

**GENESIS
SAFE SANCTUARY POLICY
FOR REDUCING THE RISK OF ABUSE**



**Rev. & Approved by Church Council on JUNE, 2022
CARY NC**

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I. STATEMENT OF PURPOSE

The 1996 General Conference adopted a resolution on “Reducing the Risk of Child Sexual Abuse in the Church” which states, “God calls us to make our churches safe places, protecting Children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where Children and adults grow safe and strong.” Safe Sanctuaries is the movement and initiative to fulfill this call upon us—to make our churches safe places for the young and the vulnerable and those in ministry with them.

Therefore, the congregation of Genesis Church, in response to the 1996 General Conference resolution and the 2005 North Carolina Conference Annual Conference Safe Sanctuaries resolution, establishes these policies and procedures to demonstrate our unwavering commitment to the physical safety, emotional integrity, and spiritual growth of all our Children, Youth, and adults. We will define and follow appropriate safety measures in the recruitment and selection of workers. We will educate Children/Youth workers regarding these policies and procedures. We will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to state law requirements for such reporting. If an incident occurs, we will be prepared with a response plan that includes responding to media inquiries and supportive care for persons involved in the incident.

Church staff and volunteers are responsible for the diligent implementation and enforcement of these policies.

II. DEFINITIONS

- A. **Adult** – A person of eighteen (18) years of age or older. Except, an eighteen (18) year-old high school student or an eighteen (18) year-old high school graduate during the summer immediately following the graduate's senior year is considered a **Youth** for purposes of this Policy.
- B. **Adult Event** – A meeting, class, or activity designed specifically for persons over the age of eighteen (18).
- C. **Child** – A person aged from birth through 5th Grade.
- D. **Child Care** – A room or area where Children are kept and supervised by paid staff or a volunteer caregiver while a parent or guardian attends an **Adult Event**.
- E. **Children's Event** – A meeting, class, or activity designed specifically for **Children** from birth through the 5th grade.
- F. **Designated Attendee** – An adult who is not the parent/guardian of a **Child** or **Youth** that has been authorized by the **Child** or **Youth's** parent/guardian to attend a Child or Youth Event.
- G. **Event** – A meeting, class, or activity that appears on the Genesis' Calendar. Meetings, classes, or activities are still considered events if they occur away from GUMC Property.
- H. **Policy** – This Safe Sanctuary Policy in its entirety.
- I. **Preschool** – Genesis Christian Preschool program that provides education and care for preschool Children at the Genesis' facility. The head of the Preschool is the Preschool Director.
- J. **Program Director** – A paid staff member or volunteer responsible for a particular ministry of the church.
- K. **Responsible Adult** – An adult who is responsible for the care of **Children** and **Youth** at a church sponsored event.
- L. **Registered Sex Offender** – A person, male or female, who has been convicted of a crime involving a sexual act where the federal, state or local laws require them to be placed on a Sexual Offender Registry after they have served their criminal sentences or when they have been released on parole.
- M. **Safe Sanctuary Coordinator** – A person appointed by the Church Council to a three-year term who is responsible for assisting staff members with the administration of the Safe Sanctuary Policy.

- N. **Safe Sanctuary Crisis Response Team** – The Safe Sanctuary Crisis Response Team is comprised of the Senior Pastor, Chairpersons of Genesis’ Board of Trustees and the Staff Parish Relations Committee and outside consultants as needed. On a case-by-case basis, the relevant age-level director/coordinator will be a temporary member of the team in managing an incident.
- O. **Safe Sanctuary Procedures Review Committee** – Committee comprised of one representative of the Trustees, a member of the SPRC, the Senior Pastor, the Preschool Director, the Nursery Coordinator, and each age-level director/coordinator of Children and Youth (birth to 18 years).
- P. **Scouting Programs** - Official Programs of the Boy Scouts of America or Girl Scouts of America.
- Q. **Senior Pastor** – The Ordained Elder appointed by to serve Genesis church as the lead pastor.
- R. **Staff Member** – A paid employee of Genesis such as the Preschool Director, Youth Ministry and all full or part-time paid GUMC Preschool employees whose responsibilities involve the supervision of any **Child** or **Youth** at Genesis **Children’s** or **Youth Event**.
- S. **Unattended Child** – A **Child** not in the direct line of sight of the **Child’s** parent/guardian or their **Designated Attendee**.
- T. **Volunteer** – An adult who is involved in care and supervision of **Children** or **Youth** involved in a GUMC activity. To be a **Volunteer** at Genesis involving the care and/or supervision of a **Child** or **Youth**, the volunteer must: (1) Complete the **Volunteer** application process; (2) be approved for the particular ministry or service (e.g., nursery); and (3) successfully complete the Safe Sanctuary Training.
- U. **Youth** – A Child between the school grades of 6-12, including an eighteen (18) year-old high school graduate during the summer immediately following the graduate’s senior year.

III. RESPONSIBILITY FOR GENESIS' SAFE SANCTUARY POLICIES

A. Staff-Parish Relations Committee/Preschool Director

1. The Staff Parish Relations Committee (SPRC) and the Preschool Director are the primary reviewers of this Policy, and their approval is required prior to submission of the Policy to Admin Council. The SPRC Chairperson, or his/her SPRC member delegate, and the Preschool Director are responsible for ensuring that the screening procedures described in Section III are written, approved, and implemented.
2. The SPRC Chairperson is required to review the results of all background checks conducted for both paid and unpaid Genesis' workers within the scope of this policy. The Chairperson ensures that the remaining screening results (*e.g.*, application forms, interviews, reference checks, etc.) fully satisfy or exceed standards of this congregation.
3. The Preschool Director is responsible for reviewing all background checks for full time and substitute Preschool staff.
4. The SPRC, in coordination with the clergy and the Preschool Director, are responsible for the Safe Sanctuary Policy Training program.
 - a. The SPRC will provide written material and work with the clergy to ensure that each paid staff member and volunteer involved with persons under 18 years have reviewed and understand the material provided. The SPRC is also responsible for ensuring that staff members receive periodic Safe Sanctuary Policy training as needed, including after each update of the policy.
 - b. The Preschool Director is responsible for ensuring that all Preschool staff, including substitute paid staff, receive the Safe Sanctuary Policy Training as part of their orientation. The Preschool Director will provide written material to each staff member and ensure that the staff members receive periodic Safe Sanctuary Policy on an as needed basis.
5. The SPRC Chairperson is responsible for ensuring information regarding the Policy is presented to New Member classes and included in new member packets.
6. The SPRC Chairperson is responsible for informing the congregation of changes to this Policy and its attendant procedures on an annual basis.

B. Board of Trustees

1. Following the SPRC and Preschool Director's review of this Policy, the Board of Trustees must review this Policy. The Board of Trustees must approve the Policy prior to submission of the Policy to Genesis Admin Council. The Chairperson, Trustees, or his/her Trustees member delegate, is responsible for reviewing this Policy, and its attendant procedures with Genesis' liability insurance broker or insurer to assess the sufficiency of Genesis' insurance coverage such that, in the event of litigation pertaining to an incident of Child/Youth sexual abuse, insurance coverage is sufficient to protect the people and assets of Genesis. In conjunction with Genesis' liability insurance broker or insurer, Trustees will implement changes necessary to ensure sufficient coverage. The Trustees will revise the Building Use Application Form and Guidelines to incorporate changes required by this Policy. Also, the Trustees will assure that outside groups using the facilities of Genesis currently and in the future, complete all necessary forms, receive a copy of this Policy, and, where necessary, that adequate waivers have been completed and duly processed in accordance with the terms of this Policy. All relevant paperwork will be secured in church office files.

C. Children/Youth Ministry Directors

1. The Children and Youth Ministry Directors are responsible for ensuring that the Genesis Safe Sanctuary Policy is written, approved by the Safe Sanctuary Procedures Review Committee and implemented. At a minimum, these procedures will include processes for: (a) screening and recruiting volunteers who will be working with or transporting Children and Youth involved in church-sponsored events; and (b) describing safety measures sufficient to prevent, to the greatest extent possible, the sexual, physical or emotional abuse or neglect of Children and Youth participating in these ministries. The directors and/or coordinators also ensure that a Safe Sanctuary Education Plan is formulated proactively, approved by the Safe Sanctuary Procedures Review Committee and implemented so that pertinent individuals are educated about this policy and relevant processes.

D. The Safe Sanctuary Procedures Review Committee

1. This Committee is responsible for approving procedures within the scope of this Policy, initially and at least annually thereafter, and for ensuring that up-to-date procedures are secured in church office files. Revisions to the Policy will be presented first to the Trustees and then to the Admin Council for approval.

E. The Safe Sanctuary Crisis Response Team

1. This Team is responsible for ensuring that this Policy and the Procedures for Responding to Allegations of Abuse are followed when addressing any alleged incident involving the sexual, physical, or emotional abuse or neglect of a Child or Youth involved in activities within the scope of this Policy. In the unfortunate event of an abuse or neglect incident, this Team will disseminate appropriate information to staff, the congregation, and respond to media inquiries.

F. Genesis Congregation members

1. The congregation is responsible for supporting the implementation and enforcement of these policies. All members of this congregation, but especially individuals who are directly or indirectly associated with the Children and Youth ministries of Genesis, are responsible for reporting suspected incidents of sexual, physical, or emotional abuse or neglect to a member of the Safe Sanctuary Crisis Response Team immediately.

IV. SAFE SANCTUARY POLICY

A. ACTIVITIES COVERED BY THIS POLICY

This Policy pertains to all church sponsored activities of Genesis, whether onsite and offsite, that require staff members acting within the scope of their duties or volunteers to supervise or have custody of Children or Youth. In addition, any group that uses Genesis' facilities shall adhere to these same policies.

B. INDIVIDUALS SUBJECT TO SAFE SANCTUARY POLICY

1. PAID STAFF

- a. **Background Investigations** – All paid staff members, including all Preschool substitute teachers, must submit to a background investigation, a personal interview, and reference check as a condition of employment or continued employment. All paid staff members, including all Preschool substitute teachers, must immediately inform the Staff Parish Relations Committee (SPRC) and/or Preschool Director should a situation arise that potentially impacts their ability to meet the requirements or obligations of this Policy. Current employees will not have to be “re-interviewed” or have their references “re-checked” as part of the implementation of this policy and procedure. The SPRC will adopt this Policy as part of the Personnel Policies for the church.
- b. **Training** – Each paid staff member shall undergo Safe Sanctuary Policy training as part of an employment orientation. Each staff member will undergo periodic training as needed to ensure that the staff member is aware of the current Safe Sanctuary Policy.
- c. **Conducting investigations/confidentiality provisions** –
 - i. An outside firm will be contracted with to perform the criminal background checks and driver history checks on all staff and volunteers.
 - ii. For paid staff, the SPRC will conduct the personal interviews and check references.
 - iii. The Senior Pastor and SPRC Chairperson will receive copies of the criminal background checks. The Senior Pastor will maintain all files related to criminal background checks in a secure, locked environment. All files will be maintained and destroyed in accordance with the church's Record and Retention policy.

- iv. The Preschool Director and SPRC Chairperson will review Preschool staff background checks. After reviewing they will be given to the Senior Pastor for filing with all other background checks.
- v. The Safe Sanctuary Coordinator will assist the program directors and Senior Pastor in reference checking and in weighing information that might call into question an applicant's suitability to work with Children and/or Youth.
- vi. Any and all information obtained during background investigations will be strictly confidential and only used/and or disseminated in furtherance of this Policy to determine the suitability of a staff member or volunteer to work with Children and/or Youth.
- vii. Every employee or prospective employee who will be working with Children or Youth that undergoes a background investigation has certain rights under the Fair Credit Reporting Act with regard to the information generated from a criminal background check. Among those rights is the ability to gain access to the file and to obtain a copy of his or her file, notification of which reporting agency provided information and an opportunity to dispute the information. These rights are specifically outlined in Appendix I, **Notice of Rights to Individual in compliance with the Fair Credit Reporting Act.**

2. VOLUNTEERS

- a. **Volunteer requirements** - All volunteers for Child and Youth Events must satisfactorily meet the requirements set forth in the Policy before they will be allowed to be involved in Genesis' Child or Youth events. This includes reviewing and agreeing to the *Genesis Safe Sanctuary Covenant for all Volunteers who supervise, train, monitor or work with Children and Youth* (Appendix E).
- b. **Application and Background Investigations** – Each volunteer must complete the volunteer application process which includes a criminal background check, a personal interview by the director of the specific ministry and provide appropriate reference checks (Appendix A.). The Preschool Director or designated staff will complete a personal screening of preschool volunteers to ensure the

volunteer understands the Policy and completes any necessary forms.

- c. **Minimum Age** – The minimum age for volunteers is fifteen (15) years of age. Volunteers under eighteen (18) years of age will be assigned to assist adult workers.
- d. **Youth Volunteer Check-in Procedure** – Youth volunteers participating in Genesis' activities that occur after normal business hours should check-in with the supervising Director or adult responsible for the activity upon their arrival.
- e. **Six-Month Rule for Youth Volunteer Workers** – Candidates seeking to be a volunteer Children/Youth worker must have been regularly attending worship and actively participating in the life of the church for at least six months. The Director of Children's Ministry and the Director of Youth Ministry are responsible for evaluating the suitability of a candidate for working with Children or Youth. If the six-month rule is not feasible, it may be waived at the discretion of the program leaders. If the six-month rule is waived, program leaders must take additional steps to screen the candidate including additional interviews and reference checks, if possible.
- f. **Volunteer Drivers** – At the beginning of each year, a notice will be sent out with the parent-consent forms that prior to being allowed to drive any Child or Youth to any Genesis -sponsored activity, volunteers who wish to drive their own privately owned vehicles must be able to provide (1) a current, valid driver's license; (2) current motor vehicle registration; and (3) proof of liability insurance on their automobile. If a volunteer wishes to drive but has not provided this information to the church at the beginning of the year, the Genesis' staff member or director responsible for the activity will request this information from the volunteer driver. All volunteer driver information may be submitted to the church's liability insurance carrier prior to the activity. The church will maintain an annual list of all volunteers who have provided this information, and the director may select any individual on that list to drive Children and Youth to any Genesis-sponsored activity.

NOTE: The fact that a person has an arrest or conviction for a crime or traffic offense does not in and of itself preclude a person from being a volunteer or a volunteer driver. The nature of any offense, when it occurred, and the age of the applicant at the time of the violation will be factors taken into consideration.

- g. **Age Separation Requirement** – A volunteer may **not** supervise

Youth or Children unless there is at least a five (5)-year separation between the volunteer's age and the age of the oldest Child or Youth they are supervising. A volunteer with less than a five (5)-year separation may, however, be present if there is another volunteer present who meets the 5-year separation policy. In such a situation, the young adult volunteer must agree to have guidance from a program director or the senior volunteer. The program director or senior volunteer is considered the supervisor and must be present for the duration of the event.

- h. **Training** – All volunteers must complete an initial training program and refresher training every year thereafter covering the specifics of the Safe Sanctuary Policy, dealing with Children/Youth and emergency policies.
- i. **Parents are not Volunteers Unless Leading/Assisting Genesis' Events** – Parents remaining at the church for the purpose of supervising their own Children are not considered “volunteers” for the purposes of the Safe Sanctuary Policy and Procedures even if they from time-to-time assist with Children other than their own. However, parents will fall under this Policy and be considered “volunteers” when if they start to lead small groups, teach Sunday School, teach or assist in Vacation Bible School, lead a musical program and related types of activities.

C. INDIVIDUAL RESPONSIBILITIES

1. PARENTS AND LEGAL GUARDIANS

- a. As parents entrust the care of their Children to both volunteers and staff members for various types of activities Genesis offers, parents should make sure that staff and appropriate volunteers have information necessary to properly protect and supervise their Child(ren) and Youth in all situations likely to arise based upon the length of the activity and its location. This specifically includes notifying the appropriate program director of any medical, psychological, behavioral, Child custody, or similar issues. Parents should understand that not all activities are appropriate for all Children.
- b. It is a parent's responsibility to make sure that an adult-in-charge is physically present for an event before leaving the church grounds.
- c. Parents are also expected to communicate clearly to their Children and Youth that program directors and volunteers are acting with the authority of that parent while the Child is in the care of any Genesis

activity. Children and Youth are expected to abide by any rules or conditions for any activity in order to participate.

- d. Parents are requested to inquire of their Children for feedback about Genesis' activities. Constructive feedback is appreciated by all program directors. As part of the feedback, parents are expected to be alert for anything that suggests inappropriate behavior on the part of any adult toward any Child at the event. The parent is requested to contact the Senior Pastor, the Program Director, or the Safe Sanctuary Coordinator immediately with any concerns.
- e. Parents are responsible for providing completed permission forms (Appendix B – **Parental Consent and Release of Liability Form** and Appendix C – **GUMC Photo/Image Consent Form**) on a timely basis for their Children to participate in GUMC activities.

2. YOUTH

- a. Those Children who have reached confirmation age and who in fact may be Confirmed Members of the Church have individual responsibilities for the safety of themselves and all other participants.
- b. Youth are responsible for their behavior.
- c. Youth are also to be trained on what is inappropriate behavior between individuals of the same sex, the opposite sex, and between Youth and adults.
- d. Youth should contact the Program Director, Senior Pastor, or Safe Sanctuary Coordinator immediately if they are concerned that the words or actions of a Paid Staff Member or Volunteer violate this Policy.

D. SUPERVISION OF CHILDREN AND YOUTH POLICY

1. General Policy:

- a. No Child or Youth should ever be on church grounds, or a church related event wherever it is held, without immediate supervision from an immediate family member or designated attendee or a responsible adult who has completed the training required by this Policy.
- b. Parents remaining at the church for the purpose of supervising their own Children are not considered "volunteers" for the purposes of the Safe Sanctuary Policy and Procedures even if they from time-to-time

assist with Children other than their own. However, parents will fall under this Policy and be considered “volunteers” when if they start to lead small groups, teach Sunday School, teach or assist in Vacation Bible School, lead a musical program and related types of activities.

- c. As Children reach the age of confirmation (i.e., Youth) they wish more independence and to participate in activities without their parents physically present. Youth still require supervision and should not be on church property or church sponsored events without proper supervision.
- d. All adults who volunteer to supervise Youth and Children are subject to these policies and procedures and must meet the application and training requirements and agree to abide by these policies. These positions specifically include any adult going on an overnight trip in any capacity with Youth groups including Scouts, United Methodist Youth Fellowship, Musical Groups, Mission Trips, Confirmation, and all similar programs or events.

2. Rules Of Conduct For All Staff Members And Volunteers

- a. To the extent possible and under most circumstances, no staff member or volunteer should ever be alone with any Child or Youth. Even confidential counseling sessions should be in the view of another adult who is aware that counseling is going on or in a room with a window on the inside door. Exceptions to this rule might occur if a Child requires assistance in a restroom, and there is insufficient staff to have two persons available due to the staffing of the classroom, or where an adult is dropping off the last Child or Youth to some activity.
- b. There should be at least two adults for every event. The number of adults present should reflect the number of Children or Youth participating in the event.
- c. A roving supervisor is permitted to be considered the second adult in small group sessions, including Sunday school classes.
- d. Windows in doorways should not be covered during meetings, events, and small group sessions. Interior doors should never be locked.
- e. Husbands and wives cannot be considered to be the second adult for each other.
- f. There should be at least one adult in every nursery school room on

Sunday mornings. That adult may be assisted by a Youth who has completed the volunteer application process.

3. Rules Concerning Touching/Hugging/Or Other Physical Forms Of Contact With Children And/Or Youth

- a. Hugs, kisses, and other forms of appropriate physical affection are important for human development and are generally suitable in our church setting. We recognize that the line between appropriate and inappropriate physical affection can be difficult to define. The following guidelines—when carefully observed—should help to safeguard our Children/Youth while promoting a positive, nurturing environment for ministry to them.
- b. Physical contact should not give the appearance of wrongdoing. The behavior of ministry workers must foster trust at all times; it should be above reproach.
- c. A Child or Youth's preference not to be touched must be respected. Never force affection upon a reluctant Child or Youth.
- d. The Child or Youth should initiate physical contact, or the contact initiated should be a response to the Child's need for comforting, encouragement, or affection. Physical contact should not be based upon the adult's emotional need.
- e. Touching and affection should only be given when in the presence of other church workers. This rule is especially important when diapering a baby or helping a young Child change clothes or use the restroom.
- f. Staff members and volunteers are responsible to protect Children and Youth under their supervision from inappropriate touching by others and must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader.

E. RESTROOM PROCEDURES

1. General Policy

- a. The Church recognizes that use of the restroom is the most vulnerable situation and that this time is when Children are at most risk of potential abuse and adults who work with Children are most at risk of being falsely accused of abuse.
- b. During organized church events, parents are encouraged to ensure

that preschool aged Children do not attend the restroom unaccompanied. Parents and guardians are also encouraged to have Children use the restroom with parental supervision prior to the start of the activity.

- c. Parents and guardians are encouraged to have elementary aged Children remain in the sanctuary during the service, unless they accompany the Child to the restroom.

2. Rules Of Conduct For Staff Members And Volunteers

- a. These Rules apply to all Genesis' Preschool staff as well as all volunteers and paid staff:
- b. Staff and volunteers should not be alone with any Child in a restroom with a closed door. Never close a bathroom door with a Child in the bathroom. The door should be blocked with a trashcan or stopper so that the door remains open. Obviously, the staff or volunteer should provide the Child with as much privacy as possible under the circumstances.
- c. If Child is old enough to go to the bathroom alone, staff and volunteers must stand outside the door absent exigent circumstances.

F. UNATTENDED CHILDREN AND YOUTH

1. General Policy

- a. All paid staff members, volunteers, and other responsible adults have a responsibility to monitor for unattended Children or Youth and follow the procedures outlined in this section.

2. Procedures and Rules of Conduct

- a. Any unattended Child or Youth should be escorted to the Program Director or parent if the Child or Youth is wandering alone or with others and it is apparent that they are not participating in any organized activity or event.
- b. Reasonable adult judgment is expected to determine if the unattended Child is away from the activity at the direction and with the permission of a parent, staff member or volunteer in charge.

G. PARENTAL NOTIFICATION AND PERMISSION FOR OFF-SITE ACTIVITIES AND EVENTS

1. General Policy

- a. No Child or Youth may participate in an off-site activity or event unless a parent or legal guardian has given prior written permission (See Appendix B).

2. Procedures

- a. Responsible staff members or volunteers in charge any Children or Youth events held away from Genesis for period of greater than twenty-four (24) hours or overnight, including Scouting, must provide a written event plan to parents and family members of all participants prior to the event.
- b. A hard copy of the event plan must be filed at the Church Office so that the information does not require computer access to retrieve.
- c. The following information must be provided in the event plan:
 - i. Names and phone numbers of the adult-in-charge and all other adults involved in the event.
 - ii. Travel itinerary showing times, dates and places to be visited, methods of transportation, and a general description of activities at each place to be visited;
 - iii. A complete list of Children and/or Youth along with names and contact numbers of parents or legal guardians.
- d. A Parent Permission form (See Appendix B) must be obtained prior to any Child or Youth participating in an off-site activity or event. These forms shall be maintained in the church office file.

H. EMERGENCY PROCEDURES

1. General Policy

- a. The person in charge of a Children's or Youth event is expected to do all things possible to protect all participants from any type of physical or mental harm. To this end,

2. Procedure to be followed

- a. The responsible adult in charge has the authority to immediately end the participation of anyone at the event. Should a Child or Youth have their participation ended, the person in charge must ensure the continued supervision of that Child or Youth until the Child or Youth can be turned over to his or her parent or legal guardian.
- b. Upon a determination that a Child or Youth requires immediate medical or other attention to protect the Child or Youth from physical or mental harm, the person in charge will terminate the Child/Youth's participation in the activity or event and contact the parent or legal guardian of the Child or Youth. If necessary, the responsible adult shall call 911 or other appropriate authority (e.g., police).
- c. Contact with the parent or legal guardian of any Child or Youth whose participation has been terminated must take place immediately and arrangements must be made for the Child or Youth to be turned over to a parent, legal guardian, or authorized designee of the parent or legal guardian. While waiting for the Child or Youth to be turned over, the responsible adult in charge or an adult designee of the responsible adult must stay with the Child or Youth.
- d. The person in charge must notify the program director and the Senior Pastor as soon as practicable after contacting the parents or legal guardian.

I. YOUTH PARTICIPATION IN ADULT ACTIVITIES

1. General Policy

- a. Genesis' Youth, where appropriate, can participate in certain adult activities. For example, specifically skilled Youth can participate in adult musical groups, assist with the AV equipment, study groups, or serve on official committees of the church. It is the goal of Genesis to encourage this engagement while adhering to this Policy.

2. Procedures to be followed

- a. If the Youth's parent is not also participating in the adult event, the Youth, the parent or parents, and appropriate Program Director should meet to discuss the nature of the adult events as it relates to the spirit of this Policy. Event specific written guidelines should be established and signed by the program director, Youth, and parents of the Youth. These signed guidelines shall be maintained in the Church Office with copies provided to the program director, Youth,

and parents of the Youth.

J. POLICY AND PROCEDURES FOR RESPONDING TO ALLEGATIONS OF ABUSE

1. General Policy

- a. When responding to allegations of abuse, the church and its representatives should keep several key principles in mind:
 - i. Reports of questionable behavior must be taken seriously. They should not be ignored or allowed to circulate without concern for the integrity and reputation of the accuser, the accused, and the church.
 - ii. Allegations should be handled with sensitivity for people's privacy and confidentiality. Allegations may occur in a variety of ways, and the church cannot control how a report may surface. Therefore, it is important that the steps below are followed. These steps will ensure that the allegation is channeled to the appropriate person and that the situation is not made worse by an improper response.
 - iii. The church must cooperate with law enforcement and social services.
 - iv. The victim must not be blamed.
 - v. The church should seek to provide Christian support as appropriate for alleged victims, alleged offenders, and their families during this period of great stress.
 - vi. The Church's insurance carrier should be contacted as soon as possible after receipt of the initial report of questionable behavior.

2. Procedure for Initial Responders

- a. Any person receiving the initial report of alleged abuse or suspicious behavior should follow these steps:
 - i. Listen supportively—do not minimize or discount the allegation;
 - ii. Do not judge the allegation negatively or positively.

- iii. Ask questions to clarify facts, but do not try to investigate or verify the allegations of the report.
- iv. Note the pertinent details in writing as soon as possible after hearing the report.
- v. Do not take notes while the victim is speaking, as you want to give him/her your full attention.
- vi. Contact the Safe Sanctuary Crisis Response Team, the Senior Pastor (or in the Senior Pastor's absence, the Associate Pastor), and either the Director of Children's Ministry or Director of Youth Ministry immediately (depending on the applicable Ministry).
- vii. If the allegation involves one or more of the individuals outlined above, contact another pastor and/or the Chairperson of the SPRC. These individuals will help decide on the next steps, which may include consulting with legal counsel and making the report to law enforcement if appropriate.
- viii. If the Senior Pastor or any other clergy associated with GUMC is being accused, the individual must contact the District Superintendent or a Conference Sexual Ethics Support Team member and follow the procedures outlined in the Book of Discipline.
- ix. Do not discuss the allegation unless directed to do so.
- x. North Carolina is a mandatory reporting state. Therefore, if an individual "has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by North Carolina General Statute § 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found." See N.C. Gen. Stat. § 7B-301.

3. Procedures for Reporting Observations of Questionable or Suspicious Behavior

- a. Any person who observes violations of church guidelines or has reasonable suspicions of inappropriate activity should follow these steps:

- i. Write brief notes to document specifically what you observed.
- b. Contact the program director and/or the Senior Pastor as soon as possible for consultation and evaluation of any suspicions.
- c. The program director or Senior pastor is responsible for any further response to the situation. S/he must document the report in a confidential file. Possible responses can range from reminding the worker about following guidelines to reporting the incident to law enforcement.
- d. If the questionable or suspicious behavior rises to the level of abuse or neglect that implicates North Carolina's duty of mandatory reporting, the individual observing the violation shall report the incident in accordance with North Carolina General Statute § 7B-301.

4. Procedures for the Safe Sanctuary Crisis Response Team

- a. The purpose of the Safe Sanctuary Crisis Response Team is to determine if the allegations are worthy of further investigation, and if so determined, to take the appropriate actions to investigate, report the allegation, and provide pastoral care to the persons involved in the allegation. In a timely manner, the team should clarify and evaluate the report with the individuals involved in the alleged incident and the reporting of the incident.
- b. Responsibilities of the Safe Sanctuary Crisis Response Team include:
 - i. Deciding if a report to the authorities is warranted. Following North Carolina's mandatory reporting guidelines, if applicable. Guidance of the church's attorney may be necessary to make this decision.
 - ii. Developing and implementing a pastoral care plan for the persons involved in the allegation.
 - iii. Informing and providing information to the church's insurance carrier.
 - iv. Designating one of its members as a spokesperson to handle all contact with the news media. This individual shall communicate with the District to ensure media contact is coordinated and follows any applicable provisions of the Book of Discipline. All media inquiries should be directed to this

person.

- v. Designating one of its members as a secretary to document all steps taken and decisions made. A log should be kept of what is learned, and what and when actions are taken. Logs should be dated and initialed or signed each time an entry is made, and they should be kept in a confidential file in the Church Office.
- vi. Communicating and consulting with the District Superintendent and other Conference staff as necessary.

K. REGISTERED SEX OFFENDERS – ATTENDANCE IN CHURCH

1. General Policy

- a. Genesis invites all people to be a part of the worshipping community of faith. However, Genesis must weigh the duty to protect the Children and Youth of the church with the right of all people to experience God's redeeming love through worship.

2. Restrictions on attendance at worship services and other church activities:

- a. In furtherance of this Policy and in compliance with North Carolina law, a registered sex offender who wishes to be part of a church community at Genesis should expect to have conditions placed on his/her participation. These are some of the conditions that may be placed on a registered sex offender who wishes to attend or be involved in Genesis services and/or activities:
 - i. A registered sex offender must identify himself/herself as a registered sex offender to the Senior Pastor or the Director of Youth or Children's Ministries. If the identification is made to the Director of Youth or Children's Ministries, then those individuals must notify the Senior Pastor as soon as possible.
 - ii. No adult who has been convicted of Child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with Children or Youth in any church sponsored activity. N.C. Gen Stat. § 14-208.17(a).
 - iii. A registered sex offender shall not be in attendance at any church event where Children or Youth are the primary audience. These events include, but are not limited to, Intergenerational (All Ages) events, Vacation Bible School,

and scouting activities. If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the sheriff's and to the appropriate probation office.

- iv. An unattended registered sex offender shall not enter any any location on the church property intended primarily for the use, care or supervision of Children or Youth. ¹ N.C. Gen Stat. § 14-208.18(a) (2). These areas include, but are not limited to the nursery, preschool classrooms, Children and Youth's Sunday School classrooms and playground. N.C. Gen Stat. § 14-208.18(a) (1).
- v. While on church property, a registered sex offender shall be accompanied by an unrelated, same gender adult covenant partner provided by the church.
- vi. A registered sex offender who wishes to be part of our church community shall read and sign a Church Participation Covenant Statement. This document will also be signed by the Senior Pastor and the Chairperson of the Administrative Council and be kept on file at the church. (Appendix G - Registered Sex Offender Church Participation Covenant Statement).
- vii. The Covenant is not a secret and will be shared among those members of Genesis on a need-to-know basis to ensure that the conditions of the Covenant are met. This covenant should be renewed every three (3) years. The monitoring of the Covenant will be taken as a serious and permanent responsibility of Genesis so long as the registered sex offender attends church at Genesis.

L. ADMINISTRATION OF SCHEDULE AND FEES

1. Implementation Schedule

- a. The SPRC will implement this Policy and subsequent changes to this Policy for the entities listed below in the following order:
 - i. All Paid Staff, including Genesis PreSchool staff and the Safe Sanctuary Coordinator;
 - ii. All volunteers who drive rented or owned vans for Genesis;

¹ This Section only applies when the Genesis Preschool is in operation or when the church's facilities are being used for Sunday School, nursery or playground activities.

- iii. All volunteers who lead or coordinate events of Children or Youth;
- iv. All Volunteers wishing to or agreeing to drive their cars locally;
- v. All confirmation mentors;
- vi. All Volunteers in their first year of volunteering;
- vii. Both Boy and Girl Scouts must meet the documentation requirements of this program when their Scouting Background Check Results are shared with the Senior Pastor.

2. Cost Associated with Safe Sanctuary

- a. This is a risk management program. The costs of background checks and driver history checks will be paid from the Trustees Budget. Volunteers are encouraged to help defray the cost of this program by a special donation marked "Safe Sanctuary." Paid staff members including GUMC Pre-School will be charged back to their particular program budgets. Scouting should pay for their background checks.
- b. The current costs associated with background checks range from \$10–\$20 person depending on the type of investigation being conducted. Most routine, background investigations involving Children, Youth or driving are approximately \$10.00 per person.

This policy is authorized by the GUMC Council, Trustees and Staff-Parish Relations Committee by approval of each group and signature of its chairperson below. This authorization will remain in effect even though incumbents will change.

Chairperson, Board of Trustees _____
date

Chairperson, Staff-Parish Relations Committee _____
date

Chairperson, Genesis United Methodist Church Council _____
date

Effective Date of Policy (date all approvals obtained):

Within 90 days of the effective date of this policy, all named committees are to be established and plans and procedures required by this document are to be in the hands of the Chairperson, Staff Parish Relations Committee for prompt review and approval prior to implementation.

Appendix A
APPLICATION

Genesis Church
Children/Youth Work Application for Volunteer Workers

Name: _____
Phone Numbers: _____ (home) _____ (cell) _____ (work)
Email Address _____ SS# _____
Address: _____
Date of Birth: _____ Driver's License # _____ State: _____
In which Children/Youth program(s) are you seeking to become involved?

What skills would you bring to the Children/Youth program?

What other Children/Youth experience do you have? *(Please list)*

Organization Program Dates Contact

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you at any time ever:

- Been arrested for any reason? Yes No
- Been convicted of, or plead guilty or no contest to any criminal offense of any kind? Yes No
- Participated in, been accused of, plead guilty or no contest to any abuse or sexual misconduct? Yes No

Are you aware of:

- Any traits or tendencies that could pose any threat to Children, Youth or other vulnerable persons? Yes No
- Any reason why you should not work with Children, Youth, or other vulnerable persons? Yes No

If the answer to any of these questions is "yes", please explain in detail:

Church Activity:

Please list the church or churches that you have attended in the past five years
Church Name Pastor's Name Years attended

_____	_____	_____
_____	_____	_____
_____	_____	_____

References:

Please list three references (other than relatives) whom we could contact:

Name/Relationship Address Phone

_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicant Verification and Release

I recognize that Genesis is relying on the accuracy of the information contained herein. Accordingly, I attest and affirm that all of the information that I have provided is absolutely true and correct.

I authorize Genesis to contact any person or entity listed in this application, and I further authorize any such person or entity to provide the Genesis with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release the Genesis and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications. I further authorize Genesis to conduct a criminal background investigation.

I have been advised that as a part of the application process, the Genesis conducts a criminal history background check. By applying to be an employee or volunteer, I have agreed to allow the Genesis the use of any information provided during the application process in performing the criminal history check. Genesis has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteer work. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the Genesis. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

I have carefully read the Safe Sanctuary policy and procedures and I agree to abide by them and to protect the health and safety of the Children or Youth at all times.

Printed Name: _____

Signature: _____ **Date:** _____

Appendix B

PARENTAL CONSENT AND LIABILITY RELEASE FORM

PARTICIPANT'S NAME _____
AGE _____ BIRTH DATE _____
ADDRESS _____

PHONE _____ SCHOOL _____ GRADE _____

PARENT(S)/GUARDIAN NAME(S) _____

WORK PHONE(S)/ CELL
PHONE(S) _____ / _____

TO WHOM IT MAY CONCERN:

The undersigned do(es) hereby give permission for our (my) Child(ren):

_____ ("Participant"), to attend and participate in **YOUTH MINISTRY EVENTS** sponsored by the Genesis during the current year.

LIABILITY RELEASE: In consideration of Genesis allowing the Participant to participate in Children or Youth ministry activities, we (I), the undersigned, do hereby release, forever discharge and agree to hold harmless Genesis, its directors, employees, volunteers and agents (collectively herein the "Church") from any and all liability, claims or demands for accidental personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the undersigned and the Participant while involved in the Children/Youth activities. We (I) the parent(s) or legal guardian(s) of this Participant hereby grant our (my) permission for the Participant to participate fully in Youth ministry activities, including trips away from the church premises.

Furthermore, we (I) [and on behalf of our (my) minor Participant(s)] hereby assume all risk of accidental personal injury, sickness, death, damage and expense as a result of participation in recreation and work activities involved therein. Further, authorization and permission is hereby given to said Church to furnish any necessary transportation (within the limitations of church insurance and the law), food and lodging for this Participant. The undersigned further hereby agree to hold harmless and indemnify said Church for any liability sustained by said Church as the result of the negligent, willful or intentional acts of said Participant, including expenses incurred attendant thereto.

Medical Information and Consent to Treat

1. (NAME) _____ has my permission to participate at Genesis of Cary, NC for the year _____ (e.g., 2012).
2. I/We the undersigned have legal custody of the Child/Youth named above, a minor, and have given our consent for him/her to attend events being organized by Genesis.
3. I/We understand that activities may include, but are not limited to, the following: cookouts, boating, water skiing, swimming, basketball, roller skating, rollerblading, games in the park, soccer, ice skating, volleyball, softball, baseball, camping, snow skiing, snowboarding, hiking, biking, concerts, Bible studies, golfing, miniature golf, hayrides, white water rafting, traveling. *NOTE: Permission slips will be required for each individual event.*
4. **I/We have completed the Medical History form attached to this Permission and have provided accurate, complete and current information about our Child/Youth's physical and psychological profile to the extent possible.**
5. This consent form gives permission to seek whatever medical attention is deemed necessary, and releases the Church and its staff of any liability against personal losses of named Youth.
6. In the event that he/she is injured and requires the attention of a doctor, I/we consent to any reasonable medical treatment as deemed necessary by a licensed physician. Further, I/we affirm that the health insurance information provided above is accurate at this date and will, to the best of my/our knowledge, still be in force for the Youth named above. I/we also agree to bring my/our Child home at my/our own expense should they become ill or if deemed necessary by the Youth Lay Leadership.

A. MEDICAL TREATMENT CONSENT: We (I) authorize an adult, in whose care the minor has been entrusted, to consent to any emergency x-ray examination, anesthetic, medical, surgical or dental diagnosis or treatment and hospital care, to be rendered to the minor under the general or special supervision and on the advice of any physician or dentist licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital or emergency care facility. The undersigned shall be liable and agree(s) to pay all costs and expenses incurred in connection with such medical and dental services rendered to the aforementioned Child or Youth pursuant to this authorization.

1. Medical Insurance: YES _____ NO _____ Insurance Company:

2. Policy/Group ID#: _____

3. Emergency Phone #s in case parent/guardian cannot be reached:

B. EARLY RETURN HOME POLICY: Should it be necessary for our (my) Child or Youth to return home due to medical reasons, disciplinary action or otherwise, the undersigned shall assume all transportation costs and responsibility.

C. TRANSPORTATION PERMISSION: The undersigned does also hereby give permission for our (my) Youth to ride in any vehicle driven by an approved ADULT chaperone while attending and participating in activities sponsored by Genesis. My Child/Youth and I understand that SEAT BELTS SHALL BE WORN AT ALL TIMES during transportation.

D. INDIVIDUAL COUNSELING _____ (Parent Initials) I/We authorize _____ to meet with my Child/Youth on an individual basis to mentor, counsel and minister to my Child/Youth. It is understood that there may occasionally be one-on-one sessions with my Child/Youth.

Based on the above provided information,

_____ (Child(ren)s name(s))
has my permission to participate in Genesis UMC of Cary, NC for the year
_____ (e.g., 2012).

Parent/Guardian Signatures

_____/_____ Date

Medical History Form

NAME OF CHILD/YOUTH _____

If necessary, describe in detail the nature and severity of any physical and/or psychological ailment, illness, propensity, weakness, limitation, handicap, disability, or condition to which your Child is subject and of which the Youth Leadership and Pastor of Genesis should be aware, and what, if any, action of protection is required on account thereof. Submit this notification in writing and attach it to this form. Include names of medications and dosages that must be taken.

Check the following areas of concern for this student. If necessary, add another page with details:

1. For your Child/Youth's safety and our knowledge, is your student a –
___ good swimmer ___ fair swimmer ___ non-swimmer

2. Does your Child/Youth have allergies to any of the following. If so please explain.

___ pollens - _____

___ medications - _____

___ food - _____

___ insect bites - _____

3. Does your Child/Youth suffer from, or has ever experienced, or is being treated currently for any of the following:

___ asthma ___ epilepsy/seizure disorder ___ heart trouble ___
diabetes

___ frequently upset stomach ___ physical disability ___ other

4. Date of last tetanus shot: _____

5. Does your Youth wear ___ glasses ___ contact lenses

6. Please list and explain any major illnesses the student experienced during the past year:

7. Additional comments:

8. Should this Child/Youth's activities be restricted for any reason? (Genesis will accommodate to the best of our abilities) Please explain:

Appendix C

GENESIS PHOTO/IMAGE RELEASE FORM

I, _____ the parent/legal guardian of _____, hereby grant my expressed permission for Genesis to exhibit photographs or likenesses of the above-named Child.

(Please initial to indicate permission, write "no" to indicate refusal)

_____ GUMC publications (newsletters, bulletin boards, photo albums, etc.)

_____ Press/Media releases (newspaper articles/features, church profile, etc.)

_____ The GUMC website www.genesis-umc.org (no names will be included)

By signing this release, I acknowledge that I hereby release and forever discharge Genesis and the trustees, officers, agents, and employees of Genesis from and against any and all claims, damages or suites which may arise from the use of the Genesis publications, press/media releases or website, including but not limited to, the exhibition of the above named Child's photograph or likeness or publication of the Child's name.

This consent shall remain in force until I expressly revoke it in writing.

Parent Signature _____

Date _____

Child(ren)'s Name(s) – Please Print _____,

_____, _____

Appendix D

Youth Covenant of Conduct

During the meetings and events under the sponsorship and guidance of **Genesis**, I recognize that I am a representative of this Christian community and I am responsible for my actions. I understand that by signing this Covenant, I agree to abide by the following guidelines:

I Shall:

Recognize that everyone in the group is a part of the body of Christ. I will embrace inclusiveness by making sure that everyone feels welcome and important.

Respect the physical and emotional well-being of others by “doing unto them as I would have them do unto me.” (This includes refraining from harsh play or violence, refraining from harmful jokes, respecting the need for sleep, etc.)

Respect the health of my own body by refraining from the use of tobacco, alcohol, and illegal drugs. I understand that the use of these substances is absolutely prohibited.

Respect the things I use and the property of places I visit. The areas used for all events, including transportation, shall be left clean.

Participate fully in ALL scheduled group activities and abide by additional group guidelines made during Youth activities.

Act appropriately with members of the opposite sex. This means no couples alone at any time, and no public displays of affection.

Follow all instructions given by group leaders and chaperones without protest. (This does not mean an instruction may not be politely and discretely questioned if it seems unreasonable).

Stay within the group or assigned sub-group at all times. I will not wander off alone or leave the activity site unless granted permission by an adult, and I will report for all designated check-in times.

Hold safety in the highest regard and refrain from compromising my own safety or another’s safety.

Provide a trusting environment for my peers. When others share something about themselves in a group discussion, I will not repeat that information to others outside of

the group.

Guidelines for Consequences:

Consequences will focus on restoring peace with reconciliation among the parties involved. The goal of resolving each problem will be growth and learning through repentance and forgiveness. Any problems encountered will be handled within the group and by the adult leaders to the extent that this is possible. However, should a situation persist or become uncontrollable, the parent/guardian will be contacted and informed of the problem. Should the situation be urgent, the parent/guardian will be contacted immediately and will be responsible for picking up the Youth from an event or providing for his/her transportation home.

Child/Youth and Parent/Guardian Signature:

In signing this covenant, I vow that I have read and understand these guidelines. I recognize that a covenant is a binding promise, and my signature is testimony that I agree to adhere to the provisions of this covenant.

Signature of Child/Youth _____
Date _____

Signature of Parent/Guardian _____
Date _____

Appendix E

GENESIS VOLUNTEER COVENANT

Safe Sanctuary Covenant for all Volunteers who supervise, train, monitor or work with Children and Youth

The congregation of Genesis is committed to providing a safe and secure environment for all Children, Youth and volunteers who participate in ministries and activities sponsored by the church. Volunteers are an essential and valuable component of the ministries of Genesis United. The following policy statement reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of Child abuse (sexual, physical or emotional) should volunteer to work with Children or Youth in any church-sponsored activity.
2. Adult survivors of Child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with Children or Youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with Children or Youth of our church must be members of Genesis for six months, unless approved by a pastor.
4. Adult volunteers and staff with Children and Youth shall observe the two adult rule, or if only one adult is available, group activities are conducted in rooms where a window is in the door or the door remains open.
5. Adult volunteers with Children and Youth shall attend Children's Ministry training or Youth Ministry training provided by Genesis, which will include training regarding Safe Sanctuary Policy.
6. Adult volunteers with Children and Youth shall immediately report suspected Child abuse to the proper authorities, including the appropriate staff person if the incident occurred during church-related activities.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies and procedures regarding working in ministries with Children and Youth?
Yes ___ No ___
2. As a volunteer in this congregation, do you agree to observe the two adults rule?
Yes ___ No ___
3. As a volunteer in this congregation, do you agree to abide by the six month membership rule before beginning a volunteer assignment? Yes ___ No ___
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?
Yes ___ No ___
5. As a volunteer in this congregation, do you agree to attend annual Safe Sanctuaries training? Yes ___ No ___

6. As a volunteer in this congregation, do you agree to promptly report Child abuse to the proper authorities, including the appropriate staff person if the incident occurred during church-related activities? Yes_____ No_____

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

Signature of Volunteer

Date

Print Full Name

Appendix F

GENESIS UNITED METHODIST CHURCH PHOTO/IMAGE RELEASE FORM

I, _____ the parent/legal guardian of _____, hereby grant my expressed permission for Genesis to exhibit photographs or likenesses of the above-named Child.

(Please initial to indicate permission, write "no" to indicate refusal)

_____ Genesis publications (newsletters, bulletin boards, photo albums, etc.)

_____ Press/Media releases (newspaper articles/features, church profile, etc.)

_____ Genesis website www.genesis-umc.org (no names will be included)

By signing this release, I acknowledge that I hereby release and forever discharge Genesis and the trustees, officers, agents, and employees of Genesis from and against any and all claims, damages or suites which may arise from the use of the Genesis' publications, press/media releases or website, including but not limited to, the exhibition of the above named Child's photograph or likeness or publication of the Child's name.

This consent shall remain in force until I expressly revoke it in writing.

Parent Signature _____

Date _____

Child(ren)'s Name(s) – Please Print _____,

_____, _____

Appendix G

Registered Sex Offender Church Participation Covenant Agreement

The congregation of Genesis, Cary, North Carolina is committed to providing a safe and secure environment for all Children and Youth.

In furtherance of our Safe Sanctuary policy and in compliance with N. C. Gen. Stat. §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must agree to and abide by the following procedures as a condition of their being able to attend or be involved in activities at Genesis.

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community. Among the conditions that can be placed on me are the following:

a. While on church property, I will be accompanied by an unrelated, same gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.

b. I will not be permitted to work/volunteer with Children or Youth in any church-sponsored activity. N.C. Gen. Stat. § 14-208.17 (2008)

c. I will not be in attendance at event where Children or Youth are the primary audience. This includes, but is not limited to, intergenerational (all ages) events or missions, Vacation Bible School and scouting activities. N.C. Gen. Stat. § 14-208.18 (a) (3) (2008) If I attend such an event, I will be told to leave and a report will be made to the sheriff's office.

d. I will not be in any area of the property designated for the use, care or supervision of Children or Youth. N.C. Gen. Stat. § 14-208.18 (a)(1) (2008). These areas include, but are not limited to, the nursery, preschool classrooms, Children and Youth's Sunday School classrooms and playground.

e. If deemed necessary by the Safe Sanctuary Committee, I will participate in a professional counseling program for at least the entire time of church membership or participation in church activities.

Signature of Registered Sex Offender

Dated: _____

Signature of Pastor: _____ Date: _____

Signature of Administrative Council
Chairperson: _____ Date: _____

Appendix H

Book of Resolutions of the United Methodist Church, 2004, pp. 201-203.

RESOLUTION 65. Reducing the Risk of Child Sexual Abuse in the Church (adopted in 1996 and readopted in 2004)

Jesus said, "Whoever welcomes [a] Child . . . welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "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). Our Christian faith calls us to offer both hospitality and protection to the little ones, the Children. The Social Principles of The United Methodist Church state that "Children must be protected from economic, physical, emotional and sexual exploitation and abuse."

Tragically, churches have not always been safe places for Children. Child sexual abuse, exploitation, and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of Child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the Child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

1. "Ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be.
2. God calls us to make our churches safe places, protecting Children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where Children and adults grow safe and strong. In response to this church wide challenge, the following steps should be taken to reduce the risk of Child sexual abuse:

A. Local churches should:

1. Develop and implement an ongoing education plan for the congregation and its leaders on the reality of Child abuse, risk factors leading to Child abuse, and strategies for prevention;
2. Adopt screening procedures (use of application forms, interviews, reference checks, background clearance, and so forth) for workers (paid and unpaid) directly or indirectly involved in the care of Children and Youth;
3. Develop and implement safety procedures for church activities such as having two or more non-related adults present in classroom or activity; leaving doors open and installing half-doors or windows in doors or halls; providing hall monitors; instituting sign-in and sign-out procedures for Children ages ten or younger; and so forth;
4. Advise Children and young persons of an agency or a person outside as well as within the local church whom they can contact for advice and help if they have suffered abuse;
5. Carry liability insurance that includes sexual abuse coverage;
6. Assist the development of awareness and self-protection skills for Children and Youth through special curriculum and activities; and
7. Be familiar with annual conference and other church policies regarding clergy sexual misconduct.

B. Annual conferences should:

1. Develop safety and risk-reducing policies and procedures for conference-sponsored events, such as camps, retreats, Youth gatherings, Childcare at conference events, mission trips, and so forth; and
2. Develop guidelines and training processes for use by church leaders who carry responsibility for prevention of Child abuse in local churches. Both sets of policies shall be developed by a task force appointed by the cabinet in cooperation with appropriate conference agencies. These policies shall be approved by the annual conference and assigned to a conference agency for implementation. It is suggested that the policies be circulated in conference publications and shared with lay professionals and clergy at district or conference seminars.

C. The General Board of Discipleship and the General Board of Global Ministries should:

1. Cooperatively develop and/or identify and promote the following resources;
2. Sample policies, procedures, forms, and so forth for reducing the risk of sexual abuse and exploitation of Children and Youth in local churches, both in relation to their own

- sponsored programs and to any outreach ministries or other programs for Children or Youth that use church space;
3. Child abuse prevention curriculum for use in local churches;
 4. Training opportunities and other educational resources on Child sexual abuse and exploitation and on ritual abuse; and
 5. Resources on healing for those who have experienced Childhood sexual trauma.

From The Book of Resolutions, Copyright © 2004, The United Methodist Publishing House, used by permission, which was given 23 January 2006.

Appendix I

Resolution 6. NC Annual United Methodist Conference, June 2005. Safe Sanctuary Policy for Children and Youth

Action Taken: *The Conference passed this resolution. It was then withdrawn as a resolution and introduced as a motion which was passed after the removal of the word "whereas".*

Whereas: One of the foremost duties of the church is to extend safe Christian hospitality, nurture and community to the Children and Youth (age 18 and under) in our midst, in which they can feel secure and unthreatened from physical and emotional abuse; and

Whereas: Jesus said of this responsibility, "Whoever welcomes a Child welcomes me...If any of you put a stumbling block before 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 18:5-6); and

Whereas: Children and Youth represent our hope and trust in the future of the Christian community while at the same time being active and invaluable full participants in the present life of the church; and

Whereas: Churches have tragically not always lived up to this sacred obligation, inasmuch as Child sexual abuse, exploitation and ritual abuse occur in churches across the broad spectrum of society: large and small churches, rural and urban churches and churches of all socio-economic and racial backgrounds; and

Whereas: United Methodist Annual Conferences can cite examples of Child sexual abuse and exploitation within churches and churches have among their membership adult survivors of early abuse trauma; and

Whereas: Such instances are devastating to all involved---Children, families, local churches and their leadership, exacting emotional, legal and financial tolls that accompany such allegations; and

Whereas: The 1996 General Conference of the United Methodist Church adopted a resolution (*Book of Resolutions of the United Methodist Church 1996, pp. 384-386*) designed to reduce the risk of any type of abuse of Children and Youth in the church, including neglect and physical, emotional, sexual or ritual abuse, prompting most Annual Conferences since this time to adopt for themselves policy and procedures to reduce the risk of Child abuse in the church; and

Whereas: The North Carolina Conference of the United Methodist Church is committed to conducting ministry so that Children, Youth and adults may be safe to grow spiritually, demonstrating the love of Jesus in our midst so that each person will be "...surrounded by steadfast love...established in the faith and confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant II, *United Methodist Hymnal*, p. 44);

Appendix J

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, criminal background histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA with regard to your application for employment/volunteer work at the GUMC. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W, Washington, DC 20552.

You have been advised that as a part of the application process, the GUMC conducts a criminal history background check. By applying to be an employee or volunteer, you have agreed to allow the GUMC the use of any information provided during the application process in performing the criminal history check. The GUMC has informed you that you have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteer work. In addition, you have been informed that you will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the GUMC. Under the Fair Credit Reporting Act, you have been advised that upon request you will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.