

January 2019

SAFE SANCTUARIES POLICY FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs

We the congregation of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs recognize that there is no human being that falls outside the Psalmist's claim that we are "fearfully and wonderfully made" by God; "knit together in [our] mother's womb"¹ by the Creator of the universe. Further, we cannot deny that humankind has been deemed "very good"² by this very same Creator. This inherent value, which we possess, coupled with the Scriptures' admonition to avoid "anything that makes your brother or sister stumble,"³ particularly the "little ones,"⁴ calls us to also recognize the grievous harm present in all instances of abuse. Such incidents, whether sexual, physical, emotional, or harassing in nature, are devastating to all who are involved. God calls us to make FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs a safe place, doing all we can to protect children, youths, and other vulnerable persons from the devastating effects of abuse. Thus, in covenant with one another, we adopt this policy for the prevention of abuse in our church.

PURPOSE

Our congregation's purpose for establishing this SAFE SANCTUARIES POLICY and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all who come under our care.

STATEMENT OF COVENANT

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all who come under our care. We will follow reasonable safety measures in the selection and recruitment of both staff persons and lay servants; we will implement prudent operational procedures in all programs, ministries, and events; we will provide broad education regarding our policies, as well as recognizing the signs of abuse; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will respond immediately and compassionately to any reported or suspected abuse, again following the requirements of state law and the policies of The Louisiana Conference of the United Methodist Church. The procedures for fulfilling this covenant can be found in the accompanying document called SAFE SANCTUARIES POLICY.

CONCLUSION

In all of our ministries, this congregation is committed to demonstrating the love of Jesus Christ so that every child of God will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal."⁵

¹ Psalm 139:13-15 NRSV

² Genesis 1:31 NRSV

³ Romans 14:21 NRVS

⁴ Matt 18:6-9, 19:13-15, Mark 19:15-16, or Luke 18:15-17

⁵ Baptismal Covenant II, United Methodist Hymnal, pg. 44

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I. PERSONNEL

All persons who work with children/youths through the ministries/activities of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs shall fall into one of the following categories. All paid staff persons shall be at the Level 1 Paid Staff Category.

- A. LEVEL 1 PERSONNEL – Level 1 personnel at FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs consist of all paid staff persons. Persons at this level are required to:
1. Undergo a criminal background check – Exhibit A. Background checks will be redone every 5 years or if an employee ends their employment and returns.
 2. Submit to an interview and reference check which will include verification of the following: (a) employment history for the past five years; (b) volunteer work for the past five years; (c) church membership; (d) former addresses for the past ten years; and (e) marital status.
 3. Attend, at least annually, SAFE SANCTUARIES POLICY training.
 4. Read and sign a copy of SAFE SANCTUARIES POLICY at the completion of first training of SAFE SANCTUARIES POLICY.
 5. Read and sign COVENANT STATEMENT (Exhibit C) at the completion of SAFE SANCTUARIES POLICY training.
- B. LEVEL 2 PERSONNEL – Every lay servant who regularly supervises, or works around, children or youths at FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs must be at least at the Level 2 Volunteer category. Persons at this level are required to:
1. Be an active participant in the life of the congregation or ministry for at least six months prior to volunteering.
 2. Complete a LAY SERVANT APPLICATION in the form attached hereto as Exhibit B.
 3. Undergo a criminal background check – Exhibit A. Background checks will be redone every 5 years or if a lay servant leaves their position for 1 year.
 4. Submit to a personal interview with the ministry director or pastor.
 5. Attend, at least annually, SAFE SANCTUARIES POLICY training.
 6. Read and sign a copy of SAFE SANCTUARIES POLICY at the completion of first training of SAFE SANCTUARIES POLICY.
 7. Read and sign COVENANT STATEMENT (Exhibit C) at the completion of SAFE SANCTUARIES POLICY training.
- C. LEVEL 3 PERSONNEL – These are lay servants that are used only in emergency or occasional situations. Level 3 personnel have been made aware of the SAFE SANCTUARIES POLICY, agree in writing to abide by the policy and to “work” only when Level 1 or 2 personnel are present and supervising – LEVEL 3 COVENANT STATEMENT (Exhibit D). Additionally Level 3 personnel must be known to, and recommended by, a Level 1 or Level 2 person.
- D. LEVEL 4 PERSONNEL – Level 4 personnel are members of outside groups that use the church facilities (example - Scouts but not limited to them). The leader of the group will provide the church yearly with a copy of their organization’s “Safe Sanctuary Policy” and proof that all of their volunteers have completed the training. The leader will also complete SAFE SANCTUARIES POLICY training and sign the LEVEL 4 Covenant STATEMENT (Exhibit E).

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II. MINISTRY AND SPONSORED CHURCH ACTIVITIES

All ministries/activities sponsored by FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs shall provide for adequate responsible adult (18 years of age or older) supervision of children and youths.

- A. All classes, studies, workshops, fellowship/recreation opportunities, one on one counseling sessions, private meetings or mentoring, etc with children or youths shall be conducted in a public space or in a space easily observable by others at all times (door must remain open if there is no window). Thus:
 - 1. A minimum of two unrelated adults (one of whom may be a roving monitor) must be present as long as a child or youth is in a church facility or on a church sponsored activity.
 - 2. Related adults may serve together if given permission by trustees and there is at least a floater. Related adults include but not limited to family members, spouses, couples, and anyone considered to have a relationship with each other that the Safe Sanctuary chair, pastors, SPRC chair, and/or trustees consider related.
 - 3. The presence of both male and female adult leadership (unrelated) for coed overnight activities is required. A minimum of 2 males and 2 females are required for coed overnight activities.

- B. Transportation Guidelines:
 - 1. Medical information/release forms and permission slips are required for any activity where children and youth are away from FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs' main facilities – Exhibit F.
 - 2. Only Level 1, 2, and 3 personnel, who have attained the age of 25 years are allowed to transport children and youths while on a FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs sponsored activity. These drivers must be:
 - a. in possession of a current, valid driver's license, (provide copy to office)
 - b. provide a copy to the office of proof of insurance at the required state minimum limits,
 - c. no DUI or DWI convictions on the driver's record in the past 15 years,
 - d. not be otherwise disqualified from driving (i.e., under medication, extremely tired, under the influence of mind altering substances etc.).
 - 3. Every child/youth being transported on a FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs sponsored activity must be securely fastened according to state law, whether a church or personal vehicle is being used. At no time shall the number of passengers exceed the number of useable seatbelts.
 - 4. Safe driving is expected, including, without limitation:
 - a. Obeying traffic laws.
 - b. No horseplay in vehicles by the driver or any passenger.
 - c. No use of cell phones or electronics by the driver while the car is in drive with the exception of using a GPS.
 - d. A mechanically sound and inspected vehicle.
 - 5. There shall be a minimum of two unrelated adults in a vehicle carrying children or youths at all times.
 - 6. See Van Usage Guidelines - Exhibit G

- C. The following check-in/check-out procedure shall be followed for all kindergarten aged children and younger:

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1. A child will only be released to an authorized parent or designee.
 2. A child should not be allowed to travel through the building alone.
- D. Permission forms (Exhibit F) must be obtained from parents/legal guardians for all overnight events involving children or youths which form shall contain parental consent for their child's attendance, medical information/release, emergency contact information, and a liability release. All volunteers and staff personnel must complete a permission form as well so their emergency contact information is on record. Also a copy of medical insurance cards need to be provided if they have insurance.
- E. Level 1 and Level 2 personnel shall educate parents on child safety issues including the following:
1. Sharing the church's SAFE SANCTUARIES POLICY.
 2. When and where a child may be unattended.
 3. Recognizing, reporting, and preventing child abuse.
- F. A ratio of no less than 1 adult to every 10 children/youths will be maintained at all FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs activities involving children or youths. However, the 2 unrelated adult rule always applies, even when less than 10 children/youths are present. With respect to activities involving infants, toddlers, and other children under the age of 13, a higher ratio of adults to children will be considered depending upon the nature and setting of the activity and other relevant factors.
- G. It is the policy of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs that church staff members and/or trained volunteer observers will make unannounced visits to classes, nurseries, events, and gatherings held both on and off campus, for the purpose of monitoring compliance with our policies. The Safe Sanctuaries Chair shall be responsible for organizing, implementing, and keeping a record of such visits at least twice a year.
- H. In addition to the above guidelines, a five-year age difference between the primary onsite supervisor and the age of those being supervised at any activity involving children or youths is required. The five-year difference in age shall apply between the on-site adult in charge and the age of the oldest person supervised. Persons being closer in age to those supervised may be acceptable in assisting the primary on-site supervisor(s). The ratio of those "closer in age than 5 years" to those "meeting the 5 year rule" shall never exceed 3 to 1. Those not meeting the 5-year rule must still comply with all other Level 1 or 2 requirements.

III. SEXUAL HARRASEMENT/SEXUAL ABUSE

A. Policy Statement on Sexual Abuse, Sexual Harassment, and Gender Harassment

The FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs affirms The 2004 Book of Resolutions, Sexual Abuse Within the Pastoral Relationship and Sexual Harassment Within the Church, which states: "Those in positions of authority in the church, both clergy and lay, have been given much responsibility, vested with a sacred trust to maintain an environment that is safe for people to live and grow in God's love. Misconduct of a sexual nature inhibits the full and joyful participation of all in the community of God. Sexual misconduct in church and ministry settings impedes the mission of Jesus Christ. Pastoral leaders have the responsibility not only to avoid actions and words which hurt others,

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but also to protect the vulnerable against actions or words which cause harm.” In accordance with The 2004 Book of Discipline, ¶ 161, all human beings, both male and female, are created in the image of God, and thus have been made equal in Christ. As the promise of Galatians 3:26-29, states all are one in Christ, we support equity among all persons without regard to ethnicity, situation, or gender.

Sexual abuse within the pastoral relationship occurs when a person within a pastoral role of leadership (pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, youth, staff member, co-worker, or volunteer. Sexual abuse is prohibited within all pastoral relationships at FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs.

Sexual harassment is “any unwanted sexual comment, advance or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. Sexual harassment must be understood as an exploitation of a power relationship rather than as an exclusively sexual issue. Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender.”⁶

Gender harassment is behavior that is harassing in nature against a woman because she is a woman and against a man because he is a man.

Sexual abuse within the pastoral relationship involves a betrayal of sacred trust, a violation of the pastoral role, and exploitation of those who are vulnerable. Similarly, gender, or sexual harassment are usually understood as exploitations of power relationship rather than as exclusively sexual or gender issues.

Sexual and gender harassment, sexual abuse, and misconduct of a sexual nature within the life of the church interfere with its moral mission. FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs prohibits and will not tolerate these behaviors, which are sinful, demeaning, abusive, and wrong. The FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs commits itself to fair and expedient investigation of any complaint of sexual and gender harassment, sexual abuse, or misconduct of a sexual nature within the church and to take action deemed appropriate and in compliance with the Book of Discipline. Further the FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs bears affirmative responsibility to create an environment of hospitality for all persons, male or female, which is free of these sins and encourages respect, equality, and kinship in Christ.

The FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs will not retaliate against any person who brings forward a complaint. All staff leaders and members are expected to immediately report any knowledge of harassment, abuse, or misconduct to any one of these persons: Pastors, Safe Sanctuaries Chair, District Superintendent, or Bishop. Prompt and appropriate investigation and corrective action will be taken, including discipline. Persons who make false accusations will be disciplined.

While the FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs cannot guarantee absolute confidentiality, it will make every reasonable effort to maintain confidentiality by disclosing information about the complaint only on a “need to know” basis and as necessary to promote God’s call for justice, reconciliation, and healing.

⁶ Book of Discipline ¶ 161

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Anyone who has any questions or concerns about this policy of the issues addressed is encouraged to air those questions or concerns to the Pastors, Safe Sanctuaries Chair, or District Superintendent.

IV. MISCELLANEOUS PROVISIONS

A. Reporting abuse is required.

1. Any suspicious or observed sexual misconduct or other abuse or violation of these policies should be reported immediately to Pastors, Safe Sanctuaries Chair, District Superintendent, or Staff Parish Relations Chair. The Pastors, Safe Sanctuaries Chair, and Staff Parish Relations Chair have an obligation to report it to the District Superintendent. All of the above mentioned persons have an obligation to report any allegations reported to them to law enforcement as well.
2. All Level 1 and Level 2 persons should be familiar with the Louisiana laws regarding the reporting of suspected abuse.
3. Anyone reporting in good faith will not be in trouble.

B. Photography, computer/internet use, telephone, email, and social media shall be utilized ethically and in full compliance with applicable law.

_____ Initial & Date

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EXHIBIT A
Criminal Background Check

_____ Initial & Date



APPLICANT AUTHORIZATION - VOLUNTEER SCREENING

- *Notice to All Users of This Form: As an employer and user of consumer reports, it is your responsibility to ensure compliance with all of the relevant federal, state and local laws governing this area. This form is provided solely as a courtesy and should not be construed as legal advice. It is important that prior to using this or any form, you consult with your legal counsel.*

DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS CONSUMER REPORTS First United Methodist Church | 411 Second Street | Natchitoches, La 71457 | 318 357-8296

DISCLOSURE

By signing below, you acknowledge and understand that in connection with your volunteer application with [First UMC] or when deciding whether to modify your ongoing* volunteer position (if selected), we may obtain a "consumer report" and/or an "investigative consumer report" on you from TRAK-1 TECHNOLOGY, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is any communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for volunteer purposes. An investigative consumer report is obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The consumer reports or investigative consumer reports may contain public record information which may be requested or made on you including, but not limited to: consumer credit, criminal records, civil cases in which you have been involved, driving history records, current motor vehicle insurance coverage, education records, previous employment history, workers compensation claims history, social security traces, military records, professional licensure records, eviction records, drug testing, government records, and others. You further understand that these reports may include experience information along with reasons for termination of past volunteerism. You also acknowledge and understand that information from various federal, state, local and other agencies which contain information about your past activities will be requested. You are hereby notified that you have the right to make a timely request for a copy of the scope and nature of the above investigative background report and/or a complete copy of your consumer report contained in [First UMC]'s files on you at the time of your request by providing proper identification and the payment of any legally permissible fees. You are further notified that, prior to being denied a volunteer position based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Correspondence to TRAK-1 TECHNOLOGY should be forwarded to: **Trak-1 Technology; Consumer Disputes; P.O. Box 52028; Tulsa, Oklahoma, 74152. 1 (800) 600 - 8999.**

CALIFORNIA APPLICANTS: California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 Technology is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

THE FAIR CREDIT REPORTING ACT GIVES YOU SPECIFIC RIGHTS IN DEALING WITH CONSUMER REPORTING AGENCIES. YOU WILL BE GIVEN A SUMMARY OF THESE RIGHTS TOGETHER WITH THIS DOCUMENT.

AUTHORIZATION

By signing below, you hereby authorize, without reservation, TRAK-1 TECHNOLOGY or any third party contacted by this organization to furnish the abovementioned and requested information. You further authorize ongoing procurement of the above-mentioned information, reports and records at any time during your volunteerism or in the course of considering you for a volunteer position. You also agree that a fax or photocopy of this authorization with your signature is accepted as having the same authority as the original. You further authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish [First UMC] with any and all background information in their possession regarding you, so that your volunteer qualifications may be evaluated and/or reassessed.

ACKNOWLEDGEMENT OF RECEIPT OF SUMMARY OF RIGHTS

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for [First UMC] to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)

STREET ADDRESS

CITY STATE ZIP

SOCIAL SECURITY NUMBER DATE OF BIRTH *

DRIVER'S LICENSE NUMBER ISSUING STATE

OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)

CONSUMER'S SIGNATURE DATE

* This information will be used for background screening purposes only.

MINNESOTA AND OKLAHOMA APPLICANTS OR EMPLOYEES ONLY: Please check this box if you would like to receive a copy of a consumer if one is obtained by the Company.

CALIFORNIA APPLICANTS OR EMPLOYEES ONLY: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

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EXHIBIT B
Volunteer Application

_____ Initial & Date

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Volunteer Application

The information obtained on this form is for internal use by FIRST UNITED METHODIST CHURCH NATCHITOCHEs.

Name _____ Date of Birth _____

Address _____

Telephone Number(s) _____

Volunteer Position Interested in _____

Occupation, current employer, and business number: _____ Time at this employment _____ yrs.

List (name and city) other churches you have attended regularly the past 5 years:

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

Pastor:

Employer:

Personal:

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

Groups you are currently active in:

Have you ever been convicted of any criminal offense?	Yes	No
Have you ever been charged with or convicted of child neglect or abuse?	Yes	No
Have any complaints or allegations of misconduct involving children ever been made against you?	Yes	No
Have you been convicted of the possession, use, or sale of drugs?	Yes	No
Within the past 30 days have you abused alcohol, legal, or illegal drugs?	Yes	No

Please explain fully and YES answers to the above questions. In addition to the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? Explain

The information that I have provided may be verified by contact persons or organizations that may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides information, and this release may be sent to any reference. I also agree to hold harmless the FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs, and the officers, employees, and volunteers thereof from any use of this application or information. I waive any right that I may have to inspect references provided on my behalf.

I certify that the information I have provided is true and correct; if it is found that the answers given are untrue, I understand it may be cause for dismissal.

Signature _____ Date _____

_____ Initial & Date

January 2019

EXHIBIT C
Covenant Statement

_____ Initial & Date

Covenant Statement

Since the congregation of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs is committed to providing a safe and secure environment of all children, youth, and volunteers who participate in ministries and activities sponsored by the church, we ask all paid staff and all volunteers to willingly, and without reservation, enter into the following covenant. This covenant is based upon our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter as expressed in our SAFE SANCTUARIES POLICY. This is the way, in part, in which we live out our commitment to:

- “reasonable safety measures in the selection and recruitment of both staff persons and volunteers”
- “implement prudent operational procedures in all programs, ministries, and events”
- “provide a broad education regarding our policies”
- Having “a clearly defined procedure for reporting a suspected incident of abuse”

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth at 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 our church pastor before accepting an assignment.
3. All adult volunteers involved with children and youth of our church must have been an active participants of the congregation at least six months before beginning a volunteer assignment, except under special circumstances as approved by the chairperson of the Staff Parish Relations Committee.
4. All adults involved with children and youth shall observe the “Two-Adult Rule” at all times so that no adult is ever alone with children or youth.
5. Adults shall immediately intervene and report to their designated supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

- Yes No 1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth?
- Yes No 2. Do you agree to observe the “Two-Adult Rule” at all times?
- Yes No 3. Do you agree to abide by the six-month rule before beginning a volunteer assignment?
- Yes No 4. Do you agree to participate in training and education events provided by the church related to your assignment?
- Yes No 5. Do you agree to promptly report abusive or inappropriate behavior to your designated supervisor, pastors, safe sanctuary chair, or chairperson of Staff Parish Relations Committee?
- Yes No 6. Do you agree to privately discuss with the pastor of this congregation any past issues of child abuse that might affect your ability to serve?
- Yes No 7. Do you agree to inform the pastor of this congregation if you have ever been convicted of child abuse?

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

Signature _____

Date _____

Print Full Name _____

_____ Initial & Date

January 2019

EXHIBIT D
Level 3 Covenant Statement

_____ Initial & Date

Level 3 Covenant Statement

Since the congregation of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs is committed to providing a safe and secure environment of all children, youth, and volunteers who participate in ministries and activities sponsored by the church, we ask all Level 3 volunteers to willingly, and without reservation, enter into the following covenant. This covenant is based upon our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter as expressed in our SAFE SANCTUARIES POLICY. This is the way, in part, in which we live out our commitment to:

- “reasonable safety measures in the selection and recruitment of both staff persons and volunteers”
- “implement prudent operational procedures in all programs, ministries, and events”
- “provide a broad education regarding our policies”
- Having “a clearly defined procedure for reporting a suspected incident of abuse”

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth at 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 our church pastor before accepting an assignment.
3. All adult volunteers involved with children and youth of our church must have been an active participant of the congregation at least six months before beginning a volunteer assignment, except under special circumstances as approved by the chairperson for the Staff Parish Relations Committee.
4. All adults involved with children and youth shall observe the “Two-Adult Rule” at all times so that no adult is ever alone with children or youth.
5. Adults shall immediately intervene and report to their designated supervisor any behavior that seems abusive or inappropriate.
6. Level 3 volunteers will always work with a Level 1 or 2 adult.

Please answer each of the following questions:

- Yes No 1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth?
- Yes No 2. Do you agree to observe the “Two-Adult Rule” at all times?
- Yes No 3. Do you agree to abide by the six-month rule before beginning a volunteer assignment?
- Yes No 4. Do you agree to participate in training and education events provided by the church related to your assignment?
- Yes No 5. Do you agree to promptly report abusive or inappropriate behavior to your designated supervisor, pastors, safe sanctuary chair, or chairperson of Staff Parish Relations Committee?
- Yes No 6. Do you agree to privately discuss with the pastor of this congregation any past issues of child abuse that might affect your ability to serve?
- Yes No 7. Do you agree to inform the pastor of this congregation if you have ever been convicted of child abuse?

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

Signature _____

Date _____

Print Full Name _____

_____ Initial & Date

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EXHIBIT D
Level 4 Covenant Statement

_____ Initial & Date

Level 4 Covenant Statement

Since the congregation of FIRST UNITED METHODIST CHURCH OF NATCHITOCHEs is committed to providing a safe and secure environment of all children, youth, and volunteers who participate in ministries and activities sponsored by the church, we ask all Level 4 volunteers to willingly, and without reservation, enter into the following covenant. This covenant is based upon our congregation’s commitment to preserving this church as a holy place of safety and protection for all who would enter as expressed in our SAFE SANCTUARIES POLICY. This is the way, in part, in which we live out our commitment to:

- “reasonable safety measures in the selection and recruitment of both staff persons and volunteers”
- “implement prudent operational procedures in all programs, ministries, and events”
- “provide a broad education regarding our policies”
- Having “a clearly defined procedure for reporting a suspected incident of abuse”

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth at 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 our church pastor before accepting an assignment.
3. All adult volunteers involved with children and youth of our church must have been an active participant of the congregation at least six months before beginning a volunteer assignment, except under special circumstances as approved by the chairperson of the Staff Parish Relations Committee.
4. All adults involved with children and youth shall observe the “Two-Adult Rule” at all times so that no adult is ever alone with children or youth.
5. Adults shall immediately intervene and report to their designated supervisor any behavior that seems abusive or inappropriate.
6. As the leader of an outside organization using the church to hold meetings and/or activities I promise to turn in our organization’s “Safe Sanctuary Policy” and proof that all volunteers have completed our organization’s training and background checks yearly.

Please answer each of the following questions:

- Yes No 1. Do you agree to observe and abide by all church policies regarding working in ministries with children and youth?
- Yes No 2. Do you agree to observe the “Two-Adult Rule” at all times?
- Yes No 3. Do you agree to participate in training and education events provided by the church related to your assignment?
- Yes No 4. Do you agree to promptly report abusive or inappropriate behavior to your designated supervisor, pastors, safe sanctuary chair, or chairperson of Staff Parish Relations Committee?
- Yes No 5. Do you agree to privately discuss with the pastor of this congregation any past issues of child abuse that might affect your ability to serve?
- Yes No 6. Do you agree to inform the pastor of this congregation if you have ever been convicted of child abuse?

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

Signature _____

Date _____

Print Full Name _____

_____ Initial & Date

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EXHIBIT E
Permission Forms

_____ Initial & Date

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First United Methodist Church of Natchitoches
Parent Permission – Medical Release Form

Event Location: _____

Event Dates/Times: _____

Scope/Purpose of Event: _____

Transportation: _____

PARTICIPANT INFORMATION

Child's Name: _____ Birth Date: _____

Parent or Guardian Name: _____

Address: _____

Email address: _____

Cell Number: _____ Phone Number: _____

Pickup Person: _____ Phone Number: _____

Emergency Contact: 1) _____ Phone Number: _____

Emergency Contact: 2) _____ Phone Number: _____

Known allergies, including allergies to medicine: _____

Any other medical problems which should be noted: _____

Please attach a copy of your child's insurance card.

Are you willing to assist at this event? _____

PHOTOGRAPHY RELEASE

I hereby give ___/DO NOT give ___ (check one) First United Methodist Church permission to use pictures or recordings of my child on the church website or Facebook page and to publish pictures in the newspaper.

PERMISSION and MEDICAL/LIABILITY RELEASE

My child, _____, has my permission to attend the trip/event described above under the direction of an adult sponsor. I understand that, in the event that my child requires medical attention while attending the trip/event described above, an adult sponsor will make every reasonable attempt to contact me. In the event that my child requires medical attention while attending the trip/event and my consent is unavailable, unobtainable, or impractical to obtain, or when in the sole discretion of the adult sponsor, the circumstances require immediate emergency medical decisions or attention, I hereby grant to the adult sponsors unlimited permission to make medical decisions, including administering medication and authorizing surgery for my child. I hereby agree on my own behalf and on behalf of my child to RELEASE, DISCHARGE AND HOLD HARMLESS the adult sponsors of the trip/event described below and First United Methodist Church in Natchitoches, Louisiana, its employees, agents, representatives, and volunteers from any and all suits, claims, demands, actions, liabilities and damages of every kind and character arising out of or in connection with my child's attendance and participation in the trip/event described below, including but not limited to claims for personal injury, sickness or with respect to medical decisions made by adult sponsors pursuant to the permission granted above.

Parent/Guardian Signature: _____ Date: _____

_____ Initial & Date

January 2019

EXHIBIT F
Van Usage Guidelines

_____ Initial & Date

January 2019

FIRST UNITED METHODIST CHURCH, NATCHITOCHESS
CHURCH VAN USAGE POLICY

I. PURPOSE OF THE VAN

The purpose of the vans is to support the mission and ministries of First United Methodist Church. As such the use of the vans is restricted to those activities sponsored by FUMC or FUMC affiliated groups. The vans WILL NOT BE LOANED OUT to any other churches or organizations.

A. Primary usage will be for the ongoing children and youth ministries, e.g.

1. Weekly youth ministry activities.
2. Conference-held youth events.
3. Children's and youth missions.
4. Periodic children and youth activities.

B. Secondary usage will be by the ongoing adult ministries of the church, e.g.

1. Persons needing a ride to church on Sunday or for other activities going on at the church.
2. Young-At-Heart meetings and events.
3. United Methodist Women/Men activities.
4. Cursillo events.
5. Small group activities.
6. Mission trips.

C. When not being used by primary or secondary ministry groups the van would be available for other mission events or programs of FUMC.

II. VAN USE GUIDELINES AND PROCEDURES

A. Drivers must be a staff member or approved persons 25 years of age or older with a valid driver's license (class E for 12 or fewer passengers and class D for 13 to 15 passengers) and a good driving record over the previous three (3) years and not otherwise disqualified from driving. All drivers must submit to a background/driving record check and provide proof of insurance prior to driving a van.

B. Scheduling the van(s) will be completed through the Safe Sanctuary Chair.

1. Reservations should be made as early as possible. In the case of events beyond the primary and secondary usage as stated in II A and II B, reservations may be made no more than ninety (90) days in advance. For trips out of town, reservations should be made no less than forty-four (14) days in advance. Special requests for long trips (over 7 days or more than 500 miles) must be made at least thirty (30) days in advance and require approval from the trustees. Remember, when scheduling the van, it is made to haul lots of people not just two or three.
2. Should conflicts arise priority for van usage will be given first to those activities which support the mission of the church and second to the group which made reservations first.
3. Canceling or changing the dates for the van(s) will be completed through the Safe Sanctuary Chair as well. Please contact the church office as soon as possible to make any changes to a

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reservation or to cancel the reservation in order to avoid potential conflicts and to allow vehicle access for other groups.

4. Keys will be available for pick up from the church office during regular office hours. If these hours are inconvenient, please make arrangements for key pick up with the Safe Sanctuary Chair.

C. During the trip the driver is responsible for the safety of the passengers and the care of the van.

1. Drivers must be responsible at all times and follow all traffic regulations, including the speed limit. Tickets received for traffic violations are the responsibility of the driver.
2. All passengers must be securely fastened in a seat belt or appropriate safety restraint. Children under the age of 6 or who weigh 60 pounds or less are required to be restrained in an appropriate child restraint system as required by Louisiana Law RS 32.295:
 - a. A child who is at least four (4) years of age but younger than six (6) or who weighs at least forty (40) pounds but not more than sixty (60) pounds shall be restrained in a child booster seat.
 - b. A child who is at least one (1) year of age but younger than four (4) or who weighs at least twenty (20) pounds but less than forty (40) pounds shall be restrained in a forward-facing child safety seat.
 - c. A child who is younger than one (1) year of age or weighs less than twenty (20) pounds shall be restrained in a rear-facing child safety seat.
3. All children and youths younger than 18 years must have a signed medical release / permission form in order to travel in the van. Forms are available in the church office.
4. Mechanical issues that arise during the trip which affect drivability or safety must be handled by the driver immediately. The driver should notify the church office as soon as possible of all problems. The church will pay for the cost of mechanical repairs.
5. Should the church van(s) be involved in an accident or is damaged, the driver(s) must get an accident report from the authorities and contact the church administration as soon as possible. If the van is damaged as a result of negligent use, the individual responsible may be required to pay for the necessary repairs. Negligent operation/use of the vans may also result in loss of driving privileges.
6. Smoking, eating and drinking, offensive language, and music with offensive lyrics are prohibited. Drivers may not use cell phones in any capacity while driving with the exception of using a GPS app.

D. Van return will also be handled through the Safe Sanctuary Chair. It is important that the vans are returned on time. If the van(s) will not be returned as scheduled, the user MUST contact the church office immediately.

1. Prior to returning the van(s):
 - a. remove all personal belongings and dispose of trash. Please return the van(s) in the condition received. If a van needs to be professionally cleaned upon return, please notify the Safe Sanctuary Chair.
 - b. Refuel the vehicle(s). The church will furnish gas for church-related group meetings that require use of the van, e.g. a District meeting in Alexandria. Other activities, e.g. youth trips to Six Flags etc., the group using the van will be responsible for paying for the gasoline used.
2. Keys should be returned to the Safe Sanctuary Chair upon return.

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3. The log form must be completed upon return. Please note the mileage on the van for the log.
4. Report any mechanical issues or damage to the Safe Sanctuary Chair.

III. MAINTENANCE

Maintenance of the vans will fall under the supervision of the Board of Trustees. The vans will be checked and serviced at least twice each year.

Every group that uses the van at least 100 miles a year is responsible for paying for an oil change and maintenance inspection once a year.

IV. OTHER ISSUES

Any issue not covered by this policy should be brought to the attention of the Chairman of the Board of Trustees for clarification.

_____ Initial & Date