

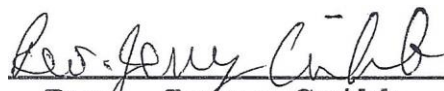
SAFE SANCTUARIES POLICY & PROCEDURES

For the Reduction of Risk of Abuse
Involving the Children & Youth

Mount Olivet United Methodist Church
P. O. Box 787
Manteo, North Carolina 27954

Adopted October 4, 2010

By: Pastor and S/PPR Committee


Rev. Jerry Cribb

CONTENTS

	Page
I. Preamble	2
II. Scope of Policy	3
III. Guideline for Employees and Volunteers	4-11
IV. Application for Employment	End
V. Report for Discovered or suspected Abuse	End
VI. Form for Reporting Behavioral issues	End

PREAMBLE

The General Conference of the United Methodist Church, in April, 1996, approved a resolution to minimize the risk of sexual abuse of youth, to include children, in the church. It is the intent of Mount Olivet United Methodist Church to support the General Conference Resolution and to view sexual abuse to include physical and mental abuse of a sexual nature even in absence of an act or touching.

The purpose of the policy is to assist in guiding church members involving recognition of behaviors that may indicate high risk to youth, to maintain awareness for any environment or situation conducive to abuse of youth, to understand reasonable and prudent measures for prevention of sexual abuse and to establish procedures in the event of suspicion or act of such abuse. If any allegation of youth abuse is made at Mount Olivet, whether eventually proven true or false, the allegation casts a shadow over the congregation and the youth ministry. It may create traumatized youth and the involved families and such allegations can disrupt the career of the pastor. Abuse allegations may even divide a congregation to an irreparable state. Whether or not a person(s) is falsely accused, there is potential for litigation.

As Disciples of Christ and upholders of the values of justice and hospitality affirmed throughout the Old and New Testaments and our United Methodist tradition and doctrine, Mount Olivet United Methodist Church has developed this Safe Sanctuaries Policy and Procedures to demonstrate our unwavering commitment to providing a place where children, youth, volunteers and staff can be safe to grow in God, and become the people God intends them to be. The purpose of the Policy is to help prevent the opportunity for the occurrence and/or the appearance of abuse of children and youth and to help protect staff persons and volunteers from false accusations and/or suspicions.

Scope of Policy

The Safe Sanctuaries Policy shall apply to all persons, including all paid and unpaid leaders, whether lay or clergy, who have any direct or indirect contact with children or youth, who participate in any activities or events sponsored by Mount Olivet United Methodist Church, or by other organizations or individuals which occur on property under the control of Mount Olivet United Methodist Church, or while on events being sponsored by Mount Olivet United Methodist Church. Examples include but are not limited to: Sunday School, UMYF, Music Activities, Confirmation, Bible Studies, Mission Trips, etc.

**Guidelines for Employees and Volunteers
Who Direct or Control Children and Youth Activities
At Mount Olivet United Methodist Church**

1. Screening

1. As a condition of employment, a background inquiry shall be conducted on any person applying for the position of youth director, youth leader, youth volunteer, any day care position or any other similar position as associated with youth and Mount Olivet safe sanctuaries expectations.
2. The Mount Olivet application and background form shall be completed in all applicable parts and submitted to the Mount Olivet pastor for review and initial approval. The pastor will then forward the application to the SPPR Committee. Upon approval as a viable candidate, the minister and SPPR Committee shall forward the application to the person (s) designated to conduct the pre-acceptance application in a sealed envelope.
3. The application and information contained within the application shall be treated with strict confidentiality.
4. Absolutely no indication of acceptance shall be communicated to the applicant until the background check is completed, the results made known to the pastor, to the SPPR committee by the pastor and any others at the discretion of the pastor and the final decision regarding acceptance is agreed upon.
5. All persons associated with the background inquiry shall keep the information confidential.
6. The investigator copy of the application, notes and all inquiry information will be destroyed by the investigator if the individual is accepted. The pastor shall inform the investigator that the applicant is acceptable.
7. The investigator application copy and related notes and material shall be returned to the pastor if the applicant is not accepted. The rejected applicant information may be retained by the pastor for a period of time as recommended by church council.

2. Waiting Period

No volunteer worker will be considered for any lead ministry position involving contact with children or youth until the candidate has been a member of Mount Olivet United Methodist Church or is personally known to the ministry leader for at least six months and has met the screening criteria above.

3. Supervision

A. Mount Olivet Sponsored Events

1. During non-overnight events, a minimum of two non- related church members (church members for a minimum of six months) or one church member and an individual (s) known by the youth director and the pastor (such as a Duke Summer intern) shall monitor the activity.
2. The activity shall have minimum 48 hours prior approval by the youth director and the minister.
3. If transportation is required, the Mount Olivet youth transportation policy shall be observed.
4. Approval letters must be received from parents or guardians a minimum 24 hours prior to the event. No youth shall be allowed to participate without; parent or guardian approval by letter.
5. Neither the youth director nor any youth leader nor any youth volunteer shall host or hold youth events at their residences or at a youth residence without the prior approval of the pastor. If approved, the event shall not be held without the presence of a non- related church member.
6. Adult participants shall continuously be aware to not become involved in an isolated situation with a youth.
7. Behavior issues or other such concerns shall be reported to the' pastor at the appropriate time for inquiry or investigation at the discretion of the pastor.

B. Mount Olivet Overnight Activities

1. Any and all church sponsored overnight retreats shall have the prior approval of the youth director and pastor.
2. Chaperones must be at least 21 years of age, pre- designated for the activity and must be a member of Mount Olivet for a minimum of six months or have approval of the pastor, an example being a Duke summer intern.
3. A parent or guardian shall sign a letter of approval for their youth to participate. This approval notice must be received by the youth director 24 hours prior to the activity. No youth shall be allowed to participate in an overnight retreat without the approval letter.
4. Overnight activities chaperoned by a married couple or two persons related must have a non-related adult for each related person.
5. Related persons shall not share sleeping quarters nor otherwise be isolated with participating youth, excepting their own children.
6. The chaperones, youth director and youth leaders shall spend each night in separate rooms from the youth except in situations in which a second, non-related youth leader or chaperone is present. The expectation is however for adults to remain separate from youth during sleep periods.
7. Depending upon the configuration of the lodging quarters a participating adult may remain in common hallway (and periodically rotate) or at an entry/exit for a security presence.
8. The youth director or a specific, designated youth leader in charge of the overnight activity shall be present on the overnight activity.
9. Curfews and bed checks on overnight retreats shall be conducted and accomplished together" by two non-related chaperones or youth leaders.
10. The youth leader shall prior to leaving for the activity insure that current contact numbers of parents or guardians are documented and taken on the activity by a designated person and that any known medical related instructions or concerns regarding any youth are made known to the attending adults.
11. Adult overnight participants shall continuously be aware to not become involved in an isolated situation with a youth.

12. Behavior issues or other such concerns shall be reported to the pastor at the appropriate time for inquiry or investigation at the discretion of the pastor.

4. Youth Transportation Policy

1. Only church owned and private insured vehicles are to be used for transportation during church sponsored events. Mount Olivet United Methodist Church does not assume responsibility or liability of private vehicles or the drivers.
2. Drivers of Mount Olivet vehicles are to be members of Mount Olivet, possess a valid N. C. driver's license and agree to an annual DMV record check to be conducted by the youth director. Drivers shall be minimum 21 years old and prior to acceptance as a driver, submit to the youth director their prior driving history as certified by the DMV.
3. Designated and approved drivers are to report to the youth director any motor vehicle related citations and/or arrests within 72 hours of issuance. The youth director will immediately inform the Mount Olivet pastor.
4. With advice of church counsel, the minister will decide whether or not the citation or arrest warrants denying youth driving privileges.
5. The Board of Trustees is responsible for the proper licensing, registration, and inspection and scheduling or required maintenance of church vehicles used to transport Mount Olivet youth.
6. Persons transporting Mount Olivet Youth are expected to obey all traffic rules, laws and regulations including the use of seat restraints.
7. All transportation shall be directly related to the event or activity.

5. Day Care and Nursery Safe Sanctuaries Practices

Of special importance is the safe guarding of day care and nursery children who have been entrusted to the care of Mount Olivet. These infants and children are unable to protect themselves from danger or abuse. It is the policy and expectation of Mount Olivet United Methodist Church that all individuals regardless of age and associated with the nursery and day care program be secure within the church environment and that any observations or suspicions or practices that may be detrimental to the physical or psychological well-being and safety of any infant, child and/or youth be immediately reported to the pastor.

A. Nursery Safety:

1. Observation of the nursery interior shall be available from the church exterior hall area.
2. A minimum of two non-related nursery attendants shall be present at all times when the nursery is in use, excepting an emergency.
3. An emergency evacuation route (s) shall be posted on the nursery wall area near the exit (Fire escape).
4. Nursery attendants shall be female members of Mount Olivet for a minimum of one year and be a minimum age of 18 years old. Any exceptions must have the prior approval of the pastor.
5. No infant shall be released to anyone not known to the attendants. If there is a question as to the identification of the person, the pastor, a church administrative board member or the youth director shall be immediately consulted prior to any release of an infant to the unknown person.
6. The nursery shall have installed a telephone or one of the attendants shall have in possession a cell phone during any period of operation of the nursery.
7. Attendants shall constantly be aware of any suspicious individual(s) who are frequenting the nursery, asking unnecessary questions, who are "out of place" or unknown or suspicious persons requesting to hold an infant. Any person(s) outside of the church environment asking nursery attendant suspicious or inappropriate questions about the nursery operation shall be reported to the pastor.
8. Attendants in the nursery shall not be permitted to photograph any infant, nor comment through the internet about their participation as a Mount Olivet

nursery attendant nor communicate information which in any way could identify an infant whether on a social site or blogging. This policy is not intended to prohibit a parent, known to the attendant(s), from photographing their own child while inside the nursery.

6. Reporting and Response

Reporting suspected abuse is the first important step in stopping the abuse and protecting the child or youth from future harm. Any suspected abuse is to be documented, reported immediately and kept strictly confidential. Complete documentation shall be maintained to include reports of the abuse, all investigating procedures, interviews of any witnesses, and action taken as a result of the investigation, including notification of all law enforcement officers and parents or guardians.

A. Reporting Procedure:

1. Reports of discovered or suspected abuse should be made as soon as possible to the ministry team person responsible for the involved area of ministry, as well as the Pastor.
2. Any youth leader or volunteer suspecting or observing an instance of youth or child abuse should immediately notify the pastor and youth director.
3. Any emergency needs of the victim of the suspected abuse must be addressed immediately.
4. The person suspected of the abuse must be removed from contact from the victim.
5. The parent (s) / guardian (s) of the victim will be notified and steps will be taken to insure the victim's safety until the parent (s)/guardian(s) arrive.

B. Responding to a Report of Abuse:

1. An investigative response team shall include the pastor I the youth director, chairperson of the Administrative Board, the secretary for assistance with documentation and any other person(s) required at the decision of the committee (i.e., law enforcement, mental health professionals, a physician or any other members of the congregation who may lend investigative support). The investigative response team should be kept to the minimum number required for efficiency and timely decision making.

2. There will be no assumption of inappropriate behavior until all facts are collected and investigated. If a traumatic situation has occurred, the victim and family should be at the forefront of concern and communication. For consideration, a team from the congregation may be appointed by the pastor to respond to the needs of the victim and family and may include the minister as investigative progress allows.
3. Determine if law enforcement officers are to be notified and if so notify the officers. If there is any evidence that the youth has been harmed or currently in any danger, law enforcement must be notified.
4. Identify all witnesses and others who have expressed concerns or made observations.
5. Assist law enforcement officers, if requested, with their investigation.
6. Review all documentation for completeness. With the review of documentation and advice of counsel, determine the appropriate next steps if law enforcement is not involved.
7. At the appropriate time during the investigative process the pastor shall notify appropriate church leadership.
8. At the appropriate time the pastor or the response team shall meet with the affected parents and/or with any group of parents as may be appropriate.

7. Public Response Plan

The Pastor or a designated spokesperson will handle dissemination of information to staff persons, media, and congregation. No one else will be authorized to speak or give out any information concerning a case of alleged abuse. A clear position statement of the church's policy and procedures to safeguard children and youth will be ready for release. At all times the privacy and confidentiality of all persons involved will be strictly maintained.

8. Policy/Procedure Revision

This policy and procedure should not be considered closed or final. The policy should be continually reviewed for applicable change and update as new research into youth abuse becomes available, especially with the Christian community of churches. This policy can be modified accordingly by action of the church council in accordance with the Book of Discipline. Any such modification shall be promptly conveyed to all persons affected by the modification.

FORM TO BE USED FOR REPORTING BEHAVIORAL ISSUES OR ANY
OTHER INCIDENTS DURING CHURCH SPONSORED EVENTS

Date of Alleged Incident _____

Location: _____

Name of Child/Youth: _____

Other persons involved (if any) _____

Description of behavioral or other incident: _____

Supervisor/ Leader / Witness(es): _____

Were parent(s)/guardian(s) notified: _____ If so, when: _____

Corrective Action taken:

Date Reported to Pastor (should be immediately): _____

**Mount Olivet Methodist Church
Manteo, North Carolina**

Application For (check one)

Employment _____

Volunteer Services _____

Full, Complete Name - Mrs. Ms. Mr. (circle one)

Last

First

Middle

Present Address _____

Home Phone _____ **Cell Phone** _____

E-Mail Address _____ **Fax Number (if applicable)** _____

Position Applied For _____

Date Of Birth (Required for criminal record check) _____

Last Four Digits of Social Security Number _____

North Carolina Drivers License Number _____ **Expiration Date** _____

Are you a member of Mount Olivet UMC? _____

Academic Achievements

Names of Schools Attended, Dates Attended, Degrees Earned

First Aid Training? _____ **If So, Date Completed** _____

CPR Training? _____ **If So, Date Completed** _____

Any Other Training Relevant To This Application? If So, What and Date(s) Completed

Membership in Professional Organizations (list), Community Service Activity (list), Other Volunteer Experience (list) _____

Previous Work Experience

List Previous Employers From The Past Ten Years (If Applicable) With Job Title, Address And Phone Number Of Company, Supervisor's Name And Dates Of Employment. _____

References

List Three Unrelated References Who Have Known You For A Minimum Of Three Years. Include First And Last Names, Addresses, And Daytime And Evening Telephone Numbers Including Area Code. _____

Have You Ever Been Convicted Or Pled Guilty To A Crime, Either Misdemeanor Or Felony, Including But Not Limited To Any Sexual Offense (Sexual Offender), Assault, Aggravated Assault, Stalking, Child Abuse, Spousal Abuse Or Assault, Any Violent Act, Theft, Or Drug Related Charges Whether An Illegal Substance Or Prescribed?

(Check One)

No _____ Yes _____

If Yes, Describe The Charges. List State, City And County Of Plea(S) Or Conviction(S), Dates Of Plea(S) Or Conviction(S) And Current Status With The Court (Probation, Parole, Etc.)

Have You Ever Been Convicted Of A Motor Vehicle Violation(s)?

No _____ Yes _____

If Yes, Describe Violation(s), List State, City And County Of Conviction(s) _____

Volunteer Applicants Please Complete The Following:

Why Would You Like To Volunteer At Mount Olivet Methodist Church? _____

What Qualities Do You Possess That Would Assist You With Volunteer Work? _____

Do You Enjoy Working With Youth? Explain. _____

Have You Ever Observed Abuse of A Child Or Teenage? No _____ Yes _____

If Yes, How Did You Feel About It? _____

Mount Olivet Methodist Church May From Time To Time Offer Training To Volunteers.

Would You Be Available For Training Sessions? Yes _____ No _____

Are You Able To Make A One Year Commitment To This Volunteer Service?

Yes _____ No _____

I _____ hereby certify that the information I have provided on the application for employment or volunteer services at Mount Olivet Methodist Church is true and correct. I understand that falsification on this application will eliminate me as a candidate for employment or volunteer services at Mount Olivet Methodist Church. I authorize Mount Olivet to verify the information I have provided on this application by contacting the references and employments that I have listed, by conducting a criminal record check or by other means, including contacting others that I have not listed. I authorize the references and employers listed in fills application, and others if contacted, to give Mount Olivet information they may have regarding my qualifications, character and fitness regarding the position or volunteer service for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event my application is accepted by Mount Olivet Methodist Church and I am confirmed as an employee or volunteer, I agree to abide by and be bound by the policies, procedures and directives of Mount Olivet Methodist Church and refrain from inappropriate conduct in the performance of my duties on behalf of Mount Olivet Methodist Church. I agree to immediately report to the Pastor of Mount Olivet Methodist Church any observations or reports of child abuse or incidents relating to the personal safety of Church youth / children.

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

Signature of Applicant _____
Date

Witness _____
Date

Mount Olivet Methodist Church is an Equal Opportunity Employer
Revised 03/22/2009