

**SAFE SANCTUARY POLICY OF FRONT STREET UNITED METHODIST CHURCH**  
**BURLINGTON, NC**

**INTRODUCTION**

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

Jesus said, “Whoever welcomes one such 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, “As for whoever causes these little ones who believe in me to trip and fall into sin, it would be better for them to have a huge stone hung around their necks and be drowned in the bottom of the lake” (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, emotional, and sexual exploitation and abuse” (§ 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse. (From The Book of Resolutions of the United Methodist Church – 2012. Copyright @ 2012 by the United Methodist Publishing House. Used by permission.)

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of all types of abuse and protection of children at Front Street United Methodist Church.

**PURPOSE**

Our congregation’s purpose for establishing this Safe Sanctuary Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety, emotional well-being and spiritual growth of all of our children and youth.

**STATEMENT OF COVENANT**

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that promote the physical safety, emotional well-being, and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers, both paid and volunteer, with children and youth regarding the use of all appropriate policies and methods; we will have a clearly defined procedure for responding to or 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.

## **CONCLUSION**

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child 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 Hymnal, p. 44).

Adopted by the Front Street United Methodist Church Council on July 27, 2017. This document will be presented to the Charge Conference on November 12, 2017. Until final approval by the Charge Conference, the Council directs that implementation begin and that a schedule of implementation be presented at the \_\_\_\_\_ meeting.

## DEFINITIONS

**Adult** – An adult is a person of 18 years of age or older. An 18 year old still in high school or a recent high school graduate during the summer following the senior year is a youth for church purposes.

**Adult Event** – A meeting, class, or activity designed specifically for persons over the age of eighteen.

**Child** – A child is a person of less than 18 years of age or an adult with diminished mental capacity who is appropriately placed in programs for youth or children.

**Child Care** – A room or area where children are kept and supervised by a paid or volunteer caregiver while a parent attends an adult event.

**Children's Event** – A meeting, class, or activity designed specifically for children from birth through the fifth grade.

**Event** - An event is a meeting, class, or other activity that appears on the Front Street Calendar. An event will typically begin at Front Street and end at Front Street, although participants may travel to other locations. Transportation to and from Front Street is the responsibility of parents.

**Inappropriate behavior:** Behavior that is not in line with societal standards and expectations. This can range from perceptions to a deliberate criminal act.

**Program Director** – A paid staff member responsible for a particular ministry of the church.

**Responsible Adult** – An adult who is responsible for the care of children and youth at a church sponsored event.

**Roamer**- in the event there are not two adults in every classroom, one adult will be designated to roam from room to room during the event. The door should remain open as the roamer moves in and out.

**Safe Sanctuary Coordinator** – A lay member of the congregation appointed by the Church Council to assist staff members with the administration and responsibilities of the Safe Sanctuary Policy and Procedures.

**Senior Pastor** – The Ordained Elder appointed by the Bishop to serve Front Street United Methodist Church as the lead pastor.

**Staff Member** – A paid staff member of the church.

**Supervisor**-- Volunteers trained to work with children, youth and adults with special needs who maintain safe boundaries while delivering programs from the appropriate ministry.

**Unattended Child** – A child (birth to 5th grade) that is not in the direct line of sight at all times of the parent/guardian or their designated attendee.

**Volunteer** – An adult who has completed the volunteer application process, has been approved for service, and successfully completed Safe Sanctuary Training. Youth – A child between the school grades of 6-12. Note, the church usually promotes in August, so a recent graduate, even if 18 years of age who has not yet started college or other post-high school plans is considered a youth.

**Vulnerable Adult** - An adult someone aged 18 or older who is, or may be, in need of community services due to age, illness or a mental or physical disability or who is, or may be unable to take care of himself/herself, or unable to protect himself/herself against significant harm or exploitation. (i.e. older people, people with mental health issues, disabled people, people with learning difficulties, people with traumatic brain injury, or people who misuse substances.)

**Youth Event** – A meeting, class or activity designed specifically for persons in grade six through high school.

## **THOSE WORKING WITH OUR CHILDREN AND YOUTH**

### **PAID STAFF WORKERS**

All paid staff members (including clergy) are expected to submit to a background investigation, in-depth personal interview, and reference checks as required of volunteers as a condition of continued employment or employment. References should include all previous employers related to the ministry position. Paid staff members are also expected to update their information and undergo periodic training as required of volunteers.

The Staff Parish Relations Team is expected to adopt the Safe Sanctuary Policy and Procedures as part of the Personnel Policies for the church.

### **VOLUNTEERS**

#### **Application Process**

All volunteers for child and youth activities must satisfactorily meet the requirements set forth in the Safe Sanctuary Policy and these procedures.

Volunteers must complete the volunteer application process, which includes an application form (Appendix A), a criminal background check and a personal interview, and may include reference checks. The primary focus of the background check, interview, and reference checking process is to determine the applicant's temperament and suitability to work with children, youth, and/or young adults. The secondary focus is to confirm the applicant's stated experience in working in the past with children, youth, and/or young adults. The final focus is to determine if the applicant's previous experience was successful in the manner in which he or she took direction, accepted training and guidance, fulfilled commitments, and maintained confidentiality. NOTE: Credit and Employment History is not part of this process unless directly related to working with children or youth.

Those wishing to volunteer to work with children or youth who have a personal history of being subject to child abuse or neglect while growing up are requested to meet with the senior pastor prior to submitting any application. An adult who is concerned about a prior incident is not precluded from volunteering. The adult should speak with the senior pastor prior to submitting application.

An outside firm will be contracted with to perform the criminal background checks and driver history checks. The appropriate program director will conduct the personal interviews and check references. Only the senior pastor will receive copies of the criminal background checks. The Safe Sanctuary Coordinator will assist the program directors and senior pastor in reference checking and in weighing information that might question an applicant's suitability to work with children and/or youth.

Background and License checks will occur every two years for all volunteers in children's and youth ministry.

#### **Volunteer Drivers**

Those wishing to volunteer to drive church owned or leased vehicles on church sponsored activities may be required to submit to a review of their driving history in addition to the application process outlined above.

Volunteers wishing to drive locally in their own vehicles may be required to submit to a review of their driving history and provide proof of liability insurance on their automobile.

NOTE: The fact that a person has an arrest or conviction for a crime or traffic offense does not in and of itself preclude a person from being a volunteer or a driver. The nature of any offense, when it occurred, and the age of the applicant at the time of the violation will be factors taken into consideration.

Any approved driver of Front Street United Methodist Church that is ticketed for a motor vehicle violation needs to notify the church office immediately. (i.e. van drivers for youth ministry and IHN van drivers, etc.)

### **Active Participation**

Every applicant who volunteers to work with children and youth must have a period of six months of active participation in the life of Front Street Church prior to submitting to an interview and reference checking. Active participation means that the person has become more involved than just attending the Sunday morning worship services.

Becoming a member of the church is not a requirement. This requirement is two-fold: we wish to have an opportunity for members of the church to get to know the applicant in a variety of settings in order that an opinion of their suitability to work with other's children can be formed and we wish to deter any individual that might be attempting to volunteer only to form inappropriate relationships with young persons.

### **Age Separation**

A volunteer may not supervise youth or children unless there is a five year separation between the volunteer's age and the oldest child or youth they are supervising. A volunteer may be the second adult present with less than a five year age separation. In such a situation, the young adult volunteer must agree to guidance from a program director or senior volunteer. The program director or senior volunteer is considered the supervisor. The young adult volunteer's responsibility is to assist with leadership.

### **Training**

Volunteers must complete an initial training program, with refresher courses incorporated annually into new year parent meetings (per age groups/department). Continuing education will be offered as appropriate. Initial training covers the specifics of the Safe Sanctuary Program while continuing education covers dealing with children, emergency policies and procedures, and the like.

### **Volunteer Follow-up**

Volunteer applications must be updated every two years. Volunteers are encouraged to update their applications more frequently as necessary. This follow-up will include a new criminal background check and driver's history as appropriate. Part of the updating process is the voluntary disclosure of situations that may question the continued suitability of an individual to work with children and youth. Every five years, volunteers will take an updated Safe Sanctuary training.

## **SUPERVISION OF CHILDREN AND YOUTH**

No child below the sixth grade should ever be on church grounds or a church related event wherever it is held without immediate supervision from that child's parent, an older sibling (6th grade or older) or another responsible adult. Any youth between school grades 6th-12th can be without immediate supervision of a parent or adult when moving throughout the church site. These youth still require supervision and should not be on church property or church sponsored events without supervision. This applies to all programs of FSUMC.

As a matter of practice and practicality, the younger a child, the more likely a parent is to stay at the church during a children's event. Parents remaining at the church for the purpose of supervising their own children are not considered volunteers for the purposes of the Safe Sanctuary Policy and Procedures even if they from time-to-time assist with children other than their own. They do fall under this Policy when they start to lead small groups, teach Sunday School, teach or assist in Vacation Bible School, lead a musical program and related types of activities.

The following rules apply to children and youth events:

- No adult should ever be alone with any child or youth. Even confidential counseling sessions should be in the view of another adult who is aware that counseling is going on.
- There should be at least two unrelated adults for every event. The number of adults present should reflect the number of children or youth participating in the event. There should be an adult to represent each gender of youth participating in events. Youth Sunday School may only have one gender represented due to roaming supervision. For offsite or overnight children's events, there should be an adult to represent each gender of children participating in event.
- Windows in doorways should not be covered during meetings, events, and small group sessions. Doors should never be locked.
- A roving supervisor is permitted to be considered the second adult in small group sessions including Sunday School classes.
- Husbands and wives are able to be the second adult for each other as long as there is roving supervision.
- There must be at least one adult in every nursery school room on Sunday mornings. In addition to an adult rover, that adult may be assisted by a youth who is aged 14 or older.
- Children's ministry may use one adult and one trained youth (aged 14 or older) in a classroom, event, or activity. When evening nursery services are offered, the second person can be a paid nursery worker, which may be a youth aged 16 or older.
- Adults are expected to follow training guidelines on the appropriateness of various types of interaction between adults and youth and between adults and children.

## **Two Adult Rule**

Two adult supervisors should be present at all activities for children and youth. If the adult supervisors are related a 3rd adult will be available. All workers will be at least 5 years older than the youth they work with unless properly supervised.

For overnight activities and trips, two adult supervisors/chaperones should be present. These persons must have been properly vetted (background checks) in advance. If the group is of mixed gender, the leaders must include at least one male and one female. The ratio of children/youth to adults should be 1 adult per 5-7 children/youth. When traveling, one adult may be used per car in a caravan. [Afterschool is exempt from this rule. Parents must fill out a permission form for staff to transport children to afterschool events and being aware that there may be moments when there is one adult and one child in the vehicle.]

When traveling with children or youth, the following guidelines should be implemented when making sleeping arrangements. During a hotel stay, adults will not share rooms with youth unrelated to them. During lock-ins or retreats at camps, there may be no less than 2 adults in a room or cabin. If using a roaming volunteer in the church building, then the door remains open.

## **Discipline Procedures**

All workers should deal with children in a positive and respectful manner when behavior problems occur. If a child is behaving in an inappropriate way, the following procedure should be used:

### Children

1. The worker will tell the child specifically that what he/she is doing is not acceptable behavior.
2. If the behavior persists, the child may be guided to another activity.
3. The child may then be separated from the other students.
4. If, after all of these steps are taken, the inappropriate behavior persists, the situation will be discussed with the parent as soon as possible.

### Youth

If a youth is being disrespectful to other youth or to another adult volunteer, then the adult closest to that youth will ask the youth to refrain from that behavior. If disrespectful behavior should continue the following steps will be taken:

**First Offense:** The teacher will address the youth at the appropriate time and in a way as to not embarrass the youth.

**Second Offense:** If the action persists, parents will be notified. During that conversation, parents should be made aware of their child's behavior and asked to speak to the child.

**Third Offense:** If the behavior persists, parents will be asked to remove their child for one week from the activity or be present with their child at the next event. Violent, illegal, or profane behavior will be subject immediately to the level of a third offense.

## **Restroom Procedures**

The Church recognizes that use of the restroom is the most vulnerable situation and that this time is when children and adults with special needs are at most risk of potential abuse and adults who work with children are most at risk of being falsely accused of abuse.

During organized church events, parents are encouraged to ensure that preschool aged children do not attend the restroom unaccompanied. Parents and guardians are also encouraged to have children use the restroom with parental supervision prior to the start of the activity.

Parents and guardians are encouraged to have elementary aged children remain in the sanctuary during the service, unless they accompany the child.

A volunteer or paid worker should not be alone with any child. Never close a bathroom door with a child in the bathroom. The door can be blocked with a trashcan or another staff member can be located close by. If the child is old enough to go to the bathroom alone, check the bathroom is clear and stand outside the door.

## **Offsite Events**

All children and youth ministry events held away from Front Street must have an event plan (See Appendix C). If the program director is off-site, a hard copy of the event plan (items A-H) must be filed at the Church Office so that the information does not require computer access to retrieve. The following are minimum requirements for the plan:

- A. Adult-in-Charge
- B. Other adults on event
- C. Non-participating adult familiar with all event details
- D. Methods of transportation
- E. Destinations
- F. Itineraries
- G. Contact information for all adults on the trip
- H. List of participants

The appropriate event leader should inform parents of items A-F prior to the event through a parent meeting, letter or email notification.

If transportation outside of Alamance County is provided by the church, then the two adult rule should apply to all vans, buses, or cars. The adults should not be related. If a caravan is traveling locally from point A to point B, one adult may be used per car. For non-Front Street sponsored events, parents are encouraged to arrange carpools.

[Afterschool is exempt from this rule. Parents must fill out a permission form for staff to transport children to afterschool events and being aware that there may be moments when there is one adult and one child in the vehicle.]

## **Overnight Events**

When traveling with children or youth, the following guidelines should be implemented when making sleeping arrangements.

- During a hotel stay, adults will not share rooms with youth unrelated to them.



- During lock-ins or retreats at camps, there may be no less than 2 adults in a room or cabin.

## **Social Media**

- Photo permission must be verified by the appropriate director before any photo can be posted. Children and youth pictures should not be posted on personal Social Media sites by Front Street UMC volunteers or staff. Pictures may be posted on class pages in a closed group but must not be shared by staff. Pictures of children and youth may be sent to the church office for posting on the church website, the FSUMC Facebook page, Weekly Word etc.
- Permission will be granted from parents before posting images of children or youth on the Front Street UMC website or Facebook page. Children and youth full names will never be posted on any website; given names will only be used with written parental permission.
- Ask for parental permission to communicate with youth or children through email, cell phone, texting, and social media.
- Adult volunteers and staff will not use the private chat feature of social media sites with youth or children unless the parent is included in the chat.
- Adults (staff and volunteers) will not request access to a youth or child's social media site but may accept the request.
- Use BCC (blind carbon copy) option when sending broadcast emails so the email addresses are not viewable to others. Copy parents on emails to children or youth.
- Provide training for youth in using the privacy settings on social media sites and what to post and not post for safety reasons.
- Appropriate director and councils will develop policies for cell phone use during ministry events.
- Personal social media sites that identify adults as a Front Street staff or volunteers should be consistent with the church's mission statement. See Social Media Covenant (Appendix D).

## **Emergencies**

The person in charge of a children's or youth event is authorized to take reasonable steps to promote the safety of all participants. To this end, the person in charge has the authority to immediately end the participation of anyone at the event. In the event that a child or youth has their participation ended, the person in charge must ensure the continued supervision of that child until the child can be turned over to his or her own parent or guardian.

## **Parent Responsibilities**

As parents entrust the care of their children to both volunteers and staff members for various types of activities Front Street offers, the parent should make sure that staff and appropriate volunteers have information necessary to properly protect and supervise their child in all situations likely to arise based upon the length of the activity and its location. This specifically includes notifying the appropriate program director of any medical, psychological, behavioral, child custody or similar issues. Parents should understand that not all activities are appropriate for all children.

It is a parent's responsibility to make sure that an Adult-in-Charge is physically present for an event before leaving the church grounds.

Parents are also expected to communicate clearly to their children and youth that program directors and volunteers are acting with the authority of that parent while the child is in the care of any Front Street activity. Children and youth are expected to abide by any rules or conditions for any activity in order to participate.

Parents are requested to inquire of their children for feedback about Front Street activities. Constructive feedback is appreciated by all program directors. As part of the feedback, parents are expected to be alert for anything that suggests inappropriate behavior on the part of any adult toward any child at the event. The parent is requested to contact the program director, the senior pastor, or the safe sanctuary coordinator immediately with any concerns.

### **Youth Responsibilities**

Those children who have reached sixth grade have individual responsibilities for the safety of themselves and all other participants. Youth are responsible for their behavior. Youth are also to be trained on what is inappropriate behavior between youth, and between youth and adults. Youth should contact the program director, senior pastor, or safe sanctuary coordinator immediately if he/she sees or feels that something inappropriate has occurred.

### **VULNERABLE ADULTS**

The two-adult rule may not always be practical for adult ministries. However all adults in ministry with vulnerable adults must:

- a. complete a volunteer application form including a criminal background check
- b. be accountable to and supervised by the ministry leader in their area
- c. be aware that they are mandated reporters of neglect or abuse
- d. maintain confidentiality

### **REPORTS OF INAPPROPRIATE BEHAVIOR**

All responsible adults and youth should be alert for behavior directed towards children and youth that is inappropriate. All staff members, volunteers, Church Council Members, and Trustees have specific responsibilities to protect children and youth and to initiate a response to inappropriate behavior however they learn of it.

As inappropriate behavior can range from perceptions to a deliberate criminal act, Front Street's responses can range from modifying individual or group behavior to calling civil or legal authorities.

### **Suspected Incident of Child Abuse**

If a volunteer or paid worker suspect a child or elder is the victim of abuse or if an allegation of abuse is made, they are to report this to their direct supervisor. The supervisor will then complete a Report of Suspected Incident of Child/Elder Abuse form (see Appendix E) and follow procedures.

### **Witnessed Incident of Child Abuse**

If a volunteer or paid worker witnesses inappropriate behavior, separate victim and accuser and, if victim requires medical care, call EMS. The witness must then report this incident to a direct supervisor, who will investigate (see Appendix F)/review the situation in discussion with the senior minister and safe sanctuary coordinator and contact parents. Legal authorities will be contacted if appropriate.

## **WHO DOES WHAT?**

An investigations committee consisting of the Senior Pastor, Director of Children's Ministry, and Safe Sanctuary Coordinator is responsible for investigating any report of inappropriate behavior. In the event all of these positions are held by persons of the same gender, another person will be appointed so both genders will be represented on the committee. If any of these three persons are the subject of the inquiry, the District Superintendent will be notified immediately. All investigations are considered confidential. The committee should act as a team, especially during interviews, so that a statement made to the pastor while investigating an incident is not considered to be a legally privileged communication.

Program directors for children, youth, music, Playschool, Babies Morning Out and Afterschool will participate in any investigation occurring in their area of responsibility. Nothing in the procedure should stop a Director or the Pastor from taking immediate action to further protect a child.

A spokesman for the church will be appointed by the Church Council. The spokesperson's role is to "face the media." The spokesperson should not have a role in the investigation and members of the investigating committee should not make statements to the media concerning any investigation. Once a spokesperson is appointed, no member of the Church Council should speak to the media about any incident as an official spokesperson.



# **APPENDIX**

- A. Volunteer Application**
- B. Participation Covenant Statement**
- C. Offsite Planning Form**
- D. Social Media Use Policy**
- E. Report of Suspected Incident of Child Abuse**
- F. Report of Witnessed Incident of Child Abuse**



## Volunteer Application

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

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

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

Current job responsibilities and schedule: \_\_\_\_\_

\_\_\_\_\_

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

Previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

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

How many hours per week are you available to volunteer? \_\_\_\_\_

\_\_\_ Days \_\_\_ Evenings \_\_\_ Weekends

Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Why would you like to volunteer as a worker with children and/or youth?

\_\_\_\_\_

\_\_\_\_\_

What qualities do you have that would help you work with children and/or youth?

\_\_\_\_\_

\_\_\_\_\_

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

If yes, please explain fully: \_\_\_\_\_

\_\_\_\_\_

Have you ever been exposed to an incident of child abuse or neglect?  Yes  No

If yes, how did you feel about the incident? \_\_\_\_\_

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

***To be completed only if you will be serving as a volunteer driver:***

Do you have your own transportation? \_\_\_\_\_

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

Do you have liability insurance? (list policy limits and name of carrier) \_\_\_\_\_

**References:** Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

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

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

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

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

3. Name: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date



## SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT

**Please answer the following questions:**

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  
 Yes  
 No
2. As a volunteer in this congregation, do you agree to observe the “Two Adult Rule” at all times?  
 Yes  
 No
3. As a volunteer in this congregation, do you agree to abide by the “Six Month Rule” before beginning a volunteer assignment?  
 Yes  
 No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?  
 Yes  
 No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor(s)?  
 Yes  
 No
6. As a volunteer in this congregation, do you agree to inform a minister of this church if you have ever been convicted of child abuse?  
 Yes  
 No

I have read this **SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT**, and I agree to observe and abide by the policies set forth above.

---

Signature of Applicant

Date

---

Print Full Name



# Off-site Event Planning Form

Please complete the following form for all off-site trips. Keep a hard copy for yourself and submit one to the office (if program director is off-site).

**Name of Adult-in-Charge:** \_\_\_\_\_ **Cell Number:** \_\_\_\_\_

**Date of trip:** \_\_\_\_\_

**Destination: Name:** \_\_\_\_\_

**Street address:** \_\_\_\_\_ **City/State:** \_\_\_\_\_

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

**Brief itinerary:**

IF APPROPRIATE, ATTACH DETAILED ITINERY TO THIS FORM

**Method of transport:**  Carpool  Van  Church Bus  Charter Bus

**Non-participating adult familiar with event details Name:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Any other information (if appropriate):**

## Attachments

Please attach:

- A list of chaperones (or other adults on the trip) and their cell numbers
- Itinerary (if appropriate)
- A list of participants



## Social Media Use Policy for Employees and Volunteers

The use of social media and networking often causes lines to blur between work, personal life and church relationships. In general, what you do in your personal time is a personal decision. However, activities during or outside of work or volunteer work that are shared via social media may have adverse effects on your leadership ability and witness of Jesus Christ, and need to be considered carefully. By simply identifying yourself as an employee or volunteer of Front Street UMC either directly or part of your user profile, you are creating perceptions about what it means to be a part of Front Street UMC.

As such, this policy is offered to provide official guidelines for social media use for all employees and volunteers of Front Street UMC. It is the expectation that all who participate in social media use will understand and follow these guidelines.

As a child of God, a member of the church universal, and as an employee or volunteer of Front Street UMC, I covenant and agree to use Facebook and other similar social media in ways that bring honor to God and show respect for self and for all others who might view my posts.

In particular, I covenant to:

- Recognize and respect that my behaviors and actions online are also a reflection of how other Christians and people associated with Front Street UMC may be portrayed.
- Recognize that all my posted words, images and links are reflections on me individually, as a disciple of Jesus Christ, and as an employee or volunteer of Front Street UMC. Recognizing this, I will refrain from posting anything regarding inappropriate conduct, such as drug or alcohol use or any items that contains profanity, degrading humor of any kind, ethnic or racial slurs, personal insults, obscenity, vulgarity, nudity or pornography.
- Obey the laws governing defamation, discrimination, harassment, and copyright and fair use of propriety or confidential information.
- Work within my assigned ministry to establish appropriate boundaries especially related to building relationships online with children, youth, parents, and other constituents of Front Street UMC.
- Be very careful not to be a hindrance or cause harm to staff, pastors, members, or ministries of Front Street UMC.
- Speak respectfully in my online posts and communications of and to all persons; and I will refrain from negative or disrespectful posts.
- Respect confidentiality and personal privacy. In the event I receive confidential or private information regarding a person or family involved in Front Street UMC, I will not disseminate that information without receiving direct express consent and permission to do so.
- Respect differences, appreciate diversity of opinions, and speak and conduct myself in a professional and ethical manner at all time.
- Remember that everything I post online is discoverable and can be seen and shared for a very long time.
- If I'm not sure about the reasonableness of a post, I will consider discussing it with a ministry team leader.

Signature: \_\_\_\_\_ Print name \_\_\_\_\_ Date: \_\_\_\_\_



# REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

*(Complete sections as appropriate)*

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

\_\_\_\_\_

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

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

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

\_\_\_\_\_

4. Victim's statement (provide detailed summary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

\_\_\_\_\_

6. Reported to the pastor:

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Call to victim's parent/guardian:

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

Spoke with: \_\_\_\_\_

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

---

---

---

8. Call to local children and family service agency:

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

Spoke with: \_\_\_\_\_

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

---

---

---

9. Call to local law enforcement agency:

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

Spoke with: \_\_\_\_\_

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

---

---

---

10. Other contacts:

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

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

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

---

---

---

\_\_\_\_\_  
Signature of Incident Reporter

\_\_\_\_\_  
Date



# REPORT OF WITNESSED INCIDENT OF CHILD ABUSE

*(Complete sections as appropriate)*

11. Name and Position of worker (paid or volunteer) witnessing child abuse:

\_\_\_\_\_

12. Victim's name: \_\_\_\_\_

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

13. Date/place of incident \_\_\_\_\_

\_\_\_\_\_

14. Eyewitnesses statement (provide detailed summary): \_\_\_\_\_

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

15. Victim's statement (provide detailed summary): \_\_\_\_\_

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

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

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

\_\_\_\_\_

17. Reported to the pastor:

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

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

---

---

---

18. Call to victim's parent/guardian:

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

Spoke with: \_\_\_\_\_

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

---

---

---

19. Call to local law enforcement agency:

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

Spoke with: \_\_\_\_\_

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

---

---

---

20. Other contacts:

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

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

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

---

---

---

\_\_\_\_\_  
Signature of Incident Reporter

\_\_\_\_\_  
Date