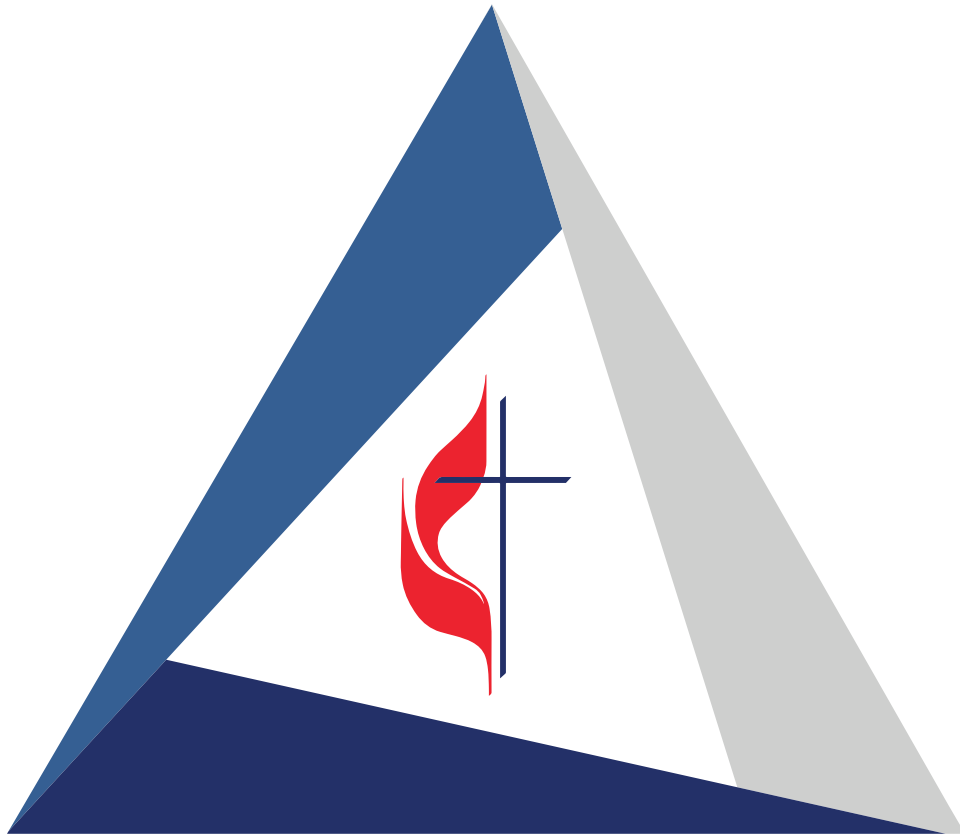


SAFE SANCTUARIES POLICY

2018 EDITION



FIRST UNITED METHODIST CHURCH

406 SHIRLEY STREET • DERIDDER, LA 70634 • 337.463.4491 • 337.463.9971 • FUMCDERIDDER.ORG

Central to DeRidder, Centered in Christ • Our Mission is to Grow and Serve in Christ

TABLE OF CONTENTS

100. INTRODUCTION	4
101. PURPOSE.....	4
102. STATEMENT OF COVENANT.....	4
103. CONCLUSION	4
200. PERSONNEL	5
201. LEVEL ONE PERSONNEL.....	5
202. LEVEL TWO PERSONNEL.....	5
203. LEVEL THREE PERSONNEL.....	5
300. MINISTRY INVOLVING CHILDREN AND YOUTH	6
301. DEFINITION OF ADULT	6
302. ADULT SUPERVISION GENERAL GUIDELINES.....	6
303. TRANSPORTATION GUIDELINES.....	6
304. CHECK-IN/CHECK-OUT POLICY	7
305. OVERNIGHT EVENTS INVOLVING CHILDREN AND/OR YOUTH	7
306. PARENTAL EDUCATION OF CHILD SAFETY ISSUES.....	8
307. ADULT/CHILD RATIOS	8
308. MONITORING/COMPLIANCE	8
309. "FIVE-YEAR RULE"	8
310. PERMISSION FORMS & MEDICAL RELEASES.....	8
400. MINISTRIES INVOLVING ADULTS	9
401. ONE-ON-ONE MEETINGS	9
402. SEXUAL ABUSE.....	9
403. SEXUAL AND GENDER HARASSMENT.....	9
500. MISCELLANEOUS PROVISIONS.....	11
501. REPORTING ABUSE/EXPLOITATIONS	11

502.	MANDATORY REPORTERS.....	11
503.	NON-FUMC-RELATED ENTITIES USING FUMC FACILITIES.....	11
504.	INSURANCE COVERAGE REVIEW	11
506.	DISCLAIMER.....	11
505.	RECORDS MANAGEMENT	11
600.	PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT INVOLVING CLERGY	12
700.	PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT/ABUSE INVOLVING LAY STAFF/VOLUNTEERS.....	14
800.	PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT OR ABUSE INVOLVING A CHILD	16
APPENDIX A 	VOLUNTEER APPLICATION FORM (ORIGINAL AVAILABLE IN CHURCH OFFICE)	17
APPENDIX B 	VOLUNTEER COVENANT STATEMENT (ORIGINAL AVAILABLE IN CHURCH OFFICE)...	18
APPENDIX C 	WRITTEN RECORD OF CONTACT WITH A REFERENCE OF AN APPLICANT FOR CHILDREN’S OR YOUTH WORK (ORIGINAL AVAILABLE IN CHURCH OFFICE)	19
APPENDIX D 	SAFE SANCTUARIES POLICY THINGS TO REMEMBER (ORIGINAL AVAILABLE IN CHURCH OFFICE)	20

100. | INTRODUCTION

We, the congregation of First United Methodist Church, recognize that there is no human being that falls outside the Psalmist's claim that we are "fearfully and wonderfully made" by God; "knit together in [our] mother's womb" by the Creator of the universe. Further, we cannot deny that humankind has been deemed "very good" by this very same Creator. This inherent value which we possess, coupled the Scriptures' admonition to avoid "anything that makes your brother or sister stumble," particularly the "little ones," calls us to also recognize the grievous harm present in all instances of abuse. Such incidents, whether sexual, physical, emotional or harassing in nature, are devastating to all who are involved. God calls us to make First United Methodist Church a safe place, doing all we can to protect children, teens and other vulnerable persons from the devastating affects of abuse. Thus, in covenant with one another, we adopt this policy for the prevention of abuse in our church.

101. PURPOSE

Our congregation's purpose for establishing this Safe Sanctuaries Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all who come under our care.

102. STATEMENT OF COVENANT

As a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all those who come under our care. We will follow reasonable safety measures in the selection and recruitment of both staff persons and volunteers. We will also implement prudent operational procedures in all programs, ministries and events. We will provide broad education regarding our policies and recognizing the signs of abuse, as well as have a clearly defined procedure for reporting a suspected incident of abuse. We are committed to responding immediately and compassionately to any reported or suspected abuse while following the requirements of state law and the policies of The Louisiana Conference of the United Methodist Church. The procedures for fulfilling this covenant can be found in the **SAFE SANCTUARIES POLICY**.

103. CONCLUSION

In all of our ministries, this congregation is committed to demonstrating the love of Jesus Christ so that every child of God will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant II," United Methodist Hymnal, p. 44).

200. | PERSONNEL

All persons who volunteer with children/teens through the ministries/activities of First United Methodist Church shall fall into one of the following categories.

201. LEVEL ONE PERSONNEL

Level One personnel at First United Methodist Church Include but are not limited to: Any & All paid staff including lay or clergy, full or part time

Persons at this level are REQUIRED to:

- Attend Sexual Misconduct Training Every 3 Years
- Attend, at Least Annually, Risk Reduction Policy Training
- Undergo a Criminal Background and Reference Check.
- Be Certified in CPR & First Aid
- If a Volunteer, Must Have Been Actively Involved in the Congregation or Ministry for a Minimum of Six Months.

202. LEVEL TWO PERSONNEL

Level Two Personnel include every volunteer who regularly supervises, or works around, children or youth at First United Methodist Church. This includes but is not limited to: Those who serve as members of the Board of Trustees, volunteers who work with youth & children at least once per month. CPR & First Aid Training will be offered to Level Two Personnel

Persons at this level are REQUIRED to:

- Attend, at Least Annually, Risk Reduction Policy Training
- Undergo a Non-Criminal Background Check
- Be an Active Participant in the Life of the Congregation or Ministry for at Least Six Months Prior to Volunteering.
- Complete a “Volunteer Application” Form

203. LEVEL THREE PERSONNEL

Level Three Personnel are volunteers that serve only in emergency or occasional situations. (For example: VBS helpers, drivers for special trips/activities, musicians, special speakers, etc.) Level Three Personnel must be known to, and recommended by, a Level One or Level Two person. CPR & First Aid Training will be offered to Level Three Personnel.

Persons at this level are required to:

- Attend, at Least Annually, Risk Reduction Policy Training
- Undergo a Non-Criminal Background Check
- Be an Active Participant in the Life of the Congregation or Ministry for at Least Six Months Prior to Volunteering.
- Complete a “Volunteer Application” Form

300. | MINISTRY INVOLVING CHILDREN AND YOUTH

All Ministries/activities sponsored by First United Methodist Church shall provide for adequate responsible adult supervision of teens and children.

301. DEFINITION OF ADULT

For our purposes here, an adult must be at least 18 years of age. Some circumstances may be subject to a different legal definition.

302. ADULT SUPERVISION GENERAL GUIDELINES

All classes, studies, workshops, fellowship/recreation opportunities, one on one counseling sessions, private meetings or mentoring, etc with youth or children shall be conducted in a public space or in a space easily observable by others at all times.

Therefore:

- A Minimum of Two Unrelated Adults Must Be Present as Long as a Child or Teen are in a Church Facility or on a Church Sponsored Activity.
 - This May Include a Hall Monitor To Be on Patrol During all Meetings & Activities Involving Youth & Children.
- The Presence of Both Male and Female Adult Leadership (Unrelated) for Coed Overnight Activities Is Required. (The Presence of Both Male & Female Adult Leadership for ALL Coed Activities is Recommended.)
- Windows Shall Remain Uncovered at all Times.

303. TRANSPORTATION GUIDELINES

Medical information/release forms & Permission slips are required for any activity where children and youth are away from First United Methodist Church's main facilities.

Only those chosen by Level One personnel are allowed to transport children & youth while on a First United Methodist Church sponsored activity and shall minimally provide:

- A Visual Copy of Each Side of Current Valid Driver's License
- Proof of Insurance at the State Minimum Limits.

Drivers will be disqualified from driving if he/she is extremely tired or under the influence of mind altering substances etc.

Every child or youth being transported on a First United Methodist Church sponsored activity must be securely fastened in a seatbelt, whether a church or personal vehicle is being used. At no time shall the number of passengers exceed the number of useable seatbelts.

Safe driving is expected. Including:

- Obeying Traffic Laws.
- No Horseplay in Vehicles
- A Mechanically Sound and Inspected Vehicle.

It is only permissible for one adult to transport youth or children in a vehicle if the following restrictions are applied:

- The Presence of More Than Two Youth or Children in the Vehicle
- The Vehicle Is Traveling via Caravan
- Driver of the Vehicle Must Have Cell Phone (via Caravan — Walkie Talkies Would Be Appropriate)
- Having a Third Party Observe and Document Accurate Departure and Arrival Times. (This May Include Having a Parent Call One or More of the Youth During the Transport.)
- A List Will Be Left With an at Home Contact & in the Church Office Which Includes Names & Emergency Contact Information of Those Traveling
- No Smoking in ANY Vehicle While Transporting Youth & Children

All drivers of vehicles for church or other sponsored events shall be at least twenty-one years of age. (Some circumstances may be subject to a different legal definition — must be approved by the Board of Trustees or a body designated by them to be responsible for Safe Sanctuary Guidelines.)

304. CHECK-IN/CHECK-OUT POLICY

A documented check in/check-out procedure for all kindergarten aged children and younger is required. This procedure shall include a system ensuring that a child will only be released to an authorized parent, guardian, or his/her designee.

- The Designated Nursery/Child Teacher Must Be Able To Recognize the Person to Whom the Child Is Being Released. If Someone Other Than the Parent Will Be Picking Up the Child, the Parent Must Fill Out, Sign & Date a Release Form Stating the Name of the Person To Release the Child to. Children Will Not Be Allowed To Leave With Anyone Not Listed on the Release Form or Parent/Guardian.
- Documentation Must Be Maintained Including the Child's Name, Name of Person Dropping the Child Off & Picking Him/Her Up, Times & Dates.
- Children of any Age Should Not Be Allowed To Wander Around the Church Grounds Unattended During Sunday School, Church Services, Meetings, Etc.

305. OVERNIGHT EVENTS INVOLVING CHILDREN AND/OR YOUTH

Permission forms must be obtained from parents/legal guardians for all overnight events involving children or youth, at which the parent/guardian is not present.

- Forms Should Not Only Contain Parental Consent for Their Child's Attendance, but Also Medical Information/Release, Emergency Contact Information and a Liability Release.
- Sleeping Arrangements at Overnight Events:
 - Two Unrelated Adults per Room (of Same Gender as the Children/Youth) - Minimum
 - The Presence of More Than Two Youth or Children
- Hotel Accommodations for out of Town Events:
 - One Adult in Each Room (Usually Required According to Hotel Guidelines)
 - Adult Must Not Sleep in the Same Bed With a Youth or Child Unless his/her Own Child

- Permission Slips Stating Who Will Be in the Room and Who the Youth/Child Will Share a Bed With Must Be Signed by Each Parent/Guardian With Whom the Child Is Primarily Domiciled.

306. PARENTAL EDUCATION OF CHILD SAFETY ISSUES

The process for educating parents on child safety issues at least annually by the responsible staff member or volunteer will include:

- Sharing the Ministry's Risk Reduction/Safe Sanctuary Policies
- When and Where Children May Be Unattended (for Example: at What Age, and in Which Hallways, Are They Allowed To Make Their Own Way to a Classroom, Activity Area Etc)
- Educate Parents on Recognizing, Reporting and Preventing Child Abuse.

307. ADULT/CHILD RATIOS

A ratio of no less than of 1 adult to every 10 children/youth will be maintained at all First United Methodist Church activities involving children and youth. However, the 2 unrelated adult rule still applies, even when less than 10 children/youth are present.

308. MONITORING/COMPLIANCE

It is the policy of First United Methodist Church that church staff members and/or trained volunteer observers selected by the Senior Pastor and/or Chair of the Board of Trustees will make unannounced visits to classes, nurseries, events and gatherings held both on and off campus, for the purpose of monitoring compliance with our policies. The Board of Trustees or a body designated by them to be responsible for Safe Sanctuary Guidelines will be responsible for organizing, implementing and keeping a record of such visits.

309. "FIVE-YEAR RULE"

In addition to the above guidelines, we require at least a five-year age difference between the primary on-site supervisor and the age of those being supervised at any activity involving children or teens. The five-year difference in ages shall apply between the on-site adult in charge and the age of the oldest person supervised.

- Persons Being Closer in Age to Those Supervised May Be Acceptable in Assisting the Primary on-Site Supervisor(S). The Ratio of Those "Closer in Age Than 5 Years" to Those "Meeting the 5 Year Rule" Shall Never Exceed 3 to 1. Those Not Meeting the 5 Year Rule Must Still Comply With all Other Level 1 or 2 Requirements.

310. PERMISSION FORMS AND MEDICAL RELEASES

Annual permission forms & medical releases will be obtained from parents of youth & children who are involved with usual games & activities while on church grounds. This would also include short bus/car trips for various outings in and around DeRidder/Leesville.

400. | MINISTRIES INVOLVING ADULTS**401. ONE-ON-ONE MEETINGS**

All one on one meetings between adults on behalf of the church/ministry are to be held in a public place where there are others present and observing or, in cases 'behind closed doors', provision shall be made to where the windows are unobstructed. Best practices extend this to unrelated adults of opposite genders should not ride together in a car with no other passengers while conducting church business.

402. SEXUAL ABUSE

Sexual abuse within the ministerial relationship occurs when a person within a ministerial role of leadership (pastor, educator, counselor, youth leader or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, co-worker or volunteer. Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role and exploitation of those who are vulnerable.

403. SEXUAL AND GENDER HARASSMENT

Similarly, sexual and gender harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual or gender issue. Such exploitation/abuse is strictly prohibited

**HARASSMENT IN ANY FORM WILL NOT BE TOLERATED
& MAY BE GROUND FOR IMMEDIATE TERMINATION OF POSITION!!**

1. Unlawful harassment is a form of discrimination that violates Title VII of the Civil Rights Act of 1964 and other federal authority.
2. Unwelcome verbal or physical conduct based on race, color, religion, sex (whether or not of a sexual nature and including same-gender harassment and gender identity harassment), national origin, age (40 and over), disability (mental or physical), sexual orientation, or retaliation (sometimes collectively referred to as "legally protected characteristics") constitutes harassment when:
 - The conduct is sufficiently severe or pervasive to create a hostile work environment; OR
 - A supervisor's harassing conduct results in a tangible change in an employee's employment status or benefits (for example, demotion, termination, failure to promote, etc.).
3. Hostile work environment harassment occurs when unwelcome comments or conduct based on sex, race or other legally protected characteristics unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment. Anyone in the workplace might commit this type of harassment — a management official, co-worker, or non-employee, such as a contractor, vendor or guest. The victim can be anyone affected by the conduct, not just the individual at whom the offensive conduct is directed.
 - Examples of actions that may create a sexually hostile environment include:
 - Leering or staring in a sexually suggestive manner
 - Making offensive remarks about looks, clothing, body parts

- Touching in a way that may make an employee feel uncomfortable, such as patting, pinching or intentional brushing against another's body
- Telling sexual or lewd jokes, hanging sexual posters, making sexual gestures, etc.
- Sending, forwarding or soliciting sexually suggestive letters, notes, emails, text messages or images
- Other actions which may result in hostile environment harassment, but are non-sexual in nature, include:
 - Use of racially derogatory words, phrases, epithets (abuse or contemptuous word or phrase)
 - Demonstrations of a racial or ethnic nature such as a use of gestures, pictures or drawings which would offend a particular racial or ethnic group
 - Comments about an individual's skin color or other racial/ethnic characteristics
 - Making disparaging remarks about an individual's gender that are not sexual in nature
 - Negative comments about an employee's religious beliefs (or lack of religious beliefs)
 - Expressing negative stereotypes regarding an employee's birthplace or ancestry
 - Negative comments regarding an employee's age when referring to employees 40 and over
 - Derogatory or intimidating references to an employee's mental or physical impairment
- A hostile workplace environment does not include simple teasing, offhand comments, or isolated incidents that are not extremely serious. Rather, the conduct must be so objectively offensive as to alter the conditions of the individual's employment. The conditions of employment are altered only if the harassment culminates in a tangible employment action or is sufficiently severe or pervasive to create a hostile work environment.

4. Sexual Harassment Defined

- Sexual harassment is any unwanted or unwelcomed sexual advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual/Gender Harassment is grounds for immediate dismissal.
- Sexual harassment includes, but is not limited to:
 - The creation of a hostile or abusive working environment resulting from discrimination on the basis of gender (Book of Discipline, par. 1611).
 - Intimidating or coercive behavior that threatens or results in a tangible employment action.
 - Gender harassment is behavior that is harassing in nature against a woman because she is a woman or against a man because he is a man.
- In the event of a sexual/gender harassment complaint, an advocate will be assigned to the victim as well as the accused during the investigation.

500. | MISCELLANEOUS PROVISIONS**501. REPORTING ABUSE/EXPLOITATION**

Any suspicious or observed sexual misconduct or other abuse or violation of these policies should be reported immediately to the Senior Pastor. (Reporting guidelines may be found elsewhere in this policy.)

- For issues involving Staff please report to Senior Pastor
- For issues involving Volunteers/Members, please report to the department head who will report to the Senior Pastor
- For issues involving the Pastor, please report to Staff Parish Relations Committee who will report to the District Superintendent.

502. MANDATORY REPORTERS

If you are a teacher, a child care provider, or any person who provides training and supervision of a child, you are mandated by Louisiana law to report any signs of suspected abuse.

For any suspected child abuse, please report to the volunteer or staff member overseeing the particular ministry in which the child is involved and/or the Senior Pastor and to local law enforcement.

503. NON-FUMC-RELATED ENTITIES USING FUMC FACILITIES

Any non-church related entity utilizing any facilities controlled by a ministry covered under these policies shall abide by the risk reduction policies of both entities. Thus policies shall include provisions for the sharing of/training on these policies with any entity utilizing church/ministry facilities prior to the scheduled event or normal operations.

504. INSURANCE COVERAGE REVIEW

Every 2 years a review of insurance coverage will ensure proper coverage for:

- Misconduct
- Accidents & Injuries
- Liability
- Offsite activities and transportation

505. DISCLAIMER

Notwithstanding any of the provisions of this policy, the current edition of *The Book of Discipline of The United Methodist Church*, along with any and all applicable civil laws shall have precedence with respect to any and all aspects of this policy and procedures therein.

506. RECORDS MANAGEMENT

ALL WRITTEN DOCUMENTATION REGARDING ANY ASPECT OF THIS POLICY SHALL BE KEPT UNDER LOCK AND KEY WITHIN THE CHURCH OFFICES UNDER THE DIRECTION OF THE SENIOR PASTOR OR HIS/HER DESIGNEE. WRITTEN DOCUMENTATION INCLUDES BUT IS NOT LIMITED TO APPLICATIONS, COVENANTS, AND REFERENCE CHECK SUMMARIES.

600. | PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT INVOLVING CLERGY

1. ASSUMPTIONS UNDERLYING PROCEDURES

- 1.1. Allegations will be taken as worthy of full investigation.
- 1.2. Presumption of innocence shall be maintained until completion of the process. After that, the conclusion reached in the process will apply.
- 1.3. The protection of those involved, including the alleged victim or victims, the accused and the accused's family, and their congregation or institution shall be sought until all facts have been carefully considered and appropriate actions determined.

2. INVESTIGATION WHEN SEXUAL MISCONDUCT IS ALLEGED

- 2.1. Anytime the alleged victim is a child, it is required by law to inform the appropriate authorities immediately.
- 2.2. The allegation shall be brought to a District Superintendent or the Bishop by the alleged victim or by someone who had knowledge and is willing to pursue a resolution.
- 2.3. Both the alleged victim and the accused may bring to any meeting or hearing a person to accompany them and shall have the right to advocacy.
- 2.4. A District Superintendent shall promptly share the grievance with the Bishop.
- 2.5. The Bishop or designated representative shall:
 - 2.5.1. Explain to the alleged victim in the presence of another person chosen by the Bishop the process and the procedures to be followed in response to the grievance. One of these persons shall be the same sex as the alleged victim.
 - 2.5.2. Request and assist the alleged victim to provide a written grievance stating the allegations and the related facts.
 - 2.5.3. Request permission from the alleged victim to use a written grievance in discussion with accused.
 - 2.5.4. Meet with accused clergy and share the allegations made:
 - 2.5.5. Share with him/her the formal written grievance where permission has been given to use it.
 - 2.5.5.1. Explain the process to be followed and its purpose, emphasizing the presumption of innocence and the right to fair process.
 - 2.5.5.2. Request an oral or written response from the accused after informing the accused that he/she may respond to the allegations at a later date, if desired, after consultation with an advisor.
 - 2.5.5.3. Make available a summary of the accused's response to the alleged victim for comment.
 - 2.5.5.4. Seek to substantiate the allegation and ascertain sufficient reason for pursuing or not pursuing the allegations further.

3. DETERMINATION OF SUFFICIENT CAUSE

- 3.1. When the Bishop and supervising District Superintendent determine there is a sufficient cause for a complaint of sexual misconduct, the Bishop or the designated representative shall ask the alleged victim(s) if they wish to participate in or will allow their written grievance to be shared in the Joint Review Process. One of three courses of action shall then be taken:

- 3.1.1. If a complaint is to be filed with the cooperation of the alleged victim(s), a written signed complaint shall be filed by the District Superintendent or Bishop, with the Chair of the Board of Ordained Ministry;
- 3.1.2. If there is substantial evidence, but no written grievance from an alleged victim to be used, the Superintendent or Bishop may file a complaint with the Chair of the Board of Ordained Ministry;
- 3.1.3. If the alleged victim, District Superintendent and Bishop choose not to pursue the grievance or complaint procedure, a note to that effect and any written grievance shall be placed in the clergy person's permanent record by the Bishop in the Bishop's office that potentially serious offenses have been alleged, but were neither conclusively substantiated nor disproved. Any written statement by the accused may also be placed in the file. Any clergy has access to his/her file.

4. AFTER A COMPLAINT IS FORMALLY FILED

- 4.1. When a complaint is formally forwarded to the Chair of the Board of Ordained Ministry, the following steps will occur expeditiously. The Chair of the Board of Ordained Ministry calls the Joint Review Committee into session and refers the complaint thereto:
 - 4.1.1. In order to protect the right of the accused and to protect the alleged victim(s) and congregation from possible harm, the accused may be placed on Leave of Absence.
 - 4.1.2. The clergy person is encouraged to use fair process accorded by the Joint Review Committee. However, throughout the process, the clergy person may withdraw from membership in the Annual Conference. If withdrawal takes place before formal charges are filed, the credential will be inscribed by the Bishop "withdrawn under complaint of sexual misconduct" and deposited with the Secretary of the Annual Conference. After formal charges have been filed, the credentials will be inscribed "withdrawn under charges of sexual misconduct". This withdrawal is reported to the Board of Ordained Ministry for confirmation by the clergy Session of the Annual Conference at its next session.

5. THE JUDICIAL PROCESS OF THE UNITED METHODIST CHURCH

- 5.1. JOINT REVIEW PROCESS
 - 5.1.1. The Joint Review Committee is charged with the responsibility of seeking a resolution of complaint brought against clergy. Its duties and procedures are outlined in The Book of Discipline. The Joint Review Committee is not a trial procedure, but a hearing. Those against whom charges are brought and the aggrieved are urged to use the avenue of resolution.
- 5.2. THE RIGHT OF TRIAL
 - 5.2.1. Those against whom allegations or complaints are brought are innocent until proven guilty and may choose a trial when charged with offenses. The trial procedure is outlined in The Book of Discipline.

6. RECORDS

- 6.1. When credentials have been surrendered, the Clergy Session of the Annual Conference shall receive a report. Full information of sexual misconduct and subsequent actions taken shall be kept in the clergy person's permanent record in the Bishop's office.

700. | PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT/ABUSE INVOLVING LAY STAFF/VOLUNTEERS

1. ASSUMPTIONS UNDERLYING PROCEDURES

- 1.1. Allegations will be taken as worthy of full investigation.
- 1.2. Presumption of innocence shall be maintained until completion of the process. After that, the conclusion reached in the process will apply.
- 1.3. The protection of those involved, including the alleged victim or victims, the accused and the accused's family, and their congregation or institution shall be sought until all facts have been carefully considered and appropriate actions determined.

2. INVESTIGATION WHEN SEXUAL MISCONDUCT IS ALLEGED

- 2.1. Anytime the alleged victim is a child, it is required by law to inform the appropriate authorities immediately.
- 2.2. The allegation shall be brought to a District Superintendent or the Bishop by the alleged victim or by someone who had knowledge and is willing to pursue a resolution.
- 2.3. Both the alleged victim and the accused may bring to any meeting or hearing a person to accompany them and shall have the right to advocacy.
- 2.4. A District Superintendent shall promptly share the grievance with the Bishop.
- 2.5. The Bishop or designated representative shall:
 - 2.5.1. Explain to the alleged victim in the presence of another person chosen by the Bishop the process and the procedures to be followed in response to the grievance. One of these persons shall be the same sex as the alleged victim.
 - 2.5.2. Request and assist the alleged victim to provide a written grievance stating the allegations and the related facts.
 - 2.5.3. Request permission from the alleged victim to use a written grievance in discussion with accused.
 - 2.5.4. Meet with accused clergy and share the allegations made:
 - 2.5.4.1. Share with him/her the formal written grievance where permission has been given to use it.
 - 2.5.4.2. Explain the process to be followed and its purpose, emphasizing the presumption of innocence and the right to fair process.
 - 2.5.4.3. Request an oral or written response from the accused after informing the accused that he/she may respond to the allegations at a later date, if desired, after consultation with an advisor.
 - 2.5.4.4. Make available a summary of the accused's response to the alleged victim for comment.
 - 2.5.4.5. Seek to substantiate the allegation and ascertain sufficient reason for pursuing or not pursuing the allegations further.

3. DETERMINATION OF SUFFICIENT CAUSE

3.1. When the pastor and supervising District Superintendent determine there is a sufficient cause for a complaint of sexual misconduct, the pastor or the designated representative shall inform the complainant and the accused of the conclusion. If the accused is a lay staff member, the following actions, either alone or in combination, may be considered:

- 3.1.1. Apology to the complainant.
- 3.1.2. Oral reprimand.
- 3.1.3. Written warning.
- 3.1.4. Counseling.
- 3.1.5. Transfer or reassignment.
- 3.1.6. Demotion.
- 3.1.7. Adjustment of salary or bonus.
- 3.1.8. Suspension.
- 3.1.9. Discharge.

4. IF THE CONCLUSION IS THAT NO VIOLATION OCCURRED OR THERE IS INSUFFICIENT EVIDENCE TO MAKE A CONCLUSION, THE COMPLAINANT AND THE ACCUSED EACH SHOULD BE NOTIFIED.

- 4.1. The complainant should be advised that the evidence will be preserved and that another investigation will be conducted if further information is provided.
- 4.2. The complainant should be encouraged to report any future incidents.
- 4.3. Both parties should be reminded that such conduct is not tolerated, that each complaint is investigated, and, if sexual harassment is found, appropriate measures will be taken to alleviate the situation.
- 4.4. Each party should be reminded of the prohibition against retaliation.

5. IN THE WEEKS FOLLOWING THE INVESTIGATION, FOLLOW-UP WITH THE COMPLAINANT TO ASCERTAIN WHETHER HE/SHE HAS EXPERIENCED ANY RETALIATION OR FURTHER INAPPROPRIATE BEHAVIOR FROM THE ACCUSED.

6. IN THE EVENT DISCIPLINE WAS IMPOSED AGAINST THE ACCUSED, FOLLOW-UP TO ENSURE THAT THE REMEDIAL MEASURES IMPOSED HAVE BEEN CARRIED OUT APPROPRIATELY.

800. | PROCEDURES FOR RESPONDING TO AN ALLEGATION OF SEXUAL MISCONDUCT OR ABUSE INVOLVING A CHILD

1. Take the allegation or incident very seriously, respecting the victim's privacy, as well as providing sympathetic concern for the victim and his/her family.
2. Notify the proper law enforcement or child protective services agency immediately. If this is a case of known abuse, protect any evidence. Be prepared to cooperate fully with the investigation conducted by law enforcement officials or child protective services. If this happens on church property, notify DeRidder Police Department.
3. Notify the parents of the victim, provide emergency care (if necessary) for the victim and provide for the safety of the victim until the parents arrive. The care and safety of the victim must be the church's primary concern. Be prepared to follow up with pastoral care for the victim and the victim's family. If the victim identifies the abuser as a family member, let law enforcement or child protection services notify the parent(s)/guardian(s) after they get to the scene. Be careful in providing emergency care. Alert Acadian Ambulance and law enforcement first, so as to not destroy or disturb any evidence.
4. Listen to and record what you are being told. If the allegation is being made by the victim, do not try to elicit more information than is being offered.
5. The accused must immediately be removed from further involvement with children or youth until the allegations are fully investigated and resolved. Confronting the abused concerning the allegation(s) is a job for law enforcement.
6. Notify the annual conference authorities (district superintendent or bishop), the church's insurance agency, and the church's attorney. Conference authorities must be kept aware of the congregation's actions throughout the process.
7. Keep a written record of the steps taken by the church in response to the allegation. This information must be kept confidential and limited to only those who must know.
8. Call upon your designated spokesperson to make any necessary statements or responses to the news media. The designated spokesperson should have a prepared, written statement. This person may be the pastor, another staff member, the church's attorney, or a lay member of the church. This person should answer questions honestly without adding extra or unnecessary information. The designated spokesperson should be given permission to answer questions by saying, "I don't know at this time." None but the spokesperson should be authorized to speak to the media on behalf of the congregation. If there is a criminal investigation involving the allegations, no statement or news release shall be prepared or presented without consulting with the District Attorney or the office of the prosecutor if not the DA.
9. Prepare a brief and honest statement that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns. The statement should briefly explain the incident and the initial action taken by the church. The statement should not include the identification of the victim or that of the accused. The statement should include the actions taken to assure the safety of all the children and assure the congregation of its continuing ability to provide ministry to children and youth. The statement should dispel rumors and innuendo and assure everyone that everything possible has been done to provide for the safety of the victim and to enable the safe continuation of the church's ministry. The statement should be made in a carefully planned Congregation Meeting. If there is a criminal investigation involving the allegations, no statement or news release shall be prepared or presented without consulting with the District Attorney or the office of the prosecutor if not the DA.

APPENDIX A | VOLUNTEER APPLICATION FORM (ORIGINALS AVAILABLE IN CHURCH OFFICE)**FIRST UNITED METHODIST CHURCH - VOLUNTEER APPLICATION FORM**

(FOR INTERNAL USE ONLY BY FIRST UNITED METHODIST CHURCH - DeRIDDER STAFF AND LEADERSHIP)

FULL NAME: _____ **DATE OF BIRTH:** ____/____/____**PHYSICAL ADDRESS:** _____**CITY/STATE/ZIP:** _____ **CELL/PRIMARY PHONE:** (____) _____**OCCUPATION:** _____ **EMPLOYER:** _____ **TIME W/EMPLOYER:** ____YRS/____MOS**WORK ADDRESS:** _____**LIST (NAME & ADDRESS) CHURCHES REGULARLY ATTENDED REGULARLY THE PAST FIVE YEARS:****CONTACT INFORMATION OF PASTOR, EMPLOYER, AND PERSONAL REFERENCE WE MAY CONTACT:****PASTOR:** _____**EMPLOYER:** _____**PERSONAL:** _____**DESCRIBE YOUR BACKGROUND WORKING WITH THE PROGRAM AND/OR AGE GROUP FOR WHICH YOU ARE COMPLETING THE APPLICATION. INCLUDE CHURCH-RELATED, VOLUNTEER, & PAID EXPERIENCE. PLEASE USE THE BACK OF THIS FORM IF NEEDED TO COMPLETELY PROVIDE THIS INFORMATION.****GROUPS/CIVIC ORGANIZATIONS/ETC. IN WHICH YOU ARE CURRENTLY ACTIVE:**

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE?	YES	NO
HAVE YOU EVER BEEN CHARGED WITH OR CONVICTED OF CHILD NEGLECT OR ABUSE?	YES	NO
HAVE ANY COMPLAINTS/ALLEGATIONS OF MISCONDUCT INVOLVING CHILDREN EVER BEEN MADE AGAINST YOU?	YES	NO
HAVE YOU BEEN CONVICTED OF THE POSSESSION, USE, OR SALE OF DRUGS?	YES	NO
WITHIN THE PAST 30 DAYS HAVE YOU ABUSED ALCOHOL, LEGAL DRUGS, OR ILLEGAL DRUGS?	YES	NO
HAVE YOU BEEN CONVICTED OF OR PLEAD GUILTY TO A TRAFFIC OFFENSE WITHIN THE LAST FIVE YEARS?	YES	NO

CURRENT DRIVER'S LICENSE | STATE: ____ **| NUMBER:** _____ **| EXP.:** ____/____ **| COMMERCIAL?** ____

The information that I have provided here may be verified by contacting persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information, and this release may be sent to any reference.

I also agree to hold harmless First United Methodist Church - DeRidder, LA (and the officers, employees, and volunteers thereof) from any use of this application. I waive any right that I may have to inspect references provided on my behalf. I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

SIGNATURE OF APPLICANT: _____ **DATE:** ____/____/____**REVIEWED BY FUMC | DATE:** ____/____/____ **| BY WHOM?:** _____

APPENDIX B | VOLUNTEER COVENANT STATEMENT (ORIGINALS AVAILABLE IN CHURCH OFFICE)**VOLUNTEER COVENANT STATEMENT**

Since the congregation of First United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church, we ask all volunteers to willingly, and without reservation, enter into the following covenant.

This covenant is based upon our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter as expressed in our Safe Sanctuary Policy. This is the way, in part, in which we live out our commitment to:

- "reasonable safety measures in the selection and recruitment of both staff persons and volunteers"
- "implement prudent operational procedures in all programs, ministries and events"
- "provide broad education regarding our policies"
- having "a clearly defined procedure for reporting a suspected incident of abuse."

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should 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 discuss his/her willingness with our Senior Pastor before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment, except under special circumstances as approved by the Senior Pastor or his/her designee.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth SHALL ATTEND REGULAR TRAINING AND EDUCATIONAL EVENTS provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately intervene and report to their designated supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

- A. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? **YES** ____ **NO** ____
- B. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? **YES** ____ **NO** ____
- C. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment? **YES** ____ **NO** ____
- D. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? **YES** ____ **NO** ____
- E. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your designated supervisor? **YES** ____ **NO** ____
- F. As a volunteer in this congregation, do you agree to privately discuss with the Senior Pastor of this congregation any past issues of child abuse that might affect your ability to serve? **YES** ____ **NO** ____
- G. As a volunteer in this congregation, do you agree to inform the Senior Pastor of this congregation if you have ever been convicted of child abuse? **YES** ____ **NO** ____

I have read this Volunteer Covenant, and I agree to observe and abide by the policies set forth above.

SIGNATURE OF APPLICANT: _____ **DATE:** ____/____/____

REVIEWED BY FUMC | DATE: ____/____/____ **| BY WHOM?:** _____

**APPENDIX C | WRITTEN RECORD OF CONTACT WITH A REFERENCE OF AN APPLICANT FOR
CHILDREN'S OR YOUTH WORK (ORIGINAL AVAILABLE IN CHURCH OFFICE)**

**WRITTEN RECORD OF CONTACT WITH A REFERENCE
OF AN APPLICANT FOR CHILDREN'S OR YOUTH WORK**

FULL NAME OF APPLICANT: _____

REFERENCE CONTACTED (IF A CHURCH OR ORGANIZATION, IDENTIFY BOTH THE ENTITY AND PERSON CONTACTED)

DATE(S) & TIME(S) OF CONTACTS

PERSON CONTACTING THE ABOVE REFERENCE ON BEHALF OF FUMC - DERIDDER

METHOD OF CONTACT (PHONE CALL, PERSONAL CONVERSATION, LETTER, EMAIL, ETC. - PLEASE ATTACH IF WRITTEN)

SUMMARY OF CONVERSATION CONCERNING THE APPLICANT'S FITNESS & SUITABILITY FOR CHILDREN/YOUTH WORK

SIGNATURE: _____ **DATE:** ____/____/____

FUMC POSITION: _____

**APPENDIX D | SAFE SANCTUARIES POLICY THINGS TO REMEMBER
(ORIGINAL AVAILABLE IN CHURCH OFFICE)**

SAFE SANCTUARIES POLICY THINGS TO REMEMBER
(A COPY OF THE COMPLETE POLICY IS AVAILABLE UPON REQUEST)

DEFINITION OF AN ADULT - For our purposes here, an adult must be at least 18 years of age, keeping in mind that some circumstances may be subject to a different legal definition.

BACKGROUND CHECK - ALL staff and/or volunteers are subject to a criminal or non-criminal background check as determined by policy.

OPEN DOOR POLICY - All classes, studies, workshops, fellowship/recreation opportunities, one on one counseling private meetings or mentoring, etc with youth or children shall be conducted in a public space or in a space easily observable by others at all times.

TWO-ADULT RULE - A minimum of two unrelated adults must be present as long as a child or teen is in a church facility or on a church sponsored activity, unless the child (or children) are accompanied by their parent/guardian.

CHECK-IN/CHECK-OUT POLICY - A check-in/ check-out procedure for all kindergarten-aged children and younger is required. This procedure shall include a system ensuring that a child will only be released to an authorized parent or designee.

SUPERVISION RATIO - A ratio of no less than 1 adult to every 10 children/youth will be maintained at all FUMC activities involving children or teens. However, the unrelated adult rule ways applies, even when less than 10 children/youth are present.

FIVE-YEAR RULE - We require at least a five-year age difference between the primary on-site supervisor and the age of those being supervised at any activity involving children or teens. The five-year difference in ages shall apply between the on-site adult in charge and the age of the oldest person supervised.

Persons being closer in age to those supervised may be acceptable in assisting the primary on-site supervisor(s). The ratio of those “closer in age than 5 years” to those “meeting the 5 year rule” shall never exceed 3 to 1. Those not meeting the 5 year rule must still comply with all other requirements.

REPORTING PROCEDURES - Any violations of the above policies shall be reported immediately to the Senior Pastor and/or chair of the Staff-Parish Committee and or/the District Superintendent. It is understood that any and all complaints shall be handled in a dignified, confidential manner and that retaliation is not acceptable.

SUSPECTED ABUSE - State laws shall be followed at all times regarding the reporting of suspected abuse. Consult the Senior Pastor immediately if this needs to be immediately implemented.

MINISTRY IS A PRIVILEGE - LET US NEVER TAKE IT FOR GRANTED!