

Safe Sanctuary Policy



308 Oneida Street
Beaver Dam WI 53916

Phone: 920-887-7211

Fax: 920-887-9487

E-mail: office@trinityumbd.org

Website: www.trinityumbd.org

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Trinity Church-United Methodist Church

Safe Sanctuary Policy August 2019

Developed in consultation with: Children's Ministry, Youth Ministry,
Visitation Ministry and Staff Parish Relations Committee (SPRC)

PREAMBLE:

"A new command I give you: Love one another. As I have loved you, so you must love one another. By this all people will know that you are my disciples, if you love one another." John 13:34

Trinity Church-United Methodist (TCUM) is committed to providing protective care of all children, youth, vulnerable adults and volunteers who participate in church-sponsored activities. The purpose of this Safe Sanctuary Policy is to address the safety of minors (under the age of 18) and adults at all Trinity Church-United Methodist events. This represents a strategy for preventing opportunities for the occurrence and/or the appearance of abuse of children, youth and vulnerable adults, as well as protecting volunteers and staff from false accusations or suspicions. Our Safe Sanctuary policy is a "social structure that is consistent with the gospel," allowing our sanctuaries, classrooms, vision encounters, camps and retreats, and all spaces where we gather to worship and serve God to be places of trust.

This policy applies to all persons in Trinity Church-United Methodist including all participants, and all paid and unpaid leaders, whether lay or clergy. The Safe Sanctuary policy and incident reporting procedures are available to the congregation upon request.

Definitions – for purposes of communication throughout this policy:

A. "Child" and "Youth" and "Adult"

A "child" is anyone age 11 and under. A "youth" is anyone not a "child" and under the age of 18. An adult is anyone 18 years of age or older.

B. "Vulnerable Adult" definition is based on Wisconsin Statute 55.01e

A "Vulnerable Adult" (WI statute: "Adult at risk") means any adult who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs and who has experienced, is currently experiencing, or is at risk of experiencing abuse, neglect, self-neglect, or financial exploitation. In addition, TCUM recognizes that the conditions of vulnerability described above may be temporary, due to illness or trauma.

C. "Paid Staff Person," "Screened Adult" and "Adult Volunteer"

A **Paid Staff Person** is someone paid by the church, overseen by SPRC and screened via a background check. A **Screened Adult** is a volunteer who has gone through the screening process. (see description on p. 4, General Guidelines 4.b) An **Adult Volunteer** is someone who has not been screened. They can work in a room with a **Screened Adult** or **Paid Staff Person**. These persons may or may not be members, but they must be regular attendees and/or active in church activities for at least six months.

D. "Program Leader"

A **Program Leader** is the person responsible for facilitating a specified program ministry. They may be a Paid Staff Person or a Screened Adult, if responsible for consistently scheduled programming. They may be an Adult Volunteer if they facilitate a program only a few times per year, or less often; their facilitation will be the responsibility of a Paid Staff Person or Screened

Adult.

E. “Visitation Minister”

A **Visitation Minister** is an adult who is a Trinity member who has gone through the screening process and attends visitation ministry meetings that serve as continuing education, at which they receive regular updates about ministry at TCUM. After screening and orientation to visitation ministry procedures, they will be assigned by the pastor to visit specific vulnerable adults who reside in care facilities or private homes.

F. “Youth Helpers”

Youth below the age of 18 years assisting with child or youth activities. They can assist with activities but should not be considered an adult volunteer and should be supervised themselves.

G. “Abuse”

For purposes of this policy, abuse includes any of the following:

1. **Physical Abuse:** Violent non-accidental contact which results in injury. This includes, but is not limited to: striking, biting or shaking. Injuries include bruises, fractures, cuts, and burns.
2. **Sexual Abuse:** Any form of sexual activity with a child, youth or vulnerable adult, whether at the church, at home, or any other setting. The abuser may be an adult, youth or child.
3. **Emotional Abuse:** A pattern of intentional conduct that crushes the individual’s spirit and/or attacks his/her self-worth through rejection, threats, terrorizing, isolating, or belittling.
4. **Neglect:** a situation in which negligence endangers the health, safety or welfare of a child, youth or vulnerable adult.
5. **Financial Exploitation:** A situation in which someone misappropriates the financial resources of a child, youth or vulnerable adult.
6. **Treatment** without the consent of the guardian of a child, youth or vulnerable adult – or unreasonable confinement or restraint.

H. “Inappropriate Conduct”

For purposes of this policy, inappropriate conduct includes (but is not limited to) any of the following:

1. Possession or use of illegal substances
2. Abuse of controlled substances
3. Use of alcohol at a TCUM sponsored event
4. Significant and willful disruption of activities
5. Willful damage to property
6. Verbal or physical assault
7. Offensive disrespect of another, or bullying
8. Theft of material goods or money

I. “Accident”

For the purposes of this policy, accident refers for harm done or damage caused unintentionally.

GENERAL GUIDELINES

1. Sanctioning

All activities that utilize the building or grounds of TCUM, or activities that are represented as being an activity sponsored by TCUM, will require authorization of the pastor, a staff member, or authorized church committee member.

2. Scheduling

To promote accountability and appropriate church oversight, all activities on church property or sponsored by the church must be:

- a. scheduled through the church office
- b. posted on the church calendar located in the main office
- c. listed on the website calendar

3. Staff Oversight

- a. The church administrative staff will maintain all records in a confidential, secured file. All personnel involved in the process will take every precaution to ensure privacy of all applications and results of checks following HIPAA guidelines. The church staff will shred all unnecessary and expired materials.
- b. The Communications Facilitator will carefully monitor all posted documents to ensure protection of private identity information. A written parental release must remain on file for any pictures and names of minors used in any public publication or website. (Appendix A)
- c. Trinity staff will oversee screenings of all volunteers/personnel working with children, youth and vulnerable adults.

4. Screening Policy

- a. Volunteers serving in our programs for children, youth and vulnerable persons must attend TCUM for at least six months before they will be invited or allowed to provide leadership for an activity.
- b. All adult volunteers/personnel working with children, youth and vulnerable adults must complete an application and are subject to a security check that includes a State CCAP and sexual predator site check as well as a national check. (Appendix D-1) The appropriate committee will complete the security check prior to a new volunteer entering a position. The office administrator will work with program staff to update background checks on any continuing volunteers on a 5-year basis. The definition/status of Screened Adult will be applied when screening is complete – and then must be renewed as described.
- c. By signing the application, the volunteer applicant gives permission to contact references and perform the necessary investigation to complete the review of the application. If the applicant (paid or unpaid) is found to have been involved in any activity in which the applicant abused or exploited children, youth or vulnerable adults, the applicant will not be approved. Any conviction of a crime of abuse or violence shall disqualify any applicant.
- d. All youth volunteers working with children, youth and vulnerable adults must complete an application. (Appendix D-2)

5. Leader Training

Annual training of leaders is an important part of consistent and responsible care of our ministry.

- a. It is our expectation that all youth helpers, staff persons, screened adults and adult volunteers who participate in TCUM programming will have an annual training on our church's Safe Sanctuary policy. They will also have an annual update of the Safety Guidelines referenced in the Safe Sanctuary policy. This material is available via hard copy and on the church website, www.trinityumbd.org. Leaders shall sign acknowledgement at Appendix E and return it to the office acknowledging receipt and understanding of the Safe Sanctuary Policy and Safety Guidelines.

- b. Leaders and participants will use language, behavior, and attitudes consistent with Christian faith and the vision of TCUM.
- c. Leaders must participate in all required trainings prior to serving in any leadership capacity for ministry activities.

6. Program Registration

Best practice for caring for all children and youth involved in our programs involves having current information from their family on file, permission for them to participate in activities and clarity around the permissions their family has provided to the church.

- a. A safety goal of our program is to have a current **Registration and Parental/Legal Guardian Release Form (Appendix A)** on file for every child and youth participating in TCUM activities. The form will be kept in a confidential, secured file and a program leader who is also a screened adult will take copies for all off-site activities. We will direct all participants to offer registration forms for guests/families when we invite them to activities for children or youth. We will provide registration forms as children and youth check in and out of Sunday School and Youth Ministry activities – and reach out to repeating guests to ask their families to complete registration materials as well. **(Appendix A)**
- b. The Communications Facilitator will work with program leaders to ensure a signed photo release is available for any child, youth or vulnerable adult in a photo prior to posting it on TCUM’s website. **(Appendix A)** Photos that are published on church-sponsored sites should not include name or contact information for children or youth.

7. Meeting and Activity Guidelines

Behavioral guidelines for persons coming, going and participating within all of our program settings are important so that we can provide responsible ministry, and also increase the likelihood we will be aware of any unsafe situation. TCUM is committed to providing activities in which the participants, leaders, co-participants from other organizations, and property are treated with respect and in a safe manner.

a. Arrivals/Departures

- i. Children and youth being dropped off should arrive no more than 15 minutes before or at the scheduled program start time(s). Adults bringing children and youth to church activities are responsible for confirming that the activity is occurring as planned.
- ii. Church staff will follow-up on non-attending participants/families who have indicated they plan to attend, to encourage communication about last minute changes and minimize any child or youth ‘going astray.’

b. Participation Expectations

- i. While TCUM recognizes that flexibility in participation in scheduled activities is necessary, it is expected that children and youth attending sponsored activities will participate in some aspect of the planned activity. Individuals leaving scheduled activities to be in another area engaged in their own chosen activity is not permitted.
- ii. All volunteers will use language, behavior and attitudes consistent with Christian faith and the vision of TCUM.
- iii. All adult volunteers and youth helpers will be aware that there may be a disparity of power between themselves and children, youth or vulnerable adults.

c. Behavioral Expectations

- i. Any person who disregards ministry guidelines through inappropriate conduct, significant and willful disruption of activities, willful damage to property, verbal or physical assault on another, or offensive disrespect to another will be asked to leave

the activity in custody of her or his parent or guardian if a minor. Anyone witnessing the incident will contribute to a **Critical Incident/Inappropriate Conduct Report to be completed by a paid staff member or pastor (Appendix C).**

- ii. If any person is engaging in disruptive behavior or becomes a possible threat to safety of others, law enforcement will be contacted. Any witness of the incident will contribute to a **Critical Incident/Inappropriate Conduct Report to be completed by paid staff member or pastor (Appendix C).**
- iii. It is unethical, inappropriate and unacceptable for any person engaged in the ministry of our church - whether lay, ordained, employed or volunteer - to engage in sexual behavior with anyone with whom there exists a ministerial relationship.

d. Discipline

- i. TCUM views corrective action for inappropriate behaviors of children, youth and adults to be within the responsibilities and rights of any adult authorized to provide supervision for any activity sponsored by TCUM. To this end, the church endorses the use of verbal correction (without abusive content), removal of offending individuals from the activity, distraction from inappropriate behaviors via engagement in constructive participation, structuring activities to minimize boredom and conflict, and reinforcement of appropriate behaviors via reasonable verbal or other more tangible reward to promote appropriate behaviors.
- ii. Corporal punishment is strictly prohibited.

8. Illegal and Prohibited Substance Awareness

- a. If the possession or use of illegal substances, the abuse of controlled substances, or use of alcohol is observed on the grounds of TCUM or at an TCUM sponsored or sanctioned activity, the witness observing this will notify the staff person or leader in charge of the activity immediately. If children or youth are involved, their parents/guardians will be promptly notified.
- b. All adults participating in church activities will not use alcohol, tobacco, smoking products or illegal substances while involved in church programming. Any witness who observed or received report of the event will work with a staff person to complete a **Critical Incident/Inappropriate Conduct Report. (Appendix C)**

9. Safety Awareness

- a. It is the responsibility of church staff and volunteers to maintain familiarity with emergency procedures, materials and supplies.
- b. The Board of Trustees will post, and update as required, basic first aid procedures and emergency numbers where all personnel can see them. Minimal locations for first aid procedures and emergency numbers to be posted include the kitchen, the fellowship hall, the nursery, Room 208, children and youth ministry office, the downstairs nursery, the youth lounge and church office.
- c. The Board of Trustees will inspect the building annually and seek to rectify any safety concerns promptly.
- d. Safety is the responsibility of all adults. Any adult should promptly stop an unsafe act and report any safety concerns about activities or building to the program leader or the pastor.
- e. All adult church members participating in activities will be aware of escape routes in case of need for evacuation of the building. They must be familiar with the locations and

use of fire extinguishers. They must be aware of necessary safety precautions in the event of severe weather, tornado, fire or any other threat to safety – as provided in Trinity’s **Safety Guidelines**, available on website or in red binders found in programming space throughout the church building.

- f. Even with all precautions, accidents occur. In the event that an accident occurs, those present will give every aid possible to anyone injured. After appropriate aid has been given, witnesses need to work with pastor or relevant staff person to complete an accident report form, while details of the incident are as clear as possible. (Appendix C-1)

10. Outside Groups

All outside organizations, groups, or individuals who use any of the facilities of TCUM shall sign a statement (Appendix G) that they will comply with this policy or have an equivalent policy in force. If an outside organization using our building has an equivalent policy in place, we require they present a copy of that policy with their application to use building space.

11. Pastoral Counseling

Counseling may be helpful to people of any age and stage of life. Pastors are trained to respond to spiritual needs, faith and life issues, as well as personal crisis and conflict. (Some congregations are also able to provide lay staff trained in counseling, not yet available at TCUM.) Anyone in the congregation, church building or the community may seek counseling from the pastor. When a staff member, program leader or any volunteer becomes aware of anyone in need of counseling, or discussion of a need as described above, please accompany that individual to introduce them to the pastor or encourage them to make an appointment. We also expect all program leaders or volunteers in TCUM ministry to practice confidentiality for any personal information they may learn of in the course of ministry.

PROTECTING CHILDREN

God has called us to make our ministries safe for the most vulnerable in our midst. We must respond to honor the trust of children placed in the care of our faith community. God also calls us to create communities of faith where they are safe to grow strong. Any person and behavior that prevents that must be addressed promptly. All adults and youth helpers for children’s ministry must be willing to immediately report to the pastor, staff or SPRC any behaviors that seem abusive or inappropriate, or allegations thereof, according to the policies and procedures of TCUM.

a. Adult Volunteer and Screened Adult Requirements

- i. Program leaders, screened adults and adult volunteers for children’s programs must be at least 18 years of age and have completed Safe Sanctuary training.
- ii. Youth helpers must have completed Safe Sanctuary training and be supervised by screened adults.
- iii. An age difference of youth volunteers and those participating as children in activities must be at least 5 years, unless there are two other adults over 21 participating in the event.

b. Two Adult Principle

At least two adults (over 18 years of age), from different families, must be present at all activities involving children in the church building. Although it is preferred that both adults be in the designated activity room, it is permissible for one adult to circulate between rooms if more than one area of the church is used, using ‘roamer strategy,’ meaning an adult observing several classes or activities can serve as a second adult to support the work of several individual teachers. The second adult cannot be counted if in the building, but involved in an unrelated meeting or activity. The recommended adult/child ratio for Sunday School programming is 1

adult: 5 children. The ratio is intended for higher attendance events, as the Two Adult Principle must be applied for events of all size.

c. Classroom and Church Grounds Guidelines

- i. Children should have interactions with adults in spaces that are visible to others. Interactions in “private” spaces that are not visible to others should be neutralized by doing things such as keeping doors open, using rooms with windows to interior and exterior spaces with shades open, and using the ‘Two Adult Principle’. If a private interaction is requested, please see guidelines for counseling (General Guidelines #11.)
- ii. A parent/guardian will escort all children up to grade 5 to check-in for Sunday School and from check-out for group activities/classes.
- iii. Supervision is required when children are on the playground during scheduled church events. If children are participating in a church program, the ratios of this policy must be observed. If children are not participating in a church program, parents or legal guardians are responsible for supervision.
- iv. Sunday School and nursery care during all church services and events will follow an established sign-in and out procedure.
- v. No staff person, screened adult, or adult volunteer will take photos of children during TCUM programming to post on private websites or social media.
- vi. Vacation Bible school will follow an established sign in and out procedure, as described in this policy or an alternative established and approved specifically for that event.

d. Bathroom Policy

- i. All participants must bear in mind that Sunday School lasts less than 1 hour and staffing is limited. It is most helpful if families care for children’s bathroom needs before Sunday School begins.
- ii. Sunday School response to emergency bathroom needs will be supervised according to the Two-Adult Principle.

e. Check In/Out Policy

- i. **Nursery use** must include a sign-in procedure and release of children to a parent/guardian. Parents/guardian must authorize release to any person other than themselves, as well as indicating any person their child should not be released to.
- ii. **Checking into Sunday School:** Adults authorized on the registration form must check in and check out children in grades 5 and under. All children need to be checked in by authorized adults for Sunday School at the check-in kiosk and will then go to either the early start room or their Sunday School Room, depending on the staffing available at that time. The adult dropping off each child will need to note if a different adult will be checking the child out of Sunday School, or anyone their child should not be released to.
- iii. **Dismissal from Sunday School:** Children in grades 5 and under will be dismissed from designated pews in the sanctuary after worship. Each child will be dismissed by his/her teacher to an adult authorized on their registration form.
- iv. **Youth aged 12 and above** may check themselves in and out of Sunday School activities.

PROTECTING YOUTH

TCUM believes it is important that we continually live into the commitment we make at baptism and confirmation when children and youth are commended to our care. Our policies help us take steps to prevent anything that would come between our church and our youth growing in faith together. With that objective, TCUM paid staff, screened adults and adult volunteers for youth ministry must be willing to immediately report to the SPRC, pastor, or state agencies any behaviors that seem abusive or inappropriate, or allegations thereof, according to the policies and procedures of TCUM.

a. Adult Volunteer and Screened Adult Requirements

- i. All Screened Adults and Adult Volunteers for youth programs must be at least 18 years of age.
- ii. An age difference of adult volunteers and those participating as youth in activities must be at least 5 years, unless there are two other screened adults over 21 participating in the event.

b. Two Adult Principle

At least two adults (over 18 years of age), from different families, must be present at all activities involving youth in the church building. Although it is preferred that both adults be in the designated activity room, it is permissible for one adult to circulate between rooms if more than one area of the church is used, using ‘roamer strategy,’ meaning an adult observing several classes or activities can serve as a second adult to support the work of several individual teachers. The second adult cannot be counted if in the building, but involved in an unrelated meeting or activity. A ratio of 1 adult:8 youth for senior high age students and 1 adult:5 youth for junior high students or younger is required, ratios being applied for higher attendance events, as the ‘Two Adult Principle’ must be applied for events of all sizes.

c. Transportation Guidelines

Parents/guardians will receive advance notice of all scheduled off-site trips. On activities that take place away from the church building and on overnight events, all adult volunteers must be over the age of 21. For trips involving students of both genders, it is required to have at least one female Screened Adult and one male Screened Adult. No youth will stay alone overnight with an adult, unless it is their parent/guardian. The ‘Two Adult Principle’ continues to apply to off-site activities. When planning activities, arrangements should be made that no youth would ride in a car one to one with an adult other than his or her parent/guardian in the course of any TCUM sponsored activity. Only in emergency circumstances in which a second adult is not available, minors must be seated in the backseat with one adult driver. A communication system between vehicles will be established before each trip.

d. Meeting Room and Church Grounds Guidelines

Youth should have interactions with adults in spaces that are visible to others. Interactions in “private” spaces that are not visible to others should be neutralized by doing things such as keeping doors open, using rooms with windows to interior and exterior spaces with shades open, and using the ‘Two Adult Principle’. If a private interaction is requested, please see guidelines for counseling (General Guidelines #11.)

e. Cell Phones and Personal Devices

Cell phones will be put away during activities unless the program leader requests that youth use them during the activity. No other personal devices will accompany youth to the activity.

f. Check In/Out Policy

- i. **Sunday School/Confirmation:** Youth will check themselves into the check-in kiosk and then will go to their Sunday School Room. Youth will be dismissed at the end of class.
- ii. **Wednesday Night Programming:** Youth will check themselves in, no more than 15 minutes before start of youth programming and go to the youth lounge, or other designated meeting place.
- iii. **Off-site trips and overnight events:** Parents/guardians must check-in their youth for off-site trips and overnight events. At the conclusion of the event, youth will be released to the adult that checked them in, unless otherwise noted.

g. Social Media Guidelines

Please be aware our guidelines for social media use will need regular updating; we are glad to receive input from anyone who has a question, concern or can foresee an issue with new social media developments.

- i. Screened Adults and Adult Volunteers who minister to youth are strongly encouraged to set stringent privacy settings on any social networking profile. Group pages, monitored by staff, should be the primary mode of social media interaction. Adults should not submit “friend” requests to youth. Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be “friends”, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests. Social media will not be used by church/youth leaders to communicate with youth under the age of 13.
- ii. If a Paid Staff Person, Screened Adult or Adult Volunteer chooses to accept friend requests from minors or youth who are associated with their community of faith, other Paid Staff must have full access to all aspects of that adult’s profile and correspondence.
- iii. Program Leaders who want to connect via a social networking website with youth to whom they minister are strongly encouraged to set up a closed group account that youth may join. Youth requesting to “friend” an adult can then be invited to join this group rather than be accepted as a friend on an adult’s personal profile account. The purpose of these two separate accounts/profiles is to create a line of privacy and maintain healthy boundaries with youth and real family, friends and colleagues.
- iv. Any site operated by TCUM that is oriented toward youth between the ages of 13 and 18 must require registration for all users and must be password-protected so that only registered users may access the site. Registration for such a site must require the use of a legal name and valid contact information, such as an operational email address. Users of such a site may not post images of youth without the prior written consent of a parent or legal guardian of any youth depicted; programming staff and the Communications Facilitator will work together to obtain and manage parental permission appropriately.
- v. No Adult Volunteer, Screened Adult or Program Leader will take pictures of youth during TCUM ministries to post on private websites or individual social media pages.
- vi. Adult volunteers of youth groups and former youth members who, due to departure, removal from position, or are no longer eligible because they “aged-out” of a program should be immediately removed from digital communication with youth groups via social networking sites, list serves, etc. – and invited to join the church’s young adult ministry group.
- vii. Any material on any site (whether affiliated with the church or not) that raises suspicion that a child or youth has been or will be abused/neglected/exploited should be immediately reported to the pastor and staff and/or **Dodge County Human Services & Health Department**
Daytime Hours: 8:00 - 4:30
Daytime Phone: 920-386-3750
After Hours Phone: 920-887-6713
- viii. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after

consultation with Dodge County Human Services & Health Department and/or police. The DCHS number is 920-386-3750 and after hours 920-887-6713.

- ix. Social networking groups for youth should be open to parents/guardians of current members.
- x. Parents/guardians should be informed that the content of pages or groups developed by the youth on their own time, but are not sponsored by the church are NOT within the purview of adult youth leaders. Parents/guardians should contact the pastor or program leader if they have questions about any online resources used during the course of youth programming.

PROTECTING OLDER AND VULNERABLE ADULTS

It is our intention to provide spiritual support and meaningful relationships to older adults, to support caregivers and the families of older adults, and offer ministry, community connection and enrichment for this stage of life's journey. The following are guidelines for protection of older adults, vulnerable adults and volunteer visitation ministers:

a. Staff and Volunteer Requirements

- i. Adult volunteers in this ministry must be willing to immediately report to the pastor, staff or SPRC any behaviors they have observed that seem abusive or inappropriate, or allegations thereof, according to the policies and procedures of TCUM.
- ii. Volunteers must attend Trinity Church-United Methodist Church (TCUM) for at least six months before they will be invited or allowed to volunteer (or provide adequate references to be reviewed by the pastor.)
- iii. Any volunteers supervising programming must be at least 18 years of age.
- iv. Adult volunteers are responsible for protecting the private information of vulnerable adults, for maintaining trust and confidentiality, and for keeping any ministry participant's personal and family issues and information in confidence, except in the case of an emergency or imminent danger.
- v. Volunteers will:
 - not accept gifts or donations on behalf of the church or themselves.
 - direct any monetary gifts to the church or the ministry to offering receptacles or the church office.
 - refer persons offering donations to the church to the pastor or the church office.
- vi. Volunteers will take steps to care for the health of everyone involved, utilizing good hand washing techniques and calling the church to say they cannot volunteer when ill.
- vii. Volunteers will be aware that appropriate touch is comforting for many, however not everyone responds positively to touch. Do not initiate hugs, though hugs may be received.

b. Social Media Guidelines

- i. Screened Adults and Adult Volunteers who minister to vulnerable and older adults are strongly encouraged to set stringent privacy settings on any social networking profile. Group pages, monitored by staff, should be the primary mode of social media interaction.
- ii. No Adult Volunteer, Screened Adult, Program Leader or Visitation Minister will take pictures of vulnerable or older adults during TCUM ministries to post on private websites or individual social media pages.
- iii. Any material on any site (whether affiliated with the church or not) that raises suspicion that a vulnerable adult has been or will be abused/neglected/exploited should be immediately reported to the pastor and staff and/or **Dodge County Human Services & Health Department**

Daytime Hours: 8:00 - 4:30
Daytime Phone: 920-386-3580
After Hours Phone: 888-552-6642

- iv. If the material is on a church affiliated site, that material should be documented for church records and then removed from the site after consultation with Dodge County Human Services & Health Department and/or police. The DCHS number is 920-386-3580 and after hours 888-552-6642.

c. General Guidelines for Visitation Ministry

- i. Visitation Ministers will call prior to visit to set up time with care receivers.
- ii. Visitation Ministers will contact care recipient by phone, rather than social media; unless care receiver requests otherwise.
- iii. Visitation Ministers will tell the pastor, another Trinity Care minister, or a specified designee of the date, time and location of visit.
- iv. Visitation Ministers will wear their name badge to each visit
- v. Visitation Ministers will take a cell phone with them to the visit and keep it on silent. This is to be used in case of any emergency while at the visit.
- vi. Visitation Ministers will maintain a 'professional distance' and protect their own private contact information.
- vii. Visitation Ministers will be aware that appropriate touch is comforting for many, however not everyone responds positively to touch. Do not initiate hugs, though hugs may be received.
- viii. Visitation Ministers will not advise or give medical recommendations.
- ix. Visitation Ministers will not sign any legal documents or give legal advice.
- x. Visitation Ministers will take steps to care for the health of everyone involved, not visiting when ill, utilizing good hand washing techniques, reporting or documenting any concerns regarding the health of the care receiver.
- xi. Visitation Ministers will not accept gifts from the care receiver—either monetary or material gifts such as jewelry or other belongings. They will also not remove anything from the care receiver's home that belongs to the care receiver or their family
- xii. Visitation Ministers will not transport the care receiver's offering to the church. Inform the care receiver you will have the church secretary send a stamped envelope to them.
- xiii. When the Visitation Minister is of the opposite gender of the care receiver, TCUM will make every effort to have a person of the same gender accompany them, or determine that their spouse, relative or a friend will be present during the visit.
- xiv. Visitation Ministers will not hesitate to remove themselves from a situation that is beyond their capabilities or comfort zone.

All church staff members must be cognizant of their additional responsibilities; all guidelines will also be reflected in staff job descriptions.

1. Counseling

- a. Except in the case of emergency, pastoral counseling shall occur between the hours of 8:00 a.m. and 6:00 p.m. If counseling occurs outside the established hours, the pastor will make every effort to have an additional person in the building.
- b. Other than pastoral visitation or “crisis counseling,” all counseling meetings shall take place either in a public location or on church premises. Any blinds on door windows will be open.
- c. In case of an emergency, the staff or the pastor may conduct one-to-one counseling sessions with minors at TCUM or at TCUM sponsored activities behind closed doors. It is required that another adult leader is present – or if the counseling situation emerges without warning, the pastor is contacted to be made aware of the counseling situation. The adult leader will make all efforts to minimize the risk that conversations may be overheard. The meeting and the purpose of the meeting must be documented in writing, submitted to the pastor and maintained in counseling records.

2. Incidents of Abuse Response

- a. The pastor, staff members and SPRC will take seriously all suspected abuse, allegations or reports of abuse and will not prejudge the situation. The person aware of or receiving a complaint shall immediately notify the pastor and the SPRC Chair who will handle complaints or concerns of violation of policy. The pastor or staff must complete tasks as listed in the attached **Critical Incident Checklist**, (Appendix B).
- b. As far as possible, the investigator will maintain confidentiality of all persons involved in the report of misconduct. In order to investigate and decide an appropriate response those involved in the investigation may share needed information.
- c. All persons involved in an allegation will receive compassion, sensitivity and concern.
- d. Allegations considered valid will result in suspension from the leadership role until cleared of any wrongdoing.

Appendix A to Safe Sanctuary Policy
Trinity Church-United Methodist
Registration for All TCUM Activities for Children and Youth
Parental/Legal Guardian Release Form

Participant(s) Child/Youth #1: _____ Birthdate: _____ Grade: _____

Child/Youth #2: _____ Birthdate: _____ Grade: _____

Child/Youth #3: _____ Birthdate: _____ Grade: _____

Child/Youth #4: _____ Birthdate: _____ Grade: _____

Child/Youth #5: _____ Birthdate: _____ Grade: _____

Child/Youth #6: _____ Birthdate: _____ Grade: _____

Parent or Guardian: _____

Home e-mail address: _____

Work e-mail address: _____

Home address: _____

Phone numbers: Primary Cell _____ Alternate Cell _____
Work _____ Landline _____

Trinity Church-United Methodist School Year 2019-2020
This form is to insure informed parent/guardian consent for activity or activities sponsored by Trinity Church-United Methodist (TCUM). In an emergency we will make every effort to contact the parent(s) or guardian(s) named above first. If we cannot reach parent(s)/guardian(s), we will reach out to additional emergency contact listed below:

Additional Emergency Contacts:

Name: _____ Relationship to Participant: _____
Cell Phone: _____ Landline Phone: _____ Other Phone: _____
Address: _____

Name: _____ Relationship to Participant: _____
Cell Phone: _____ Landline Phone: _____ Other Phone: _____
Address: _____

Who, besides parent/guardian, is authorized to pick up your child(ren)/youth from any church activities?

Name: _____

Phone: _____

List all persons who should not be allowed to pick up your child(ren)/youth from church activities:

Registration Form Cont. page 2 of 3

| Health Information | Child/Youth #1 | Child/Youth #2 | Child/Youth #3 | Child/Youth #4 | Child/Youth #5 | Child/Youth #6 |
|--|----------------|----------------|----------------|----------------|----------------|----------------|
| Name: | | | | | | |
| Allergies/health concern/needs:* ** see additional info below: | | | | | | |
| Medication(s) child/youth can NOT take: | | | | | | |
| Special dietary needs: | | | | | | |
| Medical History that should be noted: | | | | | | |
| Changes to medical: (note date) | | | | | | |

*****Additional Health or behavioral questions**

- 1. My child/youth's behavior may indicate a medical problem requiring immediate attention. Please describe symptoms, behaviors, and actions that should be taken**

- 2. My child/youth may require additional assistance with: _____**

- 3. My child/youth is uncomfortable with or has aversions to (ex. Loud noises, dark rooms)**

4. A trigger point that could produce a meltdown for my child/youth is:

5. If my child/youth experiences a meltdown, he or she calms when:

6. Special equipment/items that can help soothe (ex. Special toy, blanket, pacifier):

7. My preschool aged child wears a 'pull-up diaper.' ____ Please call me from worship if assistance is needed.

Registration Form Cont. page 3 of 3

Permissions/Signatures

I, the undersigned parent or guardian, do hereby give my permission for my child(ren)/youth, named in this registration form, to participate in TCUM activities. I hereby release and discharge program leaders, TCUM, and its designated leadership and employees from any and all debts or suits of any kind which may arise or be occasioned as a result of my child's/youth's participation in this activity or activities. I understand and acknowledge that by participating in this activity, there is the possibility of illness or injury and that my child(ren)/youth is/are assuming the risk for such illness or injury by his/her participation. I realize that I am ultimately responsible for paying any medical bills.

Signature of Parent/Guardian

Date

Photograph/Video Release

I authorize staff members of Trinity Church-United Methodist (TCUM) to use photos, video, and/or other likenesses of myself and/or my child/youth or the child/youth for whom I have legal guardianship for promotional materials regarding TCUM programs, facilities, or services. Such images will not be sold to other parties. Promotional materials bearing these images may be distributed for free to the public and posted on the TCUM website at <http://www.trinityumbd.org> and social media platforms..

Yes (please sign below) No

Signature of Parent/Guardian

Date

This verifies I have read the information required to register for my child/youth at TCUM, and have provided all the necessary information requested.

Signature of Parent/Guardian

Date

Updated 8/27/19

Appendix A-1 to Safe Sanctuary Policy
Trinity Church-United Methodist
Youth Program Participant Behavior Agreement
(To be signed by both youth participants and parents/legal guardians.)

This page must be completed for middle school and high school youth ONLY.

As representatives of Christ and the Church, we, the participants in the Trinity Church-United Methodist (TCUM) Youth Program, take seriously our responsibility to care for one another. This agreement represents our affirmation of our concern for the wellbeing of the total community. We make this agreement with each other to insure the safety of all, to make our time together most meaningful, and to care for the facility which we share. In addition to our general concern for our community, we agree specifically to:

1. Participate in every program session and small group meeting. Your time at TCUM begins when you arrive on church premises, or wherever the church activity is held – and continues until the activity is completed.
2. Respect the person, equipment and property of others. (For example, be sure that something you may intend as funny does not hurt feelings, injure people, or damage property.)
3. Use language, behavior and attitudes which are consistent with the Christian faith.
4. Remain on the program site unless having been given permission to leave.
5. Attend all activities including meals.
6. On overnight activities, observe scheduled curfew by being in rooms, quiet, and not disruptive to others. Never enter the room of someone of the other gender.
7. Leave vehicles parked and unoccupied.
8. Follow the direction given by the program leader for cell phone use. Other personal devices should be left at home, unless you are asked to bring one (tablet, etc.) to assist with a church activity.
9. Refrain from use of tobacco products or other smoking devices.
10. Refrain from bringing weapons, illegal substances, explosives, fireworks, alcohol or dangerous materials.
11. Leave animals/pets at home unless they are invited to a specific activity.

This agreement is made between each person and the whole group. I agree to follow all of the above because I desire to represent Jesus and TC-UM in a positive manner at all times.

Participant Signature

Email address

Date

Parents/Guardians Signature

Email address

Date

Permission to Participate in Activity and to Transport Youth with One Adult in Vehicle

I, the undersigned parent or guardian, do hereby give my permission for my youth to participate in TCUM Youth Ministry activities throughout the year. I also do give my permission for my youth to be transported to and/or from TCUM activities by TCUM-designated leadership and employees with only one adult in the vehicle, if necessary. I understand that my youth and I will need to sign in at the beginning of each activity and make sure our information on file is current.

Signature of Parent/Guardian

Date

Communication by Email, Texting and Social Media

___ I authorize staff members of TCUM to communicate **by email and/or texting** with my child/youth or the child/youth for whom I have legal guardianship.

___ I authorize staff members of TCUM to communicate **using Google Groups or Facebook** with my child/youth or the child/youth for whom I have legal guardianship.

Signature of Parent/Guardian

Date

Updated 8/28/19

Appendix A-2 to Safe Sanctuary Policy
Trinity Church-United Methodist
Children’s Program Participant Behavior Agreement
(To be signed by both child participants and parents/legal guardians.)

This page must be completed for children 1st to 5th grade

As representatives of Christ and the Church, we, the participants in the Trinity Church-United Methodist (TCUM) Children’s Program, take seriously our responsibility to care for one another. This agreement represents our affirmation of our concern for the wellbeing of the total community. We make this agreement with each other to insure the safety of all, to make our time together most meaningful, and to care for the facility which we share. In addition to our general concern for our community, we agree specifically to:

1. Participate in every program session and small group meeting. Your time at TCUM begins when you arrive on church premises, or wherever the church activity is held – and continues until the activity is completed.
2. Respect the person, equipment and property of others. (For example, be sure that something you may intend as funny does not hurt feelings, injure people, or damage property.)
3. Use language, behavior and attitudes which are consistent with the Christian faith.
4. Remain on the program site unless having been given permission to leave.
5. Attend all activities including meals.
6. Follow the direction given by the program leader for cell phone use. Other personal devices should be left at home, unless you are asked to bring one (tablet, etc.) to assist with a church activity.
7. Refrain from bringing weapons, illegal substances, explosives, fireworks, alcohol or dangerous materials.
8. Leave animals/pets at home unless they are invited to a specific activity.
9. Children should be picked up by parents/legal guardians or other authorized person no later than 15 minutes after the activity has ended.

This agreement is made between each person and the whole group. I agree to follow all of the above because I desire to represent Jesus and TC-UM in a positive manner at all times.

Participant Signature

Email address

Date

Parents/Guardians Signature

Email address

Date

Permission to Participate in Activity

I, the undersigned parent or guardian, do hereby give my permission for my child to participate in TCUM Children’s Ministry activities throughout the year.

Signature of Parent/Guardian

Date

Communication by Email, Texting and Social Media

___ I authorize staff members of TCUM to communicate **by email and/or texting** with my child/children or the child/children for whom I have legal guardianship.

___ I authorize staff members of TCUM to communicate **using Google Groups or Facebook** with my child/children or the child/children for whom I have legal guardianship.

Signature of Parent/Guardian

Date

Updated 8/30/19

APPENDIX B to Safe Sanctuary Policy

Trinity Church-United Methodist

Critical Incident Checklists

Inappropriate Conduct Checklist

Critical Incident Checklists – responding to incidents of abuse

Definitions of Abuse:

Trinity Church-United Methodist (TCUM) will actively work to prevent:

- *Physical Abuse (in which a person deliberately and intentionally causes bodily harm to another)*
- *Emotional Abuse (in which a person exposes a child/youth to spoken and/or unspoken violence or emotional cruelty)*
- *Neglect (in which a person endangers a child's/youth's health, safety, or welfare through negligence)*
- *Sexual Abuse (in which sexual contact between a child/youth and an adult or another older and more powerful youth occurs)*
- *Financial Exploitation (misappropriation of financial resources).*
- *Treatment without consent or unreasonable confinement or restraint.*

The program leader of the ministry activity shall follow these steps for each instance of suspected or reported abuse.

Dealing With The Victim

1. Assess the needs for emergency care for the victim, and immediately notify the parents/ legal guardians and/or other legally responsible adult. The care and safety of the victim is the first priority.
2. As needed, provide emergency healthcare, including:
 - a. First Aid
 - b. Emergency services
3. When deemed appropriate, arrange for crisis counseling and/or long-range counseling.
4. Secure the integrity of the area and protect all evidence for the professional investigation.
3. Offer and provide pastoral resources as needed. Show care and support to prevent further hurt.
4. Notify legal authorities as required and fully cooperate with the civil authorities under the guidance of church attorney.
5. Inform the Pastor or designated representative of all details of the incident. The Pastor or designated representative will release any required information to the media.
6. As appropriate, immediately contact the pastor, staff or church officials.
7. Document all your efforts at handling the incident, but do not attempt an in-depth investigation. This should be left to professionals who are familiar with this type of case. This is to protect the rights and privacy of the victim and the accused. Maintain all files with all documented actions, interview notes, recorded conversations, etc. in a locked and secure area to insure privacy and confidentiality.

Dealing with the Accused

1. Secure the safety of the child, youth or vulnerable adult.
2. Remove the accused from any further contact with alleged victim.
3. Treat the accused with dignity and support.
4. Offer to provide pastoral care to family of accused, as appropriate.
5. Refer the accused to clergy outside of TCUM if deemed more desirable, or if the accuser's family requests it.

Page 1 of 3 Critical Incident/Inappropriate Conduct Checklists

*Critical Incident/Inappropriate Conduct
Checklists page 2 of 3*

Reporting Incidents of Abuse

All Staff regulated by Wisconsin State Law regarding reporting of Child Abuse or Elder Abuse will comply with applicable statutes.

1. When a program leader or program volunteer of a TCUM program, event or activity suspects that abuse or any potential violation of our Safe Sanctuary Policy is taking or has taken place, the program leader or program volunteer shall contact the pastor, SPRC Chair AND program leader immediately and cooperate fully with any investigation conducted thereafter. If the report is not in the form of an incident report, the program leader will complete one.
2. Following the report of an incident, the staff member or program leader, or supervisor in charge shall carefully document the incident or complaint using the Critical Incident/Inappropriate Conduct Report Form found at Appendix C.
3. If immediate safety concerns exist, he or she may call 911 to report the concern.
4. The staff member or program leader will address any needs the child or youth may have, medical or otherwise and report the incident to the parent(s) and/or legal guardian(s).

5. The person receiving the complaint shall respectfully remove the suspected individual from the surroundings until an appropriate investigation is completed. The matter shall remain confidential.
6. If the incident is not clearly a criminal act, the pastor will determine if additional information and statements are required, and if so, will notify the SPRC chair and will assign an SPRC member to participate in a meeting with all parties (parents/guardians if the accused party is a minor) as soon as possible to report the incident and begin moving toward resolution.
7. The reporting parties will be kept informed of progress on the process.
8. The responding staff person or program leader, if deemed appropriate, may then speak with the alleged victim and witnesses, being careful to use open-ended questions and document all such conversations. Careful and confidential documentation is essential using page 2 of Appendix C.
 - a. If appropriate, you may obtain a written statement from or assist in preparing a statement made by the alleged victim.

Inappropriate Conduct Checklist – responding to inappropriate behavior or accidents that are not abuse, including (but not limited to) use of inappropriate substances, willful disruption of activities, damage to property, verbal or physical assault, disrespect, possible theft.

Dealing With The Victim

1. Assess the needs for emergency care for the victim, and immediately notify the parents/legal guardians and/or other legally responsible adult. The care and safety of the victim is the first priority.
2. As needed, provide emergency healthcare, including:
 - a. First Aid
 - b. Emergency services
3. When appropriate, protect all evidence for insurance or law enforcement investigation.
4. When appropriate, offer and provide pastoral resources as needed. Show care and support to prevent further hurt.
5. Notify legal authorities as required and fully cooperate with the civil authorities under the guidance of church attorney.
6. Inform the Pastor or designated representative of all details of the incident, so they can determine who else needs to be informed.
7. Document all your efforts at handling the incident, but do not attempt an in-depth investigation. This should be left to professionals who are familiar with this type of case. This is to protect the rights and privacy of the victim and the accused. Maintain all files with all documented actions, interview notes, recorded conversations, etc. in a locked file and secure server to insure privacy and confidentiality.

Dealing with the Accused

1. Secure the safety of anyone in danger of further injury.
2. Remove the accused from any further contact with alleged victim.

Critical Incident/Inappropriate Conduct

Checklists page 3 of 3

3. Treat the accused with dignity and support.
4. Offer to provide pastoral care to family of accused, as appropriate.
5. Refer the accused to clergy outside of TCUM if deemed more desirable, or if the accuser's family requests it.

Documenting Incidents

1. Following the report of an incident, the staff member or program leader shall carefully document the incident or complaint using the Critical Incident/Inappropriate Conduct Report Form found at Appendix C.
2. If further safety concerns exist, he or she may call 911 to report the concern, or trustees to address building safety.
3. The staff member or program leader will address any needs the child or youth may have, medical or otherwise and report the incident to the parent(s) and/or legal guardian(s).
4. If the incident is not clearly a criminal act, the pastor will determine if additional information and statements are required. Any staff member, program leader or program volunteer involved will complete a report form regarding the incident to the pastor. The pastor will determine whether to notify the SPRC chair and assign an SPRC member to participate in a meeting with all parties (parents/guardians if the accused party is a minor) as soon as possible to report the incident and begin moving toward resolution. The pastor may also proceed to meet with those involved with at least one other staff member involved. The meeting must be documented, and records kept along with the report form.
5. The reporting parties will be kept informed of progress on the process.
6. Incidents or accusations of theft will also be regarded as incidents of inappropriate conduct; staff will discern whether to simply record the incident or contact law enforcement, based on the value of the item missing.

Documenting Accidents

1. Following the report of an accident, the staff member or program leader shall both call the pastor and carefully document the accident using the Accident Report Form found at Appendix C.-1. A call may also be made to the trustees to describe any concerns about the church physical plant.
2. If further safety concerns exist, the staff member or program leader may call 911 to report the concern.
3. The staff member or program leader will address any needs the child, youth or adult may have, medical or otherwise. If the victim is a minor, report the accident to the parent(s) and/or legal guardian(s).
4. If the accident is not clearly a criminal act, the pastor will determine if additional information and statements are required. Any staff member or program volunteer involved will complete a report form regarding the accident to the pastor. The pastor will determine whether to notify the SPRC chair and assign an SPRC member to assist if further response is needed. The pastor may also proceed to meet with those involved with at least one other staff member involved. The meeting must be documented, and records kept along with the report form.
5. The reporting parties will be kept informed of progress on the process.
6. Incidents or accusations of theft will also be regarded as incidents of inappropriate conduct; staff will discern whether to simply record the incident or contact law enforcement, based on the value of the item missing.

Appendix C to Safe Sanctuary Policy
Trinity Church-United Methodist Church
Critical Incident/Inappropriate Conduct Report Form

**When completed, please submit Incident/Complaint Form to the Pastor. If grievance is against the Pastor,
submit the form to the SPRC Chair and to the District Superintendent.**

Complete a Critical Incident/Inappropriate Conduct Report Form anytime an adult observes or receives a report of inappropriate conduct or a critical incident (anything that does harm to another), which includes, but is not limited to:

- Possession or use of illegal substances, the abuse of controlled substances, or underage use of alcohol or inappropriate use of alcohol by any adult involved in the ministry on the grounds of TCUM or at a TCUM sponsored or sanctioned activity.
- Significant and willful disruption of activities, willful damage to property, verbal or physical assault, offensive disrespect to another, or bullying.
- Observations or accusations of theft of material goods or money.
- If unsure if this form should be completed, check with the Pastor.

Please print all information clearly.

Date of Incident: _____ Time of Incident: _____

Specific Location of Incident _____

Name of Victim Involved: _____ Age (if minor) _____

Address of Victim: _____

Parent or Guardian (as applicable): _____

Names of Accused & Other People involved:

Description of incident (include location, names of all involved, any evidence of injuries, how resolved):

Witness Name: _____ Phone: _____

Witness Name: _____ Phone: _____

Printed name

Signature _____ Date

Page 2 of 2 Critical Incident/Inappropriate Conduct Report Form

Updated 8/27/19

Appendix C-1 to Safe Sanctuary Policy
Trinity Church-United Methodist Church

Accident Report Form

Please print all information clearly.

Date of accident: _____

Time of accident: _____

Name of child/youth/adult injured:

Age: _____

Address of child/youth/adult:

Location of accident:

Parent/Legal Guardian (if minor victim):

Name of person(s) who witnessed the accident:

Name: _____ Phone:

Name: _____ Phone:

Name: _____ Phone:

Describe accident, including first aid provided and how this was resolved.

Form completed by: _____ Date: _____

Updated 8/27/19

Appendix D-1 to Safe Sanctuary Policy
Trinity Church-United Methodist
Volunteer Application & Background Check (Adults)

The information obtained on this form is for internal use by this local church only.

Full Name:

Other Names That Have Been Used by Applicant (if any):

Address:

City, State, Zip:

Cell phone: _____ Work phone: _____ Landline phone:

Social Security #: _____ Driver's License #: _____

State: _____

Date of Birth: _____ Position applied for

Occupation, current employer, and business address:

_____ Time at this employment: ____ years ____

months

List (name and address) churches you have attended regularly during the past five years:

Name/address/telephone number of pastor, and employer and personal references who may be contacted.

| | Name | Address | Phone |
|----------|------|---------|-------|
| Pastor | | | |
| Employer | | | |
| Personal | | | |

Describe your background working with the program and/or age group requested. (Include information about church-related, volunteer, and paid experience you may have.)

Groups you are currently active in:

Page 1 of 2 Volunteer App & Background Check (Adults)

Providing History:

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 or allegations of misconduct involving children ever been made against you?

Yes No

Have you ever been charged with, convicted of, or pled guilty to a crime or felony involving sexual misconduct?

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 or illegal drugs?

Yes No

Have you been convicted of or pled guilty to a traffic offense within the last 5 years?

Yes No

Please explain fully any YES answers to the above questions using additional paper if necessary space is required.

In addition to the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of the congregation? Yes No

If yes, explain.

I give my permission for a duly authorized representative of Trinity Church-United Methodist (TCUM) to request the Wisconsin Division of Law Enforcement to release information regarding any record of charges or convictions contained in its files. I understand this includes federal, state, and local files. It may include any and all crimes committed against minors. I will not hold the Wisconsin Division of Law Enforcement or TCUM liable for any results that may result from the response made to this request. 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.

Applicant's Signature Date

Information from the background check will be returned to the Pastor of TCUM. Information will be shared with the Staff Parish Relations Committee only when it is appropriate. All information gathered on this application and through the background check will be kept completely confidential.

Thank you for your care and consideration of our congregation and our guests. We are grateful for your cooperation.

Appendix D-2 to Safe Sanctuary Policy
Trinity Church-United Methodist
Volunteer Application for Youth

The information obtained on this form is for internal use by this local church only.

Full Name (Youth volunteer):

Address:

City, State, ZIP:

Cell phone: _____ Landline phone: _____

Date of Birth: _____ Position applied for

Parent(s)/Legal Guardian(s) Name:

Parent(s)/Legal Guardian(s) Address:

Parent(s)/Legal Guardian(s) Primary Cell Phone: _____ Alternate Cell Phone:

Landline Phone: _____

List (name and address) churches you have attended regularly during the past five years:

Name/address/telephone number of pastor and personal references who may be contacted.

| | Name | Address | Phone |
|----------|-------------|----------------|--------------|
| Pastor | | | |
| Personal | | | |
| Personal | | | |

Describe your background working with the program and/or age group requested. (Include information about church-related, volunteer, and paid experience you may have.)

Groups you are currently active in at church and school:

I agree 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.

Applicant's Signature

Date

Parent/Legal Guardian Signature

Date

Updated 8/28/19

Appendix E to Safe Sanctuary Policy
Trinity Church-United Methodist
Acknowledgement of Receipt of Safe Sanctuary Policy

By my signature below I acknowledge that I have received and read a copy of the Trinity Church-United Methodist Safe Sanctuary Policy, and completed a training session to better understand this policy. I will abide by the rules and policies of this document.

PRINT NAME:

SIGNED: _____

DATE: _____

List your current church involvement (groups, ministry areas, etc.):

Updated 8/27/19

Appendix F to Safe Sanctuary Policy
Trinity Church-United Methodist
Trinity Nursery Care

Parental/Legal Guardian Release Form

applicable) (if

Participant(s) Child #1: _____ Birthdate: _____ Grade: _____

Child #2: _____ Birthdate: _____ Grade: _____

Child #3: _____ Birthdate: _____ Grade: _____

Child #4: _____ Birthdate: _____ Grade: _____

Parent(s) or Guardian(s):

E-mail address: _____

Home address:

Phone numbers: To reach you during worship. Primary Cell: _____ Alternate Cell:

Additional Emergency Contacts:

Name: _____ Relationship to Participant: _____

Cell Phone: _____ Landline Phone: _____ Other Phone: _____

Address: _____

Name: _____ Relationship to Participant: _____

Cell Phone: _____ Landline Phone: _____ Other Phone: _____

Address: _____

Who, besides parent, is authorized to pick up your child(ren) from the nursery?

Name: _____

Phone: _____

List anyone who should not be allowed to pick up your child(ren) :

Nursery form continued page 2 of

2

| Health Information | Child #1 | Child #2 | Child #3 | Child #4 |
|---|----------|----------|----------|----------|
| Name: | | | | |
| Allergies/health concerns/needs.***see additional info below: | | | | |
| Special dietary needs: | | | | |
| Medical history that should be noted: | | | | |
| Changes to medical: (note date) | | | | |

*****Additional Health or behavioral questions**

1. My child's behavior may indicate a medical problem requiring immediate attention. Please describe symptoms, behaviors, and actions that should be taken

2. My child will require additional assistance with (ex. Restroom use): _____

3. My child is uncomfortable with or has aversions to (ex. Loud noises, dark rooms)

4. A trigger point that could produce a meltdown for my child is: _____

5. If my child experiences a meltdown, he or she calms when: _____

6. Special equipment/items that can help soothe (ex. Special toy, blanket, pacifier):

Photograph/Video Release

I authorize staff members of Trinity Church-United Methodist (TCUM) to use photos, video, and/or other likenesses of myself and/or my child or the child for whom I have legal guardianship for promotional materials regarding TCUM programs, facilities, or services. Such images will not be sold to other parties. Promotional materials bearing these images may be distributed for free to the public and posted on the TCUM website at <http://www.trinityumbd.org/>.

Yes (please sign below) No

Signature of Parent/Guardian _____ Date _____

This verifies I have read the information required to register for my child in TCUM, and have provided all the necessary information requested.

Signature of Parent/Guardian _____ Date _____

Updated 8/28/19

Appendix G to Safe Sanctuary Policy
Trinity Church-United Methodist
Use of Facility by Outside Organizations, Groups, or Individuals

Purpose: All outside organizations, groups or individuals who use any Trinity Church United Methodist property, facilities, and/or equipment shall comply with the Safe Sanctuary Policy of TCUM .

Submitted by: Safe Sanctuary Committee, August, 2019.

Trinity Church United Methodist defines a consistent process for the use and approval of church property, facilities and/or equipment and requires all outside organizations, groups or individuals to comply with the Safe Sanctuary Policy or have an equivalent policy in force and a copy on file with the church office.

- Any exceptions to TCUM’s Safe Sanctuary Policy shall be approved by the Pastor in advance of finalizing this document.
- This agreement shall be construed under the Laws of the State of Wisconsin.

Name of

Organization: _____

Description of

Organization: _____

Name of Person in Charge: _____ Cell Phone #: _____

(Must be 21 year old and present during usage)

Address of Person in

Charge: _____

Purpose for which facility is used:

By signing this form I acknowledge that I have received, read, and understand Trinity Church-United Methodist's Safe Sanctuary Policy.

Signature of Applicant: _____ Date: _____

Updated 8/28/19