

Mountain View United Methodist Church
Safe Sanctuaries Policy

God calls us to make our ministries safe, protecting children and other vulnerable persons from child sexual abuse and exploitation. God calls us to create communities of faith where children and adults can be safe and grow strong. We recognize that our children are all children and youth under the age of 18. Our Christian faith calls us to offer both hospitality and protection to our children, as well as to those who are committed to engaging in ministry with our children as volunteers and employees. Jesus said, "If any of you put a stumbling block before one of these little ones...it would be better for if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6 NRSV)

The social principals of the United Methodist Church state that "...children must be protected from economic, physical, and sexual exploitation and abuse." Building on our theological and spiritual foundation, we must act in ways that secure for children and youth a safe place in our ministries. It is also our responsibility to assure that those who make the commitment to work with our children and youth, as volunteers or employees, are protected from the possibility of false allegations.

Although we hope and pray that child sexual abuse does not occur in our church, we must put into place sufficient mechanisms to reduce the risk of abuse of children, youth, and those who work with them. For that purpose, our church shall implement the following procedures in our programs and events.

Volunteer- someone who works with children/youth during regularly scheduled events/programs (Sunday school, nursery, VBS, Pioneer Club, all youth activities/outings)

Helper- someone who occasionally works with children/youth during regularly scheduled programs/events or special events (Sunday school, nursery, VBS, Pioneer Club, all youth activities/outings, Bethlehem Walk, Needle in a Haystack, Fall Festival, Easter Egg Hunt)

Recruiting/Screening Workers

All persons employed to serve in a supervisory capacity for children/youth shall:

- Be at least 21 years of age
- Complete an application, criminal background check, auto safety certification check, and reference check (three non-related)
- Initial interview by the Director of the ministry/program
- Second interview by another representative from Children's/Youth ministry
- Attend mandatory Safe Sanctuaries training

All volunteers serving in a supervisory capacity for children/youth shall:

- Be at least 21 years of age and at least 5 years older than oldest participant in event/program

- Complete application, criminal background check, auto safety certification check, and reference check (three non-related)
- If needed, be interviewed by the Director of the ministry/program and his/her designees/interview panel
- Attend mandatory Safe Sanctuaries training

All volunteers serving in a helping capacity for children/youth:

- Complete a Safe Sanctuaries information sheet including one non-related reference
- Receive on the spot training from appropriate supervisor/volunteer

In the event that a substitute worker needs to be brought in under last minute circumstances, that person must:

- Be at least 21 years of age and at least 5 years older than oldest participant in event/program
- Complete application, criminal background check, auto safety certification check, and reference check (three non-related)
- If needed, be interviewed by the Director of the ministry/program and his/her designees/interview panel
- Attend mandatory Safe Sanctuaries training

All persons serving as Directors and/or Certified Safety Persons must:

- Be at least 23 years of age
- Complete an application, criminal background check, auto safety certification check, and reference check
- Provide three non-related character references
- Be interviewed by appropriate staff member and his/her designees/interview panel

Regular Operations for Programs and Events

All church programs and events must be governed by these guidelines:

- Children's Programs age requirements:
Nursery: infant – preschool
Children's Church: kindergarten – end of third grade
- During regularly scheduled events and programs (Wednesdays and Sundays specifically), children and youth must stay in designated areas or be supervised by their parents. Approved designated areas are: fellowship hall (when in use), foyer, annex field, playground (only for children 5yrs and younger), designated sports areas.
- Children and youth may not be in unapproved areas without appropriate supervision (classrooms, youth room, sanctuary, annex, parking lot, fellowship hall (when empty)).

- Sunday school classes will be supervised starting 10 minutes before classes begin. Children may not be dropped off earlier because they will not be supervised.
- Two unrelated supervisors or one supervisor and one volunteer must be present at all times
- If there is only one supervisor present, the door must remain open, and a floater must be on duty
- With the exception of the nursery, if both boys and girls are participants, then the supervisor or volunteer should also include both men and women
- In addition to the 2 mandatory supervisory adults, the number of supervisors/volunteers required for each event will be determined by the number and age of the participants and the nature of the activities
 1. A minimum of 2 supervisors must be present at all times in the nursery
 2. 1 supervisor/volunteer per 5 children for elementary
 3. 1 supervisor/volunteer per 8 children for junior high/middle school
 4. 1 supervisor/volunteer per 10 children for high school
- Unauthorized visitors will not be allowed to remain with the group
- Participants will not be allowed to leave the designated meeting area without permission/supervision
- During ministry events, one-on-one activities shall not be conducted “behind closed doors” or in isolated areas away from trained supervisory persons
- All ministry events will be carried out in appropriate locations with adequate equipment and trained supervisors/volunteers present
- If the role being filled by a substitute is a supervisory role. The person filling that role must be Safe Sanctuaries certified. If someone cannot be found who is Safe Sanctuaries certified the class must join another class where there is a Safe Sanctuaries certified supervisor/volunteer.

Operational Procedures for Children and Youth

While working with persons under the age of 18 on church property we require:

- Two unrelated supervisors or one unrelated supervisor and one volunteer present during each activity.
- Windows in doors, Dutch doors with top open, or open doors of rooms used by children or youth.
- Workers must be designated by MVUMC nametag.
- All nursery, preschool, and school age children up through fourth grade must be signed in and out by a parent or other person listed on check in/out card, and picked up from the same room (field from recreation).
- Any person listed on check in/out card must be at least 12 years old.
- All K-5th grade children must remain with designated adult unless written permission is provided from parents.

While working with persons under the age of 18 in offsite programs away from church property:

- Written parent permission with contact information for all participants including medical information shall be provided.
- Adequate ratios for supervision of children and youth.
1 supervisor/volunteer per 5 children for elementary
1 supervisor/volunteer per 8 children for middle school/junior high
1 supervisor/volunteer per 10 children for high school
- Gender ratio of supervisors/volunteers in line with gender ratio of children to youth.
- Written detailed trip information for parents prior to departure
- Minimum of 2 children or youth present when riding in personal cars.
- Drivers must be a minimum of 23 years old to transport children or youth.
- All drivers must complete an “Auto Safety” form.
- No adult shares a bed with a child or youth when sleeping away from home.

Standards for diapering/restroom activity:

- Diaper changing occurs in an open area with two supervisors, or a supervisor and volunteer present. Disposable gloves should be worn for all diaper changing and/or clean-up of bodily fluids.
- Leave main restroom door open a minimum of 8” when supervising preschoolers.
- If “potty accidents” in restroom occur and supervisor/volunteer assists with clean-up:
 1. open restroom door completely
 2. ask volunteer to collect children and take them back to classroom
 3. volunteer returns to help with clean-up
 4. if parent is available, allow them to take over

At the conclusion of all on- or off-site activities, and before leaving the facility, supervising adults should make sure ALL children or youth have been claimed by the appropriate person.

Youth Division Protection Procedures

These procedures cover the activities of the Youth Division at Mountain View United Methodist Church. Children are placed in the Youth Division at the end of the summer following his/her completion of 5th grade. They remain in the Youth Division through the end of the summer following his/her high school graduation.

I. Supervision

For the purposes of supervising youth, an adult is defined as anyone who is at least 23 years of age.

A. Youth to Adults Ratios

1. For all activities, a minimum of two unrelated adults present at all times.
2. For safety purposes, (regarding middle school students) whenever possible, the adult/youth ratio will be one adult for every eight youth (minimum of two unrelated adults).

3. For safety purposes, (regarding high school students) whenever possible, the adult/youth ration will be one adult for every ten youth (minimum of two unrelated adults).

B. Responsibility of Youth Division Workers/Volunteers

1. The Youth Division assumes responsibility for supervision of youth from 15 minutes prior to a scheduled event until 15 minutes after a scheduled event.
2. The Youth Division is not responsible for youth at times when no youth event is scheduled or when a youth has chosen not to participate in a scheduled youth event.

II. Guidelines for Counseling Youth

A. Same-sex counseling is encouraged. However, ministry priorities and immediate circumstances may make same-sex counseling unfeasible. When such occasions occur, the youth worker/volunteer should seek to abide by the two-adult rule. If the two-adult rule is not feasible, the youth worker/volunteer should abide by the open-door policy.

B. If counseling in an Informal setting - In a situation where the two-adult rule is not feasible, a youth worker/volunteer is expected to move both him/her and the youth he/she is counseling near the rest of the group. The youth worker/volunteer is to immediately inform the Youth Minister of the situation.

C. If counseling in a Formal setting - In a situation where the two-adult rule is not feasible, a youth worker/volunteer is expected to abide by the open-door policy. The youth worker/volunteer is to immediately inform the Youth Minister of the situation.

III. Relationship Boundaries

A. The Youth Division has an interest in helping the youth and Youth Division workers/volunteers maintain appropriate boundaries. Youth workers/volunteers need to clearly communicate to the youth at all times, "I am your friend, but I am not your peer." Also, Youth Division workers/volunteers are encouraged, as a matter of practice, to be the last to hug and the first to let go.

- College Students: For college students, the need to maintain the distinction between friends and peers is especially important. To that end, college student volunteers are only invited to lead middle school youth. However, when college students do volunteer to work with high school students, they will not have authority over those students, but will be invited to lead by example.

- **Young Adults:** Young adults (defined as individuals out of college or over the age of 23) must also be aware of the distinction between peers and friends. Relationships are defined by the context in which that relationship is initiated.

- **Parental Adults:** When parents of youth become youth workers/volunteers, it can be an especially tricky situation. Parents must be able to distinguish when their role as a parent comes first and when their role as a youth worker/volunteer comes first. During youth activities, if a parent is unsure of his/her role, they must assume the youth worker/volunteer role as their primary role.

B. The nature of these relationships does not change with the graduation of a youth from high school or from the program. The Youth Division has an interest in the spiritual development of our youth after they leave high school, as well as an interest in the health of their relationships. We encourage Youth Division workers/volunteers to think in terms of three important thresholds:

- **High School Graduation:** Youth may have changed since graduation, but our program does not change.
- **End of Sophomore Year College:** Most people have arrived at their 20th birthday and are approaching their 21st birthday, which in itself will bring about some changes. The same remains as stated above, our program does not change.
- **College Graduation:** It is not until alumni of Mountain View United Methodist Church's Youth Program are out of college (or some equivalent) that the Youth Division workers/volunteers are fully free to relate to them apart from the roles/identities which initially defined their relationship.

IV. Transportation Procedures

The following procedures are for providing transportation for the Youth Division to and from activities sponsored by and/or supervised by Mountain View United Methodist Church. These procedures relate to transportation provided by the church, parents of youth, and youth workers/volunteers to and from activities not on the church property.

A. **Vehicle Requirements** – These vehicle requirements pertain to vehicles owned by Mountain View United Methodist Church, those provided by parents of participating youth, those provided by youth workers/volunteers and any external commercial vehicles provided for transportation of the youth.

1. All vehicles should be in good working order, have a current & valid license plate and have proper passenger restraints. The passenger restraints must be used while transporting youth.

2. All vehicles must have insurance coverage as required by Georgia law. A copy of a current insurance card must be on file in the church office.

3. All vehicles will be multi-passenger vehicles - no motorcycles, scooters, or mopeds will be allowed. No vehicle will be allowed to carry more than the passenger capacity specified by the vehicle manufacturer.

B. Qualification of Drivers:

1. All drivers must be a Youth Division worker/volunteer/helper, a parent of a participating youth or a licensed commercial driver. All drivers must be pre-approved by the appropriate administrator.

2. All drivers must have a current & valid driver's license with the classification of the vehicle being driven and be at least 25 years of age. A copy of the driver's license should be on file in the church office.

3. All drivers are subject to a motor vehicle records check.

4. Under extenuating circumstances when additional drivers are needed, if they are under the age of 25, that younger driver or any passengers must have written permission from parents.

C. General Rules:

1. Unless otherwise approved by the church administrator and the parents/guardians, all transportation subject to these procedures will begin and terminate on the church property.

2. All drivers will obey all traffic laws. Failure to do so may disqualify them from driving for church related activities.

3. For all church functions, a signed Parent's Permission Form and Emergency Medical Form must be obtained for each participating youth prior to being allowed in any vehicle. If the youth does not have a completed permission form, he/she will not be permitted to participate in the transportation arranged by the church. The permission forms are to be collected and checked by the group leader prior to leaving the church property. A copy shall be given to the driver for each youth being transported in that vehicle. Upon returning to the church, the forms will be given to the appropriate administrator.

4. No driver is to transport any youth alone, without written permission from the youth's parents.

V. Procedures for Overnight Activities

These procedures cover activities which require an overnight stay and are sponsored by and/or supervised by Mt. View United Methodist Church. This includes, but is not limited to camping, lock-ins, hotels/motels and overnight stays in a personal dwelling.

A. Any overnight activity, whether on or off church property, must be approved by the appropriate administrator.

B. A signed Parent's Permission Form will be required of each youth prior to the activity. These will be collected and approved by the group leader prior to the activity. Following the activity, the forms will be given to the appropriate administrator.

C. All supervision policies apply to overnight activities.

D. Children will not be allowed away from the designated overnight area without prior written permission from the group leader and the youth's parent/guardian.

E. Members of the opposite sex will not be allowed to sleep in the same room unsupervised.

F. Additional Requirements -

The following information should be submitted to the Safe Sanctuary Administrators for activities away from the church grounds:

- 1) Number of children attending
- 2) Number of chaperones attending
- 3) Proof of background check on chaperones attending
- 4) Agreement of Safe Sanctuary policies signed by each chaperone
- 5) Planned sleeping arrangements of those in attendance

G. Parents of each participating child will receive a list of the chaperones attending and planned room assignments of their children.

Training

Training must become a mandatory component for any director, supervisor, volunteer, or helper. Trainings will be offered quarterly, or as needed based on hiring schedules. If an applicant is unable to attend a scheduled training, the appropriate staff person may train the applicant individually prior to service. First aid and CPR training will be required as well.

- A. All workers/volunteers must receive training in these policies and procedures in both verbal and written form.
- B. These policies and procedures will be made known to the congregation and all new members as necessary.
- C. Trainings will take place at least once per quarter. Additional trainings may be scheduled as needed and available.

Standards are in place to reduce the risk of child abuse and prevent the opportunity for false allegations against a worker. We promise at every baptism: "With God's help we will so order our lives after the example of Christ, that this child, surrounded by steadfast

love, may be established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (UM Hymnal p.44) We are working to keep that promise.

Reporting Incidents

All reporting of alleged incidents or actual incidents of child abuse must strictly follow Georgia law. A worker who has reasonable cause to suspect that child abuse has occurred should secure the safety of the child, if possible, and then immediately report the incident to the Director/Supervisor and the Certified Safety Person of the ministry event. It is never the responsibility of a worker with children or youth to investigate allegations of child abuse. The Director/Supervisor and the Certified Safety Person will then follow all appropriate procedures for reporting to the child’s parents or guardian, authorities of the Annual Conference and/or District, and local law enforcement or child protective service agencies.

Should any adult in charge suspect abuse, or a child or youth report abuse by any member of the church staff, volunteer or employed staff, OR by any person present at a church-sponsored meeting or activity the following procedures shall apply for reporting the alleged abuse:

1. The adult in charge shall document the incident in writing. Documentation shall be signed and dated.
2. The incident shall be reported in the following chain of command
 - a. Senior pastor and ministry/event director.
 - i. The senior pastor shall then notify the Chairperson of SPR and the parents
 1. Depending on the severity there are 2 responses
 - a. Less severe – The senior pastor and the Chairperson of SPR shall interview all involved parties. They will then make the determination whether to report this further.
 - b. More severe – The senior pastor shall notify the District Superintendent, Georgia Department of Family and Children’s Services (DFCS), and the church attorney to file a report. The senior pastor shall then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.
 - b. If the senior pastor is the accused party
 - i. Then notify the Chairperson of SPR who will then notify the parents and
 1. Depending on the severity there are 2 responses
 - a. Less severe – The Chairperson of SPR and a member of the Family Ministries Committee shall

interview all involved parties. They will then make the determination whether to report this further.

- b. More severe – The Chairperson of SPR shall notify the District Superintendent, Georgia Department of Family and Children’s Services (DFCS), and the church attorney to file a report. Then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.
- c. If the parents are the accused then
 - i. The senior pastor shall then notify the District Superintendent, Georgia Department of Family and Children’s Services (DFCS), and the church attorney to file a report. The senior pastor shall then notify a pastoral care consultant to provide counseling if desired or offer appropriate referrals.

We take our policies to reduce risk of child abuse seriously and we are committed to their enforcement for the safety and security of all our children, youth, and those who work with them. All church programs and events are required to comply with these policies. Each program and event shall be subject to review by the Board of Trustees and/or Church Council of MVUMC.

Georgia’s Legal Code Pertaining to Child Abuse 19-7-5 Code Section 09-12-00

(a) Purpose

The purpose of this code section is to provide for the protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection. It is intended that the mandatory reporting of such cases will cause the protective services of the state to be brought to bear on the situation in an effort to prevent further abuses, to protect and enhance the welfare of these children, and to preserve family life wherever possible. This code section shall be liberally constructed so as to carry out the purposes thereof.

(b) Definitions of Abuse

As used in this code section, the term:

- (1) “Abused” means subjected to child abuse,
- (2) “Child” means any person under 18 years of age,
- (3) “Child abuse” means:
 - (A) Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, physical forms of discipline may be used as long as there is no physical injury to the child;
 - (B) Neglect or exploitation of a child by a parent or caretaker thereof;
 - (C) Sexual abuse of a child; or
 - (D) Sexual exploitation of a child

However, no child who, in good faith, is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall for that reason alone be considered to be an “abused” child.

- (3.1) “Sexual abuse” means a person’s employing, using, persuading, including, enticing, or coercing any minor who is not that person’s spouse to engage in any act which involves:
- (A) Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - (B) Bestiality;
 - (C) Masturbation
 - (D) Lewd exhibition of the genitals or pubic area of any person;
 - (E) Flagellation or torture by or upon a person who is nude;
 - (F) Condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
 - (G) Physical contact in an act of apparent sexual stimulation or gratification with any person’s clothed or unclothed genitals, pubic area or buttocks or with a female’s clothed or unclothed breasts;
 - (H) Defecation or urination for the purpose of sexual stimulation; or
 - (I) Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

“Sexual abuse” shall not include consensual sex acts involving persons of the opposite sex when the sex acts are between minors or between a minor and an adult who is not more than five years older than the minor. This provision shall not be deemed or construed to repeal any law concerning the age of capacity to consent.

- (4) “Sexual exploitation” means conduct by a child’s parents or caretaker who allows, permits, encourages, or requires the child to engage in:
- (A) Prostitution, as defined in Code Section 16-6-9; or
 - (B) Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conducts, as defined in Code Section 16-12-100.
 - (C) (1) The following persons having reasonable cause to believe that a child has been abused shall report of cause reports of that abuse to be made as provided in this Code section:
 - (A) Physician licensed to practice medicine, interns or residents;
 - (B) Hospitals or medical personnel;
 - (C) Dentists;
 - (D) Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
 - (E) Podiatrists;
 - (F) Registered professional nurses or licensed practical nurses licensed pursuant to chapter 24 or Title 43;

- (G) Professional counselors, social workers or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;
- (H) School teachers;
- (I) School administrators;
- (J) School guidance counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;
- (K) Child welfare agency personnel, as that agency is defined pursuant to Code Section 49-5-12;
- (L) Child-counseling personnel;
- (M) Child service organization personnel; or
- (N) Law enforcement personnel.

(2) If a person is required to report abuse pursuant to this subsection because that person attends to a child pursuant to such person's duties as a member of the staff of a hospital, school, social agency or similar facility, that a person shall notify the person in charge of the facility, or the designated delegate thereof, and the person so notified shall report or cause a report to be made in accordance with this Code section. A staff member who makes a report to the person designated pursuant to this paragraph shall be deemed to have fully complied with this subsection.

(d) Any other person: Any person other than the one specified in subsection (c) of this Code section, who has reasonable cause to believe that a child is abused may report or cause reports to be made as provided in this Code section.

(e) An oral report shall be made as soon as possible by telephone or otherwise and followed by a report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney. If a report of child abuse is made to the child welfare agency or independently discovered by the agency, and the agency has reasonable cause to believe such report is true or the report contains any allegation or evidence of child abuse, then the agency shall immediately notify the appropriate police authority or district attorney. Such reports shall contain the names and addresses of the child and the child's parents or caretakers, if known, the child's age, the nature and extent of the child's injuries, including any evidence of previous injuries, and any other information that the reporting person believes might be helpful in establishing the cause of the injuries and the identity of perpetrator. Photographs of the child's injuries to be used as documentation in support of allegations by hospital staff, physicians, law enforcement personnel, school officials, or staff of legally mandated public or private child protective agencies may be taken without the permission of the child's parent or guardian; provided, however, that any photograph taken pursuant to this Code section shall, if reasonably possible, be taken in a manner which shall not reveal the identity of the subject. Such photograph shall be made available as soon as possible to the chief welfare agency providing protective services and to the appropriate police authority.

(f) Any person or persons, partnership, firm, corporation, association, hospital or other entity participating in the making of a report or causing a report to be made to a child welfare agency providing protective services or to an appropriate police authority pursuant to this Code section or any other law or participating in any judicial proceeding or any other proceeding resulting there from shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such participation pursuant to the Code section or any other law is made in good faith. Any person making a report, whether required by this Code section or not, shall be immune from liability as provided in the subsection.

(g) Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.

(h) Any person or official required by subsection (c) of this Code section to report a suspected case of child abuse who knowingly and willfully fails to do so shall be guilty of a misdemeanor.

(i) A report of child abuse or information relating thereto and contained in such a report, when provided to a law enforcement agency or district attorney pursuant to subsection (e) of this Code section or pursuant to Code section 49-5-41, shall not be subject to public inspection under Article 4 of Chapter 18 of Title 50, even though such report or information is contained in or part of closed records compiled for law enforcement or prosecution purposes unless:

(1) There is a criminal or civil court proceeding which has been initiated based in whole or part upon the facts regarding abuse which are alleged in the child abuse reports and the person or entity seeking to inspect such records provides clear and convincing evidence of such proceeding; or

(2) The superior court in the county in which is located the office of the law enforcement agency or district attorney which compiled the records containing such reports, after application for inspection and a hearing on the issue, shall permit inspection of such records by or release of information from such records to individuals or entities who are engaged in legitimate research for educational, scientific or public purposes and who comply with the provisions of this paragraph. When those records are located in more than one county, the application may be made to the superior court of any one of such counties. A copy of any application authorized by this paragraph shall be served on the office of the law enforcement agency or district attorney which compiled the records containing such reports. In cases where the location of the records is unknown to the applicant, the application may be made to the Superior Court of Fulton County. The superior court to which an application is made shall not grant the application unless:

(A) The application includes a description of the proposed research project, including a specific statement of the information required, the purpose for which the project

requires that information, and a methodology to assure the information is not arbitrarily sought;

(B) The applicant carries the burden of showing the legitimacy of the research project; and

(C) Names and address of individuals, other than officials, employees, or agents of agencies receiving or investigating a report of abuse which is the subject of a report, shall be deleted from any information released pursuant to this subsection unless the court determines that having the names and addresses open for review is essential to the research and the child, though his or her representative, gives permission to release the information.

Mountain View United Methodist Church
PARTICIPATION CONVENANT STATEMENT

The congregation of Mountain View United Methodist Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The Safe Sanctuary Policy reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

As a volunteer in this congregation, I have read the Safe Sanctuary Policy and attended the appropriate training. I agree to observe and abide by the Safe Sanctuary Policy of Mountain View United Methodist Church.

Signature of Applicant

Date

Print full name

Mountain View United Methodist Church
VOLUNTEER APPLICATION

Name: _____

Address: _____

Work/Day phone: _____ Evening phone: _____

E-Mail Address: _____

Occupation: _____

Employer: _____

Current job responsibilities and schedule: _____

Previous volunteer experience: _____

Special interests, hobbies & skills: _____

Are you a member of Mountain View UMC? ____ YES ____ NO

If yes, what month/year did you join? _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Please provide Driver's License # and State issued: _____

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 with, convicted of, or pled guilty to a crime, either misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, or theft)? ____ NO ____ YES

If yes, please explain:

Have you ever been exposed to an incident of child abuse or neglect? ____ NO ____ YES

References: Please provide 3 personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each.

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

MOUNTAIN VIEW UNITED METHODIST CHURCH
Request for Criminal Records Check

I, _____, hereby authorize Mountain View United Methodist Church to request information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release the Police/Sheriff's Department and any company utilized to do the record checks from all liability that may result from any such disclosure made in response to this request.

date

signature

Applicant's Full Name:

Print all other names that have been used by the applicant (if any):

Date of Birth: _____ Place of Birth: _____ SS#: _____

Driver's License #: _____ State: _____ Exp. Date: _____

List each address at which you have resided in the last ten years:

1. _____

2. _____

3. _____

4. _____

Mountain View United Methodist Church
CHILDREN AND YOUTH WORKERS REFERENCE FORM

Name of Applicant: _____

Reference or Church Contacted: _____

Date of Contact: _____

Person Contacting the Reference: _____

Method of Contact (phone, letter, personal conversation): _____

REFERENCE QUESTIONS

How do you know the applicant? For how long have you known him or her?

Would you recommend this applicant for a position of trust supervising youth and children? Why or why not?

Ask any relevant questions that are appropriate to the situation, such as specific duties, length of employment, strengths, weaknesses when dealing with young people, etc.

Is there anything else we should know about this person before putting him or her in a position of trust with Youth and children?

Would you trust this applicant to be alone with your child?

Mountain View United Methodist Church
AUTO SAFETY CERTIFICATION

This form is intended for workers who have responsibility to conduct church business or transport children/Youth by personal auto and/or church van. **Only persons with valid driver's licenses and valid personal auto insurance may transport others as part of church activities.**

Please answer each question. The information on this application will not be disclosed to unauthorized persons.

1. Are you now a licensed driver? _____ yes _____no

Please present a copy of your license to staff so they may copy it for the records.

2. Do you currently have personal auto insurance? _____ yes _____no

Please present your proof of insurance to staff so they may copy it for the records.

3. Have you ever been convicted, pled guilty or pled nolo contendere of reckless driving/DUI/DWI during the past 7 years? If yes explain on back. _____ yes _____no

4. Are you required to wear corrective lenses to operate a motor vehicle? _____yes _____no

5. Will you agree to allow our insurance carrier to review your Motor Vehicle Record (MVR)?
_____yes _____no

Agreement to Notify of Driving Events – I agree to immediately inform the senior pastor if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI/DWI charges pending. I will also notify the Church Administrator if my personal auto insurance is canceled or not renewed. These notifications are required *even if the offenses are not related to church work.*

Seat Belt Usage – I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times.

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

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

Signature _____

Date _____ Please print name _____

Mountain View United Methodist Church
AUTO ACCIDENT REPORT FORM

Please print all information.

Date of accident: _____ Time of accident: _____

Name of child/youth injured: _____ Age: _____

Address of child/youth: _____

Location of accident: _____

Parent or guardian: _____

Name of person(s) who witnessed the accident:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Describe accident: _____

Mountain View United Methodist Church
REPORT OF SUSPECTED/ALLEGED INCIDENT OF
CHILD ABUSE

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

2. Victim's name: _____

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

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

5. Give detailed summary of incident here: _____

6. Name of person accused of abuse: _____
Relationship of accused to victim (paid staff, volunteers, family member, other)

7. Reported to Sr. Pastor/SPR: _____

Date/Time: _____

Summary: _____

8. Call to victim's parent/guardian: _____

Date/Time: _____

Spoke with: _____

Summary: _____

9. Call to local children & family service agency: _____

Date/Time: _____

Spoke with: _____

Summary: _____

10. Call to local law enforcement: _____

Date/Time: _____

Spoke with: _____

Summary: _____

11. Other contacts: _____

Name: _____

Date/Time: _____

Spoke with: _____

Summary: _____

12. Incident Investigation/Conclusion: _____

Signature