

# **SAFE SANCTUARY PROGRAM**

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## **Policies and Procedures**

**Queen's Chapel Staff Parish Relations Committee**

**2/1/2014**

Rev. B. Kevin Smalls, Pastor  
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## OUR MANDATE

As Christians, we are called to live according to the Gospel of Jesus Christ. We accept the tradition and experiences set forth in the Old and New Testament scriptures as our own. Justice and hospitality were essential elements of the covenant between the people and God. Worship was the lifeblood of the covenant. No matter what the place of worship looked like; the people treasured it as a holy place, a sanctuary, where they were able to worship in safety and harmony. Today, we must remember that our churches are holy places and sanctuaries for the children of God. Our churches must be places where people of all ages can come together for worship, study, and service with the assurance that they are safe and secure in the community of faith.

As we continue in a covenant relationship with God and the whole community of faith, we must live just and generous lives, following the great commandments set forth by Jesus Christ. Jesus Christ plainly taught that children were to be provided for and included in the community of faith, as He said, "Whoever welcomes a child, welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, and our inspiration. They are full participants in the life of the church and in the realm of God. Today, the church may be the only place where some children can find the unconditional love and care they so desperately need to grow, to thrive, and to become faithful people.

We, at Queen's Chapel United Methodist Church, take our responsibilities to our children very seriously, always attending to their spiritual growth and nurturing. The 1996 General Conference of the United Methodist Church adopted a resolution aimed at reducing the risk of child abuse in the church. Child abuse prevention and risk reduction policies and procedures are essential for our congregation, not only for the protection of our children (all under the age of eighteen) but also for our volunteer and employed workers involved with our children.

The Gospel calls us to be in ministry with children and youth. We must not allow risks to undermine or stop our ministry; thus, the attached policy and attendant procedures represent Queen's Chapel United Methodist Church's plan to prevent harm to our children, youth, volunteers, and employees. This policy and its procedures acknowledge the church's desire to make the Gospel's mandate real by providing a safe and wholly secure place in which children may experience the abiding love of God and Christian fellowship in the community of faith.

# **POLICY STATEMENT**

The Queen's Chapel United Methodist Church shall be maintained as a holy place, a sanctuary, where all people of all ages can come together for worship, study, and experience the love of Jesus Christ with the assurance that they will be safe and secure in the community of faith. This policy focuses upon the special care that will be undertaken to provide such a sanctuary for our children/youth (all persons under the age of eighteen years) and those volunteering their services in the nurture of our children so that they may experience the abiding love of God and the power of Christian fellowship.

## **PROCEDURES**

The following safe sanctuary policy and attendant procedures focus primarily upon providing a safe and secure place in which our children and youth may experience the abiding love of God and fellowship at Queens Chapel United Methodist Church. It is possible for us to greatly reduce the risk of abuse by adopting these procedures.

### **Reporting Incidents**

There are many forms of abuse that can be committed by a person of trust: a parent, caregiver, Sunday school teacher, pastor, or volunteer worker. These forms of abuse can be categorized but not limited to five primary forms: physical abuse, emotional abuse, neglect, sexual abuse, and ritual abuse. No matter the form of harm, we grieve for the horrible injury and the damage experienced by the child and family; but as Christians, we are called to move beyond grieving to active efforts to eliminate the possibility of child abuse, especially in our churches. Our church must be one of the safest and holiest of hallowed places for our children if we are to succeed in our efforts to make the Gospel real in the lives of people in need. Although all forms of abuse are inappropriate at Queen's Chapel United Methodist Church and will not to be tolerated within our walls, these procedures will deal primarily with physical abuse, emotional abuse, sexual abuse, and ritual abuse as defined in Appendix A.

When a child or youth reports that he or she has experienced any form of abuse, it should be taken seriously. While not every child's story is actually a report of abuse, the truth needs to be determined to prevent either further harm to the child or further false allegations. Should anyone at Queen's Chapel become aware of an abusive act that has been perpetrated on a child or youth, he/she should immediately contact a member of the Security Ministry. The

law requires that acts of abuse be reported to the proper officials in a timely manner. All incidences of alleged abuse must be reported.

If abuse is observed on church grounds or at church sponsored functions, the Security Ministry will contact the proper authorities and inform the Safe Sanctuary Coordinator. Mandatory reporters should follow the requirements of the State of Maryland for reporting abuse and report the incident to the Safe Sanctuary Coordinator. If abuse is alleged the Security Ministry will:

- Contact the proper authorities and provide any requested information to include but not limited to security camera footage
- Complete a Report of Suspected Incidence of Child Abuse, Appendix B.
- Submit the report to the Safe Sanctuary Coordinator and the Pastor. If the alleged abuser is the Pastor or an employee of the Church, the report will be given to the Safe Sanctuary Coordinator and the Chairperson of the Staff Parish Relations Committee.

The Safe Sanctuary Coordinator and/or Staff Parish Relations Committee Chairperson will contact our District Superintendent, our insurance company and any other appropriate civil authorities.

This process must be treated with a high level of confidentiality. This information should not be discussed with anyone but those involved in order to protect the alleged abuser and the abused. Unless otherwise instructed by law enforcement or Child Protective Services, the Pastor or Safe Sanctuary Coordinator will inform the suspected abuser that he or she has been accused of having violated the church's Safe Sanctuary Policy. The Pastor or Safe Sanctuary Coordinator will also speak with the parents of the child/youth alleging the abuse. The details of the incident will not be shared with any other member, ministry, or group.

## **Activity/Event Procedures**

To ensure that a safe sanctuary is maintained for our Queen's Chapel family, the following procedures have been established and will be followed not only at our primary church building and properties, but in any environment away from the Queen's Chapel United Methodist Church where our children are involved as well.

- No child under the age of eighteen shall be left alone during church worship services, church sponsored programs, or during any ministry activity involving children and youth. All children and youth waiting to be picked up following church sponsored events and programs, shall be accompanied by a designated adult. During services,

children and youth should not be in hallways, classrooms, the Cafe, restrooms, or on church grounds, without appropriate supervision.

- Apply the "Two-Adult Rule". This rule requires no fewer than two adults be present at all times during any church sponsored program, event, or ministry activity involving children. Risk will be reduced even more if the two adults are not related. The nursery will always be attended by at least two adults. All Church School and Bible study groups for children and youth will be taught by at least two adults. In the event that a second adult is not present, the Security ministry will increase the number of times they physically check the location during and after the class/activity. The youth fellowship group will always be staffed with at least two adult leaders. The significance of this rule cannot be overstated. The two-adult rule provides important protection for the church's volunteers and staff as well as for its children and youth.
- There will be a process to check in and check out children/youth participating in Church school activities, Vacation Bible School, and any children or youth ministry events. A system to check in and check out ensures proper accountability for all children and youth during their activities. Children and youth under the age of 16 must be checked in and out by an authorized adult. Parents/guardians will be required to register their child/youth for participation in events at or sponsored by the church and to provide a list of adults authorized to check out their child/youth. Adults not on the list provided by the parent/guardian will not be allowed to check out or leave with a child/youth.
- Children/Youth riding the church van to Sunday school or morning worship without their parents/guardian or authorized adult will need to be added to a check in list by the van driver when boarding the van. This list will be given to the Church School superintendent or designee. Parents picking up children to attend church who rode the van to church school will need to check out their children so the van driver is aware of who will be returning home on the van. This provides for proper accountability for all children and youth when riding the church van.

## **Security Ministry**

The Queen's Chapel Security Ministry will provide necessary training to and work in conjunction with the Trustees and Ushers to monitor all areas of the church while children/youth activities and worship services are being held. The Security Ministry will provide "roamers" who frequently check rooms, monitor restrooms and patrol the hallways and grounds of the church. They will also monitor the security cameras located throughout the church. The presence of the Security Ministry greatly reduces opportunities for abuse or

false allegation. It is essential that Church members who volunteer to work with our children/youth know that the church has made a commitment to protect both the volunteers and the children/youth.

## **Church Facilities & Property Procedures**

The Queen's Chapel Trustee ministry will be responsible for procedures to reduce the physical hazards of the church buildings and grounds in order to minimize personal injury. The Security Ministry, Trustees along with children and youth leaders will take steps to avoid the opportunity for children/youth to be in the church's buildings or on its grounds unattended by a parent, guardian or another designated adult.

Rooms with activities involving children and youth have windows on the doors. All counseling sessions with children and youth should be held with two or more adults and only in rooms with windows providing full visual access.

When an area of the church parking lot is being used for activities involving our children/youth such as Vacation Bible School games, youth car washes, etc., the trustees will cordon off the area with either safety tape or safety cones to avoid entry into area by vehicles. Detached buildings and sheds shall remain locked unless items stored in sheds are in use and responsible adults are present.

Generally all play areas will be kept free of debris and harmful objects. The church grounds will be maintained in a safe condition with loose items stored or kept near appropriate storage areas. Should a child, youth or volunteer worker become injured during a Queen's Chapel Church event, whether on or off the church's property, a report of accident or incident should be reported using Appendix D.

The above considerations should get special attention and apply to off-site activities involving children/youth by our ministry leaders in charge of off-site activities.

## **Restroom Procedures**

The church recognizes that the use of restrooms presents a most vulnerable situation, and that this is a time when children are at a higher risk of potential abuse. Adults who work with children are also at most risk of being falsely accused of abuse. Therefore:

- Organized Church Activities: During organized church events, responsible adults are mandated to ensure that preschool aged children do not go to the bathroom alone; additionally, adults should encourage use of the restroom nearest the nursery or the cry room. Parents/guardians must escort their children in the use of the restroom prior to the start of an activity.
- During Church Services: Parents and guardians must have elementary aged children remain in the sanctuary during church services, unless accompanied by an adult. Middle school and high school age children may not wander around the building or grounds during church services.
- Other Times: - In order to provide a secure restroom environment, parents, guardians and responsible adults must mandate that children not use restrooms unaccompanied.

The Security Ministry, Trustees and Ushers will be ever vigilant in overseeing the above bathroom procedures during all activities at the church.

## **Transportation Procedures**

All ministries using the church van for activities must comply with the current van procedures already established by the Trustee Ministry. When children/youth are aboard, at least one adult other than the van operator will be present. All vehicle operators must be 21 years of age or older and be covered by the Church's insurance policy. All van drivers are required to go through the same screening process as all other paid/volunteer staff involved with children/youth. All children/youth riding the van unaccompanied and being picked up from home, school etc must be signed in by the van driver and signed out by either the van driver or an authorized adult. These procedures established will also apply when a non-church owned transportation service or vehicle is utilized for activities involving our children and youth.

## **Use of Church by Outside Organizations**

Other organizations seeking to use Queen's Chapel facilities for children or youth activities, for example, Boy Scouts, Girl Scouts, etc., will provide a copy of their policy for review and approval by the Safe Sanctuary Coordinator, the Queen's Chapel Trustees and Security Ministry prior to the granting of permission for use. With all such requests, approval for the use of Queen's Chapel United Methodist Church facilities by outside organizations will be accompanied by a written agreement to comply with the Safe Sanctuary principles established herein.



## **Volunteer and Staff Procedures**

Because our church is a community of faith, a safe haven and a sanctuary where children and youth can be strengthened in the way that leads to life eternal, all volunteers working with our children/youth and all staff of Queen's Chapel United Methodist Church must meet the requirements and procedures provided in this section. Any person suspected or found to pose a threat to our children or youth will be prohibited from working with our minors.

All volunteers will be of age eighteen and over, since those under that age cannot be expected to have developed the maturity and judgment needed to be fully responsible for younger children. This requirement will avoid putting children in charge of children. All volunteers shall be at least five years older than the children/youth involved in a given activity.

There will be an orientation session to be conducted by the Safe Sanctuary Coordinator in cooperation with the Church School and Security Ministry, which will include a review of this document, a presentation on the basics of safe sanctuary and other important information and a first aid training review for all staff and anyone who works with children and youth. At the conclusion of the orientation, the volunteers will sign a statement saying that they attended and understand all the information presented. All volunteers and employees will be given the opportunity to review their covenant, Appendix E, in order to abide and cooperate with the church's policy and procedures. This covenant reminds leaders, staff and volunteers that abusive behavior toward children and youth will not be tolerated. At Queen's Chapel, this orientation is provided annually to show our commitment to the prevention of child abuse and to accommodate new members and parents.

All paid staff, members of the leadership council and all volunteers and members working with children are required to have a background check completed each year. The background check will be performed by a third party, background search company called Trak-1. The company's web address is <http://trak-1.com/>. The background check consists of social security number verification, a national criminal search, and a national sex offender registry search. Those driving the church van will also need to submit their MVR (motor vehicle report) to the Trustee Board. The Baltimore Washington Conference has established a contract allowing all churches in the conference to use this service at a discounted rate. The cost is \$10.00 for the background search. The background authorization form can be obtained at the church or via the church website. Payments for the background check may be made via the church website by clicking on the tab for online giving or by bringing a check or money order to the administrative office.

This policy is similar to that of our school systems. No one may work with our children without a background screening report requested by Queen's Chapel thru Trak-1. Background reports from other sources are NOT acceptable. Possession of a government security clearance is also NOT acceptable. **There are no exceptions to the background screening requirement.** All Safe Sanctuary paperwork including the background authorization must be completed by all paid staff, members of the leadership council and all volunteers and members working with children and youth.

All volunteers are required to submit to a personal interview after submission of a volunteer application, Appendix F. The interview and application exercise are intended to certify those working with our children and youth and will include the following:

- Must be over the age of eighteen.
- Those seeking skilled positions must supply evidence of experience and skills specifically related to the position.
- If not a member of Queen's Chapel, the applicant must provide name and address of church membership for past three to five years.
- Must provide specifics of volunteer work done with churches outside of Queen's Chapel and provide three references. The reference form presented as Appendix G will be used to carry out the reference process.
- Anyone working with youth under 18 must have a criminal background check.
- Must list any criminal convictions other than traffic violations.
- May be required to have First Aid/CPR Training and Certification.
- All staff, trustees, and leaders must participate in an orientation in which all persons working with our children and youth are informed of the church's policies for the prevention of child abuse, procedures to be used in all ministries with children and youth, appropriate steps to report an incident of child abuse and details of the state laws regarding child abuse.

The Sexual Misconduct Questionnaire (Appendix H) and the Certificate of Compliance (Appendix J) are documents required annually at our Charge Conference held during the fall of each year. These reporting requirements are included as part of our Safe Sanctuary Policy and Procedures.

## **Background Reports**

Any person with an unacceptable background report:

- May not serve in any paid staff position
- May not volunteer in any activity that puts them in direct contact with children/youth when parents/guardians are not present
- May be required to sign a covenant letter and be accompanied by designated attendant

An unacceptable background report for the purposes of Safe Sanctuary may have one or more of the following:

- Listed on sex offender registry and/or convicted of other sex related crimes
- Child abuse, child neglect, other crimes against a child/youth
- Felonies for violent crimes

## **Procedure for Responding to Discovery**

While resolutely affirming every person's need to be part of a faith community and receive redemption, we hold in balance the imperative to do all we can to keep all our parishioners safe, especially our children and youth. In striving to maintain an environment of love and safety for all, we must adhere to a process for responding to information regarding sex-related crimes. If any individual, regardless of membership status, is discovered to be on the sex offender registry, has been convicted of some other sex related crime or has admitted to a sex related crime but was not arrested/convicted, the following procedures for responding to such information shall be administered:

- Maintenance of List: A list will be maintained by the Safe Sanctuary Coordinator of all individuals discovered to be a sex offender as described above. This information will be kept in confidence and will only be accessible by the Safe Sanctuary Coordinator, SPRC Chairperson and Senior Pastor. A current copy of the list will be delivered to the District Superintendent as soon as it is first prepared and whenever the list is updated.
- Meeting and Covenant: Upon learning that a member or visitor has been identified as a sex offender, the Senior Pastor, SPRC Chair and Safe Sanctuary Coordinator will have an in-person meeting with the identified person and another adult of the person's choosing to discuss the procedures to be followed in order to allow the identified person to continue to participate in the life of the congregation or visit the church

premises for any purpose. During that meeting, the Senior Pastor, SPRC Chair and Safe Sanctuary Coordinator will:

- Summarize the congregation's principles and guidelines in such situations, as outlined here and in the attached "Covenant Letter"
- Explain and emphasize the importance of the "Designated Attendant" policy (as described below), both for the safety and well-being of the church community, and the well-being of the identified person as well
- Provide the identified person with a Covenant Letter, signed by the Senior Pastor, SPRC Chair and Safe Sanctuary Coordinator
- Explain that the Covenant Letter must be counter-signed (in front of a witness), dated and returned to the Safe Sanctuary Coordinator before the identified person can be allowed to return to the church premises.
- "Designated Attendants": Persons identified as sex offenders should not be allowed in any church building or anywhere on church grounds, unless they are accompanied by an adult member of the congregation that has been approved by the SPRC to serve as a Designated Attendant for sex offenders.
  - A list of Designated Attendants for identified sex offenders shall be maintained by the SPRC Chair.
  - Each identified person shall be given the names and telephone numbers of two or more Designated Attendants they can contact to accompany them when they visit the church.
  - A Designated Attendant must be present to meet the identified person in the church parking lot, or at another safe and well lit outdoor location, when the identified person arrives at the church's property. The Designated Attendant must physically accompany the identified person at all times while he/she is within any church buildings or anywhere on church grounds.
  - It is the identified person's responsibility to arrange to have a Designated Attendant present when they arrive at the church property. If a Designated Attendant does not appear for any reason, the identified person may not enter any church building and may not stay on the church grounds.
  - No person that is related to the identified person by birth, adoption or marriage may serve as their Designated Attendant.
  - The SPRC will have the responsibility of securing Designated Attendants for others. In the event that a time arises and no Designated Attendant is available, the person may not stay on the grounds of the church building.
- Exceptions: There should be no exceptions to these policies and procedures except on a case-by-case basis, and then only if (a) written approval is obtained from the Senior Pastor and the SPRC Chair, and (b) advance written notice of the exception, and an

explanation of the reasons therefore, is provided to the District Superintendent fourteen (14) days before the proposed exception is to go into effect and the District Superintendent thereafter indicates in writing that there is no objection to allowing the exception.

## **Policy Review and Revision Requirements**

This Safe Sanctuary Policy will be reviewed every two years. All changes shall be communicated to the Queen's Chapel United Methodist Church Council and incorporated into all applicable training programs.

Revisions to the Safe Sanctuary Policy are the responsibility of the Queen's Chapel Staff Parish Relations Committee in collaboration with the Security Ministry, Trustees, and applicable ministries.

## **RESOURCES**

The Book of Resolutions of the UNITED METHODIST CHURCH

THE HOLY BIBLE (New International Version) Isaiah 56:1, Isaiah 58:10-12, Micah 6:8, Luke 18:15-17, Matthew 18:5-6

Safe Sanctuaries - Reducing the Risks of Abuse in the Church for Children and Youth by Joy Thornburg Melton

Safe Sanctuaries Policies and Procedures for the Prevention of Abuse – UMC General Board of Discipleship website

APPENDIX A  
QCUMC Safe Sanctuary Policy  
Definitions of Abuse

Physical Abuse -Inflicting bodily harm to minors constitutes physical abuse. Instances of physical abuse include, but are not limited to, any physical act of undue force such as assault with a knife, strap or other implement; burns, fractures and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown. Physical abuse does not always leave visible marks.

Emotional Abuse -Emotional abuse deeply affects a minor's self-esteem by submitting him/her to verbal assault or emotional cruelty. It does not always involve injuries we see. The minor receives the message that he/she is not good and never will be. Emotional abuse can include, but are not limited to, closed confinement (being shut in a small area), making stereotypical remarks or slurs of any kind, excessive punishment, use of profanity, knowingly permitting drug or alcohol abuse, and ignoring or encouraging peer abuse.

Neglect -Resulting harm to a minor when a person endangers a child's health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, and education.

Sexual Abuse -Any time a minor is used for the sexual stimulation of an adult or older minor, abuse has occurred. The minor is powerless to consent to or resist such sexual acts. This includes fondling, sexual intercourse, participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution and/or exposure to adult sexual activity.

Ritual Abuse -Abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for a child's welfare. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated treats of harm to the child, other persons, and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.

APPENDIX B  
QCUMC Safe Sanctuary Policy  
Report of Suspected Incidence of Child Abuse

*(The information provided in this report will be kept in strict confidence and will be shared only with the Senior Pastor, the Safe Sanctuaries Coordinator, and the SPRC Chairperson and will be used in the investigation of this incident)*

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

1. Victim's name: \_\_\_\_\_ Victim's age/date of birth: \_\_\_\_\_
2. Date/place of observation of/report from victim: \_\_\_\_\_
3. Victim's statement (give detailed summary): \_\_\_\_\_
4. Name of person accused of abuse: \_\_\_\_\_
5. Relationship of accused to victim (worker, volunteer, family member) \_\_\_\_\_
6. Reported to Pastor and Safe Sanctuaries Coordinator:  
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 law enforcement agency  
Date/time: \_\_\_\_\_ Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_

Signature of person receiving report of incident/Date: \_\_\_\_\_

**APPENDIX C**  
**QCUMC Safe Sanctuary Policy**  
**Church School Registration Form**

Date \_\_\_\_\_

Child's Name: \_\_\_\_\_  
(Last)(First)(Middle)    Age \_\_\_\_\_

Birthday \_\_\_\_\_    Grade \_\_\_\_\_    Cell Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_  
(Street) (City) (State) (County) (Zip Code)

Parent (Guardian's) Names \_\_\_\_\_

Address (if different from above) \_\_\_\_\_  
(Street) (City) (State) (County) (Zip Code)

Home Phone Number \_\_\_\_\_    Cell Phone Number \_\_\_\_\_

Work Phone Number \_\_\_\_\_    Email Address \_\_\_\_\_

Has this child been Baptized? \_\_\_\_\_    Has this child (if over 12) been Confirmed? \_\_\_\_\_

Member of what Church? \_\_\_\_\_

Are there any other medical concerns/allergies we should be aware of? \_\_\_\_\_

If yes, please describe. \_\_\_\_\_

**IN CASE OF AN EMERGENCY**

Contact Name \_\_\_\_\_    Relationship \_\_\_\_\_

Telephone Number \_\_\_\_\_    Cell Number \_\_\_\_\_

Adults authorized to pick up child from Queen's Chapel UMC

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

By placing my child/children in the care of this program, I do hereby release Queen's Chapel United Methodist Church from any legal responsibility as a result of any incident or harm that may come from his/her participation in this program.

\_\_\_\_\_  
**Parent/Guardian's Signature**

\_\_\_\_\_  
**Program Coordinator's Signature**



APPENDIX D  
QCUMC Safe Sanctuary Policy  
Report of Accident/Incident

Date of accident/incident: \_\_\_\_\_

Time of accident/incident: \_\_\_\_\_ Name of victim injured : \_\_\_\_\_

Address of victim: \_\_\_\_\_

Location of accident/incident: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_

Persons witnessing the accident/incident:

Name \_\_\_\_\_ Telephone \_\_\_\_\_ Name \_\_\_\_\_ Telephone \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Description of accident/incident:

Action taken by church activity head: \_\_\_\_\_

Parents/guardian notified: \_\_\_\_\_ Date and time notified \_\_\_\_\_

Report filed with Trustee: \_\_\_\_\_ Safe Sanctuary Coordinator \_\_\_\_\_

Person filing this report : \_\_\_\_\_

Signature/Date: \_\_\_\_\_

APPENDIX E  
QCUMC Safe Sanctuary Policy  
Participation Covenant Statement for Volunteers/Employees

The congregation of the Queen's Chapel United Methodist Church is committed to providing a safe and secure environment for all children, youth, volunteers and employees who participate in ministries and activities sponsored by the church. The following policy statements reflect 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.

1. Any adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) **may not** volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to counsel with our pastor before volunteering in any capacity.
3. Adult volunteers/employees involved with our children and youth shall observe the "Two-Adult-Rule" at all times so that no adult is ever alone with children or youth.
4. Adult volunteers/employees involved with children and youth must attend a mandatory meeting for all staff twice a year to cover any policy changes effecting staff to include safe sanctuary and other related church.
5. Adult volunteers/employees shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer yes or no to each of the following questions:

1. As a volunteer/employee of this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? \_\_\_\_\_
2. As a volunteer/employee of this congregation, do you agree to observe the "Two Adult-Rule" at all times? \_\_\_\_\_
3. As a volunteer/employee of this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? \_\_\_\_\_
4. As a volunteer/employee of this congregation, do you agree to promptly report abusive and inappropriate behavior to your safe sanctuary coordinator? \_\_\_\_\_
5. As a volunteer/employee of this congregation, do you agree to discuss with our Pastor your experience, if any, as a survivor of child abuse? (*answering yes does not automatically qualify or disqualify you/or volunteering with our children and youth*) \_\_\_\_\_
6. As a volunteer/employee of this congregation, do you agree to inform our Pastor and our Safe Sanctuaries Coordinator of this congregation if you have ever been convicted of child abuse? \_\_\_\_\_

I have read this **Participation Covenant for Volunteers and Employees** of the Queens Chapel United Methodist Church and I agree to observe and abide by the policies set forth above.

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

APPENDIX F  
QCUMC Safe Sanctuary Policy  
Volunteer Application

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

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

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

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

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

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

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

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

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

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

Why would you like to 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 plead guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, or theft)? Yes or No.

If yes, please explain fully:

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

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

If yes, please explain fully:

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

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

APPENDIX F  
QCUMC Safe Sanctuary Policy  
Volunteer Application page 2

**References:** Please list three personal references (people who are not related to you by blood or marriage).  
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 : \_\_\_\_\_

APPENDIX G  
QCUMC Safe Sanctuary Policy  
Reference Check

(The information obtained from this reference check will be kept in strict confidence and will be shared only with the Queen's Chapel United Methodist Church's Pastor, the Safe Sanctuaries Coordinator, and the head of the program the applicant is volunteering)

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference phone: \_\_\_\_\_

Reference address: \_\_\_\_\_

1. What is your relationship to the applicant? \_\_\_\_\_
2. How long have you known the applicant? \_\_\_\_\_
3. How would you describe the applicant? \_\_\_\_\_
4. How would you describe the applicant's ability to relate to children and youth?  
\_\_\_\_\_  
\_\_\_\_\_
5. How would you describe the applicant's leadership abilities?  
\_\_\_\_\_  
\_\_\_\_\_
6. Would you feel comfortable having the applicant as a volunteer worker with your children and/or youth? \_\_\_\_\_
7. Please describe any characteristics that you are aware of that would negatively affect the applicant's ability to work with children and/or youth.  
\_\_\_\_\_  
\_\_\_\_\_
8. Do you have any knowledge that the applicant has been convicted of a crime other than traffic violations?  
If so, please describe. \_\_\_\_\_

Please list any other comments you would like to make.

Your Signature: \_\_\_\_\_

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

APPENDIX H  
QCUMC Safe Sanctuary Policy  
Sexual Misconduct Questionnaire

*(Please check the appropriate box. If more space is needed, please use an additional sheet of paper.)*

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

If no, please answer questions 2 through 9 below. If yes, give the date: \_\_\_\_\_ Have any answers changed since you filled out that copy?  Yes  No

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

2. Have you ever been accused, in a written and signed statement, of sexual misconduct with a child or a youth?  Yes  No
3. Have you ever been accused, in a written and signed statement, of sexual misconduct with an adult?  Yes  No
4. Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part?  Yes  No
5. Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part?  Yes  No
6. If your response to any of the foregoing questions (2 through 5) is "yes", please provide on a separate sheet of paper all details regarding each accusation of sexual misconduct that has been made with respect to you, including a description of the alleged conduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer at the time of the alleged misconduct.
7. Have accusations of sexual misconduct on your part ever resulted in civil or criminal court proceedings at any level (e.g., indictment, arrest, trial, etc.)?  Yes  No

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

8. Have accusations of sexual misconduct against you resulted in civil or criminal court proceedings on more than one occasion?  Yes  No
9. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people?  Yes  No

APPENDIX H  
QCUMC Safe Sanctuary Policy  
Sexual Misconduct Questionnaire page 2

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

Name and Address:

Name and Address:

Name and Address:

**QUESTIONNAIRE RESPONSE FORM**

*(To be signed by all laypersons and un-appointed clergy who work with children or youth in the local church or a Conference agency. If under 18, a parent or guardian must also sign.)*

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

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

Please print your name: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Please print your name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

APPENDIX I  
QCUMC Safe Sanctuary Policy  
Covenant Letter for Sex Offender

Dear \_\_\_\_\_:

It has come to our attention that you are a Sex Offender. As a church family, we affirm every person's need to be part of a faith community such as ours, but we hold in balance the imperative to all we can to keep all our parishioners safe in body and spirit.

Under these circumstances, your participation in the life of the **[insert name]** United Methodist Church, or your presence on church premises, requires that a written and binding covenant be made – between you and the church – to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, we are hopeful that the pastor, the staff, and the congregation can be of assistance to you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers.

The terms of the covenant are as follows:

1. Any time you are on the campus of the church, you must be accompanied by a "Designated Attendant." There will be at least two people who will be available to act as a Designated Attendant for you. The names and telephone numbers of those who have agreed to act as a Designated Attendant are listed at the bottom of this letter. You should make contact with one of them prior to coming to the campus on each occasion. One of these Designated Attendants must be present to meet you **[at your car in the church parking lot] [insert other safe, well-lighted location well outside any church building]** and be in your company at all times while you are on the campus of the church. This includes accompanying you to the restroom. The Designated Attendant will accompany you to your car at the time you leave the campus.
2. You cannot serve in any positions of leadership or teaching until further notice.
3. You agree to allow the pastor or **her/his** designee to contact any law enforcement, probation officer or other governmental official – but not your attorney or any health care provider – in order to request or obtain information that the pastor believes may be of assistance in ministering to you or to the congregation or others in the church community. By signing this letter you agree that the law enforcement, probation officer or other governmental official may share any information with the pastor or **her/his** designee, and you release that person and their organization or employer from any liability as a result of releasing this information. This authorization and release specifically includes, without limitation, any information, written or verbal, the law enforcement, probation officer or other governmental official has obtained concerning medical, psychological and psychiatric conditions or treatment.
4. You agree to meet and consult with the pastor upon **her/his** request for the purpose of providing assistance to you or for the protection and security of the congregation or others in the church community.



5. You understand and agree that the pastor and SPRC must keep other church staff and members apprised of your status and the guidelines agreed upon.

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

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

Sincerely,

\_\_\_\_\_

Pastor

\_\_\_\_\_

Chair, Staff Parish Relations Committee

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

1. \_\_\_\_\_ Tel no. \_\_\_\_\_

2. \_\_\_\_\_ Tel no. \_\_\_\_\_

3. \_\_\_\_\_ Tel no. \_\_\_\_\_

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

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

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

Witness: \_\_\_\_\_

APPENDIX J  
QCUMC Safe Sanctuary Policy  
Certification of Compliance

*"Policy on Sexual Misconduct by Laypersons and Unappointed Clergy Who Work With Children and Youth"*

To be completed and signed by the Pastor(s) and Chairperson of the Staff/Parish Relations Committee (SIPRC) of all congregations in the Baltimore-Washington Conference of The United Methodist Church. This is to certify that this congregation of the Baltimore-Washington Conference of The United Methodist Church has complied in full with the Conference *"Policy and Sexual Misconduct by Laypersons and Unappointed Clergy Who Work With Children and Youth."* As such, this document certifies that:

- (1) All persons who are to work with children and youth within the ministry of this congregation have completed and signed the Questionnaire and Response Form contained within the official Conference Policy; and
- (2) All outside groups using the church building and grounds and provide any services to children or youth have certified that all those affiliated with that organization have been screened and asked the equivalent, at the very least, of the questions in our Policy, Questionnaire and Response Form. If the outside group can make no such general certification, then this document certifies that all those who work with children and youth within such groups have completed and signed the Questionnaire and Response Form and have submitted to a background investigation on an individual basis. We, the undersigned, verify that this congregation has complied with all of the requirements of the *"Policy on Sexual Misconduct by Laypersons and Unappointed Clergy Who Work with Children and Youth."*

Queen's Chapel United Methodist Church

Name of Congregation/Charge: \_\_\_\_\_

Washington East District

Signature of the Pastor (s): \_\_\_\_\_

Signature of the SPRC Chairperson: \_\_\_\_\_

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

*When the Certification of Compliance has been signed by all parties and dated, please make copies for the Pastor(s) and the SPRC Chairperson and return the original to your District Superintendent at the Charge Conference.*