

# St. Mary's United Church of Christ

## Safe Church Policy

Approved by Consistory June 2018

### Background

As a community of Christians following in the way of Jesus, St. Mary's United Church of Christ is committed to being a welcoming, safe, and nurturing environment for all. This is in line with our vision and mission:

**Our Vision:** To be a sanctuary for all God's children, built up in Christ, established in faith, and grounded in love.

**Our Mission:** Cultivate...Grow...Renew

In keeping with our mission and vision, we the congregation of St. Mary's U.C.C., adopt the following Safe Church policies to help ensure the safety and well-being of all who call St. Mary's their spiritual home. While we recognize that we cannot eliminate all risks, we feel strongly that we can minimize risks. We encourage members and friends to familiarize themselves with these policies and expect all members, friends, and activity participants to abide by them. We also ask that outside groups that use the Church's facilities familiarize themselves with this document and expect their full compliance when using the Church's facilities.

This policy will cover the conduct of ministers, employees, volunteers, members, and friends of St. Mary's UCC, and clergy, as well as general Church community guidelines. A copy of this policy will be kept in the Church Office, Pastor's Study, Conference Room, and downstairs Sunday School room. The proponent of this policy is the Church and Ministry. Questions, concerns, or reports of violations to this policy should be reported to the Pastor, Church and Ministry Chairperson, or Consistory President. This document is a living document that can be amended or changed as circumstances change by a recommendation of the Church and Ministry and a vote by the Consistory.

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## Section 1: Building and Property Safety

### **Inclement Weather Policy**

St. Mary's recognizes that weather is a significant factor in personal safety. In the event of inclement weather, St. Mary's follows the Carroll County Public Schools (CCPS) closing/delay/early dismissal system during school weeks. For instance, if Carroll County Public Schools are closed, St. Mary's will be closed and all church-related and community events held at the Church are canceled. The same policy is in effect for early dismissals. If CCPS are in an early dismissal, all evening activities at St. Mary's will be canceled. CCPS inclement weather decisions can be found in the following locations:

- <https://www.carrollk12.org/>
- Carroll County Times

For weekend activities and times when CCPS is not in session, decisions will be made on a case-by-case basis depending on the ability of property crews to clear the parking lot of snow/ice. Group and event leaders using the building on weekends when inclement weather is forecast or has arrived, are required to contact the event coordinator, property committee chair, or pastor to determine the suitability and safety to hold events at St. Mary's. St. Mary's reserves the right to cancel and postpone any meeting or event occurring at the Church.

St. Mary's will make every effort to hold worship on Sunday mornings. St. Mary's cannot guarantee that all parking lots, walking surfaces, and side-walks will be clear and free of snow and ice in all situations. Parishioners are encouraged to use their own judgement when deciding whether to travel to and from Church. In the event that the weather prohibits holding worship, the Church will communicate this decision in the following ways:

- A recording posted on the Church answering machine. Dial (410) 346-7977.
- Messages on the Church's website and Facebook account.

***Finally, the best way to think of our guideline is this: if you don't feel safe, don't feel obligated to make the trip!***

### **Smoking**

Smoking is prohibited inside of the Church building and within 25 feet of building entrances and the play-ground.

### **Firearms Policy**

St. Mary's recognizes that hunting and shooting are an important tradition for many individuals and families in our community. St. Mary's also recognizes that the rise in mass shootings has left many people unsettled. However, we feel that part of creating an environment of sanctuary for all means leaving firearms at home. St. Mary's prohibits the carrying of firearms on St. Mary's U.C.C. premises regardless if individuals have the proper legal authority and permits to "carry and conceal" in accordance with Maryland State law.

## **First Aid**

St. Mary's UCC maintains a basic first aid kit in the Sacristy. St. Mary's also maintains an AED defibrillator located in the main hallway next to the upstairs conference room and across from the Sacristy. Please inform the Church Office as soon as possible if materials from the First Aid kit are utilized or the AED Machine is used.

In the event of an accident or emergency occurs at St. Mary's UCC, event or activity leaders are required to complete the 'Accident/Incident Response Form' located at the end of this policy. Forms are submitted to the Pastor or Chairperson of the Church & Ministry committee.

First aid class/CPR trainings are held periodically. Church and community members are encouraged to become CPR certified and First Aid trained.

## **Fire Safety**

The local fire department is the Pleasant Valley Fire Department, located approximately 5 miles from the church. In the event of a fire, smoke, or other hazardous situation, please call 911. Please be aware of all exits and entrances, and locate the nearest exit to you when in the building. A fire alert system is located in the upstairs hallway for immediate needs. Further, several fire extinguishers are located throughout the building. A map indicating the location of each fire extinguisher is included at the end of this policy.

## **Emergency Situations**

*In the event of an emergency call '911' immediately!*

## **Contact Information**

St. Mary's recognizes that emergencies are by nature unexpected. Therefore, we feel the best posture is to be proactive. Emergency contact placards are located throughout the church and include phone numbers for the Sheriff's Office, Fire Department, and Poison Control, among others. Individuals and groups using the church are encouraged to familiarize themselves with these numbers. Additionally, four landline phones are located throughout the church for use:

- Church Office.
- Pastor's Office.
- Sacristy (small room adjacent to the sanctuary and vestry and across from the Conference Room)
- Kitchen.

To dial out, press '1' and dial the phone number you are trying to call. St. Mary's UCC phone number is (410) 346-7977. St. Mary's UCC is located at 1441 East Mayberry Road, Westminster, MD 21158.

## **Suspicious Activity**

Report any suspicious activity to local authorities immediately.

## **Section 2: Children and Youth Ministry Safety**

### **Requirements for Ministry with Children and Youth**

St. Mary's United Church of Christ is committed to providing a safe and healthy environment in which young people can learn about and experience God's love.

In order to fulfill this commitment, we have established the following guidelines in addition to the general requirements for ministry to the church.

- We expect that those who volunteer to work with minors will have been members of St. Mary's United Church of Christ for at least six months or, if not members, regularly and frequently associated with St. Mary's United Church of Christ for at least a year.
- All volunteers who regularly work with children and youth will complete and submit a disclosure document in a form substantially similar to the form found at the end of this policy.
- Before beginning their duties, all prospective employees and volunteers will undergo an appropriate level of background check, including but not necessarily limited to inquiries of references and a criminal history verification by a third party vendor. Currently this is being done by Protect My Ministry and services provided by the Central Atlantic Conference.
- All volunteers and employees who regularly work with children and youth will receive orientation regarding safe church policy and procedures.
- It is the policy of this church to provide adequate supervision and safeguards for youth activities. In situations where participants are not readily visible to each other, there will be no fewer than two un-related adults present with children or youth. Youth over the age of 12 may assist an unrelated adult in supervising children and youth activities; however, such assistance does not alter the requirement that at least two unrelated adults be present. If circumstances dictate that a child must be alone with a teacher, the teacher should contact a parent or guardian and wait with the child in a public space on church grounds.
- Parents and/or guardians will fill out a basic registration form and provide contact information in case of an emergency. Written consent of one parent or guardian of a minor will be required for all activities off the church property and any overnight activities.

### **St. Mary's United Church of Christ Nursery Policy**

It is our desire to provide children with the very best of care while in the Nursery. Our goal is that your child's first experiences of the church be positive ones. Therefore, we ask your cooperation in observing a few regulations for the welfare of all concerned.

- Nursery care is available for children ages 3 months-Kindergarten.
- Children are not permitted in the Nursery unsupervised.
- Parents will sign children in and out of the Nursery using the sign-in/sign-out sheet. Children are released only to the adult who signed them in unless previously specified, in writing, on the sign-in/sign-out sheet.
- The Nursery is staffed by two unrelated adults. The paid Nursery Attendant is responsible for supervising the volunteer. Both will abide by Safe Church guidelines established by St. Mary's, e.g. background checked, training, etc.

- The Nursery Attendants will bring all children into the sanctuary for Children's Time and return to the Nursery at its conclusion.
- From time to time St. Mary's holds special worship services (Christmas Eve/8a.m. Easter service/Vespers/Weddings/Funerals, Summer Break, etc). During these services, the Nursery is not staffed, but is open for parents to use for Nursery-aged children (3 months-Kindergarten). Parents are responsible for supervising and remaining with their children.
- No food, gum, or drink allowed in the Nursery with the exception of bottles for infants. (The Nursery Attendants are not responsible for feeding infants; however, parents are invited to feed infants in the Nursery if they choose.)
- In the event that children are injured while in the Nursery, one of the Nursery staff will immediately notify the child's parents and complete an accident/incident report.
- Children will remain inside the church while in Nursery.
- Parents/guardians must remain on St. Mary's premises at all times while a child is in the Nursery.
- If your child has any symptoms of illness (cold cough, runny nose, fever), please do not bring him/her to the Nursery. If your child becomes sick while in the Nursery, one of the attendants will call you and asked you to pick him/her up. Your consideration for others will mean less ill-ness for all of the children.

### **Section 3: Child Abuse Reporting/Mandated Reporters**

Apart from any legal requirements, St. Mary's United Church of Christ through its ministers and leaders will make a report to appropriate authorities, including but not limited to Maryland Department of Child Protective Services, if at any time the church has reasonable cause to believe that a minor may be an abused or neglected child. Any Minister of the church who becomes aware of facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Pastor or Consistory President so that the church may take appropriate action in a timely manner. In the State of Maryland, Health Practitioners, Teachers, Police Officers, Clergy, and Human Service Workers, among others, are considered Mandated Reporters. The Maryland Child Abuse Hotline (Carroll County) currently is: 410-386-3434. To learn more about the Mandated Reporting process, please visit <http://dhr.maryland.gov/child-protective-services/reporting-suspected-child-abuse-or-neglect/mandated-reporters/>

### **Section 4: Elder Abuse**

As a multi-generational community of faith, St. Mary's is committed to the well-being of all people. We recognize that the most vulnerable members of our community are children and elderly adults. We also recognize that we have a responsibility to care those whom Scripture refers to as the "least among us". The following resources concerning the exploitation of elders are provided from the State of Maryland.

**What is elder abuse?** *(From MD Department of Aging)*

- Physical Abuse - Is the use of force causing harm or pain to an individual, which includes but not limited to) hitting, kicking, pinching, slapping, shoving, shaking, and burning.

Other forms of physical abuse involve the inappropriate use of medication or physical restraints.

- Financial Abuse/Exploitation - Involves wrongfully taking or using an older adult's funds or property through theft, scams, fraud, or predatory lending.
- Psychological Abuse - Causing emotional pain through verbal assaults, threats, or harassment. Perpetrators intimidate, humiliate, or attempt to isolate their victims.
- Sexual Abuse - Is non-consensual sexual contact of any kind including, contact with an individual unable to consent to such contact - for instance, if they suffer from dementia and are unable to understand.
- Neglect - Is an individual failing to meet the needs of an older adult who is under their care. This includes not providing essential things a person needs, such as food, water, shelter, clothing, or personal hygiene.
- Self-Neglect - Involves failure of a person to meet vital self-care needs, putting them at risk of harm for their safety and/or health.

We encourage Church members to talk with the Pastor or Church leadership if they are concerned about an elderly person being subject to abuse. The Church can function as a resource to connect with the appropriate community resources. Below are resources provided by the Maryland Department of Aging:

***To report suspected elder abuse or to get help...***

*In the community*

- Call 1-800-332-6347 or,
- Contact the Local Adult Protective Services

*In Nursing Homes or Assisted Living Facilities*

- Contact the Local Long Term Care Ombudsman for Carroll County: 410-386-3800
- Contact the DHMH Office of Health Care Quality

For more information, please visit <http://aging.maryland.gov>.

## **Section 5: Internet Safety**

St. Mary's recognizes that the internet and digital communications play an important part of our lives, and especially the lives of our younger members. We feel that platforms such as email, our website, Facebook, and Instagram offer important means of connecting and communicating. However, we also recognize that these platforms can be used in inappropriate ways. Therefore, we commit to abiding by the Social Networking Code of Conduct and policies found below to ensure our digital communications reflect our faith and values as Christians.

### **Social Networking Code of Conduct –**

Each Minister who leads using the resources of social media shall apply this Social Networking Code of Conduct to all participants:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children.

- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
- Provide children and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's interactions with employees and volunteers.
- Continuously remind children how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the Code of Conduct.

### **General Social Media Policy**

No Minister, employee, volunteer or member of St. Mary's UCC shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent the church without the permission of the Consistory. When clergy or staff, acting in their capacity as a representative of the church, lead or coordinate a group activity using social media, each may use only official church sites/channels when they have been made available by the church. These may include web pages, Face-book, e-mail and similar means.

Any e-mail communications with children must include the child's parents or guardians. Email communications shall be limited to logistical matters, e.g., meeting dates, times and places.

### **Social Media Communications – Official Church Sites**

In order to extend the life of the congregation, enhance communication and develop participation of young people in the life of the church and its ministry, St. Mary's UCC will authorize certain Ministers to manage the church's official website and organization Facebook page, and other social media plat-forms.

Ministers who shall create public pages on behalf of church programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children.

When using Facebook to communicate with children in a group, the authorized Minister shall inform parents/guardians of each child that the latter is communicating with the Minister via Facebook, providing the parent/guardian the opportunity to disapprove or to participate in a Group.

The website and Facebook administrator(s) will refrain from listing the names of children or adults on such platforms. Photos [without names attached] may be posted on social media platforms with the writ-ten permission of parents and will be promptly taken down if requested. Furthermore, the administrators retain the right to remove any and all content deemed inappropriate.

If a child reveals abuse or inappropriate interactions with an adult, the Minister must report this information in the manner of any "suspected abuse".

*Violations to the Internet Safety/Social Media Code of Conduct Policy should be reported to the Pastor, Chairperson of the Church and Ministry, or Consistory President.*

## **Section 6: Clergy Misconduct Reporting Guidelines**

Apart from any disposition of the matter by the church, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Church & Ministry Committee of the Catoclin Association of the United Church of Christ.

The Catoclin Association may be contacted at: 410-788-4190 (*Central Atlantic Conference Office*).

## **Section 7: General Expectations for Ministry**

### **Conduct of Ministers**

As a Church in the Protestant tradition, we hold to the priesthood of all believers. For the purposes of this policy, all Authorized Ministers [licensed and ordained clergy], employees, elected and appointed lay leaders, and authorized volunteers are Ministers to the congregation.

It is important that every Minister to the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of St. Mary's United Church of Christ to encourage its Ministers to nurture safety within Ministerial Relationships by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual Exploitation or Sexual Harassment of parishioners or others by anyone engaged in ministry on behalf of St. Mary's United Church of Christ is unethical behavior and will not be tolerated within this congregation.

### **General Requirements for Starting and Continuing Ministry**

- Before beginning their duties, all paid employees will submit a disclosure form similar to the one found at the bottom of this policy.
- Before beginning their duties, all employees will be interviewed to assess the suitability of their character and qualifications for the position they seek.
- The church will conduct background checks using a third party vendor such as Protect My Ministry for all ministers working with or around children. These background checks will be conducted at least every three years for ongoing ministers.
- Authorized Ministers [licensed and ordained clergy] of the church will attend all boundary workshops required by the Catoclin Association, or will attend at least one workshop on this topic every three years, whichever is more frequent.

### **St. Mary's Core Values**

#### ***We feel ...***

- Everyone and everything are creations of God and all have value.
- Although created in the image of God, all persons fall short of the glory of God and are saved only through God's grace.
- All persons are offered forgiveness of sins and fullness of life through Jesus Christ.
- We are empowered and sustained through God's presence as the Holy Spirit.

- Worship and prayer take many paths and directions.
- We are called as followers of Jesus Christ to grow and learn on our spiritual journey.
- The Bible is the inspired word of God to be used for guidance and direction.
- Faith, hope and love are core Christian values.
- The Gospel is relevant in the contemporary world.
- Each generation must appropriate the Gospel as its own.
- We are called as Christian disciples to be ministers of the Gospel.
- Members have a responsibility to actively participate in the life of the church.
- The Church has a responsibility to actively participate in local and worldwide communities.
- We are called to respect the rights of others who have differing beliefs and practices.

## **Section 8: Sexual Exploitation or Harassment Reporting and Resolution Guidelines**

### **Policy Prohibiting Abuse, Exploitation and Harassment**

As a community of Christian faith, St. Mary's United Church of Christ is committed to creating and maintaining programs, facilities, and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. This is in keeping with our vision statement to be a sanctuary for all of God's children – a place of safe refuge and wellbeing. All persons associated with St. Mary's United Church of Christ should be aware that the Church is strongly opposed to Sexual Exploitation and Sexual Harassment and that such behavior is prohibited by church policy. It is the intention of the church to take action in an attempt to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

### **Procedures for Handling Complaints of Sexual Exploitation or Harassment**

- I. Generally
  - A. A subcommittee of the Church and Ministry Committee with no less than two members, one male and one female, will be established each year in preparation for the possibility of hearing complaints under this policy. The subcommittee, hereinafter referred to as "The Response Team," will be familiar with the terms of this policy, as well as the established procedures of the church for dealing with a complaint.
  - B. Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment:
    1. The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
    2. The complainant can report the incident to a called minister, in an effort to resolve the matter informally.
    3. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:
      - The Response Team shall advise the Senior Minister and Consistory President of the receipt of all complaints and shall keep them apprised of

ongoing steps and actions taken. If either the Senior Minister or Moderator is the subject of the complaint, this notice requirement shall not apply as to that person.

- The Response Team may seek the advice of legal counsel or others [to include, but not limited to, Central Atlantic Conference and Catoctin Association] to advise it in performing its functions. Furthermore, the Response Team or Church leadership, will report allegations of criminal misconduct or suspicions of child abuse to the proper authorities.
  - The Response Team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Church and Ministry Committee or an appropriate subcommittee thereof.
  - The Church and Ministry Committee, or an appropriate subcommittee thereof, shall make determinations and take actions appropriate to resolve the matter. These may include:
    - a. finding that sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
      - (i) a formal reprimand, with defined expectations for changed behavior;
      - (ii) recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
      - (iii) probationary standing, with the terms of the probation clearly defined;
      - (iv) dismissal from employment or authorized volunteer position by, affiliation with, or membership in, the church.
    - b. finding that sexual exploitation or harassment did not occur.
- C. A written summary of the Church and Ministry Committee proceedings in such cases will be maintained in a confidential, locked filing cabinet.
- D. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the church may initiate or proceed with the formal complaint process.
- E. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- F. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.
- G. If the complainant or respondent is not satisfied with the disposition of the matter by the Church and Ministry Committee, he or she has the right to appeal to the President, or to the Vice President if the President is the subject of the complaint,

who shall refer the matter to the Consistory. The subject of any such appeal to the Consistory shall be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits and the decision of the Consistory will be the final resolution of the matter. If the Consistory determines that the procedures of this policy were not followed, it will refer the matter back to the Church and Ministry Committee to complete the processing of the complaint in accordance with these procedures.

## Section 9: Definitions

**Minister:** a person authorized by the church to carry out its ministry. Ministers include elected or appointed leaders of the church, employees, and volunteers, as well as Authorized Ministers [licensed and ordained clergy].

**Authorized Minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ or region of the Christian Church (Disciples of Christ). An Authorized Minister is one type of minister within the meaning of this policy.

**Ministerial Relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Safety:** the protection of one's physical, emotional, or spiritual self from harm or injury.

**Sexual Exploitation:** sexual activity or contact (not limited to sexual intercourse) in which a Minister engaged in a ministerial relationship with another takes advantage of the vulnerability of the person being served by causing or allowing that person to engage in sexual behavior with the Minister.

**Sexual Harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and

- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

## Section 10: Forms and Documents

### St. Mary's United Church of Christ Employment/Authorized Children and Youth Volunteer Application and Disclosure Form

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NAME: LAST FIRST MIDDLE

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ADDRESS: STREET CITY/STATE ZIPCODE

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DAYTIME PHONE EVENING PHONE EMAIL

References: One reference should be related to you and the other references should not be related to you.

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NAME

---

ADDRESS CITY STATE ZIPCODE

---

TELEPHONE EMAIL

---

NAME

---

ADDRESS CITY STATE ZIPCODE

---

TELEPHONE EMAIL

---

NAME

---

ADDRESS CITY STATE ZIPCODE

---

TELEPHONE EMAIL

Q I have been a member of this church since:

Q I have been a friend of this church since:

I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state)

Q True

Q Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

Q True Q Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

Q True Q Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and tele-phone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid drivers' license?

Q Yes Q No

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

Q True Q Not True

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Q Yes Q No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize St. Mary's United Church of Christ and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

St. Mary's United Church of Christ authorized volunteer and employee recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize St. Mary's United Church of Christ and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that St. Mary's United Church of Christ will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the St. Mary's United Church of Christ Safe Church Policy.

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(PRINT NAME & SIGN)                      DATE

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(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18)  
DATE

**Checklist:**

- Background Check Completed
  - Date:
  - Name:
  - Protect My Ministry (service currently used) verifies the following:
    - SSN Verification
    - National Criminal Database Search
    - National Sex Offender Search
    - Re-verification of criminal records
    - Alias Names
  
- Personal interview conducted by staff/ministry chair on \_\_\_\_\_
  
- Reference inquiries completed on \_\_\_\_\_
  
- Church membership for 6 mos. or association for 1 year (volunteers) confirmed on \_\_\_\_\_
  
- Safe church awareness training and policy orientation performed on \_\_\_\_\_

## Accident/Incident Report for St. Mary's U.C.C.

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_ AM / PM  
Location (describe): \_\_\_\_\_

Name of Reporting Person: \_\_\_\_\_

Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Relationship to St. Mary's? Employee \_\_\_\_\_ Member \_\_\_\_\_ Volunteer \_\_\_\_\_

Name of Injured Person: \_\_\_\_\_

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

Phone Number(s): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

Who was injured/harmed? (check all that apply)

Employee \_\_\_\_\_ Volunteer \_\_\_\_\_ Member \_\_\_\_\_ Non-member \_\_\_\_\_

Adult \_\_\_\_\_ (over 18) Youth \_\_\_\_\_ (ages 13-17) Child \_\_\_\_\_ (ages 0-12)

Type of Injury \_\_\_\_\_

Verbal Abuse \_\_\_\_\_ Anti-social Behavior \_\_\_\_\_ Property Damage \_\_\_\_\_ Other \_\_\_\_\_

Physical Injury \_\_\_\_\_

What activity were you engaged in at the time of the incident?

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

Details of incident (attach additional pages if necessary):

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

Witness(es) (include contact information):

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

Any action taken:

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Parent(s)/Guardian Notified? \_\_\_\_\_ Name(s): \_\_\_\_\_  
Spoke Directly To: \_\_\_\_\_ Left Message? \_\_\_\_\_ Date & Time: \_\_\_\_\_  
Instructions Given? \_\_\_\_\_

Were Emergency Response (police, ambulance, fire) called? Yes \_\_\_\_\_ No \_\_\_\_\_

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

Injury requires physician/hospital visit? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Physician/hospital: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Signature of injured party (or guardian) \_\_\_\_\_

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

\*If no medical attention/emergency response desired or required:

\_\_\_\_\_  
Signature of injured person or guardian Date

\_\_\_\_\_  
Signature of staff member/church member/volunteer reporting incident Date

\_\_\_\_\_  
Signature of church official accepting report Date  
Please complete within 24 hours of incident and return to the Pastor or a Church Officer

## Section 11: Contact and Ministry Information

### **Responsibilities:**

**Church and Ministry:** Develop, Revise, and Implement Safe Church Policies

**Consistory:** Approve and Oversee Safe Church Process

**Spiritual Formation Ministry:** Ensure Compliance with Safe Church Policy

**Pastor:** Adherence and oversight of policy.

**Staff:** Awareness of and adherence to the policy.

**Outside Groups:** Awareness of the policy and adherence to the policy when using Church facilities.

**Church Members:** Awareness and support of the policy.