, Misconduct, or Harassment
Page 1 of 2

Please print/type all information and store in the Pastor's files.
(Attach additional written pages/electronic communications as needed)

When any church member, ministry participant, staff member or clergy person observes or hears of any inappropriate sexualized behavior occurring on church premises or (regardless of the location) in connection with any church ministry or church activity, it is to be reported immediately to the pastor and the chairperson of the staff parish relations committee.

1. Name of staff/volunteer/lay member observing or receiving disclosure of sexual abuse, misconduct, or harassment: _____

2. Victim's name: _____

3. Victim's age / date of birth: _____

4. Date/Place of initial conversation with/report from victim: _____

5. Victim's Statement:

6. Name of person accused of sexual abuse, misconduct, or harassment:

Relationship of accused to victim (paid staff, volunteer, family member, other, etc.):

7. Reported to Pastor:

Date/Time: _____

Reported by: _____

Summary: _____

8. Reported to SPPRC Chair:

Date/Time: _____

Reported by: _____

Summary: _____

9. Call to victims' parent/guardian:

Date/Time: _____

Reported by: _____

Spoke with: _____

Summary: _____

Incident Report Form for Allegations of Sexual Abuse, Misconduct, or Harassment

10. When a report of sexual misconduct, abuse or harassment, either church related or civil, is received by the pastor or SPPRC Chair, he or she is to contact the District Superintendent immediately (within 8 hours):

Date/Time: _____
Reported by: _____
Spoke with: _____
Summary: _____

11. If there is reason to believe that a crime may have been committed (e.g. rape, minor involved, sexual abuse, or any other law which may be violated), call to DC Police 911:

Date/Time: _____
Reported by: _____
Spoke with: _____
Summary: _____

12. If there is reason to believe that a crime may have been committed involving a child, call DC Child and Family Services Agency (202) 671-7233:

Date/Time: _____
Reported by: _____
Spoke with: _____
Summary: _____

13. Other contacts:

Name: _____
Date/Time: _____
Reported by: _____
Spoke with: _____
Summary: _____

14. Other contacts:

Name: _____
Date/Time: _____
Reported by: _____
Spoke with: _____
Summary: _____

Name and Position of Person Making Report: _____

Signature

Date Signed

**Capitol Hill United Methodist Church
Employment Background Check Procedures
for Child Care Giver Staff and Certified Volunteers**

The congregation of the Capitol Hill United Methodist Church (CHUMC) is committed to providing a safe and secure environment for all children, staff, and volunteers who participate in ministries and activities sponsored by the Church or on the Church premises. This procedure fulfills the background check requirement required by the Baltimore-Washington Conference. CHUMC will also endeavor to avoid inappropriate disqualifications of applicants and insure that an individual with a criminal history is not automatically prohibited from employment or volunteering at CHUMC.

The Background Check Process applies to Child Care Giver Staff or Certified Volunteers as defined in the CHUMC Safe Sanctuary Policy.

1. Initial Application Process

An initial employment or volunteer application shall not request information regarding an applicant's criminal history.

2. Consent of Final Candidate(s) for a Background Check

A criminal records check is required for a person to be approved as a CHUMC Child Care Giver Staff or Certified Volunteer. Final candidates for these employment or volunteer positions shall be notified of this requirement and written consent shall be required including the necessary information for a national firm to perform a background check. Failure to provide consent shall disqualify a candidate. CHUMC will not perform a background check on an applicant without first obtaining the written consent of the applicant.

3. Disqualifying Crimes

Whether disclosed voluntarily or by result of the background check, conviction for the following items will automatically disqualify an applicant from being a Child Care Giver Staff or Certified Volunteer at CHUMC.

- Child abuse, child neglect, or an intrafamily offense;
- A crime against children, including child pornography;
- A crime involving aggravated violence, including rape, kidnapping, unlawful restraint, sexual assault, or homicide, but not including physical assault or battery; and/or
- Physical assault or battery if committed within the past 5 years.

In addition, all charges for these crimes, or charges or convictions for any other crimes not listed above, shall be considered in the background check process. After considering all of the circumstances, if CHUMC reasonably concludes that the applicant's or employee's conduct is evidence that he or she cannot be trusted to perform the duties of the position in question, CHUMC may reject or terminate that person.

4. Access to the Report

A copy of the background report shall be provided to the applicant. Only the Background Check Review Team consisting of the Pastor, Chair of the SPPRC, a United Methodist clergy person appointed to work directly with children of CHUMC, and one other designee from the SPPRC shall have access to the report during the review process. If any breach in confidentiality is discovered, this privilege will be revoked. Also, the Clergy person assigned to work with children will only review background reports for CHUMC

child care giver staff or certified volunteers (not other CHUMC staff). CHUMC will keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored in a locked location with limited access after the review process afforded only to the Pastor and Chair of the SPPRC. The Pastor is responsible for the maintenance of confidential records.

5. Applicant's Right to Correct or Explain the Report

The applicant shall be allowed to contest and correct errors or explain the information included in the report before the employment decision is finalized.

6. Final Decision

As with all employment decisions at CHUMC, the final and sole decision on becoming a Child Care Giver Staff or Certified Volunteer shall rest with the SPPRC.

Registered/Adjudicated Sex Offender Addendum to Safe Sanctuary Policy for Children at Capitol Hill United Methodist Church

Guiding Principals

We believe that each person who comes to church is in need of beginning or deepening a relationship with Christ and all persons need a supportive faith community. We are committed to be an instrument of God's grace to all who seek sanctuary in our midst and are striving to maintain an environment of love, safety, and grace for all. In providing this grace, we will work diligently to prevent any form of sexual abuse on Church property or during Church activities. To this end, we will administer the following policies consistently, conscientiously, comprehensively, and compassionately. Together, we can hold in balance the imperative to do all we can to keep all our parishioners safe, especially our children and vulnerable adults, and our call to support every person's need to be part of a faith community and receive redemption.

Practices and Procedures

When the Lead Pastor (Pastor) or church leader learns that a member, or any person who regularly frequents church premises or activities for worship or other reasons, is a registered sex offender or has been adjudicated as a sex offender and asked to register (Registrant), we will:

- 1. Pray** for the Holy Spirit to guide all involved in this process.
- 2. Maintain a List:** The CHUMC Staff Pastor Parish Relations Committee (SPPRC) will establish and maintain a list of Registrants* who are members, or any person who regularly frequents church premises or activities for worship or other reasons. The Pastor and the Chair of the SPPRC will ensure that this list is updated:
 - a.** at least twice a year, by making a reasonably delineated geographical search of the online version of the District of Columbia Sex Offender Registry and a name search of the online version of the National Sex Offender Public Website; and
 - b.** whenever it is brought to the attention of the Pastor or church leader that a member, or any person who regularly frequents church premises or activities for worship or other reasons is a Registrant.A current copy of the list will be delivered to the District Superintendent as soon as it is first prepared and whenever the list is updated.
- 3. Upon Learning that a member, or any person who regularly frequents church premises or events for worship or other reasons is a Registrant*:** The Pastor and the Chair of the SPPRC or another member of the SPPRC designated by the Chair (SPPRC Representative) will inform the Registrant* that they must be accompanied by a Designated Shepherd anytime they are on church premises or at a church activity prior to the completion of a signed Registry Covenant Letter with CHUMC. If the SPPRC Chair is unavailable to attend or designate a member of the SPPRC within 14 days, a member

of the SPPRC will be designated by the Pastor to serve as the SPPRC Representative.

- 4. Meet with the Registrant* to Establish a Registry Covenant Letter:** Within 14 days of learning that a member, or any person who regularly frequents church premises or activities for worship or other reasons is a Registrant, the Pastor and the SPPRC Representative, will have an in-person meeting with the Registrant and, if the Registrant so desires, another adult of the Registrant's* choosing to discuss the procedures the congregation will follow so that the Registrant* can continue to participate in the life of the congregation on church premises or at a church activity.

During that meeting, the Pastor and SPPRC Representative will:

- a. indicate that they have been made aware of the person's name on the National Sex Offender Public Website;
- b. detail the congregation's principles and guidelines for such situations in a Registry Covenant Letter;
- c. explain and emphasize the importance of the Designated Shepherd policy (as described in #5), for the safety and well-being of both the church community and the Registrant; and note that that the Designated Shepherd practice is the church's primary way of holding the balance of safety and hospitality referenced above; however, in the case that the registrant has harmed a member or regular attender of our CHUMC community the shepherd may not be an option and therefore the Registrants presence at CHUMC would not be allowed as long as their victim is active at our CHUMC;
- d. discuss that the Pastor, the SPPRC Representative, and the Registrant must establish a Registry Covenant Letter that outlines the actions necessary for the Registrant to be present on church premises or church activity. The Pastor and SPPRC Representative will provide the Registrant* with the Standard Registry Covenant Letter (attached). The Registrant* may choose to sign the Standard Registry Covenant Letter or ask for a case-specific covenant letter to be written. After further discussion with the Registrant*, the Pastor and SPPRC Representative will decide to draft a case-specific covenant or refuse this request.
- e. discuss that any modifications to the Designated Shepherd requirement in the Standard Registry Covenant Letter will be thoughtfully and prayerfully considered and approved on a case by case basis and then only when:
 - i. advance written approval in the form of a Registry Covenant Letter is obtained from both the Pastor and the SPPRC Representative; and
 - ii. advance written notice of the Registry Covenant Letter with the modifications, and an explanation of the reasons therefor, is provided to the District Superintendent fourteen (14) days before the proposed Registry Covenant Letter is to go into effect and the District Superintendent does not notify the Church of any objections to the proposed Registry Covenant Letter.
- f. explain that a Registry Covenant Letter must be completed, counter-signed (in front of a CHUMC witness), dated and returned to the Pastor before it will take effect.

The Registrant* must sign and follow the requirements of a Registry Covenant Letter for as long as the Registrant remains on the National Sex Offender Public Website. If the Registrant* cannot or is unwilling to do so, we regret that the Registrant* cannot continue to visit the church premises or participate in church activities again.

At any time, the Pastor, SPPRC Chair, or the Registrant* can request a meeting to review and/or redraft the signed Registry Covenant. The Pastor and Chair of the SPPRC reserve the right to require a revised Registry Covenant Letter to be drafted and signed.

5. **Designated Shepherds:** Registrants* will not be allowed on church premises or at a church activity, unless they are accompanied by an adult member (21 years or older) of the congregation that has been approved by the SPPRC to serve as a Designated Shepherd for Registrants.
 - a. A list of Designated Shepherds for Registrants* shall be maintained by the Chair of the SPPRC.
 - b. The Pastor and SPPRC will establish and offer an orientation for all Designated Shepherds. Each Registrant* shall be given the names and telephone numbers of two or more Designated Shepherds they can contact to accompany them anytime they are on church premises or at a church activity.
 - c. A Designated Shepherd must be present to meet the Registrant* at a safe, well-lit and previously approved location, when the Registrant arrives at the church's property. The Designated Shepherd must physically accompany the Registrant at all times while he/she is on church premises or at a church activity.
 - d. It is the Registrant's* responsibility to arrange to have a Designated Shepherd present when they arrive at the church property. If a Designated Shepherd is not available or does not appear for any reason, it is the Registrants* responsibility to contact via phone the Pastor, Chair of the SPPRC, or the Church Administrator to arrange for another Designated Shepherd. If another Designated Shepherd is not available, the Registrant will refrain from being present on church premises or at a church activity.
 - e. No person that is related to the Registrant* by birth, adoption or marriage may serve as their Designated Shepherd.

*"Registrant" stands for "Registrant and Adjudicated Sex Offender"

Standard Registry Covenant Letter for Registered/Adjudicated Sex Offender

Dear _____:

We write today out of a love for Christ and Christ's love for each of God's children including you and each person in our community. We believe that each person who comes to church is in need of beginning or deepening a relationship with Christ and all persons need a supportive faith community. We are committed to be an instrument of God's grace to all who seek sanctuary in our midst and are striving to maintain an environment of love, safety, and grace for all. It has come to our attention that you are listed on the National Sex Offender Public Website or have been adjudicated as a sex offender and asked to register. As a church family, we affirm every person's need to be part of a faith community such as ours, and we hold in balance the imperative to do all we can to keep all our parishioners safe in body and spirit.

Under these circumstances, your participation in the life of the Capitol Hill United Methodist Church, or your presence on church premises or at church activities, requires that a written and binding covenant be made – between you and the church – to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, it is our hope that the Pastor, the staff, and the congregation can be of assistance to you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers. And, through the grace of the Holy Spirit, each of us has gifts to share with the community. Our intention in crafting this policy is to create and maintain safe and nurturing spaces for all our CHUMC family members—including you—so that we may experience God's grace and grow in faith through our participation in the CHUMC community.

The terms of the covenant are as follows:

Any time you are present on the church premises or at a church activity, you must be accompanied by a "Designated Shepherd." There will be at least two people who will be available to act as a Designated Shepherd for you. The names and telephone numbers of those who have agreed to act as a Designated Shepherd are listed at the bottom of this letter. You should make contact with one of them prior to being present on church premises or at a church activity on each occasion. One of these Designated Shepherds must be present to meet you at a safe, well-lit, and previously approved location when you arrive at the church's premises or activity and be in your company at all times while you are on church premises or at a church activity. This includes accompanying you to the restroom. The Designated Shepherd will accompany you to your car or in the direction of public transportation when you leave.

This shepherding practice will allow you to participate fully in the ministries and activities of CHUMC while protecting you from false accusations, gossip, and negative innuendo. Similarly, other members of the CHUMC community can be assured of their safety while participating in ministries and activities in your presence.

In addition to this shepherding, please keep in mind the following additional requirements:

1. You may not participate as a leader, teacher or helper in any children's ministry activities.

2. You agree to allow the Pastor or her/his designee to contact any law enforcement, probation officer or other governmental official – but not your attorney or any health care provider – in order to request or obtain information that the Pastor believes may be of assistance in ministering to you or to the congregation or others in the church community. By signing this letter you agree that the law enforcement, probation officer or other governmental official may share any information with the Pastor or her/his designee, and you release that person and their organization or employer from any liability as a result of releasing this information. This authorization and release specifically includes, without limitation, any information, written or verbal, the law enforcement, probation officer or other governmental official has obtained concerning medical, psychological and psychiatric conditions or treatment.
3. You agree to meet and consult with the Pastor upon her/his request for the purpose of providing assistance to you or for the protection and security of the congregation or others in the church community.
4. You understand and agree that the Pastor and Staff Pastor Parish Relations Committee must keep other church staff and members apprised of your status and the guidelines agreed upon.
5. You have the right to call a meeting with the Pastor and SPPRC representative to discuss any matters pertaining to this covenant agreement.

We trust you understand the reasons for these requirements. If so, and if you are committed to keeping this covenant, please sign and date this letter in the space provided below. If you cannot or are unwilling to do so, we regret that we cannot allow you to visit church premises or participate in church activities again.

Please know that we are praying for you and for the church as a whole as we locate and follow the best path for moving forward in faith. We look forward to what God will do in your life and in the lives of all members of this congregation and those who seek to participate in its ministries.

In Christ,

Pastor

Staff Pastor Parish Relations Committee Representative

The Designated Shepherds to be called any time you plan to come to the campus of the church are:

- | | |
|----------|---------------|
| 1. _____ | Tel no. _____ |
| 2. _____ | Tel no. _____ |
| 3. _____ | Tel no. _____ |

I have read the above letter and agree to abide by the mandatory guidelines contained in the letter.

Date: _____

Name

Witness