2005 Pre-Conference Journal Addendum

Child/Youth Abuse Prevention & Protection Policy
"Safe Sanctuaries"
The Memphis Annual Conference of
The United Methodist Church
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* This section is the main meat. The sections that follow are helps with which to live out the "Standards."

Reasons the Safe Sanctuaries Task Force encourages each church to adopt a policy…

a. It says to children and youth that your congregation deeply cares for the totality of their lives.
b. It says to the community (church and neighborhood) that your congregation takes seriously the protection of children and youth.
c. It says to all the volunteers and staff that your congregation is trying to eliminate any false allegations by always protecting them.
d. More and more insurance companies are requiring such policies. This gives you a starting place to fulfill their requirements.
e. A thorough policy will deter persons who engage in undesirable behavior when they hear of your policies.

I. OUR THEOLOGICAL TASK

"Then [Jesus] took a little child and put [him] among them; and taking [her] in his arms, he said to them, 'Whoever welcomes one such child in my name welcomes me, and whoever welcomes me welcomes not me but the one who sent me'." (Mark 9:36-37)

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)

The Church, above all institutions, is called to welcome and nurture the child. Our goal is to maintain a safe, secure, loving place where children may grow, and where those who care for them may administer to their needs in responsible ways.

The 1996 General Conference approved a resolution that calls upon local churches and Annual Conferences to institute policies and procedures to reduce the risk of child sexual abuse in our churches and church-related activities. We, in the Memphis Conference, accept the nature of this call and seek to expand it to include all forms of child abuse that could be possible in these settings.

We uphold that to report abuse is to be a witness to the world of the love and justice of God and fully recognize that reporting abuse is a form of ministering to the needs of those crying out for help. Simply, to report abuse can help to stop existing abuse and prevent further abuse.

As caring Christians, we are also committed to protect and advocate for children, youth and vulnerable adults participating in the life of the church. The Church, at all levels of its organization, is entrusted with the responsibility of providing an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse.

Additionally, as we move into caring for the abused child, the church community must also be intentional in embracing the family system as we call upon them to look at their wounds and the wounding of their child. Further, we recognize the grace that God gives in upholding Christian community; and, we will look for grace-filled ways of dealing with both those who have been victimized and the accused.

II. DEFINITIONS

A. CHILD ABUSE - May be any act committed by a person in a position of trust (parent, caregiver, Sunday School teacher, pastor, or other) which harms or threatens to harm a child's welfare, physical, spiritual or mental health. [Further definitions of abuse and neglect vary according to state law. Kentucky and Tennessee have child abuse reporting laws with varying definitions of child abuse and varying provisions as to who may and must report, penalties for not reporting, and required action following the report. Please refer to Kentucky Unified Juvenile Code specific information contained in KRS Chapters 600 to 645, see www.gov.state.Ky.us.domviol. For information in Tennessee refer to Tennessee Code Annotated Chapter 37, see www.state.tn.us/youth/cps/.]

B. We recognize that Child Abuse may fall into four categories:

1. PHYSICAL ABUSE - Inflicting bodily harm to children constitutes physical abuse. Instances of physical abuse include any physical act of undue force such as assault with a knife, strap, or other implement; burns, fractures, and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown. Physical abuse does not always leave visible marks.
2. SEXUAL ABUSE - Any time a child is used for the sexual stimulation of an adult or older child, abuse has occurred. The child is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, forced participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution, and/or exposure to adult sexual activity.
3. EMOTIONAL ABUSE - Emotional abuse deeply affects a child's self-esteem by submitting him/her to verbal assault or emotional cruelty. It does not always involve injuries we can see. The child receives the message that he/she is not good and never will be. Emotional abuse can include closed confinement (being shut in a small area), making racial remarks, excessive punishment, use of profanity, knowingly permitting drug or alcohol abuse, ignoring or encouraging peer abuse.
4. NEGLECT - It is not hearing, nor addressing a child's basic needs for health, welfare or safety resulting in harm to the child. It can include any of the following acts of negligence or maltreatment:
   - failure to provide adequate food, shelter, clothing;
   - abandonment;

- refusal to seek treatment for illness;
- inadequate supervision;
- health hazards in the home, school, or church;
- ignoring a child's need for contact, affirmation, stimulation and nurture.

C. Codes of Law:

A child protection program is mandated by statute, which means there are state laws which declare a child's right to be free from abuse and neglect. Refer to the Kentucky Unified Juvenile Code, www.gov.state.Ky.us.domviol and the Tennessee Code Annotated for additional information, www.state.tn.us/youth/cps.

III. STANDARDS

A. Criteria For Volunteers & Staff

1. MINIMUM AGE - The following standards for Authority Figures (whether volunteers or staff) are designed to separate Authority Figures from the group they are serving by age or enough years to reinforce recognition of the Authority Figure's role.

   a. AUTHORITY FIGURES – the primary leaders of youth and children's activities.
      i. To work with youth (grades 6th and above), the Authority Figure must be a minimum of 22 years of age.
      ii. To work with children (infant – 5th grade), the Authority Figure must be a minimum of 18 years of age.

   b. ASSISTANTS – persons who lend aid to the Authority Figure and act at the direction of the Authority Figure, including volunteers. Whether working with youth or children, Assistants must be:
      i. A minimum of 12 years of age and 4 years older than the participants; and
      ii. In the judgment of a staff member, be competent to assist in the activity.
      iii. An Assistant may not be counted as an adult in the child/adult ratios.
      iv. An Assistant must lend aid with at least two other Authority Figures.

2. 6 MONTH RULE

It is highly recommended that local churches employ a six-month rule in the selection of volunteers wishing to give service in the areas of children and youth ministries. This rule discourages pedophiles who seek to benefit from the desperate need for volunteers of many churches, but also from churches' willingness to easily trust. The Memphis Annual Conference will employ a six month rule requiring that all volunteers, seeking to serve in areas of children and youth ministries on the Conference or Agency level, show evidence of membership in good standing in a local church or campus religious organization for a minimum of six months. Persons not meeting this minimum requirement may serve only in an assistant capacity with two other non-related adults, (see "Two-Adult Rule", pg. 3).

3. POLICY INSTRUCTION - See Section VIII, "Educational Component," page 18, for details.

The church should ensure that regularly scheduled (at least annually) training focused on current issues of child protection is available to and received by those working with children and youth. Attendance at this training should be required of all paid staff members, and adult voluneers who work with children and/or youth. Documentation of attendance should be kept from year to year so that if an incident occurs, the church has proof that they followed the policy.

- Note: Check with your insurance provider. Many insurance companies are mandating training and it's frequency.
- Over a period of two years the training should include:
  A. The definition and recognition of child abuse.
  B. The Church's policy and procedures on child abuse and the reasons for having them.
  C. The need to maintain a positive classroom environment, including appropriate discipline and age-level characteristics.

D. The appropriate behavior for teachers and leaders of child/youth events.
E. Child abuse reporting responsibilities and procedures.
F. The definition of appropriate interpersonal boundaries (ways of touching students, appropriate language, etc.)
G. All forms used by the church for application, background checks, reporting, and teacher files.

- A training component has also been provided in Section VIII for children. With sensitivity and minor alterations the adult training sessions can be used with youth (ages 12-18).

4. SCREENING PROCEDURES – See Section IV, "Screening Procedures", page 9, for details.
   a. An application (Appendices A & B)
   b. An interview (Appendix C)
   c. Disclosure Form (Appendix D)
   d. Reference Checks (3) (Appendix E)
   e. Background Checks (Appendix F - I)
   f. Drug Screenings (Appendix J-L)
   g. Federal and State Laws

Suggestion: Create a bank of potential occasional volunteers by introducing the church's policies and procedures to new members in their initial membership orientation so that at the end of their first six months they can and will hopefully want to go through the process and screening procedures to become a volunteer.

B. Responsibilities of Volunteers and Staff

1. TWO ADULT RULE

A minimum of two non-related adults are to be utilized in all programming with children and youth. When impossible to staff with two non-related adults, there must be an additional adult serving as a floater with visual and physical access to all areas.

A floater could be the Pastor, Sunday School Superintendent or a screened volunteer who could "move in and out of classrooms and recreation areas and function as additional helpers." (Melton, 2003, pg.38)[1]

2. ADULT/CHILD RATIOS

Note: All ratios must be understood in light of first having two adults present at all times. Example: Recommendations for a "Conference or District Event" state that there must be 1 adult to 12 children if grades 9-12. You must have 2 adults at all times, so really for the first 12 youth, you must have 2 adults. For youth numbers 13-24, you need 2 adults according to the ratio, but you already have two adults for safety. Once you have 25 youth you need a third adult.

a. Day Care/Nursery Program – The programs MUST meet the respected codes of their state as the minimum ratio.
   i. Tennessee State Codes
      - Infants (non-handicapped and not walking) – 1 Adult to 4 Infants
      - Toddlers (walking, non-handicapped) – 1 Adult to 6 Toddlers
      - 2 years of age – 1 Adult to 7 Children
      - 3 years of age – 1 Adult to 9 Children
      - 4 years of age – 1 Adult to 13 Children
      - 5 years of age – 1 Adult to 16 Children
      - 6 years of age and above – 1 Adult to 20 Children
      - Mixed Age Groups:
        - 6 wks to 30 months – 1 to 5
        - 2 to 4 year old – 1 to 8
        - 2½ to 5 year old – 1 to 11
        - 4 to 5 year old – 1 to16
        - 2 to 3 year old – 1 to 8
        - 2½ to 3 year old – 1 to 9
        - 3 to 5 year old – 1 to 13
        - 5 to 12 year old – 1 to 20

Note: For additional information contact the Tennessee Department of Children's Services.

[1] Melton, Joy. Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries. Nashville: Discipleship Resources, 2003.

ii. Kentucky State Codes
- Birth to 1 year – 1 Adult to 5 Children
- 1 to 2 years of age – 1 Adult to 6 Children
- 2 to 3 years of age – 1 Adult to 10 Children
- 3 to 4 years of age – 1 Adult to 12 Children
- 4 to 5 Years of age –1 Adult to 14 Children
- 5 to 7 years of age – 1 Adult to 15 Children
- 7 years and older – 1 Adult to 25 Children (for before and after school)
  1 Adult for 20 children (for full day care)

Note: For additional information contact the Kentucky Cabinet for Families and Children.

iii. Conference Recommendation

a. Day Care/Nursery programs MUST meet the respected codes of their state as the minimum ratio, however, we recommend compliance with the following decreased ratios where they do not exceed State Code:
- Infants (non-handicapped and not walking) – 1 Adult to 4 Infants
- Toddlers (walking, non-handicapped) – 1 Adult to 6 Toddlers
- 2 years of age – 1 Adult to 7 Children
- 3 years of age – 1 Adult to 9 Children
- 4 years of age – 1 Adult to 13 Children
- 5 years of age – 1 Adult to 16 Children
- 6 years of age and above – 1 Adult to 20 Children [See KY = 15]
- Mixed Age Groups:
  - 6 wks to 30 months – 1 to 5
  - 2 to 4 year old – 1 to 8
  - 2½ to 5 year old – 1 to 11
  - 4 to 5 year old – 1 to 16
  - 2 to 3 year old – 1 to 8
  - 2½ to 3 year old – 1 to 9
  - 3 to 5 year old – 1 to 13
  - 5 to 12 year old – 1 to 20

b. Conference and District Events
- Grades 1-4 = 1 Adult to 8 Children
- Grades 5-8 = 1 Adult to 10 Children
- Grades 9-12 = 1 Adult to 12 Children

c. Residential Camping - Any overnight event should be classified as residential. In Residential Camping settings, whether at the Conference camps, a Conference or District Lock-In, or a youth related overnight event, the adults must always be the same sex as the campers.
- Grades 1-3 = 1 Adult to 8 Children
- Grades 4-8 = 1 Adult to 10 Children
- Grades 9-12 = 1 Adult to 12 Children

d. Participants who are physically impaired
The above ratios (in a.-c.) should be adjusted depending on the degree of impairment.
The following ratios should be considered as a guide:
- Needing constant and individual assistance or supervision – 1 leader to 1 child/youth.
- Needing close, but not constant, assistance or supervision – 1 leader to 2 children/youth.
- Needing occasional assistance – 1 leader to 4 children/youth.
- Needing minimal assistance – 1 leader to 5 children/youth.

e. Caution – Adults and authoritative leaders should never be alone with a child or youth.
This can include, but is not limited to:
- An automobile while taking a child home.
- A classroom with windowless/locked doors.
- A cabin at camp.

3. ROOMING
   a. In a dormitory [cabin type] setting:
      - At least two adults of the same gender as the residents should be assigned to each room of youth or children. Follow "Adult/Child Ratios" to determine when to add additional adults.
      - Adults should not share the same bed with a youth or child under any circumstances.
      - Adults should not to be alone with a youth or child in a room.
   b. In a motel/hotel setting:
      - Select a hotel with rooms opening to the interior (i.e. a closed hallway) of the building. Where possible, select adjoining rooms on a single hallway.
      - When two adults cannot be assigned to a room housing youth, the youth should be roomed separately from the adults. If adjoining rooms are available with doors that can be left in the open position, a single adult in each of the adjoining rooms is acceptable.
      - An adult should not share a bed with a child/youth.
      - Where adults need to be assigned to separate rooms, it is recommended that one adult room be located between every two youth rooms on the hall.
      - Adults should develop a rotating schedule allowing for the hallway to be monitored throughout the night.
      - If room checks are needed, they should involve two adults of the same gender as the room residents.

4. TRANSPORTATION
   a. Traveling to or from programmed events:
      - All drivers should be screened in the same manner as other leadership for an event including a review of their motor vehicle record.
      - When private vehicles are used to transport children and youth for programmed church related events, leaders should ensure that appropriate insurance is being maintained by both the church and the private driver.
      - All drivers must be 22 years of age or older.
      - Where possible, it is recommended that two adults be placed in each vehicle or the vehicles teamed in minimum groups of 2 that stay together at all times.
      - It should be requested of the trustees or bus committee that they establish safety policies and guidelines for the operation of church owned vehicles and that they should be strictly followed at all times.
      - For all trips each child and youth shall have a regular permission slip from the parents/guardian, signed. Yearly, a notarized permission/medical slip shall be on file for each child or youth. In the absence of a regular permission slip and yearly notarized permission/medical slip, the church staff person should call a parent or relative to pick up the child.

   b. Transporting Children and Youth to and from home:
      It is often out of the pastor, children's or youth leaders control as to the manner and procedures by which children or youth arrive for and depart local church events. It is, however, likely that these persons may occasionally be asked to drive a child or youth. We offer the following guidelines:
      - Church related staff should make every effort to not transport a youth or child unless a second adult is in the vehicle with them.
      - Make sure that another volunteer or staff goes with you to take a child home.
      - Call the child's parents as you leave, state the time you are leaving and when you will be there (they know how long it takes to get to their home), then as you leave, your last volunteer or staff can leave. When you drop the child off, walk them to the door and recognize the time. Also, keep a log book of your mileage.

5. MENTORING
   Some Assumptions:
   Mentoring programs or other efforts to pair children with caring adults are good things. In fact, we know that at-risk children who beat the odds and "make it" frequently credit their success to an on-going

relationship with an adult outside their family who took an interest in them and their future, and was there "for the long haul."

The movement within The United Methodist Church to reduce the risk of child abuse through the development of careful policies and procedures is also a good thing. It is mandated by the General Conference, supported by resources and events at the general church level as well as increasing actions at annual conference and local church levels.

A Possible Dilemma:

There may be a potential conflict between these two assumptions, and the deeply-held values they represent. By encouraging adults to be mentors, to form on-going supportive relationships with individual children and youth, are we running the risk of creating settings where children are vulnerable to abuse? Are we setting up situations where it will be difficult to adhere to our own child safety procedures (such as the "two adult rule")?

How do we build in protections both for the children and youth and for the adult mentors? This question has taken on some urgency in light of the fact that, as part of the Bishops' Initiative on Children and Poverty, the Council of Bishops has urged its members to form personal relationships with individual children and their families, and some bishops are challenging clergy and laity in their area to do the same. No one is interested in discouraging these very positive efforts, but at the same time, we must be faithful to our commitment to procedures that reduce the risk of child abuse.

Some Initial Suggestions:

- Work through existing programs in the community that have established, supervised mentoring programs already in place, such as Big Brothers/Big Sisters, YMCA's, Boy and Girl Scouts, public schools, etc.
- Provide basic screening of all adults who will be working with children and youth.
- If a mentoring program is being set up in the conference, district or congregation, establish clear written guidelines for settings, boundaries, and environment. Provide training for all adults (or youth, if they will be working with children) who are interested in being mentors.
- Make it clear that all persons are expected to follow congregation, agency and/or conference guidelines for reducing the risk of child/youth abuse. Make specific suggestions, such as:
  - Outings should be in public places;
  - Routes, time frames, etc. should be agreed upon in advance, and known to all;
  - Plan activities & outings that include several adults & children (i.e., two sets of mentor & child);
  - One-to-one mentoring or tutoring should take place in a group setting, such as one large room rather than individual rooms spread through the church building.

(Adapted from "Mentoring & Child Safety," Affirmed by the Task Force on the Bishops' Initiative on Children and Poverty, October 31, 1998.)

6. COUNSELING
   a. By counseling we do not mean counseling by a licensed professional. That technical couseling should only be done by one who is trained and licensed. We are talking about counseling in the Christian tradition better defined as Spiritual guidance or pastoral care. This includes skills such as those of listening, encouragement and compassion.
   b. Open-Door and Visual Access Counseling
      At any counseling session with children, youth or adults the door of the room used should remain open for the entire session or be held in a room that has clear visual and physical access. Ideally, the session will be conducted at a time when others are nearby, even if they are not within listening distance. Counseling sessions conducted behind closed doors are a breeding ground for false allegations of abuse. Closed doors also make it too easy for the abuser to have the privacy and isolation he or she needs to carry out abusive acts. When someone is troubled and seeks counseling, it is critical to resist the temptation to meet in secret, even if the child, youth or adult makes that request. (Melton, 2003, pg. 41)

c. Limited Counseling Sessions

Whenever someone seeks counseling, it is important to determine in the initial meeting if you are actually qualified to address the needs effectively. If you do not believe you are sufficiently qualified, refer the member to another counselor. In the event you do agree to counsel them, it may be prudent to agree to a limited number of sessions (two or three) and then refer the member to another counselor if the problems have not been resolved. In this way, if you cannot successfully help the member, you will at least not unduly delay the counseling process with someone else. (Melton, 2003, pg. 41)

7. INTERPERSONAL BOUNDARIES

Youth ministry [more so than children's ministry] can be described by many adjectives, but the first one is almost always relational. Youth [and many children] get involved, and stay involved, with ministries because the ministries offer opportunities to experience relationships with peers and adults that are healthy, both physically and spiritually. Whether they can articulate this or not, the youth [and children] want and need to see good examples from the adult leaders of appropriate ways to relate to others. Adults who model respectful and nurturing behaviors that do not interfere with another's privacy provide these types of good examples. The youth [and children] follow the lead of the adults in this regard; therefore, it is important for the adult workers to be clear about appropriate behaviors. Adult workers must be attentive to:

a. appropriate dress codes [It is suggested that your group adopt dress codes that address types of swimsuits, shirts, etc. that can and cannot be worn at any group function.],
b. appropriate use of language,
c. appropriate demonstrations of affection and encouragement. A good rule of thumb for adult leaders is to never initiate a hug and to always be the one to end the hug. (Melton, 2003, pg. 37)

8. VISITING AT YOUTH AND CHILDREN'S WORKERS HOME

a. Follow the two adult rule (non-related adults)
b. Suggestions:
   i. If youth or children "drop by" you can visit outside in the front yard, tell them you will meet them at a local restaurant or have them go recruit another adult to be present.
   ii. Educating youth and children of these requirements before they "drop by" is most beneficial. This way they either recruit another adult ahead of time or call you to have you meet them at a local restaurant.

9. DISCIPLINE

a. Maintaining a Positive Environment

Maintaining a positive environment (classroom, practice, Sunday school, UMYF, etc.) will encourage good behavior by the students and improve the learning process. As the teacher or leader in the learning environment, you should seek to find the most positive way of speaking and working with the young people in your care. Keeping your voice on a level tone goes a long way in keeping the noise level in the classroom to an appropriate level. The louder you talk, the louder the noise level will be. Always find as many positive ways to acknowledge the students in your care as possible.

i. Appropriate Discipline – A well-designed and managed program contributes to good behavior by:
   - limiting the number of children in a classroom
   - having adequate staff
   - discouraging competition
   - encouraging children to express feelings, and be empathetic
   - developing and discussing rules of conduct.

   The purpose for setting disciplinary guidelines is to enable children to develop internal control mechanisms that foster growth and promote societal values. Children must be trained in basic rules of conduct.

ii. Age-Level Characteristics – Knowing what is appropriate for each age level enhances the learning by our students. Each level has it's own unique aspects that when they are acknowledged and planned for, produces more learning and less discipline problems. Here are some sample ideas, more can be

found in curriculum resources and educational textbooks.

Ages 3-6:

Moral Development: Preschoolers are very "me-oriented." They are the center of their own worlds. Their entire view of right and wrong – along with their faith – is based upon what influential models (such as parents and teachers) tell them.

Cognitive Level: Preschoolers' play is symbolic of real life.

Ages 6-8:

Moral Development: For younger children, the moral code is "an eye for an eye." If they are pinched, they pinch back. Personal values are rooted in a "law and order" approach. Things that benefit young children are almost always seen as right, whereas harmful things are almost always viewed as wrong. The world, like their faith, is black and white.

Cognitive Level: Young children think in concrete terms about the ideas and concepts they are learning. They need help understanding symbolic or abstract ideas.

Ages 9-12:

Moral Development: Children at this age begin to see shades of gray in their world. They question authority more and understand that individual values can impact the lives of others. They also begin to understand that doing "wrong things" means more than just "getting into trouble" or facing punishment from parents or teachers. Faith becomes a working, personal faith.

Cognitive Level: Older children continue to think in concrete terms, although by the end of childhood they can more readily understand abstract concepts.

Ages 13-15:

Moral Development: Adolescence is a time of accelerated moral development. Youth begin to face complex moral questions. Often they feel a great deal of struggle between what their family has taught and what peers are telling them. A strong sense of right and wrong develops, but deciding which to do puts them in constant dilemmas. Youth of this age are vulnerable to predators because they are so willing to follow those who will affirm them. Status and self-identity in relation to peer groups are major issues.

Cognitive Development: At this age youth begin to think in more abstract terms and the desire to explore concepts and ideas accelerates. Questioning of concepts and ideals is common.

Ages 16-18:

Moral Development: These years see the continued struggle between the moral codes learned in childhood and the moral codes of the peer group. Rebellion can lead to choices that place these youth in serious circumstances.

Cognitive Development: The ability to think abstractly is strong, though sometimes set aside to accommodate the peer group. Individual creativity blossoms with encouragement.

iii. Suggested steps to follow…

a. If a child or youth is behaving inappropriately, the leader or worker will tell the child specifically what he/she is doing that is not acceptable and state the expected behavior, e.g., "We do not throw blocks. We use blocks for building."
b. If measure #1 is not effective, the child or youth will be guided to another activity.
c. If the inappropriate behavior continues, the child or youth may be placed at a table to work alone away from the other students.
d. If the child or youth's disruptive behavior continues after these steps have been taken, the child or youth may be taken to the Pastor or the primary leader for the activity and left under his/her supervision, with others around or contact the parents.

iv. Guidelines…

a. No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.
b. If isolating the child or youth within the classroom or removal from the room becomes necessary, the situation should be discussed with the parents or guardian as soon as possible.

b. Discipline While on Trips

i. Create a Covenant (Appendix M)

In order to make events safe and most beneficial for everyone involved, guidelines must be followed. Children, youth, adults and parents are encouraged to sign a covenant outlining the actions that will be taken by the adult leaders attending the event if set guidelines are broken. These policies are important for all who are members or guests of the event to follow and understand. A sample covenant can be found in the appendix.

ii. Suggested Guidelines to Follow to Help Reinforce Positive Behavior

a. Warning for first infraction, unless a major infraction.
b. Child or youth will be escorted for a time by an adult chaperone.
c. Child or youth will call home to conference with a parent.
d. Child or youth will be sent home at parent's expense.
e. Child or youth will not be allowed on next outing.

10. OPEN DOOR POLICY

Classrooms or child care rooms may be visited without prior notice by church staff, parents or other volunteer church workers, e.g, Sunday School Superintendent, at any time. Brief observations of child care rooms and classrooms of children or youth are conducted by the pastor or primary leader during all activities.

IV. SCREENING PROCEDURES

According to a dictionary, "to prevent" is "to stop something effectually by forestalling action and rendering it impossible". It is the hope, that within the activities of the Memphis Annual Conference, we might prevent the abuse of children, youth and vulnerable persons in our care.

The initial and most fundamental step to prevention is the careful screening of the persons who will have access to children under 18 years of age and vulnerable persons. Although we recognize the integrity of an overwhelming number of the persons with discerned callings to ministries with children, youth and vulnerable persons, we realize that abuse still occurs in the church. Therefore, we believe that all persons should be properly screened and all screening documents kept on file.

The following steps should be followed in screening volunteer and paid applicants: [All the following will be required of adults who do ministry with children or youth at the conference level.]

A. COMPLETE AN APPLICATION FORM [Sample Forms Appendices A & B]

An application/information gathering form should be required on all persons seeking to be in ministry to children, youth and vulnerable persons and kept on file. A sample form is attached.

An application should include the following information:

- Name
- Address
- Phone Number
- Emergency Contact Person
- Gifts, Skills, Relevant Training
- Education
- 3 References (Not immediate family)
- Church Membership (Including how long a member)
- Pastor's Name & Phone Number
- Why the Person wants to serve in this position
- When they are available

You should not ask for information about marital status or handicapping conditions as stated in Federal/State discrimination guidelines. We should also be sensitive to age and sex discrimination guidelines; however, adequate information may be requested to insure compliance with this policy's minimum standards.

B. CONDUCT AN INTERVIEW WITH APPLICANTS [Sample Form Appendix C]

We recommend an interview be conducted with all applicants and offer the following tips to aide the interview process.

1. Prepare a list of questions. In doing so, read the application and note areas for exploration.
2. It aids the interview process if specific questions are used so that the questions are standard for all applicants - see attached sample questions. [Appendix C]
3. Be aware of red flags. These "flags" are indicators of issues which must be explored further in order for you to be assured that all information is collected concerning a prospective employee/volunteer. Some of these "flags" might include:
   a. Many addresses over a short period of time.
      This could indicate that a person is trying to be anonymous. But it could also indicate that they were a college student who moved a lot to keep rent low.
   b. Wants to work with only one age group.
      If someone would like to work with only one specific age group, it could indicate that person has targeted that age group for molestation. Or, it could mean that is the age group for which they are trained and that experience has shown they do not work well with other ages. Also be aware of young adults who seem overly committed to one age group. For example, someone who simultaneously leads a scout troop, coaches little league, serves as a Big Brother and now wants to teach Sunday School may be neglecting their own age appropriate peer relationships in order to cultivate potential victims.
   c. Does not want/need/like close supervision.
      The interview may indicate that the person does not like to be closely supervised. This might raise questions about motivation for applying for this work.
4. The interviewer needs to be able to explore issues as they arise during the interview and depart from the set of prepared questions to do so.
5. Institutions, agencies and day care programs are encouraged to include education on child abuse issues. Orientation, on-site certification, and personal supervisory experience of an applicant may substitute for an interview if adequate documentation is in the applicants' file.

C. DISCLOSURE [Sample Form Appendix D]

The Memphis Annual Conference requires all persons having access to children, youth, vulnerable persons and developmentally disabled persons to complete a disclosure form and keep it on file. A proper form is attached and should not be amended.

D. REFERENCE CHECKS [Sample Form Appendix E]

It is recommended that a minimum of three references be contacted on all applicants having access to children, youth and vulnerable adults. One of the references must be the applicant's pastor (clergy person's District Superintendent) and the other two must be non-relatives. A recommended reference form is attached. Suggestion: Have applicant give reference forms to references with the churches address on it to mail back directly.

E. BACKGROUND CHECKS [Appendices F-I]

We recommend that each local church check with their insurance company to see what their requirements are in this area.

1. All volunteers or paid workers with children and youth should submit to:
   a. Social Security Number Trace/Social Search Report – To determine all present and past places of residence.
   b. County Criminal Court Check – All counties of residence are individually checked at the courthouse level or at the state level where applicable.
   c. Motor Vehicle Records – To determine whether your church insurance would cover this person's driving record, according to their standards.
   d. National Criminal Database Search - Volunteer (NCDS-V) – To be used in conjunction with the Criminal Convictions Check, this search "throws a net" out to check for any conviction that might have occurred in counties or states of non-residence, i.e., while on vacation or just across the state line.

2. It is recommended that all background checks be valid up to one Annual Conference quadrennium or four years.
   a. All background checks must be resubmitted beginning January 1st of the calendar year following the start of a new quadrennium or every four years.
   b. The first check shall go back a minimum of seven years.
   c. Documentation from screening checks (e.g., interviews, written information, personal contacts, references and background checks, etc.) shall be kept on file indefinitely.
3. Possible Screening Agencies to use to do background checks: (some companies/organizations have their own release form that must be filled out)
   a. Datafacts – Memphis, TN, 901-685-7599, 1-800-264-4110 or www.datafacts.com [Release Authorization Form, Appendix F]
      i. Tell Ann Easton you are with a United Methodist Church.
      ii. Datafacts staff are qualified, thorough and very personable and prompt.
      iii. Quoted group rates, as of March 2005 (prices may change)
         - Social Security Number Trace/Social Search Report = $4
         - County Criminal Court Check
           a. by county (rarely, but sometimes additional court costs are added to these fees)
              - Shelby = $9
              - other Tennessee counties = $13
              - Kentucky counties = $13
              - counties in other states where statewide search is not available = $13
           b. by state (where available)
              - AK, AL, AR, CO, CT, GA, HI, NC, NM, OR, RI, TX, VA, WA, WI = $15
              - SD = $25
              - FL = $33
              - NY = $59
         - Motor Vehicle Records
           KY = $12 MS = $16
           TN = $11 AK = $12
         - National Criminal Database Search - Volunteer (NCDS-V) = $10
           Not to be done in place of Criminal Convictions Check
   b. Volunteer Select – 800-962-2091 or www.volunteerselect.com
   c. Kentucky State or Local Police
   d. Tennessee Bureau of Investigation
4. Volunteers and staff
   a. The screening agency shall mail a report to the pastor.
   b. The report shall be reviewed by the pastor and a designated person such as the Pastor-Parish/Staff-Parish Relations Committee Chair or a staff person.
   c. See #6 on page 12 if the report is unfavorable.
5. If a volunteer worker or paid worker (including clergy) has already submitted to a background check because of other volunteerism or employment that requires screening (as outlined in #1), and the background check is within the last four years, such background check may be submitted to present inquiring organization. If the check is not in all 4 areas, and is not readily accessible, you must conduct the check in full.
   a. Release Form for Background Check Transfer [See Appendix G]
      i. Signed by the employee giving the employer/volunteer organization permission to share the background check information with the new employer/volunteer organization.
      ii. Signed by the employer/volunteer organization verifying the background check and stating that the copies exactly match the originals on file with the employer or organization and that neither the copies nor the originals have been altered in any way.
      iii. Copies of the original background checks then need to be sent to the new employer/volunteer organization.

iv. The date of the background check must fall within the time frame of the current quadrennium or the last four years.

6. Procedure in case of an unfavorable report
   a. Volunteers or Staff
      i. The person shall be notified with a "Notice of Unfavorable Report" form. [Appendix H]
      ii. The Pastor and Pastor-Parish/Staff-Parish Relations Committee Chairperson shall meet with the person to discuss the report.
      iii. Review Process may consider the following factors:
         1. The nature and seriousness of the crime
         2. The relationship of the crime to the purpose of the congregation
         3. The age of the person at the time of the commission of the crime
         4. The time elapsed since the person's crime
      iv. Any charge that deals with sexual abuse or child abuse shall prevent the person from working with children and/or youth.
      v. Any action taken should be placed in person's file.
7. Keeping the files…
   a. There shall be two persons designated to process all applications, related documents and background checks.
   b. All references (solicited or unsolicited), disclosure statements and all background checks shall be kept confidential and indefinitely.
   c. All files shall be kept under "double lock" – in a locked filing cabinet in a locked office.

F. DRUG SCREENING [APPENDIX J-L]

It is recommended that random drug screenings be administered to insure that the work place/Sanctuary is safe for all youth, children and fellow employees. Each church will need to determine the following:

1. Who will be screened: only staff, only volunteers or both?
2. Will all current employees and/or volunteers have to submit to drug screening or do we go straight to random implementation?
3. How often will the ramdon testing be done?
4. How many persons do you randomly test each time?
5. What company will you use to do the drug screens? Some options would include local hospitals, and drug screening companies found in the yellow pages.

The Memphis Conference will begin random drug screenings on 10% of volunteers and staff who work with children and youth on the Conference level (i.e., the Conference Youth Council, it's events, the Bishop's Confirmation Celebration, etc.) as of January 1, 2006. Each calendar year a new 10% of the volunteers will be randomly choosen and screened.

G. FEDERAL AND STATE LAW

The requirements of any and all Federal laws or State laws in which a church or church agency is located affecting or relating to employment or child abuse must be complied with, and in any case where there is a conflict between such laws and the procedure outlined in this document, said laws shall prevail and the procedure outlined in the document shall be modified to the extent necessary to eliminate such conflict. Such exceptions to this policy shall apply only to the affected Agency and only to the related provision.

V. IMPLEMENTATION: PREVENTION POLICY CHECKLIST

The key to implementing a Child Prevention Policy in your local church is communication with the congregation regarding (1) the need for a policy, (2) to whom it applies, and (3) how you plan to implement it. It is recommended that the policy be created by a "Board" nominated by the Pastor Parish Relations Committee and/or the Administrative Council.

Here is a suggested process:

A. Create an Ongoing "Prevention Policy Board"
   1. Possible Members
      a. Pastor
      b. Pastor-Parish/Staff-Parish Relations Committee Member (PPRC/SPRC)
      c. Trustees Member
      d. Day Care Director
      e. Social Worker/School Counselor
      f. Representatives from groups that engage in ministry with children and youth
      g. Lay Leader
      h. Lawyer
   2. See "Prevention Policy Board Duties" for specifics, Section VI, page 15

B. Develop a Policy
   1. Implement an organizational policy for the protection of children and youth. At a minimum, the policy should include a brief theological statement, definition of child abuse, a strong statement that child abuse will not be tolerated, standards to be followed, a commitment to investigate any and all allegations of abuse, and a place for alleged incidents of abuse to be reported. Also, be sure to check conference policies and procedures, state laws and your insurance requirements.

C. Educate Your Congregation
   1. Send a letter to the congregation stating that the policy has been adopted by the 1998 and 2004 Memphis Annual Conference, and that the members will be hearing more about it in the near future. Explain in the letter, the need for the policy, to whom it will apply and how it will be implemented.
   2. Have the PPRC/SPRC Chairperson write newsletter articles and speak to it from the pulpit.
   3. Post the synopsis of the policy statement all over the church: in classrooms, bathrooms, etc. [Appendix O]

D. Screen all Staff and Volunteers
   1. Implement a process for recruiting, screening and "hiring" persons (paid staff and volunteers) who will work with children and youth. A thorough screening process for staff (including clergy) and volunteers will:
      - deter persons who engage in undesirable behavior from applying for a position,
      - identify possible predators,
      - show the church's commitment to protecting children and youth.

      Again, check conference policies and procedures. Know your state laws and insurance requirements on background checks and screening procedures.
   2. Always check prior employment and references. The screening process should include an application with information on previous employers, references and church affiliation. Make sure each source is contacted and information on each contact is in the staff/volunteer "personnel" files.
   3. Background checks should be conducted on: (remember to check your insurance requirements)
      i. Social Security Number Trace/Social Search Report
      ii. County Criminal Court Check (or state, where applicable)
      iii. Motor Vehicle Records
      iv. National Criminal Database Search - Volunteer (NCDS-V)
   4. Prior to beginning the screening processes, have a question and answer time, led perhaps by someone in the church such as Human Resources or Child Protective Services or Day Care Director.
   5. Provide time after an educational event for new people to receive their screening packets and ask questions about filling out the applications.

E. Formally Train Your Volunteers and Staff
   1. All workers (staff and volunteers) should be required to attend training annually on the church's policies, procedures and expectations for working with children and youth (e.g., hand washing, two adult rule, four year older rule, sign in and sign out sheets, what to do if an accident occurs, reporting an alleged incident of child abuse, information on state child abuse laws, and the like).
   2. Either send or provide training for all adult volunteers and staff who are working with children and youth. As a part of implementing the process insure that all who have been working with children and youth participate.

F. Institute Standards
   1. Criteria
      a. Minimum Age
      b. 6 Month Rule
      c. Policy Instruction
      d. Screening Procedures
   2. Responsibilities
      a. Two Adult Rule
      b. Adult/Child Ratios
      c. Rooming
      d. Transportation
      e Mentoring
      f. Counseling
      g. Interpersonal Boundaries
      h. Visiting at Youth and Children's Workers Home
      i. Discipline
      j. Open Door Policy

G. Other Issues to Think About
   1. Make the physical setting safe and conduct periodic safety inspections.
      For example:
      a. All classroom doors should have windows or a half door, if an office has no window in the door, the door should remain open during counseling sessions or private meetings.
      b. The bathrooms should not be isolated or far removed from classroom/play areas.
      c. Consider using hall monitors.
      d. Sign in/out procedures can be helpful, especially for younger children (age 10 and younger).
      e All other aspects of safety should be considered as well to minimize the risk of serious injury when accidents occur.
   2. Communicate regularly with parents.
      a. Provide advance notice and full information/disclosure about events and activities, with written permission forms and information on who will be supervising and working with the children and youth.
      b. Give information to families about the church's policies and procedures for preventing child abuse.
      c. Encourage parents to communicate with someone in authority about any concerns, fears or worries about their children and/or a volunteer or staff person.
      d. Know the church's families.
      e. Be prepared for how to handle sensitive and confidential matters with families and concerned church members.
   3. Maintain adequate liability insurance coverage.
      a. The coverage must apply to all the different activities of the church, at and away from church premises.
      b. The church should work with a knowledgeable insurance agent who knows the needs of a church.
      c. Remember, too, that the least expensive insurance may have significant gaps in coverage.
      d. The church should understand what coverage they have for sexual misconduct.
   4. Be prepared for the worst at all times.
      a. "This is our church; it won't happen here" is a naïve viewpoint that can create an environment and opportunities for accidents and abuse to happen while prevention steps are crucial. Also be prepared for the worst, and never make assumptions about what might or might not happen in a church.
      b. This also means being prepared with a plan for responding immediately to allegations of abuse, including state reporting obligations.
   5. Always remember that this is a Church!
      a. The Church is a sanctuary, and churches make a commitment to protect children each and every time a child is baptized.
      b. Churches should be role models in the community for the time and attention given to the care of children and youth.

6. Keeping the records safe and secure is of paramount importance in this process.
    a. Limit the number of persons who know the outcomes of the background and criminal checks to the appointed clergy person, the Pastor-Parish/Staff-Parish Relations Committee chairperson, and perhaps one other designee.
    b. Copies of the applications and the actual reports should be "double locked" - locked file cabinet in a locked office.
7. No Exceptions!
    a. No one is exempt from the screening, even the woman who has been working with children for sixty (60) years.
    b. The key to explaining this need is the reality that the procedure is designed to protect not just the children, but also the adults from false accusations.
    c. Another key to explaining this need is that if all current staff and volunteers are properly screened then new staff and volunteers more readily understand the need.

VI. PREVENTION POLICY BOARD DUTIES

We recommend this policy be implemented by either the Pastor-Parish/Staff-Parish Relations Committee or an ongoing "Board" nominated by the Pastor-Parish/Staff-Parish Relations Committee and/or the Church Council. Listed below are the duties:

A. The Board should meet at least twice per calendar year.
B. The Board should report directly to the Church Council.
C. Education:
    1. Formally educate all volunteers and employees annually.
        a. This might mean that multiple training sessions will need to occur in order to reach all persons, especially seasonal volunteers/staff (sport coaches, Vacation Bible School teachers, new staff, etc.)
        b. See "Educational Component" for two (2) years of training programs. (Section VIII, page 18)
        c. Suggested persons to teach training sessions:
            i. Call the Department of Children Services and ask for a Social Worker or Counselor.
            ii. Look within your congregation for a counselor, principal, social worker, etc.
    2. Educate all children and youth.
        i. See "Educational Component" for "Children" and for "Youth" (Section VIII, page 18)
    3. Informally educate your congregation annually about the contents of the policy and why it is necessary.
        a. Use the church newsletter, web-site, send an annual letter, etc.
        b. When new members join the church (in their orientation session).
        c. During Child Abuse Prevention Month (in April each year).
        d. In a children and youth brochure or resource packet made available to Sunday schools, choirs, weekday schools, fellowship groups, parents, youth groups, etc.
D. Ensure compliance with the policy.
E. Be available to answer questions about the policy.
F. Grant any exceptions to the policy, in appropriate circumstances.
G. Review and renew the policy annually or as needed.
H. Evaluate Board functions.
I. Assist, with investigations, when called upon.
J. Other duties, as needed.
K. Stay up to date with insurance.
    1. Check your church's liability coverage.
    2. Make sure all employees and volunteers are protected in the coverage.
    3. Work with your insurance agent and attorney to review coverage.
        i. Keep a detailed folder of all efforts your church makes in the area of reducing the risk of child abuse.
    4. Does your insurance require background checks, yearly training, etc.?
L. Know the child intervention resources in your area and make that information available to your church.
    1. Kentucky Child Abuse Hotline, 1-800-752-6200
    2. Tennessee Child Abuse Hotline is designated by county so call the National Child Abuse Hotline at

800-422-4453 (24 hours a day) and ask for your county's number.

3. Department of Human/Children Services in your county
4. Area Child Protective Services
5. National Committee for Prevention of Child Abuse, 312-663-3520
6. National Child Abuse Hotline, 800 4-A-CHILD
7. Parents Anonymous, 800-421-0353
8. Sex Offender Registry (www.ticic.state.tn.us)

VII. REPORTING ABUSE/ALLEGED ABUSE

Seeing abuse, and hearing the truth of abuse, is most difficult at best. Abuse is a highly emotional issue that has at it's core the violation of trust and the common understandings of healthy, whole, loving relationships. People most often want to believe the best of others, and therefore, they have difficulty believing that an acquaintance or friend is capable of abuse. With emotions stirred by this volatile issue, our vision is often clouded and the voices unheard.

All reports of child abuse must be taken seriously and handled in ways that care for the well being of both the abused and the accused. All cases of suspected abuse must be reported to the Department of Children's and Human Services in Tennessee and to the Cabinet for Families and Children in Kentucky. Initial reports should be made to county/local branch of these departments. In Kentucky, you may dial the child protection hotline at 1-800-752-6200. For Tennessee, check listings in each county by calling the National Child Abuse Hotline at 1-800-422-4453.

NOTE: If in doubt, these departments would prefer that a call be made to discuss what has been witnessed or suspected. These agencies have trained and responsible personnel who can make the appropriate determination about whether something is suspect. Reports must meet statutory definitions of abuse before they will be pursued. Efforts of individuals to investigate before calling the appropriate state agency are discouraged. Failure to report suspected abuse or neglect can result in criminal charges.

A. A Written Report [Sample Form Appendix N]

A written report of basic information is necessary to ensure on-going ministry to, and advocacy for, victims and others involved in a suspected case of abuse. Any report of child abuse or suspected child abuse should be met with a written record of the information. Basic information shall include:

- Names, ages, addresses, telephone numbers of both the abused and the accused.
- Nature of the abuse, dates (if possible), and factual details that brought the report into being.
- The name of the person making the report, date information was received, their signature and any other factual information.

Reports shall be brief and void of speculation, unsupported opinion, and information not relative to the situation. These reports need to be filed in a secure place to ensure the confidentiality of the person who has made the disclosure.

All reports shall be made in ink or typed.

B. To Whom Shall the Report Be Filed

The report should be communicated and filed with the Director of the Program or Pastor, Institution or Conference Event where the suspected abuse took place. In the event that the director and/or ordained minister is the alleged perpetrator, the report must be made to the District Superintendent and subsequent handling should follow the procedures outlined in the "Conference Professional Sexual Misconduct Policy." In every case, information should be well documented and safely secured by the person making the report, as well as, those receiving it.

C. Additional Reporting Steps

1. If immediate danger exists to a child, contact, Police, Sheriff or Highway Patrol immediately and wait for their arrival or follow their instructions.
2. Incidents of child abuse or reasonably suspected cased of abuse, whether allegedly perpetrated by individuals associated with the church or outside of the church shall be reported to the director of the pertinent program.
3. The pertinent program director will then follow the guidelines set forth in the policy.

a. "Notify the parents of the victim and take any necessary steps to assure the child's safety until parents arrive." (Melton, 1998, p.40)[2]
b. "Do not confront the abuser with anger or hostility. Treat him or her with dignity, but immediately remove him or her from further involvement with children or youth." (Melton, 1998, p.40)
c. Contact the proper agency below: (this is as per the "Legal Considerations"stated above)
   - Arkansas Department of Human Services (in state calls only) - 800-482-5964
   - Illinois Department of Human Services - 800-843-6154, 800-447-6404 (TTY)
   - Kentucky Adult and Child Abuse Reporting Hotline - 800-752-6200
   - Kentucky Prevent Helpline - 800-CHILDREN (244-5373)
   - State of Kentucky by county:

Ballard	270-335-5173	Calloway	270-753-5362
Carlisle	270-628-3434	Fulton	270-472-1850
Graves	270-247-4711	Hickman	270-653-4335
Marshall	270-527-1354	McCracken	270-575-7105 or 270-575-7110

   - Mississippi Department of Human Services for Children & Youth - 800-877-7882 or 800-345-6347
   - Missouri Department of Human Services - 573-751-6041
   - Tennessee Department of Human Services and/or Children Services by county:

Benton	731-584-4712	Henderson	731-968-5128
Carroll	731-986-9121	Henry	731-644-7350
Chester	731-989-5144	Lake	731-253-7716
Crockett	731-696-2321	Lauderdale	731-635-4142
Decatur	731-852-2995	Madison	731-423-6499
Dyer	731-286-8304	McNairy	731-645-7994
Fayette	901-465-7334	Obion	731-884-2603
Gibson	731-855-7864	Shelby	901-543-7120
Hardeman	731-658-5545	Tipton	901-475-2620
Hardin	731-925-9424	Weakley	731-364-3149
Haywood	731-423-6499		

d. Contact the law enforcment agency.
e. All facts and circumstances of an incident shall be documented by the program director or pastor with the cooperation of the reporting person, if different. (See Conference Prevention Policy, Appendix N)
f. All steps taken in the handling of the incident and/or report shall be documented.
g. The program director shall inform the Senior Pastor.
h. Senior Pastor shall contact the District Superintendent.
i. The Senior Pastor shall file a report with the insurance company and church legal counsel, if the suspected abuser is on staff or a volunteer with the church.
j. An in-depth investigation shall be carried out by the civil authorities rather than by church personnel.

4. The Senior Pastor shall be sole spokesperson for the church in-so-far as media inquiries are concerned. Consult the Conference Director of Communications at 731-664-8480 and your District Superintendent for help in writing a proper statement.

[2]Melton, Joy. Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church. Nashville: Discipleship Resources, 1998.

VIII. EDUCATIONAL COMPONENT

A. A Model for Training Adult Workers

Implementing a comprehensive strategy for the prevention of child abuse in a local church cannot be done without a substantial amount of education being provided for the workers of children and youth, the parents of children and youth, the congregation, and the children and youth themselves. This model is designed to be used with your church's workers with children and youth, but you may easily modify it for use with other groups. This model is designed to be used as a two to three hour workshop and can be offered either twice during one calendar year or once a year for all volunteers and paid employees. Take into consideration the volunteer base within your own organization (Sunday School teachers, coaches, Youth workers, mentors, etc.) to evaluate how often your educational component will be offered.

Lesson 1.

A. Opening Worship

1. Prayer of Petition – Gracious and most merciful God, you have brought us together in witness to your love of all children. Open our hearts and minds in this moment and prepare us to receive your message. Show us your will and fill us to overflowing with courage to face the reality of child abuse. Give us energy and dedication enough to make this, your church, a holy and hallowed place where all your children may be safe and secure as they grow in faith and in their knowledge of your presence in their lives! Amen.
2. Scripture – Luke 9:46-48
   "An argument arose among them as to which one of them was the greatest. But Jesus, aware of their inner thoughts, took a little child and put it by his side, and said to them, "Whoever welcomes this child in my name welcomes me, and whoever welcomes me welcomes the one who sent me; for the least among all of you is the greatest." NRSV
3. Devotion – You may begin by recalling the baptismal ritual for children, reminding the participants of the pledge made by the congregation at each child's baptism (The United Methodist Hymnal, pages 34-35 and 40.)
   a. Will you nurture these children (persons) in Christ's holy church, that by your teaching and example they may be guided to accept God's grace for themselves, to profess their faith openly, and lead a Christian life?
      I will.
   b. Will you nurture one another in the Christian faith and life and include these [children] persons now before you in your care?
      With God's help we will proclaim the good news and live according to the example of Christ.
      We will surround *these [children] persons* with a community of love and forgiveness, that *they* may grow in *their* trust of God, and be found faithful in *their* service to others.
      We will pray for *them,* that *they* may be true disciples who walk in the way that leads to life.

   Acknowledge and list the many ways your congregation lives out this pledge through its current ministries with children. Conclude by introducing the child abuse prevention strategy as the newest component of your church's ministries with children and youth.
4. Closing Prayer – Follow with a time where participants of the workshop call the names of children and youth aloud, dedicating their safety and spiritual welfare to God. You may begin by saying: "Most Holy God. Hear the names of those we hold most dear." And end by saying, "We consecrate these children and youth to your loving care and guidance. Amen."

B. Introducing Information

1. Current Occurrences - Set the stage here for the substance of the event by introducing recent news reports from your own community's newspapers or television broadcasts related to incidents of child abuse in any locations and institutions. Also in this section, present the material related to any current litigation involving the church and claims of child abuse. Or, you may view a short film detailing the current state of children and issues of abuse. (Over ten (10) helpful videos are offered through the Memphis Conference Office. Call 731-664-8480 or go online to www.memphis-umc.org. They are also listed in Section IX, page 27 of the Conference "Child/Youth Abuse Prevention & Protection Policy.")
2. Current Statistics - Pass out copied statistical information from this resource (found below) or from other

sources available to you and go over their contents with the class. Work the math on a chalkboard or news print to show how two million annual incidents finally translate into one incident of abuse every fifteen seconds. When child abuse occurs in our own neighborhoods, it gets our attention and sometimes serves as a catalyst in a way that nameless and faceless children counted in statistics cannot. However, it is important to be familiar with a few statistics:

- The National Center for Child Abuse and Neglect reports that there are more than two million incidents of physical abuse and/or neglect per year in the USA. That amounts to 30 out of every 1,000 children.
- Studies have estimated that 1 out of 3 girls is sexually abused before the age of 18. Similarly, studies indicate that 1 out of 7 boys have been sexually abused before the age of 18. Even more frightening is that these numbers may be underestimated since many children are reluctant to report abuse.

Have the participants identify the factors that make children vulnerable to abusers. If time allows, you may also use a video here to illustrate the concepts you have just addressed.

3. But what about church? - Follow this general discussion with the idea of how difficult an issue child abuse in the church is for most people to face. Anxiety over this issue is to be expected – even as we hear the statisticsand learn how to deal with possible abuse in our own congregation. NO ONE WANTS TO THINK IT WILL HAPPEN IN THEIR OWN CHURCH. Use the following ideas to lead discussion concerning the apprehensions of the class.
   - We don't want to make it harder to get new leaders or discourage current leaders from volunteering or seeking employment with our congregation.
   - The whole issue of child abuse may bring up memories of abuse that may have occurred in our own childhood.
   - Child abuse in churches does happen with devastating consequences for the victim and the church.
   - This training will give you (volunteers/paid staff persons) the tools to make our church environment as safe as possible for those we love.
4. So where do we start?
   a. Definitions of terms: (See the Conference Prevention Policy, Section II, page 1)
      i. Child Abuse
      ii. Physical Abuse
      iii. Sexual Abuse
      iv. Emotional Abuse
      v. Neglect

      Pause and ask for questions or comments.
   b. Standards: (See the Conference Prevention Policy, Section III, page 2)
      i. Criteria
         1. Minimum Age
         2. 6 Month Rule
         3. Policy Instruction
         4. Screening Procedures (see the Conference Prevention Policy, Section IV, page 9)
      ii. Responsibilities
         1. Two Adult Rule
         2. Adult/Child Ratio
         3. Rooming
         4. Transportation
         5. Mentoring
         6. Counseling
         7. Interpersonal Boundaries
         8. Visiting at Youth and Children'sWorkers Home
         9. Discipline
         10. Open Door Policy

      Pause and ask for questions or comments.
5. What is our church policy?

   Read through your own congregation's policy closely with the group, being sure to address any questions or concerns of volunteers and paid staff.
6. How do I report? What are my personal responsibilities?

   (See the Conference Prevention Policy, Section VII, page 16)
   a. Legal Responsibilities

b. Written Reports (See Conference Prevention Policy, Appendix N)
c. Chain of Command: To Whom Shall the Report Be Filed (See Conference Prevention Policy, Section VII, page 16)

Pause and ask for questions or comments.

7. Take the end of your time for filling out applications (See Conference Prevention Policy, Appendices A-L) and attendance documentation.

Lesson 2.

A. Opening Worship

1. Prayer for Children, Youth and Teachers
2. Scripture Reading - Matthew 19:14, "Jesus said, 'Let the little children come to me, and do not hinder them, for the Kingdom of heaven belongs to such as these.'" NIV
3. Brief devotion

   Invite the participants to pray responsively with you by saying, after each sentence prayer, "We welcome the Children!"

   Leader: O God, by our presence here today,
   People: We welcome the children!
   Leader: O God, by our promise in Holy Baptism,
   People: We welcome the children!
   Leader: O God, by our commitment to keeping this place holy and safe in every way,
   People: We welcome the children!
   Leader: O God, give us wisdom, strength and courage enough to show the world that,
   People: We welcome the children!
   All: Amen.

B. Introductory Information

For this second lesson, this section should include the following:

1. Explanation of Child Abuse – Who are the abusers? How does it happen?
2. Reasons we address this in our congregation.
   a. It says to children and youth that your congregation deeply cares for the totality of their lives.
   b. It says to the community (church and neighborhood) that your congregation takes seriously the protection of children and youth.
   c. It says to all the volunteers and staff that your congregation is trying to eliminate any false allegations by always protecting them.
   d. More and more insurance companies are requiring such policies. This gives you a starting place to fulfill their requirements.
   e. A thorough policy will deter persons who engage in undesirable behavior when they hear of your policies.
3. Overview of our own church policy.

Stop here for questions and concerns.

C. Maintaining A Positive Environment for Youth and Children

1. Adult/Child Ratios (See the Conference Prevention Policy, Section III, Part B, #2, page 3)
2. Discipline (See the Conference Prevention Policy, Section III, Part B, #9, page 7)
   a. Age Level Characteristics
   b. What to expect in the classroom
   c. Appropriate Discipline – how our church supports its volunteers/paid staff
   d. Appropriate Behavior for Teachers/Leaders
   e. Appropriate Boundaries for Teachers/Leaders
      i. Counseling (See Conference Prevention Policy, Section III, Part B, #6, page 6)
      ii. Interpersonal Boundaries (See Conference Prevention Policy, Section III, Part B, #7, page 7)
      iii. Visiting at Youth and Children's Workers Home (See Conference Prevention Policy, Section III,

Part B, #8, page 7)

f. Overnight/Camping Rules (See Conference Prevention Policy, Section III, Part B, #3, page 5)

g. Transportation (See Conference Prevention Policy, Section III, Part B, #4, page 5)

Stop here for questions and concerns.

D. What are we doing to keep our children and workers safe?

Present Policies and Procedures followed in your congregation or on the Conference level.

1. Screening (See Conference Prevention Policy, Section IV, page 9)
2. Training (See Conference Prevention Policy, Section III, Part A, #3, page 2)
3. Reporting (See Conference Prevention Policy, Section VII, page 16)

E. Take the end of this time to allow new employees/volunteers to fill out appropriate forms (See Conference Prevention Policy, Appendices A-G, I-L) and attendance documentation.

Children's Component.

A. Arrival Fun

Before the children arrive, prepare tables for arrival activity: copy one page of the art activity "Children's Project Page" (Appendix P) for each child. Older children may trace and cut pieces from construction paper and then write the words themselves. Younger children may use crayons or markers to color white paper already copied. You may also precut pieces for younger children before class time. Complete one project page and use later in the lesson to talk with the children about safety.

B. Bible Story Time

Have the children sit in a circle and do the following:

Open the Bible to the Gospel of Luke and read the following text: Luke 18:15-17.

Then say: Let me tell you this story again. People everywhere were bringing their children to Jesus so that he could touch them. Maybe, this meant that he would hug them or place his hand on their head. Jesus loves children very much! But, his followers, the disciples were worried that too many children and their parentswere crowding Jesus. They said to the people, "Stop! Leave Jesus alone! Do not bring so many children to see him!" But, Jesus called to the people, telling them to, "let the little children come...," Then, he told everyone around that children were some of the most special people in God's kingdom. In fact, he said everyone should look at the children to see how to behave!

I know that Jesus sees every one of you as very special!

Can you think of things you do when you want people to know that you care very much for them? (Encourage the children to answer.)

Then say: I am thinking that one of the things I do for someone I love is to help keep them safe! Do you know that our church has some special rules that do just that? Our church leaders took a lot of time to think of ways of taking care of you. Then, they wrote them on paper and showed them to everyone! That's how much your church family loves you!

This morning, I want to share some of these rules with you. I also want you to help me think of things we can do in our own class so that we can care for each other.

C. Live God's Word

Gather the children around tables or on the floor to work on their projects. If all of the children have not completed their cutting or coloring, finish these now. Be sure to allow plenty of time as you speak for the children to draw and share their pictures with the group.

Use your completed project page as a visual resource while talking with the children. You may complete your project with yellow construction paper or poster board. You may also use felt pieces if a felt board is available for your use.

Say: We will use this picture of the sun today to talk about all the ways we can be safe while we are at church. I will ask you to help me put the sun together as we talk.

Our large center circle is you! When we do your projects, you can draw your own picture here and write your name. See how I drew my own picture here? See how I wrote my own name?

(Show the children the large center circle by laying it on the floor or placing it on a felt board.)

Our pictures will be in the center because Jesus loves us very much and so does our church family! Around the outside, we will place the rays of our sun. Each ray will be a way in which our church surrounds us with safety.

The first ray is for adults. You may draw your favorite adults here. Be sure, though, to include at least two adults because our first safety rule is to always be with more than one adult when you are in Sunday School or church.

The second ray is for the person who brings you to church. Draw this person on your paper. When you are not in Sunday School or in another children's group, you must always stay with this person. Sharing worship with them is very special! It is also really important to let them know where you are at all times!

The third ray is for you. Draw yourself here doing your favorite thing at church. Now, draw at least one other person doing your favorite thing with you. Always be sure you are with another person when you are walking from place to place or going to the bathroom. How much more fun we can have when we have someone to talk with!

The fourth ray is for someone outside your family you really trust. Draw this person on your fourth ray. This is someone who you can tell anything! Our fourth safety rule is to remember this person and, if you should ever have something you need to tell them, find them right away! This person will always listen to your words.

The fifth ray is for your words. You may draw a really big mouth here. Isn't that funny? Or, you may want to write some of your favorite words. This rule is very important. Always use your words to say what you feel. For instance, if one of your friends does something you don't like, say, "Please stop. I don't like what you are doing!" Say it once. If the friend does not stop, then, say the words louder. Would you like to practice with me? (Pick a phrase or a word and practice with the group.) You may also use your words with adults when they do something that may hurt you or make you sad. Remember, you get to pick what happens to you and your words are a very important tool!

The last ray is your car or van or truck. Draw on your ray the vehicle that brings you to church. Our last safety rule is to only get in your own car when you are leaving church! Always be sure that your own special people are driving. And, always be careful in the parking lot because lots of cars are moving around!

Now that we've completed all the pieces of our sun, let's use the paper and glue or tape on the table to put them together. You may tape the pieces together, punch a hole and hang them as a mobil or glue or tape the pieces to a larger piece of paper and display on the wall. (Give the children time to assemble their projects.) How beautiful they are!

Say: Now, let's go over them one more time so that we can remember our safety rules. (Encourage the children to point to the appropriate places on their projects as you speak.)

1. Always stay with more than one adult when in Sunday School or Church.
2. When you are not in Sunday School or in another children's group, stay with the person who brought you to church. Always let this person know where you are.
3. Always share your time in Sunday School or in other places in the building with at least one friend.
4. Know a person outside your family you really trust and talk with.
5. Always use your words!
6. Always go home in your own car, with your own special people driving..

Now, you know how to be as safe as possible at church! You are terrific!

D. Snack Time

If you have time and space for a snack, buy plain sugar cookies and canned icing. You may want to color the icing yellow. Help the children decorate their own "sun" cookies and add sprinkles or star shapes before eating. You may also provide yellow lemonade. Star shaped crackers and yellow cheese will also work to complete your "sun" theme for the day.

E. Worship Time

Gather the children in the story area and read them the Bible verse again.

Say: Every one of you is so special to Jesus and to your church family. We love you!

Have the children hold hands and read the following prayer:
Dearest Jesus, Thank you so much for giving us the tools to keep ourselves safe and watch out for others. We know how special you think we are! We love you, too! Amen.

IX. RESOURCES

A. ORGANIZATIONS

- Center for the Prevention of Sexual and Domestic Violence
  2400 N. 45th St., #10
  Seattle, WA 98103
  www.cpsdv.org
- Childhelp USA
  15757 N. 78th Street
  Scottsdale, AZ 85260
  www.childhelpusa.org
- Children's Defense Fund
  25 East Street NW
  Washington, DC 20001
  www.childrensdefense.org
- Christian Ministry Resources
  P.O. Box 2301
  Matthews, NC 28106
  www.churchlawtoday.com
- General Commission on the Status and Role of Women
  1200 Davis Street
  Evanston, IL 60201
  www.gcsrw.org
- Faith Trust Institute
  2400 N. 45th Street #10
  Seattle, WA 98103
  www.cpsdv.org or
  info@faithtrustinstitute.org
- National Center for Exploited and Missing Children
  699 Prince Street
  Alexandria, VA 22314
  www.missingkids.com
- National Center for the Prosecution of Child Abuse
  99 Canal Center Plaza,
  Suite 510
  Alexandria, VA 22314
  www.ndaa-apri.org
- National Children's Advocacy Center
  200 Westside Sq., Ste. 700
  Huntsville, AL 35801
  www.ncac-hsv.org
- National Clearinghouse on Child Abuse and Neglect Information
  330 C Street, SW
  Washington, SC 20447
  www.calib.com/nccanch
- National Court-Appointed Special Advocate Association
  100 West Harrison Street
  North Tower, Suite 500
  Seattle, WA 98119
  www.casanet.org
- Nonprofit Risk Management Center
  1001 Connecticut Ave. NW, Suite 410
  Washington, DC 20036
  www.nonprofitrisk.org
- Office of Children's Ministries
  General Board of Discipleship
  P.O. Box 340003
  Nashville, TN 37203-0003
  615-340-7143
  www.gbod.org/children
- Office of Ministries with Women, Children and Families
  General Board of Global Ministries
  475 Riverside Dr., Room 1549
  New York, NY 10115
  Gbgm-umc.org
- Parents Anonymous, Inc.
  576 W. Foothill Blvd., Suite 220
  Claremont, CA 91711-3475
  www.parentsanonymour.org
- Prevent Child Abuse America
  200 S. Michigan Ave., 17th Floor
  Chicago, IL. 60604
  www.preventchildabuse.org
- Risk Management Department
  General Council on Finance and Administration
  1200 Davis Street
  Evanston, IL 60201
  www.gcfa.org
- Your state and/or county child and family protective services department.

B. BOOKS/PHAMPHLETS

- Abuse and Religion: When Praying Isn't Enough
  by Anne L Horton and Judith A. Williamson (Lexingtn, MA: Lexington Books, 1988).
- Behavioral Covenantc in Congregations: A Handbook for Honoring Differences
  by Gilbert R. Rendle (Alban Institute, 1998).
- Child Sexual Abuse: A Handbook for Clergy and Church Members
  by Lee W. Carlson (Valley Forge, PA: Judson Press, 1988).
- Counseling Troubled Teens and Their Families: A Handbook for Pastors and Youth Workers
  by Andrew J. Weaver, John D. Preston, Leigh W. Jerome (Abingdon Press, 1999).
- Is Nothing Sacred?: The Story of a Pastor, the Women He Sexually Abused, and the Congregation He Nearly Destroyed, by Marie M. Fortune (Pilgrim Press, 1999).
- Keeping the Faith: Guidance for Christian Women Facing Abuse
  by Marie M. Fortune (Harper San Francisco, 1995).
- Living the Sacred Trust: A Resource on Clergy Misconduct of a Sexual Nature for Cabinets and Boards of Ordained Ministry of The United Methodist Church
  (General Board of Higher Education and Ministry, 1999). Phone: 1-800-672-1789.
- Love Does No Harm: Sexual Ethics for the Rest of Us
  by Marie M. Fortune (The Continuum Publishing Group, 1995).
- Mission Accomplished: A Practical Guide to Risk Management for Nonprofits
  (Second Edition), by Peggy M. Jackson, Leslie T. White, and Melanie L. Herman (Non Profit Risk Management Center, 1999).
- No If, But When
  (Public Media Division of United Methodist Communications, 1999). Phone: 1-888-346-3862.
- Preventing Child Sexual Abuse: A Curriculum for Children Ages 5-8, by Kathryn Goering (Cleveland: United Church Press, 1994) (Available from the Center for the Prevention of Sexual and Domestic Violence).
- Preventing Child Sexual Abuse: A Curriculum for Children Ages Nine Through Twelve
  by Kathryn Goering Reid and Marie M. Fortune (The Pilgrim Press, 1990).
- Reaching for the Light: A Guide for Ritual Abuse Survivors and Their Therapists
  by Emilie P. Rose (The Pilgrim Press, 1996).
- Recognizing Child Abuse: A Guide for the Concerned, by Douglas J. Besharov (The Free Press, 1990).
- Safe and Secure: The Alban Guide to Protecting Your Congregation
  by Jeffrey W. Hanna (Alban Institute, 1999).
- Safe Sanctuaries For Youth: Reducing the Risk of Abuse in Youth Ministries
  by Joy Melton (Discipleship Resources, 2003).
- Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church
  by Joyce Melton (Discipleship resources, 1998).
- Sexual Abuse Prevention: A Course of Study for Teenagers (Revised Edition)
  by Rebecca Voelkel-Haugen (Pilgrim Press, 1996).
- Staff Screening Tool Kit: Building a Strong Foundation Through Careful Screening
  by John C. Patterson (Nonprofit Rick Management Center, 1998).
- Staying Safe at School: What You Need to Know
  by Chester Quarles (Broadman and Holman Publishers, 2000).
- Survivor Prayers: Talking with God About Childhood Sexual Abuse
  by Catherine J. Foote (Westminister John Knox Press, 1994).
- Taking the High Road: A Guide to Effective and Legal Employment Practices for Nonprofits
  by Jennifer C. Hauge and Melanie L. Herman (Nonprofit Risk Mgmt Center, 1999)
- The Book of Discipline of The United Methodist Church - 2000 and 2004
- The Buck Stops Here: Legaland Ethical Responsibilitiesfor United Methodist Organizations
  by Mary Logan (Discipleship Resources, 2000).
- The Hidden Shame of the Church: Sexual Abuse of Children and the Church
  by Ron O'Grady ("Risk Book Series") (World Council of Churches, 2001).

- United Methodist Youth Handbook, by Michael Selleck (Discipleship Resources, 1999).
- Victims No Longer: Men Recovering from Incest and Other Childhood Sexual Abuse by Mike Lew (New York: HarperCollins Publishers, Inc. 1990).
- Violence in the Family: A Workshop Curriculum for Clergy and Other Helpers by Marie M. Fortune (The Pilgrim Press, 1991).
- Welcome the Child: A Child Advocacy Guide for Churches by Shannon P. Daley, (Friendship Press, 1994).

C. VIDEOS

Available from Memphis Conference Office, 731-664-8480

- Ask Before You Hug: Sexual Harassment in the Church (31 Minutes).
  Helps clarify what constitutes sexual harassment. Produced by United Methodist Communications. Available from EcuFilm, 1-800-251-4091.
- Bless Our Children: Preventing Sexual Abuse (40 Minutes).
  Story of one congregation's efforts to provide abuse prevention information for their children. Available from the Center for the Prevention of Sexual and Domestic Violence. 1-206-634-1903.
- Broken Vows (30 min each session) CS-95-350
  A two part program focusing on understanding the dynamics of domestic violence, supporting individuals experiencing domestic violence through the cooperation of religious and secular communities and developing programs for the prevention of domestic violence.
  Part I–Addresses the various aspects of the problems of battered women.
  Part II–Discusses clergy and congregation responses to these problems.
- Caring Shepherds (18 minutes).
  Created to help congregational leaders identify potential problems and develop policies to reduce the occurrence of sexual abuse and misconduct. Available from the Risk Management Department of the General Council on Finance and Administration of The United Methodist Church, 1-847-425-6560.
- Hear Their Cries: Religious Responses to Child Abuse (49 minutes) CS-95-352.
  Provides definitions related to abuse, signs for recognizing abuse, and examples of how to respond. Designed for use in training sessions for clergy and lay leaders on recognizing and responding to child abuse. The goal of this videotape is to raise awareness of the vulnerability of children and the need to intervene at times on their behalf.
- Not in My Church (8 min) CE-99-6
  The goal of this videotape is to raise awareness among viewers of the potential for clergy misconduct through sexual abuse within the ministerial relationship. Leader's guide included.
- Reducing the Risk II Resource Kit
  Christian Ministry resources Kit including training, manual, reference book and DVD with video presentations. $49.95 if you choose to purchase it at 800-222-1840.
- Safe Sanctuaries CS-318-02
  Session I Our Mandate
  Session 2 The Scope of the Problem (75 min)
  Session 3 Recruiting, Screening, Hiring Workers (18 min)
  Session 4 Basic Procedures (11 min)
  Session 5 Developing a Congregational Plan (6 min)
- Safe Sanctuaries Video and DVD [New in 2004!]
  Guides the congregations through the process of setting policies, planning procedures and implementation. Includes Biblical foundation, scope of the problem, basic procedures including screening, a plan of response, implementation procedures, a model for training, workers, sample forms, worship suggestions and more.
- Welcoming the Children (24 min) CS-94-348
  Developed for the ecumenical mission study theme, "Making the World Safe for Children," this videotape shows how local congregations are making a difference, addressing urgent needs of children by utilizing their own resources and partnerships with other groups.
- Who Speaks for the Children? CS-89-331
  Issues of childcare, nutrition, homelessness, health care and domestic violence have surfaced as critical timely concerns. *Who Speaks for the Children?* provides the viewer with an overall perspective of the public hearing held in the Midwest.

X. SAMPLE FORMS IN APPENDICES A-O

Sample forms are intended as guides only. Local congregations should develop forms to comply with the requirements of the

- laws of your state;
- your congregation's policies;
- local law enforcement;
- and your congregation's insurance agent.

A. Employment Application
B. Volunteer Application
C. Sample Interview Questions
D. Disclosure Form
E. Reference Inquiry Form
F. Release Authorization Form
G. Release Form For Background Check Transfers
H. Notice of Unfavorable Report
I. Fair Credit Reporting Act (FCRA): Summary of Your Rights
J. Substance Abuse and Testing Policy
K. Pre-Employment/Volunteer Drug Testing Consent and Release Form
L. Certificate of Agreement for Drug Screening
M. Special Activities Covenant
N. Report Form for Suspected Instances of Abuse
O. A Synopsis of the 2004 - 2005 Memphis Conference Policy
P. Children's Project Page

EMPLOYMENT APPLICATION FOR MEMPHIS CONFERENCE

(Please print or type)

Name _____ SS#_____ Male ( ) Female ( )

Address _____

City _____ State _____ Zip _____

Home Phone _____ How long at present address? _____

Previous address _____ How long at this address? _____

Driver's License No. _____ Issuing State _____

I am ( ) Adult.... Occupation _____
( ) Student.... Age_____ Current Grade _____ Birthdate _____

School _____

Church _____ How long at this church? _____

Pastor's Name _____ Phone Number _____

Emergency Contact Name_____ Phone Number _____

Employment Desired:

Position Desired _____ Salary desired _____

Present Employer _____ May we inquire of your employer? _____

Have you ever applied here before? If so, when?_____ Position? _____

Who referred you? _____

References: (Not pastor or immediate family and over the age of 21)

1. _____ _____
Name Address

( ) ( ) How long have you known this person? _____
Business Phone Home Phone

2. _____ _____
Name Address

( ) ( ) How long have you known this person? _____
Business Phone Home Phone

Education Background (list Diplomas, Degrees and Certification):

School/Instituation	Address	Title	Dates

List any other Educational experiences (i.e., training programs attended, workshops, conferences, cources, etc.) and date(s) attended _____

_____

List other experiences and dates working with children/youth _____

_____

Why do you want to serve in this position? _____

_____

What talents or gifts do you possess? _____

_____

When would you be available to begin? _____

Have you ever been convicted of a felony including any involving a suspended sentence: Yes____ No____

Have you ever been reported for child abuse or neglect? Yes _____ No _____

If so on either of the above, what and when? _____

_____

_____

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations or agencies, such as Department of Human Services or state law enforcement, listed above to be contacted or by conducting a criminal records check for the expressed purpose of pre-employment screening.

_____ Date

_____ Applicant's Signature

VOLUNTEER APPLICATION FOR MEMPHIS CONFERENCE

(Please print or type)

Name _____ SS# _____ Male ( ) Female ( )

Address _____

City _____ State _____ Zip _____

Home Phone _____ How long at present address? _____

Previous address _____ How long at this address? _____

Driver's License No. _____ Issuing State _____

I am ( ) Adult.... Occupation _____
( ) Student.... Age _____ Current Grade _____ Birthdate _____

School _____

Church _____ How long at this church? _____

Pastor's Name _____ Phone Number _____

Emergency Contact Name _____ Phone Number _____

Volunteer position desired _____

Present employer _____ May we inquire of your employer? _____

Have you ever applied here before? _____ If so, when? _____ Position? _____

Who referred you? _____

References: (Not pastor or immediate family and over the age of 21)

1. _____ _____
Name Address

( ) _____ ( ) _____ How long have you known this person?
Business Phone Home Phone

2. _____ _____
Name Address

( ) _____ ( ) _____ How long have you known this person?
Business Phone Home Phone

Education Background (list Diplomas, Degrees and Certification):

School/Instituation	Address	Title	Dates

List any other Educational experiences (i.e., training programs attended, workshops, conferences, cources, etc.) and date(s) attended _____

_____

List other experiences and dates working with children/youth _____

_____

Why do you want to serve in this position? _____

_____

What talents or gifts do you possess? _____

_____

When would you be available to begin? _____

Have you ever been convicted of a felony including any involving a suspended sentence: Yes____ No _____

Have you ever been reported for child abuse or neglect? Yes _____ No _____

If so on either of the above, what and when? _____

_____

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge; and I am granting permission for all persons, organizations or agencies, such as Department of Human Services or state law enforcement, listed above to be contacted or by conducting a criminal records check for the expressed purpose of pre-employment screening.

_____ _____

Date Applicant's Signature

Appendix C

SAMPLE INTERVIEW QUESTIONS

The following are some suggested questions which may be used in an interview.

1. Why are you interested in being associated with (organization)?

2. How would you describe (or identify) yourself?

3. When you read the job description, what appealed to you the most?

4. What specific skills do you bring to this job?

5. With what age group and sex do you prefer to work? Why? Please give examples of your work with this age group.

   _____

6. If you are trained are you willing to work with other age groups or sex?

7. What kinds of programs or activities would you be willing to lead, supervise or conduct? If trained would you be willing to conduct other activities?

8. What do you feel are chief indicators of a successful program or activity?

9. Give a specific example of how you overcame a difficulty in job, school or family.

10. Give an example of how you overcame a problem with a youngster other than your own. How were you disciplined as a child? How would/do you discipline?

11. Under what supervision style do you work best?

12. In what types of activities or recreation do you participate?

13. What were your favorite subjects in school?

14. What would you like to tell us that hasn't been covered?

15. What questions do you have about our organization?

16. Other questions as raised re: information given on application form.

One might conclude the interview with one or two hypothetical situations which are typical in your organization and ask the applicant how they would respond in that situation.

DISCLOSURE FORM

Our church cares about the children and youth in our programs, and desires to ensure their safety while they are in the church's supervision. Some state legislatures have helped us assure security for children, vulnerable adults and developmentally disabled people by requiring disclosures by all people who will work with them, and the United Methodist Church supports this requirement. Because we care for children and youth, our church joins in asking any new staff member who will be providing supervision/ leadership with children, youth, vulnerable adults and/or developmentally disabled persons to complete this disclosure form.

Please complete the following questions.. .please attach an explanation for any "yes" answer.

1. Have you ever been convicted of any crime against children or other persons? Yes No

2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have physically abused any minor? Yes No

3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? Yes No

4. a. Have you been convicted of the possession, use, or sale of drugs within the last 7 years? Yes No
   b. Have you been released from incarceration for a conviction of the possession, use, or sale of drugs within the last 7 years? Yes No

5. Within the past 30 days have you abused alcohol, legal or illegal drugs? Yes No

6. Has your drivers' license been suspended or revoked within the last 7 years? Yes No

7. Have you ever been convicted of crimes relating to financial exploitation where the victim was a vulnerable adult? Yes No

8. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult? Yes No

9. a. Have you ever been licensed by a licensing board that licenses businesses/ professions? (If yes, please answer b. and c.) Yes No
   b. Have you ever been found by that licensing board, or any other disciplinary board, to have sexually or physically abused or exploited any minor or developmentally disabled person? Yes No
   c. Have you ever been found by that licensing board or any other disciplinary board, to have abused or financially exploited any vulnerable adult? Yes No

10. Other than the above matters, 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, vulnerable adults or developmentally disabled persons? Yes No

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 _____

Appendix E

CONFIDENTIAL INFORMATION
REFERENCE INQUIRY FORM

Please complete this form as it relates to this person and his/her characteristics and qualifications to work with children or youth.
Return the completed form to:

_____
Inquiring Organization Name and Address

_____
Applicant's Name

How long have you known the applicant? _____

In what capacity? _____

Does he/she work well with others? _____

How would you rate him/her in the following areas? Please give explanations.

	Excellent	Good	Average	Poor	Do Not Know
Personal Habits					
Character					
Morals					
Compassion for those in need					
Responsible to complete commitments					
Emotional stability					
Christian maturity					
Receives constructive criticism well					
Health					
Other Comments?					

Would you want this person to work with your child or youth? Why/why not? _____

_____

Reference inquiry completed by: _____ _____
Signature Date

RELEASE AUTHORIZATION

I hereby authorize and request any former employer, school, law enforcement agency, or other persons having personal knowledge about me to furnish _____with any and all information in their possession regarding me, in connection with an application for employment/volunteerism by conducting the following four (4) checks: 1) Social Security Number Trace, 2) Criminal Convictions Check by county (state where applicable), 3) Motor Vehicle Records, and 4) National Criminal Database Search. I understand and offer my consent for _____ to inquire and/or obtain the records necessary or pertinent to volunteer or staff employment in The United Methodist Church. My signature on this form waives any rights I may have to bring action for defamation, invasion of privacy or any similar cause against_____, agents or clients of_____. I acknowledge that a photocopy or fax of these authorization be accepted with the same authority as the original. According to the Fair Credit Reporting Act, I am entitled to know if employment/volunteerism is denied because of information obtained by the consumer-reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

Today's Date:_____ Signature: _____

The following must be filled out completely for your application to be considered. (Please Print)

LAST NAME FIRST NAME MIDDLE

MAIDEN NAME/FORMER MARRIED NAME DATE OF CHANGE

CURRENT ADDRESS CITY/STATE/ZIP COUNTY LENGTH AT ADDRESS

FORMER ADDRESS CITY/STATE/ZIP COUNTY LENGTH AT ADDRESS

FORMER ADDRESS CITY/STATE/ZIP COUNTY LENGTH AT ADDRESS

NOTE: WE NEED ALL ADDRESSES BACK TO YOUR 18TH BIRTHDAY

SOCIAL SECURITY NUMBER DATE OF BIRTH

DRIVERS LICENSE NUMBER STATE DL WAS ISSUED

[Add or subtract checks above according to your congregation's policy.]

Appendix G

RELEASE FORM
Background Check Transfer

1. Applicant Name: _____
   Social Security No.: _____
   Address: _____
   City/ST/Zip: _____

2. Present Employer/Volunteer Organization(s) currently or recently affiliated with:
   Supervisor/Director Authorized to release records: _____
   Phone: _____ Address: _____
   City/ST/Zip: _____

3. New organization requesting a background check of: _____
   Pastor/Director: _____
   Phone: _____ Address: _____
   City/ST/Zip: _____

I, _____ , give permission to _____
(Applicant's Name) (Employer/Volunteer Organization, #2)
to make a copy, without any additions or subtractions, of the background check performed on me. Said copies may be sent directly to _____
(#3 above)

I, _____ , verify that the copies attached have not been
(Employer/Volunteer Organization, #2)
altered and match the original exactly.

4. Organization used for background check: _____
   Date Conducted: _____ Phone: _____
   Address: _____
   City/ST/Zip: _____

Signature of Applicant: _____
Date: _____

Signature of Employer or Supervisor at current or recent organization:

_____

Appendix H

Notice of Unfavorable Report

Date: _____

Applicant's Name and Address: _____

_____

As you authorized in your employment/volunteer application, _____ United Methodist Church has recently completed a background check as part of our application process. The purpose of this letter is to inform you that there is information in the report we received that, if accurate, would prevent us from offering you employment or allowing you to volunteer, at this time. A copy of the report is enclosed.

If, after reviewing the report, (1) you believe that the information contained is inaccurate, and/or (2) you want to know what information in the report falls outside of our congregation's guidelines, we ask that you contact us. Please contact us within five business days using the name and phone number below. Otherwise we will assume that you know longer wish to pursue employment/volunteerism with us.

This report was furnished to us by _____. Please understand that while _____ provided the report, they did not make the decision, and they are unable to provide you the specific reasons why the congregation made this decision.

Also enclosed with this report is a description of your rights under the Federal Fair Credit Reporting Act (FCRA). Under the law, you have the right to dispute directly with _____ any information in this report. They will investigate the disputed information free of charge and either record the current status of the disputed information or delete the item(s) within 30 days of receiving your dispute. If the information is found to be inaccurate or incomplete and cannot be verified, they will promptly delete that item or modify it. They will provide notification of the dispute to any person/agency that provided the information in dispute within five business days of receiving your notice. [The enclosed *Summary of Your Rights* provides additional information about your rights.

You have the right to obtain an additional free copy of the enclosed report if you request it from _____ within _____ days of when you received this notice.

Sincerely,

_____ United Methodist Church

_____
Address

_____
Phone Number

A Summary of Your Rights Under the Fair Credit Reporting Act

The fair credit reporting act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as where you work and live, if you pay your bills on time, and whether you've been sued, arrested, or filed bankruptcy – to creditors, employers and other businesses. The FCRA gives you specific rights in dealing with CRA's, and requires them to provide you with a summary of these rights as listed below. You can find the complete text of the FCRA, 15 U.S.C. 1681 et seq., at the Federal Trade Commission's web site (http://www.ftc.gov).

- You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance or employment – must give you the name, address and phone number of the CRA that provided the report.

- You can find out what is in your file. A CRA must give you all the information in your file, and a list of everyone who has requested it recently. However, you are not entitled to a "risk score" or a "credit score" that is based on the information in your file. There is no charge for the report if your application has been denied because of information supplied by the CRA, and if you request the report within 60 days of receiving the denial notice. You are also entitled to one free report a year if you certify that (1) you are unemployed and plan to seek employment within 60 days. (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you a fee of up to eight dollars.

- You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must reinvestigate the items (usually within 30 days) unless your dispute is frivolous. The CRA must pass along to its source all relevant information you provided. The CRA also must supply you with written results of the investigation and a copy of your report, if it has changed. If an item is altered or deleted because you dispute it, the CRA cannot place it back in your file unless the source of the information verifies its accuracy and completeness, and the CRA provides you a written notice that includes the name, address and phone number of the source.

- Inaccurate information must be deleted. A CRA must remove inaccurate information from its files, usually within 30 days after you dispute its accuracy. The largest credit bureaus must notify other national CRA's if items are altered or deleted. However, the CRA is not required to remove date from your file that is accurate unless it is outdated or cannot be verified.

- You can dispute inaccurate items with the source of the information. If you tell anyone - such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, they may not continue to report it if it is in fact an error.

- Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.

- Access to your file is limited. A CRA may provide information about you only to those who have a need recognized by the FCRA – usually to consider an application you have submitted to a creditor, insurer, employer, landlord, or other business.

- Your consent is required for reports that are provided to employers or that contain medical information. A CRA may not report to your employer, or prospective employer, about you without your written consent. A CRA may not divulge medical information about you without your permission.

- You can stop a CRA from including you on lists for unsolicited credit and insurance offers. Creditors and insurers may use the file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll free number for you to call and tell the CRA if you want your name and address excluded from future lists of offers. If you notify the CRA through the toll-free number, it must be kept off the lists for two years. If you request and complete the CRA form provided for this purpose, youcan have your name removed indefinitely.
- You may seek damages from violators. You may sue a CRA or other party in state or federal court for violations of the FCRA. If you win, the defendant may have to pay damages and reimburse you for attorney fees. If you lose and the court specifically finds you sued in bad faith, you and your attorney may have to pay the defendant's fees.

You may have additional rights under state law. You may wish to contact a state or local consumer protection agency or a state attorney general to learn those rights.

SUBSTANCE ABUSE & TESTING POLICY
Letter to all Employees & Volunteers w/Children & Youth

[Date]

The illegal use of drugs and the abuse of alcohol are problems that invade the workplace, endangering the health and safety of the abusers and those who work around them. The Memphis Conference is committed to creating and maintaining a workplace free of substance abuse without jeopardizing valued employees' job security.

To address this problem, our Conference has developed this policy regarding the illegal use of drugs and the abuse of alcohol that we believe best serves the interests of all employees and volunteers who work with children and youth. This policy formally and clearly states that the illegal use of drugs or the abuse of alcohol or prescription drugs will not be tolerated. As a means of maintaining our policy, we have implemented an active employee and volunteer substance abuse testing program on those adults who work with children and youth. This policy was designed with two basic objectives in mind: (1) employees and volunteers deserve a work environment that is free from the negative effects of drugs and alcohol and the problems associated with their abuse, and (2) this Conference has a responsibility to maintain a healthy and safe workplace.

** To assist us in providing a safe and healthy workplace, we maintain a resource file of information on various means of employee and volunteer assistance in our community, including but not limited to drug and alcohol abuse programs. Employees and volunteers are encouraged to use this resource file, which is located at the Conference Program Ministries Team with the staff person who works with children and youth. In addition, we will distribute this information to employees and volunteers for their confidential use.

An employee or volunteer whose conduct violates this Conference's Substance Abuse Policy (*and who does not accept the help we offer under the EAP) will be disciplined up to and including termination.

It is important that we all work together to make this Conference a drug-free workplace as part of our continual effort to provide a safer and more rewarding place to work.

Sincerely,

[Name of Pastor & Church]

Appendix K

PRE-EMPLOYMENT/VOLUNTEER
DRUG TESTING CONSENT & RELEASE FORM

I hereby consent to submit to urinalysis and/or other tests as shall be determined by (insert name of church) in the selection process of applicants for employment/volunteerism, for the purpose of determining the drug content thereof.

I agree that

_____

(Name of physician or clinic)

may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the church for analysis.

I further agree to and hereby authorize the release of the results of said tests to the Church.

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed by or being a volunteer for this Church.

I further agree to hold harmless the Church and its agents (including the above named physician or clinic) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with the Church's consideration of my employment/volunteer application.

I further agree that a reproduced copy of this "Pre-Employment/Volunteer Drug Testing Consent and Release Form" shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is a voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant Print Name: _____ S.S. # _____ ____ _____

Applicant Signature: _____ Date: _____/_____/_____

Witness Printed Name: _____

Witness Signature: _____ Date: _____/_____/_____

Appendix L

CERTIFICATE OF AGREEMENT
FOR DRUG SCREENING

I do hereby certify that I have received and read the (insert name of church) "Substance Abuse and Testing Policy" and have had the drug-free workplace program explained to me.

I understand that every calendar year, 10% of all employees and volunteers who work with youth and children will be randomly selected for a drug screening.

I also understand that if my performance indicates it is necessary, I will submit to a drug and/or alcohol test.

I further understand that failure to comply with a drug and/or alcohol testing request or a positive confirmed result for the illegal use of drugs and/or alcohol may lead to discipline up to and including termination of employment/volunteerism and/or loss of workers' compensation benefits*.

Name of Employee/Volunteer (please print)_____

Employee/Volunteer Signature_____

Date _____

Appendix M

Special Activities Covenant

I give my permission for _____, to attend the events of _____. The children/youth and adults of _____ pledge to follow the following policies and procedures while attending _____ programs and activities. As a Christian community it is important for all children/youth and adults to realize that they must act and behave in a Christian manner at all times.

1. Be respectful toward other children/youth and adults.
2. Follow all camp, retreat and event rules.
3. No indecent exposure or sexual activity.
4. No possession or involvement with illegal drugs, non-prescribed medications, alcohol or tobacco products.
5. Attend all activities and be on time.
6. Use appropriate Christian language and wear appropriate clothing.
7. You may not enter the room of another sex, except during supervised activities (devotionals, group meetings, etc.)
8. Honor God in everything you do.
9. Learn and have fun.

In order to make events safe and most beneficial for everyone involved, guidelines must be followed. Children/youth, adults and parents signing this covenant understand that action will be taken by the adult leaders attending this event if set guidelines are broken. These policies are important for all who are members or guests of_____ to follow and understand. If these policies are not followed, then the following guidelines are in place to help reinforce positive behavior.

1. Warning for first infraction, unless a major infraction.
2. Child/Youth will be escorted for a time by an adult chaperone.
3. Child/Youth will call home to conference with a parent.
4. Child/Youth will be sent home at parent's expense.
5. Child/Youth will not be allowed on next outing.

_____ wants to make all activities the best possible for you and all others attending. We "covenant" with you to strive to make it so. By signing this form, you "covenant" with _____ and all others involved, doing all you can to make children/youth activities the best it can be by following the set guidelines. Now let's go have fun together!

_____

Date Signature of Parent(s)/Guardian(s)

_____

Date Signature of Child/Youth or Adult

Report Form for Suspected Instances of Abuse
(To be filled out by Director of the Program or the Pastor)

1. Volunteer/paid staff observing/receiving disclosure of alleged sexual abuse: date/time/place:
   Brief notes: _____
   _____
   _____
   _____

2. Victim's Name: _____
   Victim's age/Date of Birth: _____

3. Date/time/place of initial conversation with alleged victim: _____
   Alleged victim's statements: _____
   _____
   _____
   _____

4. Name of alleged accused (paid staff, volunteer, other): _____

   If alleged accused is staff or volunteer, date/time/place of initial conversation: _____
   Notes of conversation: _____
   Suspension date/time: _____
   Notes of suspension: _____
   _____
   _____
   _____

5. Call to parent(s)/guardian(s), spoke to: _____
   Date/time: _____
   Notes: _____
   _____
   _____
   _____

6. Call to Child Protective Services Agency, spoke to: _____
   Date/time: _____
   Notes: _____
   _____
   _____
   _____

7. Call to law enforcement agency, spoke to: _____
   Date/time: _____
   Notes: _____
   _____
   _____
   _____

8. Notify the Senior Pastor (if Director of a program is filling this out)
   Date/time: _____
   Notes: _____
   _____
   _____
   _____

9. Senior Pastor Notify District Superintendent
   Date/time: _____
   Notes: _____
   _____
   _____

10. Senior Pastor to notify Insurance Company
    Date/time: _____
    Notes: _____
    _____
    _____

11. Senior Pastor to notify Church Legal Counsel
    Date/time: _____
    Notes: _____
    _____
    _____

12. Other contacts:
    Name/date/notes: _____
    _____
    Name/date/notes: _____
    _____
    Name/date/notes: _____
    _____

Name of person completing this form: _____

Date: _____

Child/Youth Abuse Prevention and Policy Protection

A Synopsis of the 2004 - 2005 Memphis Conference Policy

The following information provides general information to protect our children and youth as well as helps in case you need to report child abuse from any area of your life, i.e., you note that a child your son/daughter plays with has unexplainable bruises or injuries, you repetitively see a child out begging for food at your local grocery, etc.

Policy Standards - Reducing the risk of abuse

Following these policies as defined by the Memphis Annual Conference "Child/Youth Abuse Prevention and Protection Policy" will reduce the risks for our children and youth. However, this policy also serves to protect our leaders from false accusations of abuse. The full "Policy" can be obtained through the Conference Office at 731-664-8480.

A. CRITERIA for Volunteers & Staff

1. Minimum Age:
   a. Authority Figures – the primary leaders for youth must be a minimum of 22 years of age and to work with children they must be a minimum of 18 years of age.
   b. Assistants – to lend aid to the Authority Figures an Assistant must be a minimum of 12 years of age and 4 years older than the participants.
2. 6 Month Rule: All volunteers must have been a church member in good standing in a local church or campus religious organization for six months before they will be allowed to serve in the areas of children and youth ministries.
3. Policy Instruction: Annual training sessions shall be required for all volunteers and staff focused on current issues of child protection.
4. Screening Procedures: All volunteers and staff shall complete the following screening procedures:
   a. An application
   b. An interview
   c. Disclosure Form
   d. Reference checks (2 non-family and 1 Pastor)
   e. Background Checks (Social Security Number Trace/Social Search Report, County Criminal Court Check by county [or state, where applicable], Motor Vehicle Records and National Criminal Datbase Search - Volunteer)
   f. Drug Screenings
   g. Federal and State Laws

B. RESPONSIBILITIES of Volunteers and Staff

1. Two Adult Rule: A minimum of two non-related adults are to be utilized in all programming with children and youth. When impossible to staff with two non-related adults, there must be an additional adult serving as a floater with visual and physical access to all areas.
2. Adult/Child Ratios : There are different numbers for child care at different ages as well as care in residential/camping experiences, according to State regulations (see Conference Policy), but all ratios shall fall into compliance after the "Two Adult Rule."
3. Rooming: According to the "Two Adult Rule," a minimum of two adults of the same gender shall be

assigned to each room of youth or children. Adults shall not share the same bed with a youth or child under any circumstances. For additional helps with multiple housing situations (dorm, hotel, tent, etc.) see the Conference Policy.

4. Transportation: All drivers shall be properly screened and 22 years of age. It is recommended that two adults be placed in each vehicle or the vehicles teamed in minimum groups of 2 that stay together at all times. Additional safety procedures in the Conference Policy.
5. Mentoring: Outings should be public places. Routes, time frames, etc. should be agreed upon in advance, and known to all. Whenever possible, plan activities and outings that include several adults and children. One-to-one mentoring or tutoring should take place in a group setting, such as one large room rather than individual.
6. Counseling: The door of the room used shall remain open for the entire session when others are nearby or be held in a room that has clear visual and physical access. Determine in the initial meeting if you are sufficiently qualified to address the needs effectively.
   Refer if needed and/or agree to a limited number of sessions (two or three).
7. Interpersonal Boundaries: Adult workers must be attentive to appropriate dress codes, appropriate use of language and appropriate demonstrations of affection and encouragement.
8. Visiting at Youth and Children's Workers Home: Follow the two adult rule (non-related adults). Educate the youth and children ahead of time that you need to meet them in a public place.
9. Discipline: Steps to follow, guidelines, age-level characteristics and trip discipline are outlined in the Conference Policy for both children and youth.
10. Open Door & Visual Access Policy: Classrooms or child care rooms may be visited without prior notice by church staff, parents or other volunteer church workers, e.g. Sunday School Superintendent, at any time.

Legal Considerations

Tennessee, Arkansas and Mississippi law requires any adult (staff, volunteer or otherwise) who works with children under the age of eighteen to report any type of suspected child abuse to the proper authorities. Any volunteer who makes such a report in "good faith" is protected by law from any form of liability. But failure to make such a report can give rise to criminal and/or civil liability. You may report in "good faith" anonymously.

Reporting Steps

1) If immediate danger exists to a child, contact, Police, Sheriff or Highway Patrol immediately and wait for their arrival or follow their instructions.
2) Incidents of child abuse or reasonably suspected cased of abuse, whether allegedly perpetrated by individuals associated with the church or outside of the church shall be reported to the director of the pertinent program.
3) The pertinent program director will then follow the guidelines set forth in the policy.
   a. "Notify the parents of the victim and take any necessary steps to assure the child's safety until parents arrive." (Melton, 1998, p.40)[3]
   b. "Do not confront the abuser with anger or hostility. Treat him or her with dignity, but immediately remove him or her from further involvement with children or youth." (Melton, 1998, p.40)
   c. Contact the proper agency below: (this is as per the "Legal Considerations"stated above)
      - Arkansas Department of Human Services (in state calls only) - 800-482-5964
      - Illinois Department of Human Services - 800-843-6154, 800-447-6404 (TTY)
      - Kentucky Adult and Child Abuse Reporting Hotline - 800-752-6200

[3]Melton, Joy. Safe Sanctuaries: Reducing the Risk of Abuse in The Church. Nashville: Discipleship Resources, 1998.

- Kentucky Prevent Helpline - 800-CHILDREN (244-5373)
- State of Kentucky by county:

Ballard	270-335-5173	Calloway	270-753-5362
Carlisle	270-628-3434	Fulton	270-472-1850
Graves	270-247-4711	Hickman	270-653-4335
Marshall	270-527-1354	McCracken	270-575-7105 or 270-575-7110

- Mississippi Department of Human Services for Children & Youth - 800-877-7882 or 800-345-6347
- Missouri Department of Human Services - 573-751-6041
- Tennessee Department of Human Services and/or Children Services by county:

Benton	731-584-4712	Henderson	731-968-5128
Carroll	731-986-9121	Henry	731-644-7350
Chester	731-989-5144	Lake	731-253-7716
Crockett	731-696-2321	Lauderdale	731-635-4142
Decatur	731-852-2995	Madison	731-423-6499
Dyer	731-286-8304	McNairy	731-645-7994
Fayette	901-465-7334	Obion	731-884-2603
Gibson	731-855-7864	Shelby	901-543-7120
Hardeman	731-658-5545	Tipton	901-475-2620
Hardin	731-925-9424	Weakley	731-364-3149
Haywood	731-423-6499		

d. Contact the law enforcment agency.
e. All facts and circumstances of an incident shall be documented by the program director or pastor with the cooperation of the reporting person, if different. (See Conference Prevention Policy, Appendix N)
f. All steps taken in the handling of the incident and/or report shall be documented.
g. The program director shall inform the Senior Pastor.
h. Senior Pastor shall contact the District Superintendent.
i. The Senior Pastor shall file a report with the insurance company and church legal counsel, if the suspected abuser is on staff or a volunteer with the church.
j. An in-depth investigation shall be carried out by the civil authorities rather than by church personnel.

4) The Senior Pastor shall be sole spokesperson for the church in-so-far as media inquiries are concerned. Consult the Conference Director of Communications at 731-664-8480 and your District Superintendent for help in writing a proper statement.

Confidentiality
CONFIDENTIALITY OF ALL PERSONS INVOLVED SHALL BE SAFEGUARDED.

Who is on Your "Ongoing" Prevention Policy Board?
See Conference Prevention Policy,
-- Section V, "Implementation," page 12
-- Section VI, "Prevention Policy Board Duties," page 15