

# Safe Church Policies and Practices

Lakeville United Church of Christ  
2013

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# 1. Statement of Policy

*“He has told you, O mortal, what is good; and what does the LORD require of you but to do justly, and to love kindness, and to walk humbly with your God?” (Micah 6:8)*

**The Lakeville United Church of Christ chooses to focus on the importance of personal behavior and personal responsibility in abuse prevention and keeping one another safe. The policies and practices set forth in this document apply to all programs, activities or events or work scheduled as part of the ministry of this church which may take place within the building and on or off the property of the LUCC. Policies and practices apply to all groups using the Lakeville United Church of Christ, as guests or as part of any arrangement with the Board of Trustees. There are no exceptions. These policies and practices are subject to yearly review & consideration by the Safe Church Commission. Current copies of the Safe Church Policies and Practices of the Lakeville United Church of Christ are available in the Church Secretary’s Office.**

*“Instead, as he who called you is holy, be holy yourselves in all your conduct.”  
(1 Peter 1:15) New Revised Standard Version*

As a community of Christian faith, the Lakeville United Church of Christ is committed to creating and maintaining programs and a community and workplace in which members, friends, employees, children and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. The Congregation of the Lakeville United Church of Christ supports principles of SafeConduct, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith.

The Safe Church Commission will supervise the implementation of and monitor the policies and practices written within this document. The commission, a group of 5 persons, will be elected in the same manner as other committees of the church and will serve as part of the greater Church Council. Attention is given to electing men and women who represent the age range of the church, various interest groups, and other relevant aspects of the congregation.

The Lakeville United Church of Christ strongly opposes and prohibits “*sexual exploitation*” (Appendix A – Definitions) and “*sexual harassment*” (Appendix A – Definitions) or any form of exploitation or abuse of others regardless of age, sex, sexual orientation, sexual identification or mental capacity. It is the intention of our congregation to affirmatively nurture good behavior, and to prevent and correct behavior that is contrary to this policy and, as necessary, discipline those persons who violate this policy.

Every member of the Congregation, whether “*authorized clergy*” (Appendix A – Definitions), leader, lay employee, “*authorized volunteer*” (Appendix A – Definitions), or parent, has a role to lead those who look to them individually for guidance, to monitor their behavior and redirect them as they cross boundaries of SafeConduct. Our Congregation shall nurture good conduct as demonstrated by personal behaviors that are consistent with our Christian values.

## **Ministers and Ministerial Conduct**

Consistent with our understanding of the priesthood of all believers, all authorized clergy, **employees, members of our Church Council, and authorized volunteers are “Ministers” to the Congregation.** It is especially important that every Minister to the church be adequately

prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others. Each Minister is obligated to demonstrate and encourage SafeConduct by being attentive to self-care, continuing education, maintenance of personal boundaries, and support of those who are vulnerable, or in need of support or refuge.

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Every Minister should seek to protect vulnerable individuals of every kind and to comply with Massachusetts state laws as may be their statutory obligation.

Each Minister shall acquire knowledge of the details/related practices of our Safe Church Policy in order to:

1. prevent sexual exploitation or sexual harassment of parishioners, employees or others by anyone engaged in ministry on behalf of the Lakeville United Church of Christ.
2. prevent abuse or exploitation of “*vulnerable adults*” (**Appendix A – Definitions**), including financial exploitation.
3. prevent abuse or mistreatment of children to include abuse of one child by another.
4. demonstrate appropriate physical contact or verbal interaction as defined in this policy and prevent or re-direct inappropriate interaction or physical contact by others.
5. enforce standards for contact between employees, volunteers and children outside of scheduled programs.
6. communicate to others and practice guidelines regarding electronic communications and social media.
7. manage risk of one-on-one contact between adults and children.
8. recognize the importance, and act upon observations or allegations of behavior outside policy boundaries to include personal interactions, use of social media and use of church computers.
9. understand and accept obligations and know how to report suspected abuse of children or other vulnerable adults as required by this policy or as required by the State of Massachusetts, and cooperate with investigations as may follow.
10. recognize circumstances of sexual harassment and the obligation and means to report to church leadership.
11. understand how, by their action or inaction, they individually pose a risk to the church in the form of legal liability or loss of reputation.

Every Minister shall refrain from using a position of power or authority to exploit an advantage over any other person, adult or child.

Ministers, who are authorized clergy serving the Congregation in any capacity (active, substitute, retired, volunteer), shall hold themselves to a higher standard of care with respect to their personal conduct and relationships with the Congregation, church employees and volunteers, whether pastoral, administrative or personal in nature. Utmost care and good faith are always expected.

## 2. Ministry Standards

These ministry standards are intended to provide a safe environment for children and vulnerable adults in a variety of circumstances. From time to time, it may not be possible to fulfill the standard to the letter. Permission is granted to Ministers in leadership (Chairpersons of Christian Education, Diaconate, Trustees or the Settled Pastor) to waive a standard with justification. If it is found that consistent fulfillment of a standard is not practicable, the matter shall be elevated to the Safe Church Commission for resolution or amendment of the standards.

### General Sunday School/Childcare Standards

1. Sunday School teachers/authorized volunteers or employees of Childcare through Grade 1 students will accompany their students at all times.
2. There are at least two authorized volunteers and/or employees (one must be over 21 years of age) assigned to each group of children in Childcare; these individuals must not be related to one another.
3. Individuals age 16 or greater, may apply to be an authorized volunteer.
4. Individuals working with minor children shall be under the supervision of an adult over the age of 21.
5. Anyone supervising or leading a youth group must be at least 3 years older than the oldest participant.
6. At the end of a Sunday School class, children will be released only to parents/guardians who are designated on the Sunday School Registration Form ([Appendix C – Forms](#)). Anyone, including parents/ guardians, not known to the teacher must show identification before a child will be released and should be one of the persons designated on the registration form.
7. No authorized volunteer/employee will ever be alone with a child. They will make every effort to be in the view of another person.
8. There are observation windows in every classroom door.
9. The lower level exterior doors numbers 1, 2 and 4 are to remain locked at all times to prevent entrance from the outside.
10. The exterior door in fellowship hall, door #3, will be locked by a Deacon on duty 15 minutes after the start of Sunday School. On Sundays when there is no Sunday School, this door will remain locked.

### Adult-Child Ratios

1. For children aged birth to 28 months, and a total group size of 6 or less, an adult-child ratio of 1:3 shall be maintained.
2. For children aged 28 to 36 months, and a total group size of 8 or less, an adult-child ratio of 1:4 shall be maintained.
3. For children, 3, 4 and 5 years of age, and a total group size of 12 or less, an adult-child ratio of 1:6 shall be maintained.
4. A ratio of 1:10 will be maintained for classrooms of children above the age of 6.

### **Bathrooms, Diapering and Out-of-the-Way Locations**

The following practices shall apply to supervision of bathrooms and changing areas:

1. Minimize presence of diverse child age groups at the same time.
2. No employee/volunteer shall enter with a single unrelated child unless the entry door is ajar (propped open) in a way that she/he can be observed by others.
3. Children shall not enter in pairs, without supervision.
4. Require children to ask permission before using bathrooms.
5. Diapering will take place in the Childcare Room, only as needed.

Employees and volunteers in leadership will randomly check bathrooms to assure their security. The elevator is deemed to be off-limits to unsupervised children/minors.

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### **Supervision of Children during Other Activities**

During a collation or other activity when the Lakeville United Church of Christ serves as host, either the Settled Pastor, a Deacon or Trustee can unlock the Childcare/Preschool Rooms for parents to utilize with their children. At least one parent must be present with their own child(ren) at all times. Signs will be posted in each of the above rooms and on the door stating, "According to our Safe Church Policy, children utilizing these rooms must be supervised by at least one parent/guardian at all times."

When there is a church activity in fellowship hall (e.g. Church Council, meeting, supper, game night, etc.) and parents and their children are both present, with their parent's discretion, children will be allowed to go into Classroom 4 to read, draw, do homework, and write on the whiteboard or hold quiet conversations with their friends while their parents attend the activity. During this time, the swinging doors between fellowship hall and Classroom 4 must remain open.

### **Transitions**

Supervision shall be maintained during transition times for children through the use of teachers, volunteers, and deacons to minimize the opportunity for security breach, child abduction or child-on-child incidents.

### **Field Trips**

Any person wishing to take students on a field trip must get written permission from parents/guardians via a Field Trip Permission Form ([Appendix C - Forms](#)). In addition, they must fill out the Field Trip Checklist Form ([Appendix C - Forms](#)) and submit it to the Safe Church Commission for approval.

For re-occurring trips, such as trips to Gifts to Give, Christmas Caroling, and visits to a food pantry or other mission-related activities, only one field trip permission form is needed per calendar year.

## **Transportation of Children**

Transportation of children, whether on buses, motor coaches or private passenger vehicles, is a serious responsibility. Utmost care shall be taken in view of the risks associated with managing transportation.

The following standards for transportation of children and adults shall apply:

1. Any person who drives on behalf of the Lakeville United Church of Christ sponsored programs shall be previously qualified under our Driver Application process. (Appendix B – Applications)
2. No employee or volunteer shall transport a single child that is not his/her own, except as may be required in an emergency with the approval of the Sunday School Superintendent or the Pastor. Communications shall be established to verify the whereabouts, expected arrival and change of custody of the child.
3. Any driver operating a vehicle which holds 16 passengers or more, including the driver, shall possess a valid Commercial Driver License (CDL) and must abide by all state laws in effect at the time.
4. Adult-child ratios shall be maintained and within the safe loading limits of the vehicles being used.
5. Employees and volunteers are not to make unauthorized or unplanned stops.
6. On each trip, a Vehicle Log shall be maintained which documents the departing time, arrival time, destination, mileage, names of passengers and supervising employees and volunteers, and any unusual occurrences. (Appendix C – Forms) An exception to this would be when each child is accompanied by their own parent in the same vehicle.
7. All passengers are to be seated and use safety belts in accordance with state laws.
8. Employees and volunteers are to be seated on larger vehicles in a way that permits them to supervise young passengers.

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9. When passengers must disembark at a rest facility or destination, care shall be taken to obtain a headcount on arrival and departure. All passengers shall be required to complete a trip on the same vehicle to assure accountability.

## **Off-site Activities (Day Trips)**

Off-site activities require special additional planning, taking into account the nature of the destination and exposure to the public at large. For example, attendance at a public venue, such as an amusement park, will require greater supervision than a visit to a sister church. Due to the increased risk of a child becoming lost or injured during an off-site activity, extra care shall be taken to assure adequate supervision.

The following are minimum requirements for Off-site Activities:

1. All off-site activities shall be approved in advance by the Safe Church Commission.
2. The trip leader shall provide a plan outlining transportation and supervision for the activity.
3. Parent/Guardian permission shall be obtained. Permission forms are to site the destination(s) and activities in which the child might engage (e.g. climbing wall, soccer, baseball, etc.)
4. Parents/Guardians providing permission shall indicate who will receive the child on return if other than the person signing the permission.
5. Adult-child ratios shall be increased by at least one person, which may include a person age 16 or older who is qualified to drive.

6. Each employee or volunteer shall be assigned to a specific group of children to supervise. Each employee or volunteer must then maintain a listing of the children in his or her group. Head counts and attendance will be conducted routinely.
7. Standards for bathroom activities and transition time shall be maintained as on-site activities.
8. Parents/Guardians will be provided with contact information for trip leader, via the trip permission form, in order to contact them in the case of an emergency.

### **Overnight Activities**

Camps generally have the experience and staffing to adopt different standards than these below. The assumption for the purpose of this standard is lodging at a public hotel in an unfamiliar city. As with off-site activities, over-night activities present an even higher level of risk to children than day trips due to isolation from parents and the 24-hour supervision that is required throughout the activity.

The following standards will apply for over-night activities, in addition to standards for off-site activities:

1. All overnight activities whether on the church site or not, shall have prior approval from the Christian Education Committee.
2. All overnight activities include a minimum of two unrelated adult chaperones over 21 years of age. In situations where there are children of both genders, there must be at least one chaperone of each gender.
3. All volunteers and employees under 18 years of age must be supervised at all times.
4. Parent/guardian permission shall be obtained. Permission forms are to site the destination(s) and activities in which the child might engage (e.g. climbing wall, soccer, baseball, etc.)
5. The parent/guardian providing permission shall indicate who will receive the child on return if other than the person signing the permission.
6. Trip leaders or other designated adult shall conduct routine walk-throughs of high risk areas.
7. For the event of a building evacuation, an outdoor meeting spot will be designated in advance.
8. A roster will be maintained of the room assignments for each child and adult.
9. A bed check will be conducted at a specific time known to all. If deemed necessary, unannounced bed checks will be conducted.

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10. Adult-child ratios are to be maintained for outings away from the lodging site.
11. A daily schedule of events shall be maintained with supervisory duty assignments included.
12. If lodging, adult rooms will be scattered among rooms occupied by children. There shall be at least two "authorized" adults lodged on any floor on which children are sleeping.
13. Standards for bathroom, out-of-the-way, off limits locations and transition time shall be maintained as the site circumstances and facilities may require.

## **APPENDIX A – DEFINITIONS**

1. Authorized Clergy
2. Authorized Volunteer
3. Mandatory Reporters
4. Progressive Discipline
5. Sexual Exploitation
6. Sexual Harassment
7. Suspected Abuse
8. Vulnerable Adult

### **1. Authorized Clergy**

Includes any person who is admitted to ministry by the United Church of Christ conference who serves the congregation in any capacity whether called as pastor or serving in a retired, *emeritus*, administrative or volunteer capacity. Clergy who are active, have pastoral responsibilities and are called by the congregation shall have fulfilled the background checking requirements of the United Church of Christ conference.

### **2. Authorized Volunteer**

Any person, who has been recruited, screened and endorsed by the Safe Church Commission, as outlined in this document, and providing volunteer services to the Lakeville United Church of Christ. This includes, but is not limited to, volunteers to whom keys are assigned, anyone serving on Church Council, Sunday School teachers and assistants, youth group leaders, and drivers for any church event or program.

### **3. Mandated Reporters**

Those persons required by law in the state of Massachusetts to report "suspected abuse" to police or child welfare agencies are defined as follows:

A mandated reporter is a professional who because of his or her particular employment is likely to have regular contact with children. The legislature has outlined a number of health care professionals, including doctors, dentists and nurses, as mandated reporters. Teachers, school administrators, guidance counselors, therapists, psychiatrists, psychologists, family counselors, social workers, police, fire fighters and even court personnel are required to report cases of suspected abuse.

In 2002, the language was changed to include: priests, rabbis, ordained or licensed minister of any church or religious body, an accredited Christian Science practitioner. A person performing one or more of the official duties of: a priest, rabbi, ordained or licensed minister of any church or religious body, an accredited Christian Science practitioner. **A person or layperson in any church or religious body acting in the capacity as: a leader, official, teacher, delegate or other designated function on behalf of any such church or religious body to supervise, educate, coach, train or counsel a child on a regular basis, are all now designated as mandated reporters.**

Mandated Reporters, (including Sunday School teachers and Childcare providers) are required to immediately notify the Settled Pastor of the Lakeville United Church of Christ whenever they have reasonable cause to believe a child less than eighteen years of age may be a victim of abuse. If the Settled Pastor is not immediately available, it is their responsibility to notify the Massachusetts Department of Children & Families (DCF) - Plymouth Office. The phone number is 508-732-6200.

### **4. Progressive Discipline**

Progressive steps in a system of escalating discipline, as an alternative to summary termination for a policy infraction, even a minor one are as follows:

1. Counseling or a verbal warning -- It is necessary to document that such a meeting occurred. It is sometimes appropriate that more than one supervisory person be present for this step.
2. Written warning -- A formal letter is prepared and delivered to the employee/volunteer, while a copy is maintained in the employee/volunteer file.
3. Suspension or demotion – This may be appropriate for repeated violations of Ministry Standard violations. This step might be skipped for Code of Conduct violations.
4. Termination – Repeated willful violations of the Code of Conduct or Ministry Standards call for termination of employment, whether employee or volunteer. However, no Minister has authority to terminate an employee or volunteer unilaterally; at least two levels of supervision must make a judgment on termination. No one shall be terminated without the advice of legal counsel.

In extreme circumstances it will be appropriate to skip steps and proceed with immediate termination. However, the same rules apply to a summary termination.

An equivalent to progressive discipline shall apply to children and vulnerable adults served by our church. When children/vulnerable adults (participants) are observed engaging in inappropriate interactions or sexual contact, it is expected that they will be immediately stopped or redirected to another activity. When violations are repeated and the participant is unresponsive, the next step is to engage the parent or guardian in a meeting about the behavior with the expectation that the parent/guardian will provide follow-up discussion and discipline of the participant. If this step fails to achieve positive results, then additional steps must be taken culminating with expulsion of the child/vulnerable adult from the church program. Legal counsel shall also be engaged before expulsion, especially if there may be the appearance of unjustified discrimination.

#### **5. *Sexual Exploitation***

Sexual activity or contact (not limited to sexual intercourse) in which a Minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the Minister.

#### **6. *Sexual Harassment***

Sexual harassment is defined as repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity; 2) submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly: 1) written contact, such as sexually suggestive or obscene letters,

notes, or invitations including through use of social media through e-mail, texting, Tweeting or Facebook comments; 2) verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions; 3) physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and 4) visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is not permissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

### **7. Suspected Abuse**

Actual abuse consists of physical, sexual or mental abuse inflicted by a person responsible for a child's health, welfare or care, who may be a parent, guardian or other person having access to a child. Abuse may include neglect of a person's health as a result of failure to properly feed, clothe or attend to apparent illness or mental well-being. As a caregiver in ministry, one need not directly witness, nor is one likely to directly witness actual abuse. It is sufficient to suspect abuse based upon observations of general health, physical condition, patterns of irregular behavior and environmental factors. Examples of observations might include: bruising on multiple occasions, weight loss, chronic physical illness, and anti-social or excessively withdrawn behavior. Environmental factors may include highly contentious divorce and custody battles, or parental drug use. One must use judgment in assessing multiple factors which lead to suspicion of abuse.

While suspected abuse is defined here for the benefit of mandatory reporters, the definition for the purpose of this policy includes "suspected abuse" of a "vulnerable adult".

### **8. Vulnerable Adult**

Any adult person who by reason of profound physical disability or dependence, developmental disability, mental illness, relative social power or cultural circumstances may be susceptible to physical abuse, sexual exploitation, financial exploitation or manipulation as a consequence of being unable to physically resist, or render judgments regarding physical, mental, financial or environmental well-being. Such persons may be unable to act independently and may, to their detriment, manifest high levels of trust or fear of persons of perceived power or authority.

**All applications are available individually in the  
Church Secretary's Office.**

1. Authorized Volunteer and Employee Application and Disclosure Form
2. Volunteer Driver Application

**Authorized Volunteer and Employee  
Application and Disclosure Form (4 pages)**

*"Whoever welcomes one such child in my name welcomes me." (Matthew 18:5)*

NAME:

LAST

FIRST

MIDDLE

ADDRESS:

STREET

CITY

STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

CELL PHONE

Email address \_\_\_\_\_

**References: One personal reference (must be related to you) and two professional references (must not be related to you). (Attach additional page(s) as necessary.)**

**NAME (1)**

**relationship-**

ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

CELL PHONE

Email address \_\_\_\_\_

**NAME (2)**

**relationship-**

ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

CELL PHONE

Email address \_\_\_\_\_

**NAME (3)**

**relationship-**

ADDRESS

CITY

STATE

ZIP CODE

DAYTIME PHONE

EVENING PHONE

CELL PHONE

Email address \_\_\_\_\_

I have been a member/friend (circle which one) of Lucc since (date)\_\_\_\_\_.

Appendix B: Authorized Volunteer + Employee Application + Disclosure Form (page 1 of 4)

APPLICANT'S NAME: \_\_\_\_\_

**I have never been convicted of, nor pled guilty or no contest to a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for**

*which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)*

True       Not True

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

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

Yes       No

*If yes, please provide a brief explanation.*

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

True       Not True

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

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

True       Not True

Appendix B: Authorized Volunteer + Employee Application + Disclosure Form (page 2 of 4)  
*If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)*

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

Yes       No

*If yes, provide a brief explanation.*

**If applying for a driving position, do you have a valid drivers' license?**

Yes       No

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

True       Not True

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

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

Appendix B: Authorized Volunteer + Employee Application + Disclosure Form (page 3 of 4)  
such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

The Lakeville United Church of Christ authorized volunteer and employment recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in.

To that end, I authorize the Lakeville United Church of Christ and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that the Lakeville United Church of Christ will share with me information it has gathered about me, if I request it to do so.

If I am offered and accept employment or volunteer service with this church, I agree to comply with its published policies and rules, including those related to harassment of employees, reporting known or suspected child neglect or abuse and similar requirements. If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement.

I acknowledge my receipt and understanding of the Safe Church Policies and Practices of the Lakeville United Church of Christ.

---

PRINTED NAME and SIGNATURE

\_\_\_\_\_ Date

---

Printed Name and Signature of Parent or Guardian for Applicants under age 18

\_\_\_\_\_ Date

**ADDITIONAL NOTES:** (Regarding Not True and No answers ABOVE)

Appendix B: Authorized Volunteer + Employee Application + Disclosure Form (page 4 of 4)

<p style="text-align: center;"><b>VOLUNTEER DRIVER APPLICATION</b> Qualification Form &amp; Agreement for Use of Personally Owned Vehicles</p>
--

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Years of driving experience \_\_\_\_\_

Driver license number & State: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Expiration date: \_\_\_\_\_

Liability Policy Limit -- Bodily Injury \_\_\_\_\_ Property Damage \_\_\_\_\_

1. Are all licensed vehicles you own covered by insurance as required by law? Yes, No

2. Have you ever been denied a driver's license or had one suspended or revoked? Yes No

3. Have you had any moving traffic violations or accidents in the past three years? Yes, No

**If the answer to questions 2 or 3 is YES, explain. Give dates and details of violations and accidents on the back of this form.**

**I AGREE to the following as a condition of being permitted to act as a Volunteer Driver:**

1. The vehicle I am driving is registered and registered in my own name.
2. My auto insurance is always the primary liability insurance coverage in the event of an accident.
3. I am responsible for keeping my vehicle in safe working order.
4. I am financially responsible for all damage to my vehicle, however caused.
5. I shall maintain liability insurance in the amount of at least:  
Bodily Injury -- \$50,000 per person and \$100,000 per accident or \$200,000 combined single limit;  
**and** Property Damage -- \$25,000 per accident
6. The church's insurance shall apply in excess of the vehicle owner's liability insurance limits in the event the primary limits are exhausted, and only to the extent the church is legally obligated to pay damages.
7. **I will not receive or initiate phone calls while operating a vehicle for church activities, to include receiving or initiating text messages.**
8. I will indemnify and hold the church harmless from liabilities and damage resulting from my operation of a motor vehicle not owned by the church. The church will indemnify and hold harmless the volunteer driver for liabilities and damages resulting from acts or negligence of the church.

**I hereby AFFIRM that the information I have given is stated truthfully and that I shall abide by the terms of the church's Vehicle Use Policy.**

***Attach a Copy of Your Driver's License and Current Insurance ID Card***

Driver Signature: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Expires On: \_\_\_\_\_

Appendix B: VOLUNTEER DRIVER APPLICATION

## **APPENDIX C – FORMS**

**All forms are available individually in the Church Secretary's Office.**

1. Background Investigation Results Form
2. Statement of Compliance
3. Sunday School Registration Form
4. Key Receipt Form
5. Incident Report Form
6. Mandated Reporter Form
7. Field Trip Permission Form
8. Field Trip Preparation Checklist
9. Vehicle Log Form

<b>1. Background Investigation Results Form</b>
---

EMPLOYEE/VOLUNTEER APPLICANT:

---

Personal interview conducted by \_\_\_\_\_ on \_\_\_\_\_  
DATE

Reference inquiries completed by \_\_\_\_\_ on \_\_\_\_\_  
DATE

A criminal background check was conducted on the candidate using the following sources:

- € National multi-state criminal records search
- € National sex offender registry search
- € CORI (Criminal Offender Record Information)
- € Motor Vehicle Record, if applying for a driving position
- € Other (Identify) \_\_\_\_\_

Three members of the Safe Church Commission have reviewed the investigation with the following result:

€ We have reviewed the criminal history of Applicant and determined, based on the information we had available at this time, the applicant **is acceptable** for the position.

OR

€ We have reviewed the criminal history of Applicant and determined, based on the information we had available at this time, the applicant **is not acceptable** for the position.

This clearance shall remain as a permanent record in the employment/volunteer file.

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

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

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

Appendix C: Background Investigation Results Form

<b>2. LUCC ~ STATEMENT OF COMPLIANCE</b> To be completed by all employees and authorized volunteers.
---

I acknowledge that I have read and understand the Safe Church Policies and Practices of the Lakeville United Church of Christ and I agree to follow the Code of Conduct and all practices

outlined in that document in all my activities associated with the church, both on and off the property. I have been approved as (check one):

\_\_\_\_\_ Authorized Volunteer  
\_\_\_\_\_ Church Council Member

\_\_\_\_\_ Employee  
\_\_\_\_\_ Other

**To indicate your understanding and compliance with the conditions set forth by the Lakeville United Church of Christ, please initial each of the following paragraphs and provide the date and your signature at the bottom.**

I acknowledge that I am an agent of the Lakeville United Church of Christ and agree to abide by all policies and procedures regarding the use of all buildings and property of this church.

**Initials** \_\_\_\_\_

I understand that I am required to report child abuse and neglect as defined in the Safe Church Policies and Practices (Mandated Report Form) of the Lakeville United Church of Christ. In addition, if I have reasonable cause to believe, or have been told, that an injury or mishap has occurred on LUCC property, I am required to file an Incident Report Form with the Safe Church Commission within 24 hours of incident. Failure to do either may result in my loss of position indicted above.

**Initials** \_\_\_\_\_

In compliance with the Safe Church Policies and Practices, I **will not** be alone in any room in the building or on the outside property of the LUCC with a child other than my own at any time.

**Initials** \_\_\_\_\_

I have received my copy of the Safe Church Policies and Practices and I will familiarize myself with the contents of that document. I understand that I may contact any member of the Safe Church Commission for clarification, if needed.

**Initials** \_\_\_\_\_

I understand that failure to comply with ANY of the provisions set forth in this document may result in my loss of privilege to be a key holder.

**Initials** \_\_\_\_\_

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

Committee to which you report: \_\_\_\_\_

**A copy of this document will be on file with the Safe Church Commission.**

Appendix C: LUCC ~ STATEMENT OF COMPLIANCE

<b>3. Lakeville United Church of Christ</b> <b>Sunday School Registration Form</b> _____ (Date)
--

Name of Parent(s) or Guardian: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Any other adults authorized to pick up child:

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship to child: \_\_\_\_\_

1. Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Anything special we should know about your child? (If a food allergy, please list 5 snacks child can eat.)

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

2. Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Anything special we should know about your child? (If a food allergy, please list 5 snacks child can eat.)

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

### Appendix C: Sunday School Registration Form

Additional registration form page, if needed:

3. Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Anything special we should know about your child? (If a food allergy, please list 5 snacks child can eat.)

---

---

4. Child's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Anything special we should know about your child? (If a food allergy, please list 5 snacks child can eat.)

---

---

Appendix C: Sunday School Registration Form

<b>4. LUCC ~ KEY RECEIPT FORM (page 1 of 2)</b>
---

Print Name Clearly: \_\_\_\_\_

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

Home phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please check one of the following:

\_\_\_\_\_ I am receiving a key as a Member of the Lakeville United Church of Christ for the following purpose(s): \_\_\_\_\_

\_\_\_\_\_ I am NOT a member of the Lakeville United Church of Christ and am receiving a key for the following purpose(s): \_\_\_\_\_

**Please initial each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by the Lakeville United Church of Christ.**

1. I acknowledge receipt of key # \_\_\_\_\_ and agree that I will not lend this key to *anyone* else. I will not duplicate this key for *any* reason. I will not tag or otherwise identify this key as providing access to the Lakeville United Church of Christ. I will be entirely responsible for the security of this key. I will return this key when I no longer have the responsibility for the above named purpose or when it is requested by the Board of Trustees.

**Initials** \_\_\_\_\_

2. In receiving this key, I acknowledge that I am an agent of the Lakeville United Church of Christ and agree to abide by all policies and procedures regarding the use of all buildings and property of this church.

**Initials** \_\_\_\_\_

3. As defined by the Safe Church Policies and Practices, as a key holder, I am required to report child abuse and neglect using the Mandated Report Form. In addition, if I have reasonable cause to believe, or have been told, that an injury or mishap has occurred on LUCC property, I am required to file an Incident Report Form. Failure to do either may result in my loss of privilege to be a key holder.

**Initials** \_\_\_\_\_

4. I understand that, as a key holder, I am responsible for the Safe Church Policies and Practices while the Lakeville United Church of Christ is unlocked by the key that I hold. I will not be alone in any room or on the outside property of the LUCC with a child other than my own at any time.

**Initials** \_\_\_\_\_

Appendix C: LUCC ~ KEY RECEIPT FORM (page 1 of 2)

<b>4. LUCC ~ KEY RECEIPT FORM (page 2 of 2)</b>
---

5. I will shut off all lights, lock all doors and set the alarm when I am the last person to leave.

**Initials** \_\_\_\_\_

6. I have received my copy of the Safe Church Policies and Practices and I will familiarize myself with the contents of this document. I understand that I may contact any member of the Safe Church Commission for clarification, if needed.

Initials \_\_\_\_\_

7. I understand that failure to comply with ANY of the provisions set forth in this document may result in my loss of privilege to be a key holder.

Initials \_\_\_\_\_

Signature: \_\_\_\_\_

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

Trustee Member Assigning Key: \_\_\_\_\_

\$25.00 deposit received on \_\_\_\_\_ (from non-church affiliated organizations using our church and needing a key)

Check #: \_\_\_\_\_

Expected Key Return Date: \_\_\_\_\_

Actual Key Return Date: \_\_\_\_\_

Signature of Designated Church Authority Receiving Key and Refunding Deposit:

\_\_\_\_\_

A copy of this document will be on file with the Safe Church Commission.

***Copies of the Safe Church Policies and Practices are available  
in the Church Secretary's Office.***

Appendix C: LUCC ~ KEY RECEIPT FORM (page 2 of 2)

<b>5. INCIDENT REPORT FORM (page 1 of 2)</b>
--

This form is to be used to record **all** injuries or mishaps that take place during church programs or events whether they occur on or off church property.

Name: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

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

Telephone Numbers: Home (     ) \_\_\_\_\_ Cell (     ) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Name of Reporter: \_\_\_\_\_

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

Telephone Numbers: Home (     ) \_\_\_\_\_ Cell (     ) \_\_\_\_\_

1. Briefly describe the nature and extent of the injury, accident or abuse. Include specifics, such as; date, time, location: \_\_\_\_\_

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

2. Describe the circumstances under which you became aware of the incident. Include the names of witnesses: \_\_\_\_\_

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

3. Indicate action taken by employee and/or authorized volunteers. Include their names.

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

4. Please give any other information which you think might be helpful in establishing the cause of the incident(s) and/or person(s) responsible for it. If known, please provide the names(s) of the alleged perpetrator(s): \_\_\_\_\_

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

Appendix C: INCIDENT REPORT FORM (page 1 of 2)

<b>5. INCIDENT REPORT FORM (page 2 of 2)</b>
--

Once you have determined an Incident Report Form is necessary, you must contact a member of the Safe Church Commission within 24 hours. He/She may assist you in completing this form.

Signature or Reporter: \_\_\_\_\_

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

Role/Function of Reporter: \_\_\_\_\_

**For Safe Church Commission Use Only**

Date report received: \_\_\_\_\_

Report received from: \_\_\_\_\_

Report received by: \_\_\_\_\_

\_\_\_\_\_ If injured person is a child (under 18 years of age), submit copy to Parents/Guardians.

Date submitted to parents: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Further Action: \_\_\_\_\_

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

Comments: \_\_\_\_\_

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

Appendix C: INCIDENT REPORT FORM (page 2 of 2)

**6. MANDATED REPORT FORM (page 1 of 2)**

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse or neglect to the Department of Children and Families (DCF) by oral communication. This written report must then be completed within 48 hours of making the oral report and should be sent to the local DCF office.

Please complete all sections of this form. If some data is unknown, please signify. If some date is uncertain, place a question mark after the entry.

DATA OF CHILD(REN) REPORTED:

Name and Current Location/Address	Sex	Age or Date of Birth
1. _____	__ M __ F	_____
2. _____	__ M __ F	_____
3. _____	__ M __ F	_____
4. _____	__ M __ F	_____
5. _____	__ M __ F	_____

DATA ON MALE PARENT OR GUARDIAN:

Full Name: \_\_\_\_\_

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

Known Telephone numbers: \_\_\_\_\_

DATA ON FEMALE PARENT OR GUARDIAN:

Full Name: \_\_\_\_\_

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

Known Telephone numbers: \_\_\_\_\_

DATA ON REPORTER:

Date of Report: \_\_\_\_\_  Mandated Reporter  Volunteer Reporter

Reporter's Name and Title: \_\_\_\_\_

Reporter's Address: (When representing LUCC, address is 1 Precinct Street, Lakeville, MA 02347)

\_\_\_\_\_  
 Telephone Numbers: \_\_\_\_\_

**APPENDIX C: MANDATED REPORT FORM (page 1 of 2)**

Has reporter informed caretaker of report?  YES  NO

What is the nature and extent of the injury, abuse, maltreatment or neglect? Include prior evidence of same. Please cite the source of this information, if not observed first hand.

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

What are the circumstances under which the reporter became aware of the injuries, abuse, maltreatment or neglect?

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What action has been taken thus far to treat, shelter or otherwise assist the child(ren) to deal with this situation?

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Please give other information which you think might be helpful in establishing the cause of the injury and/or the person responsible for it. If known, provide the name(s) of the alleged perpetrator(s).

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Signature of Reporter: \_\_\_\_\_

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

APPENDIX C: MANDATED REPORT FORM (page 2 of 2)

**7. LUCC ~ FIELD TRIP PERMISSION FORM**

On (day) \_\_\_\_\_, (date) \_\_\_\_\_, (adult supervisor) \_\_\_\_\_  
will be taking a group of children on a field trip to \_\_\_\_\_ in  
(city/town) \_\_\_\_\_. Transportation will be by private passenger  
vehicles. The cost of the trip for each participant is \_\_\_\_\_. We plan to leave  
from the church at \_\_\_\_\_ and return at approximately \_\_\_\_\_.

The contact number to reach your child's supervisor (in case of an emergency) is

\_\_\_\_\_.

.....  
**(Please tear off and keep top half for your reference.)**

If something is not applicable, please note with "N/A". PLEASE PRINT ALL RESPONSES.

**YOUR CHILD MAY NOT ATTEND THE TRIP WITHOUT RETURNING THIS FORM.**

\*(Child's full name) \_\_\_\_\_ has my permission to attend  
the field trip to \_\_\_\_\_ on \_\_\_\_\_.

\*In case of an emergency, I can be reached by phone at (home) \_\_\_\_\_,  
(work) \_\_\_\_\_ or (cell) \_\_\_\_\_.

\*My child **DOES** or **DOES NOT (circle one)** have medical needs, food allergies or require  
medication. The medical need, allergy and/or medication are: \_\_\_\_\_.

Required medications need to be given to supervisor in charge, if applicable.

\*Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ I can chaperone. \_\_\_\_\_ I cannot chaperone.

To avoid delay in treatment of my child because of a sudden illness or accident, I authorize the  
field trip supervisor to secure prompt diagnosis and treatment for them at a nearby emergency  
room. I authorize the field trip supervisor to sign a medical release for my child in an emergency  
and I agree to pay all fees incurred.

Insurance company name \_\_\_\_\_ Policy # \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

APPENDIX C: Field Trip Permission Form

## **8. Field Trip Preparation Checklist**

**submit to the Safe Church Commission at least three weeks before the trip**

1. Specific **date** and **name and address** of the off-site activity. (e.g. May 23, 2013, The  
Children's Museum, Boston)  
\_\_\_\_\_
2. Name and phone number of the primary contact at the off-site location (e.g.: Mary Smith,  
Director of Group Sales at the Children's Museum, 617-234-5678)  
\_\_\_\_\_

3. Parent permission form for review (**PLEASE ATTACH**) \_\_\_\_\_
4. Name and cell phone number of the church-related supervisor for the off-site activity.  
\_\_\_\_\_
5. Overall supervision guidelines: Adults will be assigned to groups of \_\_\_\_\_ (#) children to monitor throughout the trip.
6. Names of all who will be attending (**ATTACHED**) yes \_\_\_\_\_ no \_\_\_\_\_
7. Required attire for church chaperones and children during the off-site activity.  
\_\_\_\_\_
8. Departure time \_\_\_\_\_ Estimated return time \_\_\_\_\_ and  
Time required for off-site activity \_\_\_\_\_
9. Method of transportation/cost, if applicable \_\_\_\_\_
10. Cost of the activity per participant \_\_\_\_\_

**Last Minute Checklist:**

1. **All permission forms returned and compiled for the off-site activity (children cannot participate without a permission slip). Medications given to supervisor in charge, if applicable. Supervisor must take permission slips to the off-site activity to ensure correct parent contact information.**
2. **All required adults present.**
3. **All adults and children are in approved attire.**
4. **If required, all adults/children have necessary food, additional clothing, etc.**
5. **Have Obtained Vehicle Log for trip for each driver**

Appendix C: Field Trip Preparation Checklist

<b>9. Vehicle Log - to be used whenever transporting children</b>
---

1. Date: \_\_\_\_\_ Trip to: \_\_\_\_\_

Vehicle Driver: \_\_\_\_\_

Are you driving your own vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Odometer reading at departure from church \_\_\_\_\_

Odometer reading at arrival to activity \_\_\_\_\_

Odometer reading at departure from activity \_\_\_\_\_

Odometer reading at arrival to church \_\_\_\_\_

If there are any discrepancies in mileage, due to emergency side trips, please explain:

---

---

2. Date: \_\_\_\_\_ Trip to: \_\_\_\_\_

Vehicle Driver: \_\_\_\_\_

Are you driving your own vehicle? Yes \_\_\_\_\_ No \_\_\_\_\_

Odometer reading at departure from church \_\_\_\_\_

Odometer reading at arrival to activity \_\_\_\_\_

Odometer reading at departure from activity \_\_\_\_\_

Odometer reading at arrival to church \_\_\_\_\_

If there are any discrepancies in mileage, due to emergency side trips, please explain:

---

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Appendix C: Vehicle Log

## APPENDIX D

**All question documents are available individually in  
the Church Secretary's Office.**

1. Interview Questions

2. Professional Reference Interview Questions
3. Personal Reference Interview Questions

## 1. Interview Questions

The following questions may be used in a written application or personal interview. A single answer should not determine whether an applicant is selected or rejected. Along with other forms of information, answers to these questions can help you build a more complete picture of an applicant.

1. ***What type of supervisory situation do you prefer?*** If applicants are very independent, they may not fit in an organization whose policies and procedures require close supervision.

2. **What age/sex of youth do you want to work with? How would you feel about working with a different age/sex?** If an applicant seems fixated on one age/sex, be wary. However, it may be that the applicant has experience or is gifted with working with certain age groups. Asking follow-up questions about why an applicant has a strong preference can help you determine if there is cause for concern.

3. **Is there anyone who might suggest that you should not work with youth?**  
Yes or No?                      Why or why not?

4. **Why do you want the job?**

5. **What would you do in a particular situation?**

Set up scenarios that involve potential concerns, boundary issues, or youth protection policies and interactions to gauge the applicant's response. Be concerned if applicants disregard the organization's policies and procedures or handle a situation poorly.

6. **What makes you a good candidate for working with youth? What would your friends or colleagues say about how you interact with youth?**

7. **What other hobbies or activities do you enjoy?**

8. **Determine if applicants have mature, adult relationships—not just relationships with youth.**

Appendix D: Interview Questions

<b>2. Professional Reference Interview Form (page 1 of 2)</b>
---

Employee/Volunteer Applicant: \_\_\_\_\_

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

Name of Reference: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_

Hello, my name is \_\_\_\_\_ with the Lakeville United Church of Christ. (Applicant) \_\_\_\_\_ has applied for a position with us and said you might be able to tell us about his/her previous work with children. Is this a good time for you to talk with me?

I would like to start by letting you know that the applicant has applied for a position working with children, so it is extremely important for us to make sure that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known the applicant? \_\_\_\_\_
2. How do you know the applicant? \_\_\_\_\_
3. How would you rate the applicant's ability to learn new information and skills?  
\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory
4. Can you give me an example of when the applicant was able to learn something new and use it in his/her work?  
\_\_\_\_\_  
\_\_\_\_\_
5. We are looking for someone who will adhere to the standard policies of our organization. How would you rate the applicant's ability to follow policies and procedures?  
\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory
6. How would you rate the applicant's ability to work with and relate to other adults?  
\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory
7. Have you observed the applicant working with children? \_\_\_\_ Yes    \_\_\_\_ No  
If yes, how would you rate the applicant's ability to relate to children?  
\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory
8. Can you give me an example of how the applicant relates to children? \_\_\_\_\_

Appendix D: Professional Reference Interview Form (page 1 of 2)

## 2. Professional Reference Interview Form (page 2 of 2)

9. In what types of situations have you observed the applicant working well with children, enjoying the work, being effective?  
\_\_\_\_\_

---

10. In what types of situations have you observed the applicant not working well with children (such as; becoming frustrated, angry, resentful or non-productive)?

---

---

11. How would you rate the applicant's ability to use good judgment in normal conditions?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

12. How would you rate the applicant's ability to maintain appropriate boundaries with children?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

13. How would you rate the applicant's ability to use good judgment in stressful conditions?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

14. Can you give me an example or two of when the applicant used good judgment?

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15. Are you aware of any reason why we should not allow the applicant to work with the children we serve? If yes, please explain.

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---

16. If you had a child-oriented position open, would you hire this applicant? \_\_\_\_\_

17. Do you have any additional comments or questions? \_\_\_\_\_

---

Signature of Screener \_\_\_\_\_ Date \_\_\_\_\_

Appendix D: Professional Reference Interview Form (page 2 of 2)

<b>3. Personal Reference Interview Form (page 1 of 2)</b>
---

Employee/Volunteer Applicant: \_\_\_\_\_

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

Name of Reference: \_\_\_\_\_

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

Phone Numbers: \_\_\_\_\_

Hello, my name is \_\_\_\_\_ with the Lakeville United Church of Christ. (Applicant) has applied for a position with us and said you would be a good person for us to talk with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that (Applicant) has applied for a position working with children, so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

1. How long have you known the applicant? \_\_\_\_\_

2. What is your relationship to the applicant? \_\_\_\_\_

3. How would you rate the applicant's ability to work with and relate to children?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

4. Can you give me an example of how the applicant relates to children?

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

5. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with children. How would you rate the applicant's ability to be patient and stay calm?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

6. Can you give me an example or examples of how the applicant relates to children?

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

7. Have you ever known the applicant to use harsh or abusive discipline with a child? If yes, please give details.

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

Appendix D: 3. Personal Reference Interview Form (page 1 of 2)

### **3. Personal Reference Interview Form (page 2 of 2)**

8. Would you be comfortable placing one of your own loved ones in the care of this applicant?  
Why or why not?

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

9. What are the applicant's hobbies and recreational activities?

---

---

10. How would you rate the applicant's ability to relate to adults?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

11. Can you give me an example of how the applicant relates to adults?

---

---

12. We need a person who can be supportive and understanding of a child's needs. How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

13. Think of a time when the applicant was able to show genuine concern for another person who needed comfort. Tell me about that time.

---

---

14. How would you rate the applicant's ability to maintain appropriate boundaries with children?

\_\_\_\_ Above satisfactory    \_\_\_\_ Satisfactory    \_\_\_\_ Below satisfactory

15. Do you have any additional comments or questions? \_\_\_\_\_

---

---

\_\_\_\_\_  
Signature of Screener

\_\_\_\_\_  
Date

Appendix D: 3. Personal Reference Interview Form (page 2 of 2)

## **APPENDIX E**

1. Registered Sex Offender Policy
2. Limited Access Agreement for Cases of Convicted Sex Offenders

## **1. REGISTERED SEX OFFENDER POLICY (3 pages)**

**Insurance coverage is simply not available for the circumstance in which church management knows of the prior sexual misconduct of church employees, volunteers and members.**

In adopting a policy regarding your church's approach to RSO's, **the following elements must be considered and included:** (1) Specific offenses of the individual; (2) Statutory requirements; (3) Judicial requirements; (4) Insurance limitations; (5) Notice to the congregation and client groups; and (6) Limited access agreement.

As a community of faith, serving by the example of Jesus Christ, the Lakeville United Church of Christ seeks to attend to the needs of all who seek healing, redemption and fellowship among us. We shall be prepared to accept in our midst those who have violated the most sacred

mores of our society at large, in order to provide them refuge, peace, example and support in their recovery and penitence. We commit to doing so with utmost care for the welfare of our Congregation, collectively and individually, and the community we serve.

We accept that there are risks to be born in our deliberate association with and ministry to sex offenders who are considered a pariah among the community-at-large as evidenced by the many constraints placed upon their interaction with the community. We agree to honor the needs of the Congregation and our community to have reasonable assurance that a sex offender in our care will not have an opportunity to re-offend as a result of lapses in our management of the offender.

We shall consider limited participation or membership of a Registered Sex Offender (RSO) in our Congregation with utmost care which shall include the following elements:

1. Document understanding of the statutory limitations applying in the State of Massachusetts to the movement and activities of a sex offender, taking into account the programs of the church or the operations of tenants. (Examples: Sunday School, childcare/nursery and programs which serve children and vulnerable adults.)
2. Consider and understand the character of the crimes which have resulted in requiring an individual to register as a sex offender, the passage of time without repeated conduct or behavior and the risk and opportunity of re-offending that is presented by the particular programs of our congregation.
3. Document understanding of limitations and prohibitions placed upon the offender by courts and probation authorities. The opinion of a mental health professional regarding the suitability of the person to participation in the life of the church shall be obtained. In all cases where probation is in force, we shall obtain the explicit approval of and conditions of participation specified by the probation officer. A recommendation by law enforcement or mental health professionals to deny participation to an offender shall be honored in all cases.
4. Understanding that, with respect to a person who is an employee, volunteer or member, who has previously been conviction for acts of sexual misconduct as defined by insurance contracts, knowledge by church leaders and managers of such prior conviction will have the effect of voiding coverage for the individual employee, volunteer or member and for the church for future acts of sexual misconduct by that person.
5. Given that criminal convictions are a matter of public record, there shall be no expectation of secrecy on the part of the offender. As a condition of participation in our faith community, the offender must agree that the leadership of the church shall make it

#### Appendix E: REGISTERED SEX OFFENDER POLICY (page 1 of 3)

known to the members, constituencies and customers of the Lakeville United Church of Christ, that we have accepted among us a registered sex offender. The conditions and limitations that apply to participation in the life of the church shall be known to all.

6. With the advice of legal counsel, and in all cases, the conditions of participation by a registered sex offender shall be defined by a "limited access agreement" (Appendix E) executed by the offender and church. Such agreement shall be approved by probation authorities as may be necessary according to paragraph 3, above. The agreement shall be reviewed annually to validate on-going eligibility. Violation of the agreement by the offender shall be considered grounds for immediate cancellation of the agreement.

The following additional considerations shall apply:

**Victims in the congregation** – In such case as the victim of a RSO (Registered Sex Offender) is a member of the Congregation, an employee or is a participant in other services provided by the Congregation, the RSO shall not be permitted to attend the Lakeville United Church of Christ or any of its activities.

**Clergy-penitent privilege** – Clergy-penitent privilege is a “Rule of Evidence” defining or limiting information which clergy may reveal in a court of law only. “Clergy penitent privilege” does not prevent clergy from informing the congregation of matters which may be relevant to their safety; it does not require clergy to hold information in secrecy.

Ordained clergy shall assume responsibility and take extraordinary care to understand the scope and limitations of clergy-penitent privilege in the state of Massachusetts, and the parameters of confidence and privilege as defined by the United Church of Christ. Authorized clergy shall inform the leadership of the church of the general principles of confidence and privilege under which he/she performs his/her clerical duties.

The PCUSA “Book of Order” (G-4.0301) states the following: *A teaching elder or a ruling elder commissioned to pastoral service may reveal confidential information when she or he reasonably believes that there is risk of imminent bodily harm to any person.* The PCUSA “Book of Order” (G-4.0302) states further: *Any member of this church engaged in ordered ministry and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future physical harm or abuse.*

**Escorts (Parish Associate)** – Conditions of limited access for a RSO will commonly require that the offender have an escort while on the church premises or at church events elsewhere. A person serving as an escort, a Parish Associate shall not be a spouse, partner or relative of the offender.

### **Approval & Supervision**

With the advice and prior approval of the Church Council, a Limited Access Agreement with a Petitioner (known RSO) may be signed only by the Settled Pastor.

Appendix E: REGISTERED SEX OFFENDER POLICY (page 2 of 3)

The Settled Pastor, in association with other authorized clergy and parish associates (escorts), who shall be named in the Limited Access Agreement, shall be responsible for the general supervision of the Petitioner in all of the latter’s activity in relation to the church. Elements of supervision shall include the following:

- Knowledge of the terms of the Limited Access Agreement, including activity limitations placed upon the Petitioner.
- Knowledge of the Petitioner’s offense history sufficient to understand the risks of association with the church and its ministries.
- Willingness to assert activity limitations and to report any violation of restrictions placed upon the Petitioner.
- Willingness to intervene in any onset of a risky or problem behavior.
- Willingness to report all cases of non-compliance to the Settled Pastor.

The Settled Pastor shall assess, prior to selection, whether a proposed Parish Associate is willing to fulfill the above elements of supervision.

**Professional privacy** – Members who are employed in certain occupations may have a statutory obligation to maintain privacy around the criminal history of their clients who may also be parishioners. Such members shall decline to accept leadership roles which may put them in a position of decision-making regarding individuals who may be their professional clients.

**Juveniles** – While the criminal record of a juvenile is ordinarily concealed by the courts, the church may come to know the juvenile’s history by other means. Honest disclosure by a juvenile and parents in the volunteer application and screening process may reveal that a record exists without knowing the specifics. While a limited access agreement will be required for the juvenile, as for others, every precaution will be taken to preserve the privacy and confidentiality which the law affords a juvenile.

Appendix E: REGISTERED SEX OFFENDER POLICY (page 3 of 3)

## **2. Limited Access Agreement for Cases of Convicted Sex Offenders (3 pages)**

**NOTICE: This agreement form is provided by the Insurance Board as a “sample”. In every instance the agreement must be customized to the circumstances of the individual parties, both the congregation and the individual petitioner. In all cases, consultation with an attorney and other behavioral professionals is strongly encouraged before setting the terms of any Limited Access Agreement.**

**This Limited Access Agreement is executed between:**

**The Lakeville United Church of Christ,**  
referred to below as “we”, “the Congregation” and “clergy”;

AND  
**(Petitioner Name)**, referred to below as “you” and “your”

The Lakeville United Church of Christ is committed to being a religious community open to those who are in need of worshiping with us, especially in times of distress and serious personal troubles. However, based on your background, 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 and our membership 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.

Within these guidelines, the congregation welcomes your participation in worship services, coffee hour, meetings, adult education, and all adult social events. Do not enter the classroom wing or the lower level of the church building. You are to avoid all contact with children and youth on church property or congregation-sponsored events. This includes the following:

- Do not talk with children.
- Do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- You will remain in the presence of a Parish Associate who knows your situation at all times. You must meet that person before coming onto church property (or before arriving at any church-sponsored event), remain with him at all times, and depart with him.
- If a child or youth in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Avoid being in the church or any church-owned building or church-rented space at any time without a Parish Associate present with you at all times.
- Do not ask for, seek access to, nor remove from the church any materials, files, directories, etc. listing members and friends of the church.
- We ask that you limit your time in coffee hour to about ten minutes.

Appendix E: Limited Access Agreement for Cases of Convicted Sex Offenders (page 1 of 3)  
As a part of this agreement it is understood that you will have three (3) members of this congregation, approved by the clergy, who know thoroughly your history and are willing to serve as your Parish Associates. You will be welcome on church property and at church sponsored events, but must be accompanied at all times by one of the Parish Associates named below:

Named Parish Associate 1) \_\_\_\_\_

Named Parish Associate 2) \_\_\_\_\_

Named Parish Associate 3) \_\_\_\_\_

To engage your integration into the congregation and to assist you in maximizing your experience with the church it is agreed that you will meet on a bi-monthly basis with the Parish Associates and a member of the clergy together or separately to discuss matters of mutual interest and concern. These meetings will also serve as an ongoing review of the implementation of this agreement.

Implementation of this agreement is based upon a review by the clergy of the most current supporting documents as follows:

- A statement from the court as to the nature of the conviction.
- A risk assessment from a qualified therapist.
- A report from a certified treatment provider indicating that you are not at too high a risk for recidivism.

Any change in the above must be reported immediately to a member of the clergy.

**REASONS FOR EXCLUDING A PERSON FROM ALL CONGREGATIONAL ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Refusal to allow the clergy to contact the treatment provider and parole officer.  
Refusal to go for a risk assessment with a qualified therapist.
- Report by a treatment provider that the individual is at too high a risk for recidivism.  
Refusal to sign a Limited Access Agreement.
- Refusal to comply with the requirements of the Limited Access Agreement.

This agreement will remain in effect until/unless:

- You fail to honor the terms of the agreement, thus nullifying it.
- It is superseded by any policies and procedures put in place by the Lakeville United Church of Christ's Safe Church Commission. Said Commission, in consultation with the clergy, is the body responsible for providing you with guidelines, support and counsel for your participation in the life of the congregation.
- You, the clergy, and the Safe Church Commission mutually agree to change the terms of this agreement.

Appendix E: Limited Access Agreement for Cases of Convicted Sex Offenders (page 2 of 3)

**ATTEST: I have reviewed the terms of the above limited access agreement and agree to abide by its provisions. Failure to honor its terms will result in my being denied access to the Lakeville United Church of Christ's property and all church events.**

\_\_\_\_\_  
Petitioner's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

**WITNESS FOR THE CHURCH:**

\_\_\_\_\_  
Witness' Name

\_\_\_\_\_  
Signature

---

Church Official Title

---

Date

**The Lakeville United Church of Christ  
1 Precinct Street  
Lakeville, Massachusetts 02347**

### 3. Code of Conduct

This Code of Conduct defines individual's personal responsibilities, including activities and behaviors, as Ministers, leaders, employees or authorized volunteers to meet the expectations of the Lakeville United Church of Christ with respect to behavior or conduct in the service of the ministries of the church, especially those which serve children and vulnerable adults.

**No adult shall ever be alone with a minor! Always be sure to have another adult in sight of you. Keep a door ajar, step out of the room into the doorway, be responsible and do what you must to never be caught in the dynamic of one adult to one child.**

#### **General Requirements**

Each person subject to this Code of Conduct shall:

1. act as a team member in fulfilling ministry objectives.
2. treat children and vulnerable adults with respect, and fairly without regard to race, age, gender, sexual orientation or religion.
3. practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors which have been defined as prohibited.

#### **General Prohibitions**

The following behaviors are prohibited at all times:

1. display affection toward a child/vulnerable adult in privacy

2. use profanity or tell off-color jokes
3. discuss sexual encounters with or around children or in any way involve children in their personal problems or issues
4. date or become romantically involved with children
5. use or be under the influence of alcohol or illegal drugs in the presence of children
6. possess sexually oriented materials, including printed or online pornography
7. have secrets with participant.
8. stare at or comment on children's bodies
9. engage in inappropriate or unapproved electronic communication with children
10. work one-on-one with children in a private setting
11. abuse participants in anyway including, but not limited to, the following:
  - a) physical abuse: hit, spank, shake, slap, unnecessarily restrain,
  - b) verbal abuse: degrade, threaten, curse,
  - c) sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations,
  - d) mental abuse: shame, humiliate, act cruelly,
  - e) neglect: withhold food, water, shelter,
  - f) permit children to engage in the following: hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation or sexual activity, and
12. manipulate or exploit a vulnerable adult in any way.

### **Reporting Obligations**

Each Minister or statutory "mandatory reporter" shall report:

1. concerns or complaints about other employees and volunteers, other adults, or children to the Settled Pastor or otherwise named adult.
2. allegations or incidents of suspected abuse to the Department of Children and Families and, if deemed appropriate, to the Lakeville Police Department.

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Any employee, volunteer, Minister or member of the Lakeville United Church of Christ may report policy or procedure violations or circumstances of suspected child abuse to any of the persons listed below, but preferably to the Settled Pastor, Rev. Greta MacRae.

### ***Leadership and Reporting Roster***

<b>Position</b>	<b>Name</b>	<b>Telephone</b>	<b>e-mail address</b>
Settled Pastor	Rev. Greta MacRae	508-947-4979	gretamacrae1@verizon.net
Chair of Christian Education	Joan Ellis	508-783-2635	ellis3238@yahoo.com
Chair of the Trustees	Dave Corrette	774-565-8040	Designblt@aol.com
Co-Chairs of the Diaconate	Sue Stiller Bob Oldfield	508-947-7836 508-946-1557	Suess4@verizon.net bobnancyo@verizon.net

Safe Church Commission Contact	Corry Darling	508-947-6362	cmdarling@verizon.net
Media Spokesperson	Bob Joyal	508-947-8505	rfjbc79@comcast.net
<b>LUCC's Moderator, and confidential reporting option</b>	John Anderson	508-763-2690	<a href="mailto:j.anderson123@comcast.net">j.anderson123@comcast.net</a> John.Anderson@WTCLSP.com
<b>Local Law Enforcement Agency</b>	Town of Lakeville, Police Department	508-947-4422	Not Applicable
<b>Child Welfare Agency</b>	Department of Children and Families-(DCF) Plymouth Office	Phone #: 508-732-6200 FAX #: 508-747-1239	Not Applicable
Prior to making an anonymous report, a person reporting must take into account how technology may reveal their identification (caller ID., e-mail address, etc.). Nevertheless, the Church Moderator will take care not to further compromise confidentiality.			

This Reporting Roster is to be posted in two locations: upstairs in the hallway near the classroom and downstairs in fellowship hall.

### **Specific Standards for Interacting with Children and Vulnerable Adults**

*It is fundamentally important to publish these standards and to identify them during training.*

Each Minister, employee or volunteer of the Lakeville United Church of Christ shall conduct him/herself in a manner that fosters understanding of SafeConduct™ in the context of serving children and vulnerable adults. The standards articulated below serve two purposes:

**to protect children and vulnerable adults from abuse or grooming for abuse elsewhere,**

and

**to protect/prevent church employees or authorized volunteers from engaging in patterns of behavior that may be construed as abusive or predatory.**

While a single infraction of guidelines may not constitute abuse, a pattern of repeated violations will result in disciplinary action up to and including dismissal from ministry.

**Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

<b><i>Appropriate Verbal Interactions</i></b>	<b><i>Inappropriate Verbal Interactions</i></b>
<ul style="list-style-type: none"> <li>• Positive reinforcement</li> <li>• Appropriate jokes</li> <li>• Encouragement</li> <li>• Praise</li> </ul>	<ul style="list-style-type: none"> <li>• Name-calling</li> <li>• Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers</li> <li>• Secrets</li> </ul>

	<ul style="list-style-type: none"> <li>• Cursing</li> <li>• Off-color or sexual jokes</li> <li>• Shaming</li> <li>• Belittling</li> <li>• Derogatory remarks</li> <li>• Harsh language that may frighten, threaten or humiliate children</li> <li>• Derogatory remarks about the child or his/her family</li> </ul>
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**Approval and Affection** – In providing approval or affection, the following guidelines apply:

<b><i>Appropriate Physical Interactions</i></b>	<b><i>Inappropriate Physical Interactions</i></b>
<ul style="list-style-type: none"> <li>• Side hugs</li> <li>• Shoulder-to-shoulder or “temple” hugs</li> <li>• Pats on the shoulder or back</li> <li>• Handshakes</li> <li>• High-fives and hand slapping</li> <li>• Verbal praise</li> <li>• Pats on the head when culturally appropriate</li> <li>• Touching hands, shoulders, and arms</li> <li>• Arms around shoulders</li> <li>• Holding hands (with young children in escorting situations)</li> </ul> <p><b>These may be inappropriate if unwanted by the child or the employee or volunteer.</b></p>	<ul style="list-style-type: none"> <li>• Full-frontal hugs</li> <li>• Kisses</li> <li>• Showing affection in isolated area</li> <li>• Lap sitting</li> <li>• Wrestling</li> <li>• Piggyback rides</li> <li>• Tickling</li> <li>• Allowing a child to cling to an employee’s or volunteer’s leg</li> <li>• Any type of massage given by or to a child</li> <li>• Any form of affection that is unwanted by the child, employee or volunteer</li> <li>• Compliments relating to physique or body development</li> <li>• Touching bottom (buttocks), chest, or genital areas</li> </ul>

### **Out-of-Program (Off-Site) Contact**

The Lakeville United Church of Christ strongly recommends that Ministers, employees or volunteers do not have outside contact with children from the church programs. However, if off-site contacts are unavoidable, the following forms of outside contact are appropriate and inappropriate regarding church-related activities:

<b><i>Appropriate Outside Contact</i></b>	<b><i>Inappropriate Outside Contact</i></b>
<ul style="list-style-type: none"><li>• Taking groups of children on an outing</li><li>• Attending sporting activities with groups of children</li><li>• Attending functions at a child's home, with parent(s) present</li></ul>	<ul style="list-style-type: none"><li>• Taking one child on an outing without a parent's written permission</li><li>• Visiting one child in the child's home, without a parent's permission</li><li>• Entertaining one child in the home of a church employee or volunteer</li><li>• A single child spending the night with a church employee or volunteer</li></ul>

In addition, when outside contact is unavoidable, the following steps are to be taken:

- a) a supervisor/committee chairperson shall identify for employee and volunteers what types of outside contact are appropriate and inappropriate (see chart above)
- b) a supervisor/committee chairperson shall assure that the employee or volunteer has the parent's written permission to engage in outside contact with the child.

### **One-on-One Interactions**

Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by a parent. When so permitted, the following guidelines shall apply:

<b><i>One-on-One Interaction Guidelines</i></b>
<ul style="list-style-type: none"><li>• <b><i>When meeting one-on-one with a child, always do so in a public place in full view of others.</i></b></li><li>• <b><i>Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes.</i></b></li><li>• <b><i>If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.</i></b></li></ul>

- ***Inform other employees or volunteers that you are alone with a child and ask them to randomly drop in. (Ask to be supervised.)***
- ***Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.***

To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child.

If parent(s) make personal or individual arrangements for their child(ren) to be supervised by church members for social activities, not related to a church activity, the standards and procedures outlined above do not apply. However, it is advised that church members still comply by the expectations of the Lakeville United Church of Christ with respect to behavior and conduct.

## **4. Social Media – Electronic Communications**

### ***General Social Media Policy***

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

### ***Communication with Children or Vulnerable Adults***

Due to the attendant risk of electronic communications with children (persons less than 18 years of age) or vulnerable adults, especially the inability to supervise, the following standards shall apply:

1. Employees and volunteers are prohibited from sending text messages to children and/or replying to text messages from children.
2. If a child attempts to communicate with an employee or volunteer via text, a supervisor must be notified immediately. The supervisor may notify the parent.
3. Employees and volunteers are prohibited from instant messaging with children.
4. Any e-mail communication with a child must be copied to their parent's e-mail as well. E-mail communications shall be limited to logistical matters, e.g., meeting dates, times and places, other matters specific to church activities.
5. Employees and volunteers are prohibited from communicating with children using social networking websites such as; Facebook, Twitter, or MySpace.
6. Whenever possible, personal social networking profiles and blogs of employees and volunteers must be private and inaccessible to children. If not possible, the publically available content of such sites should maintain ethical standards in line with the spirit of this SafeChurch policy.
7. Employees and volunteers with profiles on social networking sites may not request to be friends with children or approve friend requests from children.

## **5. Screening & Selection of Employees and Authorized Volunteers**

## Qualifications

Prior to beginning their duties as Ministers, each authorized volunteer and candidate for employment, who will work with children or vulnerable adults, shall be subject to the following qualifying steps in our application process:

1. complete an Authorized Volunteer and Employee Application and Disclosure Form, reciting work history, education, 10 years of residence history and disclosure of criminal convictions. An affirmative response is required to each and every question; no answers may be omitted. Falsification of any aspect of the application shall be grounds for immediate dismissal. **(Appendix B – Applications)**
2. provide a minimum of three references, which shall include both work-related (professional) and personal.
3. grant written permission to conduct a background check, within application.
4. upon selection, sign a Statement of Compliance, which is an acknowledgement of these policies and procedures **(Appendix C – Forms)** and
5. fulfill all training obligations within 30 days of assuming duties. Training will be online.

Volunteers shall be active members of the church, or otherwise affiliated with the church, for no less than six months before being permitted to work in child oriented programs. There shall be **no exceptions** to this policy, even when volunteer candidates come from another church with similar programs. This is VERY important in maintaining a Safe Church.

The Chair of the Christian Education Committee (Sunday School) or his/her Designee or the Chair of the Diaconate (Childcare) or his/her Designee and the Settled Pastor shall each interview in person every candidate for employment or volunteer within our Sunday School/Childcare programs. Each shall employ behavioral interviewing techniques to assess suitability for working with children, and specifically discuss the church's commitment to protecting children and other vulnerable persons from abuse. **(Appendix D – Interview Questions)**

A member of the Christian Education Committee (for Sunday School teachers), Diaconate (for Childcare), Trustees (for all other employment positions) or the Settled Pastor shall directly contact and interview at least three references for each employment candidate or volunteer, a combination of professional and personal, ask standardized questions to assess suitability and document responses. **(Appendix D – Professional and Personal Reference Interview Questions)**

## Background Checking

The Church Secretary, using a computer-based program and under the supervision of the Settled Pastor, (and requested by the Chairperson of either the Christian Education Committee (Sunday School program), Diaconate (Childcare/Nursery) or Trustees (Employment) shall request a criminal background check on behalf of the Lakeville United Church of Christ for every employment candidate, including our Settled Pastor, the Board of Deacons, the Christian Education Committee, the Sunday School Superintendent, all Sunday School teachers, and the Children's Choir Director.

Said background check will include the following criteria:

1. National multi-state criminal records search
2. National sex offender registry search
3. CORI search

Written permission to conduct a background check shall be obtained from each applicant as part of the application process, prior to executing the process.

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Criminal background checks shall be repeated for employees and volunteers who perpetually work with children every three years. Seasonal employees or volunteers who have been absent from work more than six months, shall have a new background check prior to resuming work.

### **Approval Procedure**

Three members of the Safe Church Commission shall review each background check and agree that the applicant is eligible for employment as Settled Pastor, employee or authorized volunteer. **(Appendix C - Background Investigation Results Form)**

Where a criminal record exists, consideration shall be given to:

1. seriousness of the crime,
2. statutes that may legally disqualify the person from working with minors,
3. length of time since the last offense,
4. pattern of criminal activity, and
5. activities the applicant has been involved in since the offense(s) occurred.

Conviction for the following crimes shall be considered barriers to employment or volunteer work with children:

1. Violent crimes
2. Sexual assault
3. Sexual abuse or neglect of a child
4. Drug offenses or driving offenses (depending upon position requirements)

Arrest data are not grounds for disqualification, only convictions. The status or relevance of other crimes will be considered individually.

### **Confidentiality**

At all times, the privacy and security rights of individuals are to be protected with utmost care. The Chair of the Safe Church Commission shall assure that physical means and processes are in place to protect individual rights.

### **Grandfathering Not Permitted**

Each committee member, employee or volunteer now serving and regardless of length of service must be willing to set an example for all others who follow in their ministry. Therefore, at the time this policy is first adopted, all incumbent board members, employees and all incumbent volunteers who work with children shall execute and sign applications and submit to a background check as is required for candidate employees and volunteers.

### **Record Retention**

Authorized volunteer applications shall be retained in the same manner as employee applications with due regard for the safety of private information such as Social Security numbers. Records will be kept in the church safe. The church secretary (under the supervision of the Settled Pastor) will review the documents annually and all expired documents will be shredded. The individual record shall include:

- a) Employee/Volunteer Application, including permission to perform a background check

- b) Background Investigation Results
- c) Statement of Compliance
- d) Key Receipt Form, if applicable
- e) Monitoring Report Documentation (at least once annually)

## 6. Training

*“If any of you put a stumbling block before one of these little ones. . . , it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea.” (Matthew 18:6)*

The mission of the Lakeville United Church of Christ is first to prevent abuse of children and other “vulnerable adults”. We wish to identify and nurture SafeConduct™, to lead and to guide through adequate training. It is difficult to comprehend that those among us, our friends and family, would commit such acts willingly. Nevertheless, persons who have been presented no behavior standards and do not understand boundaries may unwittingly engaged in behaviors that may be perceived as predatory. Their personal reputations and that of the Lakeville United Church of Christ are then at risk.

To fulfill our leadership obligation to our Ministers, each new employee and new volunteer shall complete a specific program of training within 30 days of assuming duties. The Church Secretary will be the administrator of the training program. Fulfillment of training requirements shall be documented by the (Training Administrator – *Armatas* program) and respective program leader (Christian Education, Youth Choir, etc.).

Training shall be repeated annually. Records shall be maintained by the (Training Administrator – *Armatas* Program) and by the church secretary. Training records shall be audited annually by the Safe Church Commission.

Abuse prevention curriculum shall include:

- A. Organization level
  1. Review of expected Code of Conduct
  2. Review of Ministry Standards
  3. Explanation of procedures for reporting violations of standards of conduct and suspected child abuse
  4. Explanation of individual statutory reporting obligations
  5. Identifying and managing high-risk situations, (e.g. bathroom use, transitions)
  6. Physical security procedures
- B. Abuse prevention education:
  1. Effects of sexual abuse
  2. Types of child molesters
  3. Characteristics of abusers

4. How child molesters operate: **Access, Privacy, and Control**
5. Protecting oneself from false allegations
6. Examples of child-on-child sexual abuse, even among young children
7. Characteristics of children more likely to act out sexually
8. Characteristics of children more likely to be abused
9. High-risk activities and circumstances
10. Specific monitoring and supervision activities to prevent child-on-child sexual activity
11. How to respond to incidents of sexual activity between children

The Chairs of the Christian Education Committee, the Diaconate and the Trustees shall each assure that the employees or volunteers serving in the program they supervise have mastered all requirements, and if needed, provide additional supervision and guidance to assure required conduct.

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## 7. Monitoring & Supervision

But Jesus said, *“Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of heaven belongs.”* (Matthew 19:14)

Each Minister who is in a position of leadership shall regularly supervise and provide leadership in the fulfillment of our congregation’s **Code of Conduct** and **Ministry Standards**.

Our intent is to sustain relationships which encourage employees and volunteers to meet our abuse prevention objectives while being mutually supportive as a team. All must be comfortable in reporting repeated violations of the *Code of Conduct* or *Ministry Standards* to leadership. The objective of monitoring is, first, to protect children, then to protect staff from false allegations, and to protect the reputation of the Lakeville United Church of Christ and its ministries.

In support of a practice of “*progressive discipline*” (**Appendix A – Definitions**), violations of the *Code of Conduct* and *Ministry Standards* are to be recorded in personnel files. Concurrently, employees and volunteers are to understand that their responsibilities include the obligation to observe and report patterns of behavior that violate the *Code of Conduct* or *Ministry Standards*.

Members of the Christian Education Committee, Diaconate and Trustees shall continuously monitor performance using a variety of techniques including:

1. Unannounced random visits
2. Spontaneous interviews with children
3. Planned interviews or surveys of children, employees, and volunteers
4. Meeting regularly with individuals or groups of employees and/or volunteers

Monitoring efforts are to be documented once annually per volunteer/employee and shall be maintained with the other records retained. If there is a violation or a suspected violation of the Code of Conduct or Ministry Standards, more frequent monitoring is required. Monitoring reports resulting in violation(s) of the above mentioned Code or Standards will be brought before the Safe Church Commission at the next monthly Church Council meeting by the Chairperson of the Committee supervising that employee/authorized volunteer.

In ordinary administrative matters we expect employees and volunteers to address concerns with their immediate supervisors. However, situations affecting the health and welfare of children and vulnerable adults require a direct and expedited means of communication to Ministers in leadership who can act upon concerns when an observer or victim is uncertain their concerns will be given attention.

When any employee or volunteer observes violations of the *Code of Conduct*, whether committed by an employee, volunteer or other person, or observe any other circumstance they find suspicious or feel is inappropriate, or may rise to the level of “*suspected abuse*” (**Appendix A – Definitions**), they have a **right and duty to report** it directly to the Settled Pastor, or the Chairperson of the Christian Education Committee (if regarding a Sunday School issue) or the Chairperson of the Diaconate (if regarding the Childcare), or the Chairperson of the Trustees for all other employees. The Settled Pastor or indicated Chairperson will then begin the documentation process with an (1) investigation of the facts, (2) corrective action or (3) reporting as may be required by statute.

If for any reason, the observer believes that the primary contact has failed to respond or has not given credibility to the observer, he/she may contact the **Church Moderator** to report the observation. **The observer or victim shall be permitted to report violations of policy or circumstances of abuse anonymously.**

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If this action is utilized, the Church Moderator shall ascertain with reasonable certainty the relationship of the observer to the incident and the credibility of the information being provided. The Church Moderator shall report the circumstances to the Safe Church Commission. The Chair of the Safe Church Commission shall initiate (1) investigation of the facts, (2) corrective action or (3) reporting as may be required by statute.

In conducting annual training on this topic, respective Chairpersons shall identify themselves, the Settled Pastor and the Church Moderator as contacts for reporting violations or suspicious circumstances or activity.

## **8. Congregational Awareness**

The Lakeville United Church of Christ is dedicated to a policy of open communication and education for the benefit of the children, parents, vulnerable adults and guardians we serve. They are entitled to know what to expect of our ministries, the Ministers who serve them, and to know the related policies and practices created to protect them.

This entire document shall be posted on the Lakeville United Church of Christ website, <http://www.lakevilleucc.net> under "Safe Church Policies and Practices". The webmaster will keep it up-to-date as directed by the Safe Church Commission.

At the time children or vulnerable adults are enrolled in the Lakeville United Church of Christ programs, parents or legal guardians shall be provided:

1. a copy of the Lakeville United Church of Christ's Code of Conduct and Ministry Standards,
2. information regarding the means to report violations of policy or suspicions of abuse,
3. information regarding their personal obligation to report suspected abuse as it may exist under the laws of the State of Massachusetts, and
4. an invitation to visit programs in progress at any time.

With parent/guardian knowledge, children and vulnerable adults shall be provided an orientation individually, as a child/vulnerable adult begins participation in a ministry of the church or

annually, as a group at the beginning of each Sunday School year in September. This orientation will cover the following subjects:

2. age-appropriate information about boundaries (with reference to the Code of Conduct),
3. how to identify potential behaviors or boundary violations,
4. how to protect themselves from abuse,
5. how to communicate and speak about potential concerns or abuse, and
6. how to report boundary violations or incidents of abuse.

Parents and Guardians shall be invited to receive the same “abuse prevention” training as provided to Ministers, to be taken at their option.

Parents/Guardians shall be encouraged to report violations of policy, boundaries or suspected abuse to the Chairperson of the respective program at which an incident has occurred or to the Settled Pastor. Anonymous reporting is permitted in the same manner and with the same precautions as reporting by Ministers or other observers.

If for any reason, parent/guardian believes that the primary contacts have failed to respond or have not given credibility to their concerns, they may contact the Church Moderator to report those concerns.

## 9. Responding

**An isolated violation of policy or boundaries does not constitute abuse, per se.** However it is important to know that, while there may be an impulse to investigate and adjudicate given some incident, this step may be beyond church jurisdiction. That is, **statutory “mandatory reporters” (Appendix A – Definitions) have obligations that supersede church policies.**

The Lakeville United Church of Christ is committed to prompt, professional and measured response to all circumstances, which may range from violations of these policies and procedures to suspicions or allegations of abuse. We are committed to (1) seriously consider the concerns of victims; (2) undertake a fair investigation of policy violations; (3) protect the confidentiality of parties involved in investigation; (4) report to as required and cooperate fully with public authorities; and (5) communicate fully with the congregation within the bounds of individual rights to confidentiality.

Fulfillment of this commitment requires every Minister to assume responsibility as part of their respective duties, whether authorized clergy, employee or authorized volunteer.

### **Responsibility of Employees and Volunteers/Ministers**

Each employee and Minister is obligated to fulfill the Code of Conduct and Ministry Standards both by living the standard and helping others to do the same. Each is obligated to guide and gently correct others as they would in a circumstance of high personal risk. When another person, regardless of status, rank or power, repeats a violation of the Code of Conduct or Ministry Standards, the employee/volunteer observer must report the violation to his/her own Committee Chairperson (which he/she serves), the Settled Pastor or Church Moderator, who will then begin the documentation process, using the Mandated Report Form. (Appendix C - Forms)

Reporting responsibility includes incidents of child-on-child sexual activity, dangerous behaviors, employee-on-employee sexual harassment, bullying of any kind, and exploitation of a vulnerable adult or circumstances which rise to the level of abuse requiring action by a mandatory reporter.

A Minister may be expected to recuse him/herself from the reporting and disciplinary process in situations where there appears to be a conflict as a result of family ties or outside-of-church relationships, but may not do so when he/she is a mandatory reporter as prescribed by Massachusetts law.

In the event there is a mishap or an individual is injured either in or outside of our building, it is the responsibility of every Minister to fill out an Incident Report Form (Appendix C - Forms). This form should be given to a member of the Safe Church Commission within 24 hours. The reporting Minister should contact the parent, if the individual is a minor child. If said Minister is unable or uncomfortable contacting the parent, he/she must report it to the Settled Pastor, who will then contact the parent.

### **Responsibility of Authorized Clergy and Ministry Leaders (Committee Chairpersons)**

Each person in a ministry leadership capacity is required to: fulfill the standards for **Monitoring & Supervision** along with the **Code of Conduct** and **Ministry Standards**; foster SafeConduct™ by example and by correcting, mentoring and counseling followed by progressive discipline; take affirmative steps to correct behavior or enforce policies. Each Ministry leader shall document actions taken to counsel and correct individuals to include verbal warnings or written notices.

At such time as verbal warnings are found to be ineffective and a written notice is required in order to correct behavior, each ministry leader shall do so with the advice and approval of the Settled Pastor. A ministry leader may proceed to the Safe Church Commission, if he/she feels there is a conflict of interest created by another relationship such as family ties.

At such time as warnings, verbal and written, are deemed unsuccessful, and termination from ministry, employment or volunteer status is required, a termination letter shall be issued only with the authority and over the signature of the Chairperson of the Trustees (employees) or the Chairperson of the Diaconate (Childcare) or the Chairperson of the Christian Education (Sunday School) **and** the signature of the Chairperson of the Safe Church Commission.

## **Responsibility of Mandatory Reporters**

Any person in any church or religious body acting in the capacity as: a leader, official, teacher, delegate or other designated function on behalf of any such church or religious body to supervise, educate, coach, train or counsel a child on a regular basis, are all now designated as mandated reporters. (2002) Nothing in this policy shall be considered a restraint of an individual's statutory obligation to report to authorities. Furthermore, no person shall be restrained from reporting an incident on the basis that she/he is not a mandatory reporter.

Massachusetts General Law Chapter 119, Section 51A - defines MANDATED REPORTERS as one ". . . who, in his profession shall have reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him which causes harm or substantial risk of harm to the child's health or welfare including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition to the department by oral communication and by making a written report within forty-eight hours after such oral communication."

The Lakeville United Church of Christ requires that a mandatory reporter first reports circumstances requiring reporting to authorities to the Settled Pastor. Without delay, if the Settled Pastor is not immediately available, it is the responsibility of the mandatory reporter to make the initial report to Lakeville Police Department (**508-947-4422**) or child welfare authorities, the Department of Children and Families – Plymouth Office (**508-732-6200**; FAX: 508-747-1239) on behalf of the Lakeville United Church of Christ.

## **Other Reportable Abuse and Disciplinary Processes**

While Massachusetts has defined abuse for the purpose of child protection statutes and mandatory reporting, other kinds of abuse occurs which are outside the bounds of SafeConduct™ and to which the Lakeville United Church of Christ requires a response.

The following circumstances constitute reportable abuse which requires a response to include counseling, correction, progressive discipline and termination:

1. Child-on-child sexual activity
2. Dangerous behaviors (hazing, Truth or Dare, drinking, etc.)
3. Bullying, whether child-on-child or adult-on-child
4. Exploitation of a vulnerable adult, physically, mentally or financially

Other behaviors not necessarily involving children or vulnerable adults, or which may not be considered strictly illegal, are subject to other disciplinary practices as may be set out in governing documents of the Lakeville United Church of Christ. Behaviors subject to other adjudication may include but are not limited to:

1. Sexual harassment, whether among employees or volunteers
2. Clergy professional boundary violations
3. Sexual exploitation
4. Sexual relationships between a Minister and a minor

All such activity shall be reported by Employees/Volunteers or Ministers in the same manner as any violation of the Code of Conduct or Ministry Standards. In the event of out-of-program circumstances and there is not an identifiable direct supervisor, reports shall be made to the Settled Pastor or Church Moderator.

### **Cooperation with Investigations**

The Lakeville United Church of Christ expects and requires the cooperation of all Ministers, authorized volunteers and employees in the investigation of violations of the Code of Conduct, Ministry Standards or other misconduct, including a complainant, witness, and the accused offender. We may interview these individuals privately and take oral and/or written statements from them. Any person who fails to cooperate with such an investigation or to provide complete and truthful information may be subject to disciplinary action.

### **Notification of Parents**

A minor child may be party to an incident either as an initiator or as the victim. Whether a child is initiator or victim may not be clear in all circumstances, such as a child-on-child incident, and violation of policy does not necessarily create a victim. While notification of parents of such circumstances may be warranted, utmost care in communication is required. Notification of parents shall never be delayed when immediate medical care is required.

Therefore, a Minister having knowledge of an incident which warrants communication to a parent shall first advise their immediate supervisor ((Chairperson of Designated Program), who shall consult with the Settled Pastor. While communicating with a parent, and **being mindful of the importance of timely communication**, care shall be given to assessing:

1. the specific facts,
2. whether a disciplinary or termination process is required,
3. whether a child should be dismissed from a program (requiring notification of other parents/guardians),
4. whether "mandatory reporting" is a factor,
5. who shall and in what manner communicate with the parents/guardians,
6. whether the Settled Pastor should be involved in the communication, and
7. tentative remedial steps to prevent a further incident.

### **Victim Needs**

In the event of cases of reportable abuse, the policy of The Lakeville United Church of Christ is to be responsive to the needs of victims within the constraints or obligations imposed under insurance contracts. In general, we will attend to the immediate needs of victims by providing support and pastoral care.

### **Responding to Media**

Media publicity following an incident of abuse or exploitation may be detrimental to the reputations of individuals, the congregation and the Lakeville United Church of Christ. Without intending ever to evade the media, contacts with media must be managed and conducted only by a person specifically designated by the Board of Trustees to represent the church. No other person(s) may speak on behalf of the church.

Prior to speaking to the media, the Board of Trustees' Spokesperson shall contact and consult with the UCC Conference Legal Counsel, to obtain an understanding of appropriate statements or admissions and issues of privacy that may apply to the situation. In addition, the Spokesperson may consult the Settled Pastor, unless the incident of abuse involves said pastor.

## 10. Administrative Practices

### Reporting to Leadership

Each ministry of the Lakeville United Church of Christ is directly responsible to the chairperson of the committee for which they volunteer or are employed to report activities and developments which may have a bearing on the well-being of a member of the congregation or its constituents, or the reputation of the church, its ministries and its congregation. The Chairperson of each ministry shall report directly to the Settled Pastor and the Safe Church Commission incidences of suspicious or inappropriate interactions (adult-child; child-child; adult-vulnerable adult), sexual activity between children, and allegations of abuse or violations of professional boundaries.

### Ministry Standards for Others Using our Facility

Prior to the use of the LUCG facilities by an outside organizations (lessees) to conduct activities involving children under age 18 or vulnerable adults, and whether or not rent or contributions are provided to the Lakeville United Church of Christ (lessor), there shall be an evaluation of whether the organization has established sufficient standards to be regarded as a competent partner in ministry. A lease or use agreement shall be required with the organization, which lease shall cite fulfillment of the organization's written or statutory standards as a condition of continued occupancy of church property. The use agreement shall contain terms requiring that "lessee hold harmless, defend and indemnify lessor for claims arising out of its occupancy of and activities on lessor's property" (or equivalent language). The organization shall be required to demonstrate maintenance of insurance, to include personal property, workers compensation, general liability and professional liability coverage that may apply to the activity (for example, sexual misconduct liability, professional counseling liability, educators professional liability).

### Building Security and Distribution of Keys

The Trustees are responsible for the implementation of the policies and procedures for a safe church in regards to building security and safety. They will maintain first aid kits, fire extinguishers, clearly marked exit signs, door locks, the telephone system, and the security/alarm system.

The Trustees are in charge of determining the need to assign keys, to whom keys will be issued, and the length of time to hold a key. The following standards apply to all key holders:

- complete and submit the Statement of Compliance Form, prior to being issued a church key ([Appendix C - Forms](#))
- complete and submit the Key Receipt Form ([Appendix C - Forms](#))

The Trustees may request that a key be returned if the key holder fails to comply with the [Safe Church Policies and Practices](#), loans the key to another person, duplicates the key, or any other reason causing the Trustees to deem it necessary.

### Monitoring Compliance with Standards

*Behold, I am sending you out as sheep in the midst of wolves. So be as wise as serpents and as innocent as doves.* (Matthew 10:16) (New Revised Standard)

The success and strength of this policy is not created by its words, but by the actions of our Ministers who must carry it out. While the policy generally prescribes SafeConduct™, Ministers are called upon to document that they are engaged in achieving the objectives of the policy. From time to time, Ministers will be required to re-direct, correct and remediate individuals who have not maintained the Code of Conduct or Ministry Standards. While violations of the Code of Conduct or Ministry Standards do not constitute an incident of suspected abuse requiring statutory reporting, they do require a response.

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In the aftermath of an incident of suspected abuse or a significant violation of the Code of Conduct or Ministry Standards, it may be necessary for the Lakeville United Church of Christ and its Ministers to defend their actions which support this policy. Therefore, every Minister of the church shares in the obligation to regularly observe and document their good management.

Following the pattern of good employment practices, Ministers shall follow a process of progressive discipline in supervisory relationships with both employees and constituents. This process recognizes that an isolated violation of the Code of Conduct or Ministry Standards may not be intended or malicious; the first transgression may simply indicate the failure to properly train. Nevertheless, repeated violations cannot be tolerated.

Each supervising Minister shall employ progressive discipline, and maintain records of both monitoring and disciplinary activity for the employees and volunteers servicing their program. As stated elsewhere in this policy, reports shall be provided to the Safe Church Commission, who will assure that the appropriate process is being followed. While in most situations progressive discipline will be the normal process, it is understood that an egregious violation of the Code of Conduct or Ministry Standards may require immediate termination of an employee or volunteer, subject to the conditions for termination specified in this policy.

## **11. Medical and Police Emergencies**

**For the safety of all people, the Church name, address and phone number will be posted by all landline telephones to be quickly accessed in an emergency.**

**It is imperative that the Deacons on duty communicate with one another throughout any and all emergencies.**

### Medical Emergency or Need for Police in the Sanctuary

In the event of a medical or police emergency during a service in the sanctuary, the Settled Pastor or a member of the Diaconate will give instructions to the congregation, as a general rule, the congregation will be asked to stay in their seats. If needed, a member of the Diaconate will call 9-1-1 from the landline phone (508-947-4979) located on the table just inside the left entrance of the sanctuary. Only if this landline is not in service will the Deacon use a cell phone to call for help.

### Medical Emergency or Need for Police in Any Other Location

In the event of a medical or police emergency in any other location of our church, (e.g. fellowship hall, a classroom or in the parking lot), the person who first recognizes the need for medical attention should ask someone else to stay with the "patient" and go directly to a landline phone and call 9-1-1 (at that point in time, it is the person who first saw the need for help who will have the most information to give the 9-1-1 operator). If the landline phone is not in service, said person shall use a cell phone.

It is important that all calls to 9-1-1 be made from the landline phone, as the address of the church will appear before the 9-1-1 operator. In addition, if several people attempt to call 9-1-1 from their cell phones, the cell tower will get jammed up and no one will be able to get their call through. This would impede the timely process of help arriving.

### Safety from Intruders

In order to keep our children and adult members safe from unwanted intruders, it is our policy to lock the rear door in fellowship hall at 9:35AM after the children have entered for Sunday School. If Sunday School is not in session, this door is to remain locked. Likewise, after the

congregation has entered for worship, the front office/.ramp door will be locked at 10:15AM. The locking of these doors is the responsibility of a Deacon on duty.

***Anyone utilizing the LUCC will make note of the location of the landline telephones, emergency phone numbers and the fire extinguishers and first aid kits.***

Annually, the Lakeville United Church of Christ will offer CPR and Basic First Aid training to all members and friends of the Congregation.

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## **12. Fire or Other Emergencies Requiring Immediate Evacuation**

**For the safety of all people, the Church name, address and phone number will be posted by all landline telephones to be quickly accessed in an emergency.**

**It is imperative that the Deacons on duty communicate with one another throughout any and all emergencies.**

### **Fire Drills and Evacuation Procedures in the Sanctuary**

It is the practice of the Lakeville United Church of Christ for the Settled Pastor to review the procedure for the immediate evacuation of the sanctuary in the event of a fire or otherwise unsafe emergency. This is to occur biannually in the fall and spring of each calendar year.

In the event of the need to immediately evacuate the building during a service in the sanctuary, there is an exit on each side of the pulpit in the front of the sanctuary, and the two main entrance doors at the back of the sanctuary for a total of four exits. Depending on where you are sitting at the time of the emergency and the location of the emergency, please exit through the nearest door to you away from the emergency. If the emergency is at the front of the sanctuary (near the pulpit), it is assumed that all members of the congregation will exit through the main entrance doors. **Emergency exits are clearly marked.**

In all emergencies, parishioners will meet at the flagpole on Dickran Diran Square, our designated meeting spot. Once outside at Dickran Diran Square, directions will be given by either the Settled Pastor or police or fire personnel, as appropriate.

If, due to mobility issues, a member of the congregation is not able to walk to the designated meeting spot, it is requested that they seek the nearest safety spot outside of the building with a buddy. It is preferred that no member of the congregation remain alone in an emergency.

If the sanctuary needs to be evacuated, a Deacon will go down to inform Sunday School teachers of such.

If the emergency is not apparent and verbal directions are needed, the Settled Pastor or a member of the Diaconate will give instructions to the congregation.

A member of the Diaconate will call 9-1-1 from a landline phone before exiting the building. Only if the landline phones are not in service will the Deacon use a cell phone to call for help.

The Deacons on duty will be the last persons to exit the building. If police or fire personnel are on the scene, their directions supersede any given by the Settled Pastor or a Deacon.

No one may reenter the church until given an "All Clear" signal from the police or fire personnel.

**It is expected that anyone using the sanctuary of the  
Lakeville United Church of Christ  
will familiarize themselves with all of the emergency exits.**

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#### **Fire Drills and Evacuation Procedures during Sunday School**

Sunday School teachers are to review with students and actually practice a fire drill/the procedure for the immediate evacuation of their classroom or teaching location in the event of a fire or otherwise unsafe emergency. This is to occur biannually, during the first class in September and again during the first class in February.

Each Sunday School teacher should be aware of two different routes of egress from their classroom or teaching location to the outside of the building. These routes should be posted in their teaching area and reviewed with their students at the time of the fire drill practices.

In the event of an actual fire/other emergency in the Sunday School area, the first person/Sunday school teacher to be aware of the emergency will call 9-1-1 from a landline phone before exiting the building with her/his students. When possible, that Sunday School teacher will ask another adult to take their students outside while they make the 9-1-1 call. Only if the landline phones are not in service will that individual use a cell phone to call for help.

If the emergency is in one part of the lower level where Sunday School is held, Sunday School teachers in that section will alert all other Sunday School teachers for the need to evacuate the building, if it is not obvious.

During an actual emergency, Sunday School teachers are expected to stay with their students at all times and take attendance once safely relocated outside of the building. Students are

expected to stay with their teachers until after attendance is taken. Once the congregation and Sunday School are together in the designated meeting spot, Dickran Diran Square, children can be reunited with their families, only with teacher permission.

Regardless of the location of the fire, it is requested that Sunday School teachers and students meet at the flagpole on Dickran Diran Square.

Once outside at the designated meeting spot, directions will be given by the Settled Pastor, Deacon or police or fire personnel, as appropriate. If police or fire personnel are on the scene, their directions supersede any given by the Settled Pastor or a Deacon.

The Sunday School Superintendent or Designated Lead Teacher will be the last person out of the building after ensuring that all teachers and students are out of the building.

The Sunday School Superintendent or Designated Lead Teacher will let a deacon (those in the sanctuary) know if the Sunday School has to evacuate the building.

Once outside and attendance has been taken, the Sunday School teacher will report any missing student to the Sunday School Superintendent or Designated Lead Teacher.

No one may reenter the building until given an "All Clear" signal from the police or fire personnel.

In ALL emergencies, it is important to remember to stay out of the way of emergency vehicles and personnel.

**It is expected that anyone using fellowship hall or the classrooms of the Lakeville United Church of Christ will familiarize themselves with all of the emergency exits. In addition, they will also make note of the location of the telephones, fire extinguishers and first aid kits.**



