

United Methodist Temple
CHILD and YOUTH PROTECTION POLICY
March 25, 2015

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INTRODUCTION:

In 1996 the General Conference of the United Methodist Church resolved to reduce the risk of child abuse in the church. Included in these resolutions were specific steps to be taken by local churches, annual conferences, and the General Board of Global Ministries. Unfortunately child abuse is on the rise in America. To turn a blind eye to the fact that it does occur in the church is inviting disaster. Once allegations of child abuse are made, everyone in the church suffers. The child victim and his or her family, the congregation, and the family of the alleged perpetrator,

The gospel calls us to be engaged in ministry with children and youth. We must not allow the risks to undermine or stop our ministry. Rather, we must:

- Acknowledge the risks and develop a practical plan to reduce them.
- Take steps to prevent harm to our children and our workers.
- Continue to answer the gospels imperative to be in ministry with children, making a difference in their lives.

With these realities in mind, an U. M. ad-hoc committee developing protection strategies puts forth the following arguments for the adoption, and implementation of these guidelines:

- Our church is a community of faith that can offer a safe haven and sanctuary where children and youth can seek advice, help, and nurture.
- Our church is a place where more than just facts of child abuse can be taught. We can also teach and proclaim our Christian values: compassion, justice, repentance, and grace.
- Our church is the place where children can come and learn and develop the inner strength and spiritual resources they will need to feel truly connected to God and to face suffering and evil.
- Our church can be the place where children and adults are able to learn how to respond to painful and confusing events using the wisdom of the Scriptures.

It is to these ends, that we at the United Methodist Temple, in Terre Haute, Indiana, offer the following child and youth protection guidelines.

PURPOSE:

United Methodist Temple seeks to provide a safe, secure environment to teach and care for the children and students of our faith family and the community we minister to in which opportunities for abuse and neglect are minimized by providing proper enlistment and supervision of those persons working with our children and youth. This document contains theological foundations, definitions of child abuse, and policies and procedures related to preventing, responding to, and reporting abuse as well as some other policies that allow others with “civil & moral issues” to be ministered to and, hopefully, be included in the life of our church and the Kingdom of God. (See Appendix A)

THEOLOGICAL FOUNDATION:

“Then Jesus took a little child and put her among them; and taking her in his arms, he said to them, ‘Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me.’” (paraphrase of Mark 9:36-37) Jesus also said, “If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6) The Church, above all institutions, is called to welcome and nurture children. Our goal is to maintain a safe, secure, loving place where children may grow and where those who care for them may administer to their needs in responsible ways. The 1996 General Conference approved a

resolution that called upon local churches and annual conferences to institute policies and procedures to reduce the risk of child sexual abuse in our churches and church-related activities. We accept the nature of this call and seek to expand it to include all forms of child abuse or neglect that could be possible in these settings or that could come to our attention regarding children in our care. We uphold the idea that to report abuse is to be a witness to the world of the love and justice of God and fully recognize that reporting abuse is a form of ministering to the needs of those crying out for help. Simply, to report abuse can help to stop existing abuse, and prevent further abuse. As caring Christians, we are also committed to protect and advocate for children, youth, and vulnerable adults participating in the life of the church. The Church, at all levels of its organization, is entrusted with the responsibility of providing an emotionally and physically safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. Additionally, we care for abused children and their families by offering resources that will contribute to healing. Further, we recognize the grace that God gives in upholding Christian community; and we will look for grace-filled ways of dealing with both the victim and the accused.

DEFINITIONS:

Child – A person under 18 years of age

Conference—The Indiana Conference of the United Methodist Church

Certified Volunteer — A person 18 years of age or older who assists in conducting children’s or youth activities under the supervision of a staff person (paid and/or voluntary).

Helper – Anyone under the age of 18 working with the children may not be considered a person who is suitable to be responsible for a group of children. Anyone under 18 should be considered a helper and under the supervision of someone who is 18 years old or older while assisting with the children.

Paid Staff — Any person employed by United Methodist Temple or Temple Preschool who assists in conducting children’s and youth activities.

Child Abuse – Harm or threatened harm to a child’s health or welfare by a person responsible for the child’s health or welfare, which harm occurs or is threatened through non-accidental physical or mental injury or sexual abuse.

Verbal Abuse – spoken or unspoken violence or emotional cruelty against a child

Ritual Abuse – regular intentional physical, sexual, or psychological violations of a child to appeal to a higher authority of power

Vulnerable Adult (“Adult in Need of Protective Services”) – Any person 18 years of age or older whose behavior indicates that he or she is mentally incapable of adequately caring for himself or herself and his or her interests without serious consequences to himself or herself or others, or who, because of physical or mental impairment, is unable to protect himself or herself from abuse, neglect, exploitation, sexual abuse, or emotional abuse by others, and who has no guardian, relative or other appropriate personable, willing and available to assume the kind and degree of protection and supervision required under the circumstances.

Neglect – Harm to a child’s health and welfare by a person responsible for the child’s health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

Sexual Abuse - any touching of the sexual or intimate parts of a child or other conduct or action done of the purpose of gratifying the sexual desire of either party either (1) through physical force that overcomes earnest resistance or a threat, express or implied, that places a child in fear of immediate death or serious physical injury to himself or another person, or (2) by a person 18 years old or older against another who is less than 16 years old, or by a person four or more years older than the victim. The National Resource Center on Child Sexual Abuse defines child sexual abuse as “any sexual activity with a child, whether in the home or by a caretaker, in a day-care situation, in any organized ministry, whether at the main facility (church) or away, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an

adolescent, or another child. Child sexual abuse can be violent or non-violent. It is criminal behavior that involves children in sexual behavior. Child sexual abuse can involve fondling; penetration of the oral, genital, and anal areas; intercourse, and forcible rape. Other forms of abuse can include verbal comments, exposure to pornographic materials, inappropriate Internet activity, obscene phone calls, sexualized text messaging, exhibitionism, or allowing children to witness sexual activity.

Sex Offender- a person convicted of a sexual crime against a minor or another adult, or any person who has a history of inappropriate conduct with children or youth involving actual or attempted abuse or sexual molestation of a minor or another person regardless of age, race, creed, mental capabilities, or citizenship.

PROCEDURES AND POLICY:

The policy and procedure set forth below will apply to all people who give supervision to or have custody of children or who have opportunity to have contact with children in church facilities or church sponsored activities whether clergy, paid staff, or volunteer.

Screening Procedures for Volunteers and Paid Staff working with children and youth:

All persons who intend to work with children at United Methodist Temple church or sponsored events must be properly screened and all screening documents kept on file.

1. All staff and Ministry Leaders/chairpersons will utilize a volunteer checklist to insure volunteers with minors/children meet appropriate guidelines. ([Appendix B](#))
2. ALL staff & volunteers will complete a confidential application form and sign and date a written job description and/or expectations document. ([Appendix C & D](#))
3. Complete an **agreement authorizing a national criminal background check** and a national sex offender registry check. This background check must be updated every three years. ([Appendix E](#))
4. Complete orientation/training on child protection and abuse.
5. New employees/volunteers must be interviewed by the appropriate staff member and references must be checked.
6. In addition to the above requirements, a volunteer must be a member/regular attendee of United Methodist Temple for at least six (6) months. A volunteer who does not meet this membership requirement may serve only upon approval of the appropriate age-group minister. References must be provided and checked.
7. In addition to the above requirements a minor (under age 18) who is or seeks to become an employee or volunteer must also submit a separate certification from his or her parent or guardian that the parent or guardian “knows no reason why the minor should not be allowed to work directly or indirectly with other minors.”
8. All persons must be at least five (5) years older than the age group with whom they are to work.
9. Two Adult Rule: Two non-related adults must always be present in groups of children except in emergency situations and where not reasonably feasible. When the two-adult rule is not feasible, an adult supervisor will be required to spot check and make unannounced visits as necessary. Reasonable effort shall be made to assure that one adult is not left alone with one minor, including transportation of a minor. A husband and wife working the same room will be considered as one adult for purposes of this policy.
10. Doors are to remain unlocked and open unless equipped with windows.
11. All employees and volunteers working with children shall exhibit Godly, modest behavior. Each adult shall strive to be a good role model for the children. **Adults shall use caution when hugging, patting, or allowing children to sit in their lap. Staff and volunteers will avoid being alone with a child without being visible to others in the immediate surroundings. If you find yourself alone with a child, you should take the child and move immediately to an area where other adults are present. If you find yourself alone in one of the church buildings with a child, you should call one of the emergency contacts and ask them to come immediately to the church to stay with you until another adult can be present or the child is picked-up.**

12. All Employees and Volunteers will be required to comply with all policies during United Methodist Temple sponsored activities. **This includes functions on and off site.**

13. **No employee or volunteer is to ever take a child anywhere alone off premises except for transportation in the event of a medical emergency.** In addition, all participants of overnight or off site activities and or functions should have **written parental consent and a signed medical release form.** Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed.

14. All Employees and Volunteers shall be required to comply with all of United Methodist Temple policies including, but not limited to, those outlined in the Child Protection Policy during Terre Haute Methodist Church sponsored out-of-town activities. In addition, all participants should have written parental consent and a signed medical release form. Consent forms may be completed for a one-year period and should be renewed annually. All consent forms will be considered valid until renewed.

15. Overnight trips/events: Adult chaperones with children/youth must be the same gender, must never share a bed with a child/youth or be alone in the room with them at any time. Large room multiple bunk settings allow two same gender adults to sleep with children/youth in the same room, not the same bed.

16. All parent/leaders should have exchanged and documented contact & event information.

17. Employees and volunteers of the preschool are not allowed to give or apply any medication. Only parents or approved caretakers of the child shall be allowed to give or apply medication to the child. No medication shall be left in the classroom or with a child during preschool.

18. **Potty Policy**

a. Nursery – When changing diapers have another adult in visible sight watching the process.

b. Preschool age children should be provided as much privacy as possible, but when assistance is needed the child should be helped with another adult watching.

c. Elementary age children should be taken to the bathroom by an adult who stands outside the bathroom within hearing distance. If a child needs to go to the bathroom then more than one child must be escorted or the whole group can travel together.

d. When you are off site in a public area, the bathrooms should be checked before the children are allowed to go in, and the adult should remain in the bathroom area with the children while providing the children as much privacy as possible.

e. Youth should travel to the restroom together in pairs or groupings. When off site, an adult should check the public restrooms before the youth enter the facilities. Adults should keep an eye on the restroom while providing the youth as much privacy as possible.

19. Chaperoning: A reasonable gender balance should exist between male and female leaders for all functions. If it cannot be achieved, the event must be cancelled. If both sexes are present in youth, they must be present in leader/chaperones.

a. General Youth Activities: 2 adults per 14 youth

b. Camping, Lock-Ins, Overnight Activities: 1 adult per 5 youth (Minimum 2 adults)

c. Activities using transportation; 1 Adult per 5-6 youth

Transportation of children/youth to events:

1. Whenever possible, a volunteer should not be alone with a child in a car.

2. If they are transporting children/youth they need to have a copy of the medical permission form in order to provide that to the doctor in case of emergency. These are to be kept with the leader at all times during the travel event.

3. Everyone must wear a seatbelt.

4. No one less than 85 pounds may sit in the front seat.

5. Those adults transporting children and youth to events must show a valid driver's license to the person in charge.

6. If a charter bus is used, the chartering company must have background checks on their drivers.
7. If using church bus, trustee guidelines for use of church owned vehicles should be followed.
8. When using private vehicles for church-related events, adult must provide updated insurance and follow the two adult rule in each vehicle whenever possible.

Hotel and Lodging:

1. Most youth or children's areas have a cabin style room with multiple bunk beds. The adults should stay with the youth in this setting.
2. In a hotel-type setting or dormitory, "It is recommended that youth be assigned to rooms and adults be assigned to separate rooms. If possible, make the room assignments so that the adult room is in between two youth rooms. It is also recommended that the adults arrange among themselves to check on the youth rooms on a random schedule during the night. If you have a volunteer to take the night shift they can monitor comings and goings. If possible, choose a hotel where the rooms open to the interior of the building rather than the outside."

Preschool Security Policies and Age-Specific Guidelines: Temple Preschool will have a detailed, working preschool security policy that should be conscientiously followed and all Employees and Volunteers shall abide by the preschool security policy as well as any other applicable age-specific guidelines of the Child Protection Guidelines.

Weekday Programs & Ministries

Due to the professional relationship of the teacher and student, parents understand that only one teacher may be present in certain learning or artistic performance programs. (However, we will try and minimize this whenever possible.) All professional teachers shall complete the "employee" selection process, even if they are volunteers. All staff and volunteers will be required to read and sign that they understand the guidelines for working with children/youth at United Methodist Temple.

Outside Groups Meeting in Your Church Facilities

Outside groups using United Methodist Temple facilities must also abide by this policy. In order to use the facility, a representative of the outside group must review and agree to comply with United Methodist Temple Child Protection Policy. This agreement must be signed by the outside group representative.

It is the policy of the U. M. Temple that any outside groups meeting on church property abide by the congregation's Child Protection Guidelines. To lend authority to this requirement, it is recommended that the local church's board of trustees (as the body responsible for the church's physical plant and use of its facilities), require that all outside organizations review, and agree to comply with, the church's Child Protection Guidelines.

The leaders of the outside group should abide by all parts of the local church's Child Protection Guidelines such as: wearing a name tag, bathroom polices, sign-in and sign-out procedures, requiring that workers be at least five years older than the age group they are working with, requiring that two adults be present, and any other regulations that the church has put in place. This policy still holds true for organizations that perform their own background checks and train their own leadership, such as scouts. If such organizations have already conducted child protection training, and the group has had a background check done on all persons who will be supervising youth or children, they may bring a copy of those documents to the coordinator for Child Protection Guidelines. These training confirmations and back ground checks should be completed and turned into the church before the individual works with the children or youth. No evidence of training, or background check, which is more than 3 years old will be accepted.

This information regarding outside organizations meeting on Church property is recommended as an addition to your Child Protection Guidelines and to your trustees' facility usage policy. [United Methodist Temple will provide outside groups a checklist for checking our Child protection Guidelines and signature of compliance.]

Medical:

1. Travel with a first aid kit, and
2. Attempt to arrange for someone who is certified in CPR to be present with the group.
3. Organize a plan of action for an emergency situation. If there is a nurse or doctor present, that is your first line of defense, followed by 911.
4. Once a nurse and 911 have been contacted, then the supervisor in charge will notify the child's/youth's parents.
5. Wait for the ambulance driver to tell you which hospital they are taking the child or you to, and have that information available for the parents.
6. If you are off site, identify the nearest medical facility and be aware of people who are able to assist a child or youth in need of medical attention.

Internet Policy:

Youth and children have great affinities for and knowledge of the newest technology and how to use it! As adults responsible for their well-being, we must be knowledgeable about technology to protect our children.

A few web sites that provide helpful information:

FBI Guidelines to Internet Safety

Safe Eyes Software

Pew Research Center—Social Networking Information

Social Networking Sites:

These are sites where youth and adults use the internet to connect to people they know. They are able to "friend" people on these sites and read status updates regarding the daily lives of those friends. Users are able to post pictures, join or create groups that solicit support, and update their own status so others may know what is happening in their lives. Younger users should be taught about the dangers of posting too much personal information on a profile page, providing too much contact information, and accepting or sending friend requests of someone not known personally. Popular social networking sites: Twitter, Facebook, MySpace, etc.

Cyberstalking / Cyberbullying:

Teach children and youth to use the internet and social networks as a form of communication—not a place to bully or pick on others. You may feel safe because you are sitting behind your computer sharing confidential information or saying something that could hurt someone else. Words can be extremely hurtful, and we should teach our children and youth to be responsible for what they say online that could harm themselves or others.

Photos:

Do not post photos of the children or youth members without parents' permission. Youth and children should not post pictures from church events on their social networking sites. A good idea is to have one person responsible for taking photos, then making and distributing CDs for youth group event attendees. Youth and children could possibly manipulate pictures they make in a harmful manner, so responsible adult awareness and supervision is crucial. **Parents will sign a release annually.**

Communication with Children and Youth:

Get prior permission from parents to communicate with children or youth by E-mail, cell phone, instant message, or text. If you E-mail your youth, make sure to blind carbon copy yourself and send a copy to the

youth's parents. Send messages at appropriate times—youth or children in school shouldn't be distracted by reading your text messages.

Computers in the Church:

Adults should always monitor activity on church computers. The user of a church-owned computer has no expectation of privacy, and his/her use of the church's computer should be monitored.

REPORTING PROCEDURES:

Indiana law requires a person to immediately report suspected and reported child abuse to the authorities, and in organizations such as the United Methodist Temple, to the appropriate individuals in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for monetary damages. Therefore, all employees and volunteers at United Methodist Temple must adhere to the following procedures:

Physical signs of molestation may include:

- lacerations and bruises
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioral signs of molestation may include:

- nightmares
- anxiety when approaching the church building or nursery or preschool area (beyond normal separation anxiety)
- nervous or hostile behavior toward adults
- sexual self-consciousness or acting out of sexual behavior
- withdrawal from church activities and friends

Verbal signs of molestation may include statements such as:

- "I dont like _____."
- "_____ does things to me when were alone."
- "I dont like to be alone with _____."
- "_____ fooled around with me."

(Adapted from Child Abuse. Governing Law and Legislation by I. Sloan (1983))

Reports shall be documented in writing with the date, name/signature/title of person reporting incident, each person contacted (name/title/date), statements, action taken, signatures (when possible). Try and provide the best possible summary of all actions in the handling of any incident.

If at all possible, all oral reporting will be done in the presence of a recorded witness. ([See Appendix F](#)) **All church employees and volunteers** working with minor children will receive training at the beginning of each church administrative year regarding the signs of child abuse and the steps to report any and all suspected child abuse.

In keeping with Christian beliefs that children should not be abused or neglected, U. M. Temple will comply with the practice of voluntary compliance with the appropriate statutes on reporting of known or

suspected abuse/neglect of children and vulnerable adults. We, as a faith community, encourage voluntary reporting. Observed or reported child sexual abuse or child molestation must be reported immediately to the Director of Children's Ministries, Director of Youth Ministries or the Senior Pastor. If the Senior Pastor is accused of abuse, the Preschool Director or Youth Pastor (or any ministry leader made aware of the issue) may report the incident directly to the District Superintendent. Allegations of known or suspected abuse/neglect will be reported to the Child Protective Services and local law enforcement. The District Superintendent, Communication Department of the Indiana Conference and the Bishop must also be informed. Nothing in this policy is intended to require a pastor to violate the confidentiality of confession or clergy counseling relationships. However, **Indiana law allows a pastor to report information gained about child abuse or neglect, even if learned in the course of a "confidential communication" with a congregant, employee or other person. Pastors are encouraged to report neglect or abuse, no matter how they learn about it.** Only the District Superintendent or other designated person (e.g., Bishop or Conference Communications Director) should speak to the media about any allegations.

Response Procedures—Do Not Respond to Any Media:

1. Quick, compassionate and unified response to an alleged incident of child abuse is expected. Secure safety of child/youth if possible.
2. In the event of suspected, reported or discovered child abuse or violation of the child protection guidelines of United Methodist Temple, the employee or volunteer shall immediately notify the Leader of the program, team/committee or ministry. The report should then IMMEDIATELY be forwarded to the Senior Pastor or the UM Temple Lay Leader if the Pastor is unavailable. The Senior Pastor will contact: CPS, Law Enforcement, U.M.C. District Superintendent, and any appropriate Conference Ministries, (who will instruct the next step in the process), and the family.
3. United Methodist Temple personnel and members are not to undertake an investigation of the incident, unless other agencies (e.g., CPS) which are more equipped to do so, have declined to exercise jurisdiction. In all cases of reported or observed abuse in a children's activity, the entire staff (paid and volunteer) shall be at the service of all official investigating agencies.
4. The employee or volunteer must immediately make a report to the local child protection service (telephone number; (812) 234-0100 or law enforcement agency.
5. The official spokesperson for the church in any of these matters will be the District Superintendent or the Bishop. **No staff members or church members shall speak to the media in an official capacity.**
6. The church staff will document (in writing; Date, Name/Signature/Title of person reporting incident, Each person contacted (name/title/date), Statements, Action taken, signatures (when possible). Try and provide the best possible summary of all actions in the handling of any incident.

Appendix A: United Methodist Temple and Sex Offender Agreement

A sex offender's right to attend our church services and or any other church related activities or functions depends on his/her being open and honest about their background, reading, understanding and abiding by our policy(ies) in regards to sexual offenders and our Church's Child Protection Guidelines. He/she will show their understanding and willingness to abide by our policies and guidelines by signing the document below. This agreement is based on our church's ability to provide a safe environment for children and adults and may be amended based on our belief of our ability or lack of ability to provide a safe environment.

_____ may be a part of this church and our ministries if the following conditions are met:
(Offender's Name)

The offender, or any person who has a history of inappropriate conduct with children or youth involving actual or attempted abuse or sexual molestation of a minor, shall provide full disclosure of parole, probation, order of protection, or other documents relating to the abusive behavior must be provided to the pastor and the chairperson of the Administrative Council or consent to the U. M. Temple obtaining a record of the sex offender's prior criminal convictions by conducting a national criminal records check. The church must be fully informed regarding the sex offender's criminal background.

1. If the sex offender is on probation, he/she must identify his or her probation officer so the U. M. Temple may ascertain the conditions that have been imposed. In some cases, sex offenders are not even allowed to attend church. If the probation officer says that the offender is free to attend church, ask the officer if he or she would recommend that the offender be allowed to attend church, and if so, under what conditions. The Terre Haute United Methodist Temple will try and obtain this information in writing, or, if that is not possible, make a detailed written account of the officer's response.
2. The pastor and the chairperson of the Administrative Council will review this policy and the Child Protection Policy with individuals with histories of inappropriate behavior as soon as they are identified. At that time, the individual will be required to sign and comply with the policy.
3. On occasion, church facilities are used for activities outside of the scope of worship, Christian education, weddings, funerals and fellowship of the members. The offender may attend these other activities when they are open to the general public, but **must keep a journal of his/her attendance showing the date and time and name of his/her monitor for the event.** When requested, the offender must make the journal available for review by the pastor or chairperson of the Administrative Council. In cases when the church is used for public events, such as an election-polling place, this policy shall not affect an offender's right to participate in the event in the same manner as other citizens.
4. The church will cooperate with all appropriate legal jurisdictions and social agencies with regard to the rehabilitation of the offender. **The offender shall continually participate in a professional counseling program and a support group (as long as a support group exists), which specifically addresses his/her problem behavior.** Support group and counseling participation is a requirement for remaining in the Christian fellowship of this church. **The offender must provide the pastor and chairperson of Administrative Council with proof of such counseling and participation in support group on a bi-monthly basis.**
5. The pastor and the Leader/chairperson of the Administrative Council will make known the identity of the individual on a limited basis as they see the need so that adequate security of our children is assured. This approach recognizes that the individual's identity may become common knowledge over time.
6. The sex offender, or any person who has a history of inappropriate conduct with children or youth involving actual or attempted abuse or sexual molestation of a minor, will not work with minors in any capacity in the church.
7. This policy specifically excludes the offender from being in the nursery, preschool, day care and elementary, junior high, or high school (youth) rooms of the church facilities for any reason whatsoever. In other areas of church property, the offender shall avoid talking to and being in the proximity of children unless permission is given by a parent and monitor who are present.

8. The sex offender will not transport minors to or from church, or any church activity. (Exception of own children)
9. The sex offender will not attend any youth or children's functions while on church property, except for those involving his or her own child or children, and only if in the presence of a "buddy" (chaperone -see below). Unless granted prior approval by the Senior Pastor or the Administrative Council.
10. The sex offender will always be in the presence of a designated "buddy" (monitor/chaperone) while on church property or at any church related activity, function, ministry, event, or program on or off the church premises or property(s). This includes religious services, educational classes, any other activities, and restroom breaks (all activities – anywhere). The chaperone will meet the sex offender at the entrance of the church or church property, and accompany the sex offender on church premises until returned to his or her vehicle or he/she exits the church property or church related activity.
11. The chairperson of the Administrative Council will provide a roster of individuals who have volunteered to serve as monitors. It is the offender's responsibility to insure someone from the roster is available to accompany him/her when he/she is on church property. Regarding church activities, it is also the offender's responsibility to provide advance notice of the name of the offender's monitor to the church office secretary. **The secretary will keep a written record of the church event and monitor's name. In addition, the secretary will inform the pastor and chairperson of the Administrative Council.**
12. The offender will not be appointed to any church committee or be asked to represent the church to outside organizations. The offender may participate and lead adult Bible and Sunday school programs/lessons.
13. In January, April, July and October of each year, or as otherwise requested by the pastor or the chairperson of the Administrative Council, **the offender shall meet with and report to the pastor and the chairperson of the Administrative Council regarding his/her adherence to this policy.** At that time, the offender will provide written documentation regarding his/her commitment to his/her rehabilitation. The documentation should include a description of current and planned actions as well as relative written documentation concerning rehabilitative therapy and/or interaction with law enforcement agencies.
14. Interpretation, monitoring and enforcement of this policy shall fall primarily to the pastor and the chairperson of the Administrative Council or their designees. The above-mentioned persons shall be the sole contacts of the offender for clarification regarding interpretation, monitoring and enforcement of this policy.
15. A single violation of these conditions will result in an immediate termination of the sex offender's privilege to attend the church or any other church related activity.
16. The conditional attendance agreement option will not be available unless the church's insurer is informed and confirms that coverage will not be affected.
17. **In some cases, exclusion of the offender from church is the only viable option. This option is advisable if (1) for any reason the conditional attendance option is not feasible or enforceable; or (2) if the offender's crimes are so frequent or heinous that exclusion is the only appropriate option; or (3) one or more of the offender's victims attends the church. This will be a judgment call made by the pastor and the Administrative Council of the U. M. Temple.**

I have read the above Sex Offender Policy of U. M. Temple. I wish to participate in the Christian community of the church and promise to comply with the provisions of the policy. I realize this policy is for my benefit as well as for the protection of the children.

Signature of Offender: _____

Signature of Pastor: _____

Signature of the Church Administrative Council Chair: _____

Date: _____

Addendum for Sexaholics Anonymous (here after known as SA)

U.M. Temple is willing to allow the SA group to meet at our site. We anticipate this being a mutually beneficial ministry. We do have a few stipulations for the local organization to conform to while meeting or conducting any kind of business or SA activities on UM Temple property or during any UMT sanctioned event.

Due to the anonymous nature of the SA meetings UM Temple will not ask what addictions attendees may struggle with. We do ask that ALL attendees with sexual felony records alert the SA facilitator before attending the meeting so UM Temple's Child Protection Guidelines can be enforced and other parties utilizing the facility may be protected, as well as all SA participants.

1. Enter & exit the building through the west doors.
2. Use the restroom facilities that are located by the west door.
3. Utilize the hallway to the Sunshine classroom only.
4. All other areas of the building are off limits unless your UM Temple host has given you permission and is in your presence.
5. Any meeting with convicted sexual felons in attendance will be held during the following time frames:
From Friday 4:00 p.m – Saturday at 5:00 pm & on Mondays from 1:00 pm – 9:00pm. (meetings during this time frame do NOT necessarily mean a sexual felon is attending)
6. Meetings that do not include sexual felons may be conducted any time the SA facilitator and the UM Temple administration deem appropriate.
7. Failure to comply with the above guidelines will bring about a refusal of service for any participant that does not comply with these guidelines AND civil authorities (law enforcement, parole, etc.) will be contacted in regards to specific felony civil guidelines being upheld or parole(s) being violated.

Appendix B Checklist for Employees and Volunteers

(Name of Worker)

Checklist for Employees and Volunteers

Date Initials

- ___ ___ Is an active member or constituent of our church,
- ___ ___ Completed the screening form.
- ___ ___ Stressed importance of having a witness present when dealing with children one-on-one (alternative, use open areas, leave door open.
- ___ ___ Given copy of instructions for handling child abuse cases.
- ___ ___ Checked references (keep written documentation).
- ___ ___ Received training.
- ___ ___ Interviewed with the Pastor or the Pastors designee,
- ___ ___ Filed criminal background check

_____ (Checked by)

_____ (Date)

Note: This form to be posted on the left side of each workers file. No worker is to be assigned until completion of this checklist.

Appendix C—Employee Screening Form

United Methodist Temple

Child & Youth Protection Guidelines Primary Screening Form for Work with Minors

EMPLOYEE

This form is to be completed by all applicants for any employed position involving the supervision, custody or care of minors. It is not an employment application form. This form is used to help our church provide a safe and secure environment for those children and youth who participate in our ministries and programs. I understand that a criminal background check will be required by United Methodist Temple.

(Initials)

PERSONAL INFORMATION

DATE: _____

NAME: _____
(last) (first) (middle)

(Identity must be confirmed with a valid drivers license or other photographic identification.)

DO YOU HAVE A CURRENT DRIVERS LICENSE?

_____ YES _____ NO LICENSE# _____

SOCIAL SECURITY # _____/_____/_____

PRESENT ADDRESS: _____
(street)

(city) (state) (zip code) HOME

PHONE: _____ WORK PHONE: _____

Why do you want to work with the children / youth of United Methodist Temple?

Please indicate the type of ministry and work with minors you prefer:

The date you would be willing to begin: _____

What is the minimum time commitment you could make? _____

Have you ever been charged, convicted of, or pleaded guilty to a crime of sexual abuse?

_____yes _____no

(if yes, please explain--attach a separate page if necessary)

Is there any fact or circumstance involving your background that would call into question your being entrusted with the supervision, guidance and care of minors? _____yes) _____no

(if yes, please explain--attach separate pages, if necessary)

CHURCH HISTORY AND WORK WITH MINORS

Name of the church where you are a member or attend regularly:

List the name and address of any other churches) you were a member of or attended regularly during the past five years. _____

List all previous church work involving minors. List each church's name and address, the type of work you did, and dates: (attach separate pages, if necessary) _____

List all previous non-church work you did involving minors. List each organization by name and address, the type of work you did, and dates: _____

List your gifts, callings, training, education, or other factors that have prepared you for work with minors:

REFERENCES

Please give two (2) personal references who are not employers, former employers or relatives and a reference from a current employer and a former employer.

NAME: _____

ADDRESS: _____

TELEPHONE:

Appendix D--Volunteer Screening Form

United Methodist Temple
Child & Youth Protection Guidelines
Primary Screening Form For Work With Minors
VOLUNTEER POSITION

This form is to be completed by all applicants for any volunteer position involving the supervision, custody or care of minors. It is not an employment application form. This form is used to help our church provide a safe and secure environment for those children and youth who participate in our ministries and programs.

I understand that a criminal background check will be required by United Methodist Temple. _____
(initials)

PERSONAL INFORMATION

DATE: _____

NAME: _____
(last) (first) (middle)

(Identity must be confirmed with a valid drivers license or other photographic identification)

Do you have a current drivers license?

_____yes _____no License# _____

Present address: _____
(street address)

(city) (state) (zip code)

Home phone: _____ work phone: _____

Please indicate the type of ministry and work with minors you prefer: _____

Have you ever been convicted of or pleaded guilty to a crime?

_____yes _____no (if yes, please explain--attach separate page, if necessary)

UMT Child and Youth Protection Policy—March 25, 2015

Is there any fact or circumstance involving your background that would call into question your being entrusted with the supervision, guidance and care of minors? _____ yes _____no

(if yes, please explain—attach separate pages, if necessary)

List all previous non-church work you did involving minors. List each organization by name and address, the type of work you did, and dates: (attach separate pages, if necessary)

List your gifts, callings, training, education, or other factors that have prepared you for work with minors:

Please list any hobbies or special interests you have that are applicable to working with youth:

REFERENCES

Please give two (2) personal references who are not employers, former employers or relatives and a reference from a current employer and a former employer.

NAME: _____

ADDRESS: _____

TELEPHONE:

Appendix E--Background Check Form



Indiana State Police
Criminal History Information
 Limited Criminal History
 & Fee Exemption
 317-233-5424
 www.IN.gov/ISP

ID Billing Number Or Customer ID #

PLEASE TYPE OR PRINT ALL INFORMATION

RECORD CHECK ON:

<input type="checkbox"/>											
<input type="checkbox"/>											

Last Name

<input type="checkbox"/>											
<input type="checkbox"/>											

First Name M.I.

<input type="checkbox"/>							
--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------	--------------------------

Date of Birth MM / DD / YYYY

M = Male
 F = Female

Sex

W = White B = Black
 U = Unknown M = Multi Racial
 I = American Indian Alaskan
 A = Asian / Pacific Islander

Race

REASON FOR SEARCH
Private Adoption, Employment, Licensing (type), etc.

Name <u>(where this response will be sent)</u>
Mailing Address:
City, State, Zip Code
ATTENTION:

()

Daytime Phone Number

Limited Criminal History Information – Reason for Request
 The cost is \$7.00. Mark an "X" in one box below for this request.
 Certified check or money order must be enclosed if request is mailed.
 Cash will be accepted only in person. [Correct Change]

- (1) Has applied for employment with a non-criminal justice organization or individual;
- (2) Has applied for a license or is maintaining a license; and has provided criminal history data as required by law to be provided in connection with the license.
- (3) Employment with a state or local governmental entity.
- (4) Is a candidate for public office or a public official;
- (5) Is in the process of being apprehended by a law enforcement agency;
- (6) Is placed under arrest for the alleged commission of a crime;
- (7) Has charged that his rights have been abused repeatedly by criminal justice agencies;
- (8) Is the subject of judicial decision or determination with respect to the setting of bond, plea bargaining, sentencing, or probation;
- (9) Has volunteered services that involve contact with, care of, or supervision over a child who is being placed, matched, or monitored by a social services agency, or a nonprofit corporation;
- (10) Is employed by an entity that seeks to enter into a contract with a public school (as defined in IC 20-10.1-1-2) or a non-public school (as defined in IC 20-10.1-1-3), if the subject of the request is expected to have direct, ongoing contact with school children within the scope of the subject's employment;
- (11) Has volunteered services at a public school (as defined in IC 20-10.1-1-2) or non-public school (as defined in IC 20-10.1-1-3) that involve contact with, care of, or supervision over a student enrolled in the school; Student Teacher IC 5-2-5-5.
- (12) Is being investigated for welfare fraud by an investigator of the Division of Family Resources, or a county office of the Division of Family Resources;
- (13) Is being sought by the parent locator service of the Child Support Bureau of the Division of Family Resources;
- (14) Is or was required to register as a sex and violent offender under IC 5-2-12; or
- (15) Has been convicted of any of the following:
 - (A) Rape (IC 35-42-4-1), if the victim is less than eighteen (18) years of age.
 - (B) Criminal deviate conduct (IC 35-42-4-2), if the victim is less than eighteen (18) years of age.
 - (C) Child molesting (IC 35-42-4-3).
 - (D) Child exploitation (IC 35-42-4-4(b)).
 - (E) Possession of child pornography (IC 35-42-4-4(c)).
 - (F) Vicarious sexual gratification (IC 35-42-4-5).

(continued on page 2)

- (G) Child solicitation (IC 35-42-4-6).
- (H) Child seduction (IC 35-42-4-7).
- (I) Sexual misconduct with a minor as a *Class A* or *Class B* felony (IC 35-42-4-9).
- (J) Incest (IC 35-46-1-3), if the victim is less than eighteen (18) years of age.
- (K) Attempt under IC 35-41-5-1 to commit an offense listed in clauses (A) through (J).
- (L) Conspiracy under IC 35-41-5-2 to commit an offense listed in clauses (A) through (J).
- (M) An offense in any other jurisdiction in which the elements of the offense for which the conviction was entered are substantially similar to the elements of an offense described under clauses (A) through (J).

REASON FOR NO FEE REQUEST
Check area that applies to your agency.

Before checking any box below read the defined Indiana Code IC 10-13-3-36

- A. Has been in existence for 10 years and has a primary purpose of providing an individual relationship for a child with an adult volunteer, if the request is made as part of a background investigation of a prospective adult volunteer for the organizations; (i.e. Big Brothers & Big Sisters)
- B. Home Health Agency (Copy of license must accompany this request).
- C. Community mental retardation and other developmental disabilities centers, for purposes of IC 12-29. (Copy of CARF Certificate must be submitted with this request).
- D. Is a supervised group living facility licensed under IC 12-28-5.
- E. An area agency on aging designated under IC 12-10-1.
- F. Community action agency (as defined in IC 12-14-23-2).
- G. Owner operator of a hospice program licensed under IC 16-25-3.
- H. Community mental health center (as defined in IC-7-2-38).
- I. Department of Child Services (as defined in IC 1-13-3-27-5).
- J. Is a School Corporation, Special Education Cooperative, or Nonpublic School (as defined in IC 20-18-2-12).
- K.
 - (1) The church or religious society is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code;
 - (2) The request is made as part of a background investigation of a prospective or current adult volunteer; and
 - (3) The employee or volunteer works in a nonprofit program or ministry of the church or religious society, including a child care ministry registered under IC 12-17-2-6.

WARNING PENALTY FOR MISUSE

A non-criminal justice organization or individual receiving a limited criminal history may not utilize it for purposes other than those stated in the request or which deny the subject any civil right to which the subject is entitled. IC 10-13-3-27: Any person who uses limited criminal history for any purpose not specified in the request commits a Class A misdemeanor offense.

I affirm, under penalty of perjury, that the Limited Criminal History Information requested will be used as specified.

PRINT Name of Requester

Signature of Requester

Date (month, day, year)

Certified check or money order only - made payable to the STATE OF INDIANA.

Cash in person ONLY "NO" personal checks

Mail request to:
 Indiana State Police, Criminal History Limited Check
 P.O. Box 6188
 Indianapolis, Indiana 46206-6188

Appendix F—Incident Report

United Methodist Temple Incident Report

(This report shall be filed with the Pastor)

Individual Reporting: _____ **Date of Incident:** _____

Title: _____ **Time of Incident:** _____

Location of Incident: _____

Child(ren) Involved:

Adult(s) Involved:

Witnesses:

Description of Incident:

Action Taken:

Incident report filed with Pastor _____ **Date** _____

Time _____

Notified child protective services (812) 234-0100 **yes** **no** **Date** _____ **Time** _____

This incident report respectfully submitted by: _____

(Signature)

(Printed Name)