



**HOPEWELL UNITED METHODIST CHURCH**

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www. HopewellUMC.org

(610) 269-1545

**SAFE SANCTUARY POLICY**

*for the protection of our Children, Youth, Vulnerable Adults, and Ministry Partners*

**Biblical and Denominational Mandates:**

Jesus said, “Whoever welcomes a child...welcomes me.” —Matthew 18:5

"Now it is required that those who have been given a trust must prove faithful." —1 Corinthians 4:2

“In particular, children must be protected from economic, physical, emotional, and sexual exploitation and abuse.” —Social Principles of the United Methodist Church 2005-2008

**Purpose:**

As Christians, we promise to nurture one another in Christ. Providing a nurturing and safe environment is part of our responsibility as disciples. Therefore, this Safe Sanctuary Policy is intended to ensure that environment for:

1. Children, youth, and vulnerable adults
2. Staff, leaders, and volunteers
3. Those engaged in ministry through Hopewell UMC

<b>Policy Index</b>	
Purpose .....	1
Definitions .....	2-3
Volunteer and Worker Screening.....	3-4
Worker Disqualification.....	4
Reporting & Response Procedures.....	4-5
Appendix I: Guidelines for Safe Ministry .....	6-8
Appendix II: Worker Disqualification.....	9
Appendix III: Report Form for Suspected Incidents of Abuse.....	10-11
Appendix IV: Accountability Covenant.....	12-14

Hopewell United Methodist Church is committed to creating and maintaining a worship and work community in which all members, friends, staff, and volunteers can work together in an atmosphere free of all forms of discrimination, harassment, abuse, exploitation, or intimidation. This church affirms its goal of creating an environment of hospitality for all persons—male or female, adult or child—that is free of sexual misconduct and physical and emotional abuse, and that encourages respect, equality, equity, and kinship to Christ. (See **Appendix I** for procedures for safe ministry.) We support equality among all persons.

All persons associated with Hopewell United Methodist Church should be aware that the church is unequivocally opposed to sexual abuse and harassment, and that such behavior is prohibited by church policy. It is the intention and goal of the church to take the action needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline any person who violates this policy. Sexual abuse and harassment of members or other individuals by anyone engaged in the ministry of Hopewell United Methodist Church is unethical and unprofessional behavior, and will not be tolerated within this congregation.

We commit to being in compliance with all aspects of the Pennsylvania Child Protective Services Law (63 PA C.S.A. 6301). In the event that the law conflicts with this policy, the law shall control.

#### **Definitions:**

For the purposes of this policy the following definitions shall apply:

1. “Child,” “children,” and “youth” shall be defined as any individual under the age of eighteen (18) and still enrolled in high school.
2. “Vulnerable Adult” shall be defined as any person 18 years and older who, because of mental or physical dysfunction, is unable to manage his/her own resources, carry out the activity of daily living, or protect himself/herself from abuse or neglect without assistance from others.
3. “Adult” shall be defined as any individual at least eighteen (18) years of age and no longer enrolled in high school. (For the purpose of child care, “Adult” is defined as any individual at least 18 years of age.)
4. “Worker” shall be defined as any adult— a volunteer or paid person—who has been given the responsibility of ministering to/caring for children, youth, or vulnerable adults. Before being allowed in this supervisory role, the “worker” shall have an active relationship with Hopewell UMC for *at least* six months.
5. “Employee” shall be defined as all persons who are paid by the church (whether full- or part-time) and any independent contractor with access to children, youth, or vulnerable adults.
6. “Designated Church Leader” shall be defined as any “worker” who directs programs or chairs a Hopewell UMC council/committee.
7. “Teen Worker” shall be defined as any worker *at least* twelve (12) years old or older, but under the age of eighteen (18), who has been enlisted to assist with the care of minors.
8. "Ministry Partner" shall be defined as any individual or group that engages in church-sponsored or church-affiliated ministry.
9. “Activity” shall be defined as any church-sponsored event or program.
10. “Child Abuse” shall be defined under Pennsylvania Child Protective Services Law 23 Pa.C.S.A. 6303 and means *any* of the following:

- a. Any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child.
  - b. An act or failure to act by a perpetrator, which causes non-accidental serious mental injury to or sexual abuse or exploitation of a child.
  - c. A recent act, failure to act, or series of acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child.
  - d. Serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide the essentials of life, including adequate medical care, which endangers a child's life or development or impairs the child's functioning.
  - e. A child will not be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child's welfare, such as inadequate housing, furnishings, income, clothing and medical care.
  - f. If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of seriously held religious beliefs of the child's parents, guardian, or person responsible for the child's welfare, which beliefs are consistent with those of a bona fide religion, the child will not be deemed to be physically or mentally abused. The county agency shall closely monitor the child and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child's life or long-term health. In cases involving religious circumstances, all correspondence with a subject of the report and the records of the Department and the county agency may not reference "child abuse" and shall acknowledge the religious basis for the child's condition, and the family shall be referred for general protective services, under Subchapter C of the CPSL (relating to general protective services), if appropriate.
11. "Mandated Reporter" shall be defined as any adult (whether clergy or laity, paid or unpaid) who has reasonable cause to suspect abuse through personal witness or disclosure, or receives an allegation through a third party.
11. "Screening" shall be defined as the method used to perform a state-wide and/or a national background check of all "workers" as mandated by PA state law.

**Worker Information & Screening:**

At Hopewell UMC, workers (including paid teen workers over the age of 14) who engage in ministry with children, youth, and vulnerable adults must:

- 1. Complete a Worker Contact Information Form.
- 2. Complete a Worker Disclosure Form that:
  - a. Authorizes staff to conduct a Pennsylvania Criminal Record Check (Form SP 4-164), a Pennsylvania Child Abuse History Clearance (Form CY-113), and an FBI clearance if needed. Original copies of all screenings are required to be witnessed by a designated Hopewell staff employee.
  - b. Will be used primarily for the purpose of determining participation in church-sponsored activities.
- 3. Complete Child Protection Signature Form that:
  - a. Affirms that the worker has reviewed the Safe Sanctuary Policy.

- b. Includes the Automobile Insurance Policy Information if the potential worker will be providing transportation.
- 4. Have a Volunteer Reference Form completed by two individuals (who are *not* family members).
- 5. Participate in an annual Safe Sanctuary orientation/training as provided by individual ministries (including, but not limited, to a Covenant of Conduct training and agreement to abide by the covenant).
- 6. Submit written notice of a new arrest, conviction, or substantiated child abuse to the Church Administrator or Senior Pastor within 72 hours of being arrested or being convicted of an offense that would be grounds for denial of employment or volunteer service.
  - a. If we are notified by another party or have grounds to suspect an employee or volunteer, we will require that individual to provide new clearances.
- 7. Complete new Pennsylvania State screenings every 3 years.
- 8. Complete the Child Protection Form annually.

Hopewell commits to absorb the cost associated with screenings and clearances. Please contact Carey Burke for current procedures (by phone at 610-269-1545 or by email at Carey@hopewellumc.org).

All voluntarily disclosed personal information will be maintained in the strictest of confidence. All forms and reference reports will be kept as part of the worker's confidential file in a locked cabinet. Upon completion of the appropriate forms by the worker, staff will submit appropriate documentation to the appropriate authorities. All files will be maintained for three (3) years after service ends.

Until screenings are complete, workers will only be permitted to participate in ministries in the presence of another cleared worker.

**Worker Disqualification:**

Any person who has been convicted, or is currently under investigation of child abuse, will be automatically disqualified as a worker in Hopewell UMC activities. At the discretion of the designated church leader in charge, certain other offenses may disqualify a worker from participating in, providing leadership for, or supervising of any activities/programs with children, youth, or vulnerable adults. (See **Appendix II** for a list of offenses until Pennsylvania Title 18.)

Moreover, if an applicant (worker or employee) has been named as the perpetrator in a founded child abuse report within the previous five (5) years, he/she will not be permitted to serve as a volunteer or be hired as an employee.

**Abuse Reporting & Response Procedures:**

Abuse specifically includes verbal, physical, emotional, or sexual abuse of a child, youth, or vulnerable adult. Sexual abuse involves children, youth, and vulnerable adults in sexual behaviors and/or activities for which they are not personally, socially, and developmentally ready and/or cannot give consent. Those behaviors and/or activities may be violent or non-violent in nature and are an exploitation of a person's vulnerability in which the abuser is fully responsible for the action.

Hopewell United Methodist Church is committed to handling all issues related to this Safe Sanctuary Policy with appropriate confidentiality and with respect for the privacy of the alleged victim and others involved in the incident.

Any worker involved in Hopewell UMC ministries is considered a mandated reporter.

1. Reporting of an allegation of abuse is required whenever there is a “reasonable cause to suspect” that abuse has occurred, according to PA Child Protective Services Law, Title 23 Pa. C.S.S. Chapter 63.
  - a. Reasonable cause to suspect abuse can occur:
    - i. When any worker personally witnesses an incident or evidence of abuse,
    - ii. When an allegation of an event of abuse is made to a worker by a third party, and/or
    - iii. When a child, youth, or vulnerable adult discloses abuse to a worker which meets the criteria of the above PA law.
2. The mandated reporter observing the behavior or receiving the allegation/disclosure must immediately file the report with the Pennsylvania Child Abuse Hotline (24/7 service) at 800-932-0313. ***A mandated reporter who fails to report or delays reporting may be charged with a misdemeanor or a felony, depending on whether the non-reporting is willful and how serious the abuse is.***
3. Immediately after filing the report, the worker must inform the Senior Pastor or a designated church leader. Subsequently, the District Superintendent will be informed if the incident involves a staff person or volunteer of the church.
4. Within 48 hours, the person filing the report must also complete a Report of Suspected Child Abuse (Form CY-47). See **Appendix III** or locate a sample in the church office or by the church mailboxes.
5. The worker making the report has immunity from civil and criminal liability. It is presumed that the report has been made in good faith.
6. In the event of an imminent threat, any worker with knowledge or information about such abuse shall *immediately* contact 911 **and** another adult in order to remove the abused person to a safe place. Safety is the church’s primary concern. In connection herewith, any needed emergency healthcare shall be provided, such as (1) first aid, (2) emergency services and/or (3) transportation to a hospital emergency room. Should it be necessary to remove a person or persons from any activity, care should be taken to handle this in a discreet manner, with utmost respect to both parties, recognizing that an investigation is still being conducted.
7. Releasing the identity of the worker making the report is **prohibited**. This applies to law enforcement, the child welfare workers, and the church.
8. All workers are to refrain from speaking with or otherwise communicating to any form of media. Should it be deemed necessary, a church representative along with the Eastern PA Conference of the United Methodist Church spokesperson will communicate to the media with regard to any alleged accusation or abuse as defined in this policy.
9. When an allegation or report is made about a particular person, he/she will be required to refrain from programming at Hopewell UMC until the incident report is resolved, and guidelines for behavior have been established when necessary. (See **Appendix IV** for an Accountability Covenant.)
10. In the event that a member of the clergy becomes aware of suspected abuse as a result of confidential communication which is protected under 42 PA C.S. 5943 (relating to confidential communications to clergy), the conference legal counsel should immediately be consulted.
11. Pastoral responses to victims of abuse, to alleged perpetrators of abuse, and to the media will follow the published policy of the Annual Conference.

## APPENDIX I

### **Procedures for Safe Ministries with Children, Youth, and Vulnerable Adults**

**Supervision:** Supervision procedures are designed to reduce the possibility of abuse and to protect staff persons and volunteers from unwarranted accusations. No child will be left unsupervised while attending a children's ministry activity. It is strongly recommended that there be a staff/child ratio of:

Infants	2:8
Young Toddlers	2:10
Older Toddlers	2:12
Preschool	2:10
Grades Kindergarten to 2 <sup>nd</sup>	2:24
Grades 3 <sup>rd</sup> to 6 <sup>th</sup>	2:30
Grades 7 <sup>th</sup> to 12 <sup>th</sup>	2:20

Workers may limit children/youth to these recommended ratios or lower to ensure adequate supervision and safety.

**Two-Adult Rule:** Regardless of the group size, a minimum of two adults is required to be present at all times during all church-sponsored programs, events, or ministries involving children/youth. However, at a minimum, this may include a "roamer," or a system of floating supervision in which an adult moves in and out of rooms.

Any one-on-one interactions between adults and children/youth should be conducted in sight of another worker and/or in an open/public location with the knowledge of another adult. At no time will paid staff or (adult or teen) workers be permitted to be alone with a child or youth in an isolated situation (unless there is expressed written permission on file in the church from the child's/youth's legal parent or guardian stating otherwise for specific situations or programs).

**Five Years Older Guideline:** All workers, including teen workers, are expected to be at least five years older than the children/youth they are teaching or supervising. Anyone under the age of 18 will be paired with an adult volunteer/staff person.

**Teen Workers:** Youth must work with an adult present and must be 12 years or older to assist with the care of minors.

**Parental Guidelines:** When children/youth are not participating in, or are released from, church-sponsored events, parents are responsible to know where their children are, whom they are with, and what they are doing at all times.

**Accessibility Through Windows and Doors:** There will be windows into rooms where programs take place or doors will remain open or unlocked to allow access to meeting spaces.

**Programming Location:** Classes shall remain in the assigned room location. If a change of location is necessary, a sign shall be posted on the door providing notice of that change.

**Hallway & Classroom Roamer:** One or more adults will monitor the hall of the church building where ministry activities are scheduled. Periodically, the person(s) serving as roamer(s) shall check all classrooms being used throughout the allotted programming time.

**Buddy System:** Understanding there is safety in numbers, children/youth are to use the “buddy” system (i.e., groups of three) during all on- and off-site church activities as appropriate.

**Toileting & Diaper Changing:** Whenever possible, an adult shall escort any child in preschool through 2nd grade to the restroom and wait outside. For rooms that have attached bathrooms, a worker may assist a child in the bathroom while keeping the door open. Workers shall periodically check the bathrooms. No more than one child/youth shall be in a single bathroom or single stall in a common bathroom at the same time. Children in grades 3-6<sup>th</sup> are encouraged to use the buddy system when visiting the bathroom. In cooperation with the Children’s Ministry Diaper Changing Policy, diaper changing shall be done in the open and not behind closed doors. (The Diaper Changing Policy is posted on nursery walls.)

**Bathroom/Shower Procedure:** Workers should give youth as much privacy as possible. Showering at camps and overnight events, when facilities are less than private, requires careful planning. Adults will not shower with any youth. Adults should not be in showering facilities in the presence of a youth without the presence of another adult or youth. At no time shall adults be in the presence of youth without wearing suitable clothing or bathing suits.

**First Aid/CPR:** Training is strongly encouraged for all workers and volunteers that have direct supervision of children in our programs. When an accident occurs, an incident report shall be completed and the designated church leader notified. (Incident reports are located near the church mailboxes.)

**Fire Evacuation & Response:** Fire evacuation plans shall be posted in each room. Workers shall be trained to understand evacuation procedures and locations of fire alarms and fire extinguishers. In the event of a fire, the first priority is to ensure the safety of the children in our care. Evacuation plans shall be reviewed with children/youth periodically.

**Physical Safety:** Staff, leaders, and workers should be conscious of safety concerns when leading and supervising activities and games. Proper equipment and adequate supervision of the activity should always be in place.

**Participation Records:** Accurate participation records shall be maintained for all activities. At a minimum, records should list the date and hours of the activity, its location, the names of participants and the names of the adult workers directing the activity.

**Advance Notice to Parents:** Parents or guardians will be given advance notice, schedule information, and detailed policies and procedures for on- and off-site programs, activities and events. Parents are required to update their emergency contact information every three months.

**Trip Permission Slip/General Activity Waiver & Medical Authorization Form:** All parents/guardians of children/youth participating in off-site events or activities must sign and submit 1) a Trip Permission Slip or a General Activity Waiver, which grants permission for the child/youth to participate in the event or activity as well as photo and video releases and 2) a Medical Authorization Form, which authorizes supervising adults to seek emergency medical care if necessary and provide emergency contact information. These forms are also necessary for on-site overnight retreats. These forms are available on the church website and can also be obtained from those supervising the event(s). Youth are required to update their General Activity Waivers every three months.

**Internet Safety Guidelines:** While communication via Internet, texting, and social networks is common among children/youth and can be an important tool for ministry, we recognize that those forms of communication can also be dangerous if not used properly. Therefore, workers should be aware that any and all direct communications with Hopewell children/youth may be subject to audit.

**Medication:** Permission forms for prescribed medications to be taken during off-site activities or overnight retreats must be completed by a parent. Medications are to be under the control of and administered by an adult/nurse in charge.

**Overnight Chaperone Procedure & Guidelines:** On overnight retreats/trips, all adult chaperones must be over the age of twenty-one. Adults will not sleep in the same bed as children/youth at any time. In open space sleeping settings, at least two (2) workers should be present in every room. There should be no permission for boys to enter the room where girls are sleeping and no permission for girls to enter the room where boys are sleeping.

**Drivers License & Insurance:** Drivers must have a valid driver's license in order to drive on a church-sponsored activity. In addition, volunteers must have auto insurance coverage on the vehicle in use. Drivers must be adults over the age of 21, and they must have a clean driving record and a vehicle in good repair.

**Auto Safety:** Drivers are responsible to see that all children/youth wear seat belts when being transported to and from activities. No more passengers than number of seat belts will be carried in a vehicle for these activities. Buses not equipped with seatbelts are exempt from this rule. Children under thirteen (13) years shall not sit in the front seat of vehicles with air bags. Child safety seat laws will be followed when traveling in a motor vehicle. Children/youth may not travel alone in a vehicle with only one adult unless it is their parent. When multiple vehicles are used for an event, a single worker may drive if all the vehicles travel together. Every effort should be made for all vehicles traveling together in this circumstance to stay within sight of one another. If possible, there should be a cell phone or some other way to communicate.

**Alcohol/Drugs:** Alcohol and illicit/recreational drug use are prohibited at all ministry programs.



## APPENDIX II

### Worker Disqualification

If Hopewell UMC becomes concerned that anyone may pose an unreasonable risk of harm to others, then the designated church leader may deny, suspend, or terminate the involvement in any church activities/ministries of the person posing the unreasonable risk.

The following list (though not exhaustive) illustrates conduct which poses such an unreasonable risk that persons who have engaged therein may be disqualified from participating in church activities/ministries:

#### List of Offenses

*This list of offenses rules out a person from working with children.*

- Named in the central register as the perpetrator of a founded report of child abuse committed within the previous five (5) years.
- Been convicted of a felony offense under the Controlled Substance, Drug, Device and Cosmetic Act (P.L. 233, No. 64), committed within the previous five (5) years.
- Been convicted of one or more of the following offenses under Title 18 (related to crimes and offenses) or an equivalent crime under Federal law or the law of another state:
  - Chapter 25 Relating to criminal homicide
  - Section 2702 Relating to aggravated assault
  - Section 2709 Relating to harassment and stalking
  - Section 2901 Relating to kidnapping
  - Section 2902 Relating to unlawful restraint
  - Section 3121 Relating to rape
  - Section 3122.1 Relating to statutory sexual assault
  - Section 3123 Relating to involuntary deviate sexual intercourse
  - Section 3124.1 Relating to sexual assault
  - Section 3125 Relating to sexual aggravated indecent assault
  - Section 3126 Relating to indecent assault
  - Section 3127 Relating to indecent exposure
  - Section 4302 Relating to incest
  - Section 4303 Relating to concealing death of a child
  - Section 4304 Relating to endangering welfare of children
  - Section 4305 Relating to dealing in infant children
  - Section 5902(b) Relating to prostitution and related offenses
  - Section 5903(c) or (d) Relating to obscene and other sexual materials and performances
  - Section 6301 Relating to corruption of minors
  - Section 6312 Relating to sexual abuse of children
  - The attempt, solicitation, or conspiracy to commit any of the offenses listed above

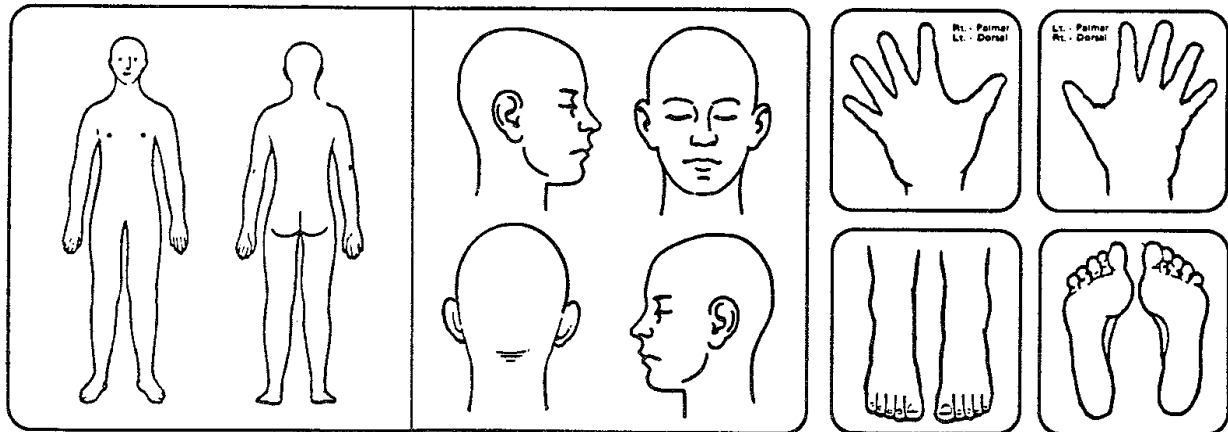
All charges for these crimes or charges or convictions for any other crimes **not listed** above will be reviewed by the designated church leader(s).

# APPENDIX III

## REPORT OF SUSPECTED CHILD ABUSE (CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE, PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD
ADDRESS (Street, City, State & Zip Code)		COUNTY		SEX <input type="checkbox"/> M <input type="checkbox"/> F
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names)		RELATIONSHIP TO CHILD	NAME (Last, First, Initial)	RELATIONSHIP TO CHILD
A.			D.	
B.			E.	
C.			F.	
DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.			COUNTY WHERE ABUSE OCCURRED	DATE OF INCIDENT



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<b>7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.</b>			
<input type="checkbox"/> NOTIFICATION OF CORONER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTO-GRAPHS	<input type="checkbox"/> HOSPITAL-IZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL EXAMINATION	<input type="checkbox"/> EMERGENCY CUSTODY TAKEN	<input type="checkbox"/> OTHER (Specify) _____
<b>8. RISK FACTORS, CHILD:</b>			
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION?			<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES
IF YES, PLEASE EXPLAIN:			
C. LEVEL OF PAIN CHILD EXHIBITS		<input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE	PLEASE DESCRIBE:
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
<b>9. RISK FACTORS, FAMILY:</b>			
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD:			<input type="checkbox"/> UNKNOWN
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN:			<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME?			
<input type="checkbox"/> UNKNOWN			
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT?			<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES
IF YES, PLEASE EXPLAIN:			
G. ARE THERE WEAPONS IN THE HOME?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			

**INSTRUCTIONS TO MANDATED PERSONS:** Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to ChildLine (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

**NOTE:** If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

<b>REPORTING SOURCE</b>			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	FACILITY OR ORGANIZATION
ADDRESS		TELEPHONE NUMBER	DATE OF REPORT

## APPENDIX IV

### Accountability Covenant

Conditional attendance for individuals who have committed severe/violent offenses and/or offenses against minors.

- Hopewell United Methodist Church affirms the dignity and worth of all persons. We are committed to being a community of faith open to those who are in need of worshipping with us, especially in times of serious personal trouble. However, based on your prior criminal conviction, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk, to both you and them, of an incident or accusation. We welcome you to our congregation, but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

OR

- A serious complaint or allegation, now under review, has been made about you. While the complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the Senior Pastor, appropriate Children's or Youth Ministry Director and select members of the Administrative Council. It will be kept in a locked file in the office.

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Within these guidelines, the congregation welcomes your participation in any adult worship services, coffee hour, committee meetings, adult education, all adult social events and well supervised intergenerational events.

You understand that you will not be allowed to volunteer or chaperone events for children and adolescents, including children's religious education classes, talks with children/adolescents during worship, youth group, children's and adolescents' activities during intergenerational events, and driving children and young people. Do not volunteer or agree to be involved in any events for children and youth. Remain in the presence of adults at all times when children are present.

The following activities checked "Yes" are activities that we feel are appropriate for your participation:

- Worship Services
  - with Support Person\*
  - without Support Person

- Coffee Hour
  - with Support Person
  - without Support Person
- Adult Meetings without children in building
- Adult Meetings with children in building (example: Choir)
- Intergenerational church activities with Support Person
- Intergenerational group outings (example: Christmas caroling, baseball games, etc.) with Support Person
- Alone in building with pastor or other staff person
- Access to church computer
- Social activities in other member's homes with children present with Support Person
- Other: \_\_\_\_\_

\*A Support Person is a person who knows about your history/situation and has been designated by you with our approval, or by Hopewell United Methodist Church staff, to accompany you to activities where children and youth may be present. This person may not be a family member.

I accept that appropriate ministry leaders may be told of my circumstances and the limitations of this covenant.

I have reviewed this covenant and agree to abide by its provisions. I agree that if I violate this agreement in any way, I will be denied access to future church functions and church property.

I understand that this contract will be reviewed regularly, possibly as often as every six months, and will remain in effect for an indefinite period of time. Continuation of this covenant may be dependent upon my continuing participation in treatment and/or recovery program.

The individual terms of this covenant may be changed by Hopewell United Methodist Church, at any time for any reason deemed appropriate by committee members. This covenant may only be concluded by appropriate Hopewell United Methodist Church staff.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness \_\_\_\_\_

Date \_\_\_\_\_

Senior Pastor \_\_\_\_\_

Date \_\_\_\_\_

Ministry Director \_\_\_\_\_

Date \_\_\_\_\_

## REGISTERED SEX OFFENDER ACCOUNTABILITY COVENANT

As a registered sex offender who has received Jesus Christ's forgiveness, I promise my church family here at Hopewell United Methodist Church that I will maintain the following guidelines for the protection of the children, the church and my witness.

- I will refrain from any physical or verbal contact with minors.
- I have received permission from my probation officer to attend church services.
- I agree to notify my accountability partner within 24 hours of being contacted by any law enforcement officer concerning any new charges or allegations.
- I will continue to participate in a treatment program with a qualified professional until that professional notifies the church in writing that such treatment is no longer needed.
- I will sit with my accountability partner (or his/her designee) during worship and other events where minors are present.
- I will participate in ministries involving only adults, and I will refrain from using any part of the church facility where pre-school, children, or youth activities are in session.
- I will only use the single occupancy restrooms and coffee facilities provided in the adult areas. In the event of an emergency, I will enlist an adult escort to accompany me, before using restroom facilities in the main building.
- I will meet regularly with my accountability partner to discuss my growth in Christ and struggles with sex.
- I will consult with my accountability partner and church staff before committing to participate or serve in any ministry opportunity (i.e., volunteer activity or event). When in doubt regarding my involvement with a specific activity, I will consult in advance the Senior Pastor and/or church staff for permission to participate.

Before God, my church family, and Hopewell United Methodist Church's staff, I commit to maintaining this accountability covenant. If I fail to comply with this covenant in any way, no matter how minor, the church may revoke my right to participate in this church family and attend any church functions.

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

Senior Pastor Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Preschool/Children \_\_\_\_\_ Date \_\_\_\_\_

Director of Students \_\_\_\_\_ Date \_\_\_\_\_

Church Council Chair/Lay Leader \_\_\_\_\_ Date \_\_\_\_\_

Accountability Partner \_\_\_\_\_ Date \_\_\_\_\_