

SAFE CHURCH POLICY
FOR
THE ELIOT CHURCH OF NEWTON

Eliot Church of Newton
United Church of Christ
474 Centre Street
Newton, MA 02458
(617) 244-3639
www.eliotchurch.org

Safe Church Committee

CE Commission Members: Cammie Haase-Pettingell, Lisa Quintiliani

Rev. Reebie Girash and Rev. Susan Brecht

Diane Price, Elizabeth Baker, Susan Nason, Brenda Mason

Safe Church Response Team:

Elizabeth Baker, Vince Maraventano, Reebie Girash, Cammie Haase-Pettingell, Lisa Quintiliani

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Introduction

Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy strength, and with all thy mind; and thy neighbor as thyself.

Luke 10:27

To follow this commandment is to pursue love, safety, peace and security for all who come within the reaches of our ministries. As a part of this commitment this Safe Church Policy is set forth herein, to guide us in our efforts to make God's home at Eliot a safe and welcoming place for children and adults alike.

Eliot Church encourages its lay leaders, authorized ministers, employees, and volunteers to nurture safety within the relationships developed during ministerial work by being attentive to self-care, education, and the importance of referring those in need to any appropriate medical, mental health or social service resources.

Eliot Church has no tolerance for child abuse and neglect, sexual harassment and sexual misconduct. Eliot Church will take allegations of such behavior seriously, will promptly respond to all such allegations, and will take action to address behavior contrary to this policy and to ensure that a safe environment is restored and maintained in all church activities.

Summary

Our Safe Church Policy requires that certain procedures be followed in care for minors, including supervision of minors at church related activities by two or more unrelated adults known to the community for more than six months. We also require either national background or CORI and SORI checks of staff and volunteers who supervise children at church related activities.

If you have questions about any portion of this policy please contact one of the pastors or a member of the Safe Church Committee.

I. GENERAL POLICIES and PROCEDURES

A. SAFE CHURCH COMMITTEE

The Safe Church Committee is an ad-hoc task force comprised of members of the Facilities Commission, the Christian Education Commission, Parish-Staff Relations Committee, Confirmation Support Group and other members as appointed by the Leadership Council.

The Safe Church Committee, with the guidance and assistance of the Christian Education Commission and Facilities Commission, will implement the Safe Church policies and procedures regarding building safety including without limitation: preparing a fire evacuation plan for the entire church building, and maintaining maps with floor plans on bulletin boards indicating the location of exits, fire extinguishers, emergency telephone numbers, fire pull stations, and first aid kits. The Facilities Commission will finalize guidelines for the use of the Church facilities by outside groups (see Section V).

The Safe Church Committee will:

- a. conduct an annual inspection of the church building and equipment in conjunction with the Facilities Commission, to determine if they comply with the Safe Church Policy, and relevant municipal, state and federal laws and recommend any necessary corrective action to the Leadership Council;
- b. Leadership Council will schedule a review of the Safe Church Policy every three years by the Safe Church Committee which will recommend any necessary revisions to the Leadership Council who shall accept, reject or refer any recommendation back to the Safe Church Committee for further study;
- c. verify that the current policy is readily available to all members and friends via the church website (www.eliotchurch.org) and via hardcopy readily available in the church office, and ensure that all documents related to the Policy are stored in a safe manner, including but not limited to: employment applications, disclosure forms, incident reports, reports of suspected child abuse or neglect, fire evacuation plans, insurance policies and criminal record reports, as described below.

B. SAFE CHURCH RESPONSE TEAM

The Safe Church Response Team will be appointed by the Leadership Council and will consist of no less than three and no more than five persons and will include both men and women. Criminal Record checks will be run on all members of the Safe Church Response Team. If a nominee for the Safe

Church Response Team has been convicted of a crime, the Chair of the Safe Church Response Team shall discuss the circumstances with the Moderator, who will then discuss the situation with the nominee, and may recommend the replacement of the nominee.

The Safe Church Response Team will follow appropriate procedures for responding to all allegations of child abuse, child neglect, sexual misconduct or sexual harassment alleged to have been committed by or against members of the Eliot community at church or at activities scheduled by the Eliot Church of Newton. Such procedures include the procedures in Section III A below, "Response Policy and Procedures". The appropriate procedures for responding to a case of alleged sexual misconduct or harassment not involving children may be very different from the procedures to be followed in a case of alleged child abuse or neglect. To protect the confidentiality of any involved children or adults, the sharing of any information about the work of the response team will be limited to those who 'need to know'.

In the event that a family member of the Safe Church Response Team is involved in said allegations, that Team member will recuse themselves from the response process.

C. FACILITIES COMMISSION

The Facilities Commission will conduct an annual review of the liability insurance maintained by the Eliot Church, including all coverage provided by the United Church of Christ Insurance Board's Property and Casualty Insurance Program.

D. PARENTS AND GUARDIANS

A complete copy of this policy and attachments will be available for review at all times on the church website and will be readily available in hard copy in the church office. A summary of the policy will be provided to all parents and guardians at the outset of the Christian Education/Youth Program year, and to new families within a month of registration for Sunday school or attendance at Youth Group.

F. APPLICATION AND IMPLEMENTATION

The Safe Church Policy applies to all activities which take place within the building and on the property of the Eliot Church of Newton and at any programs, activities or events scheduled as part of the ministry of Eliot Church that take place off church property. The policy will be available to those groups using or renting Eliot premises for review. All groups using or renting facilities at the Eliot Church shall be provided with a summary of the Eliot Safe Church Policy and shall acknowledge having read the information about the Safe Church Policy and shall agree to comply with its provisions as they pertain to their use of the building, by signing an acknowledgement form. See Section V for additional information about outside groups using Eliot facilities.

G. ALCOHOL, DRUGS AND TOBACCO

The use of tobacco, alcoholic beverages and illegal drugs, is prohibited at any youth group activity in the church facilities and at church scheduled youth events wherever held.

H. SCREENING PROCEDURES

1. Criminal & Sexual Offender Record Check

- a. All applicants for employment with the Eliot Church, as well as all youth workers, chaperones and volunteers who attend overnight events with any youth group, all mentors who work with confirmands, and anyone else deemed appropriate by the Safe Church Committee shall be required to comply with a criminal & sexual offender record check either via CORI & SORI check or via national background check, according to the current requirements of our insurer.
- b. The appropriate hiring or recruiting Commission or Committee will coordinate the obtaining of these request or release forms (i.e. the Parish Staff Relations Committee for employees, the Christian Education Commission for youth chaperones, the Confirmation Support Group for mentors, etc.) The pastor of the Eliot Church of Newton will send the request/release forms to the appropriate state department. The pastors and Office Administrator are the only one authorized to initiate a criminal & sexual offender records check.
- c. When a CORI & SORI or national background check request is completed, the results will be reviewed by a Pastor. If the CORI & SORI or national background request was filed regarding a Pastor, it will be initiated by the Office Administrator who will provide the resulting report to the Parish Staff Relations committee for review. If a criminal conviction is shown on the record, the Chair will consult with the other members of the Safe Church Response Team to consider the offense and any necessary appropriate action.
- d. The criminal and sexual offender record reports themselves are the property of the person requesting their criminal record check. All such reports (as well as disclosure forms) will be kept in a securely locked file cabinet in a locked office at the church with restricted access.

2. Paid Employees and Contracted Childcare Providers:

- a. All applicants for employment will go through a regular application procedure, which will include the submission of references and a personal interview.
- b. All applicants for employment and employees will complete a disclosure form (Attachment A) as well as a criminal and sexual offender record check. Criminal record checks for applicants for employment will only be conducted after a candidate has been interviewed and determined otherwise appropriate for employment
- c. Failure to fully disclose conviction for a crime or the commission of a violent crime, a sex crime, or a crime against children will be grounds for dismissal.
- d. Screening of criminal record reports will be done by the pastor(s) or PSR.
- e. All screening records will be kept in a securely locked confidential file at the church with restricted access, or in the event the records are received electronically, will be left on the secure Massachusetts ICORI website and will not be downloaded to an insecure site.
- f. If the congregation contracts with a company for childcare services, the pastor(s) and/or Office Administrator will verify that the company requests CORI & SORI reports for all childcare providers assigned to Eliot Church.

3. Volunteers involved in any activity with children and youth under the age of eighteen (18):

- a. Volunteers will complete a disclosure form (Attachment A).
- b. Screening of volunteers' disclosure forms will be done by the pastor(s) or Office Administrator, in consultation with the whole Response Team when deemed necessary by the Chair.
- c. All screening records will be kept in a securely locked confidential file at the church with restricted access.

J. TRAINING AND SUPERVISION OF EMPLOYEES AND VOLUNTEERS

A complete copy of this policy including attachments will be provided to employees and volunteers who work with children or youth. They will be required to:

1. sign an acknowledgment of receipt of the policy (Attachment H);
2. familiarize themselves with the policy;
3. and abide by the policy.
4. Teacher training sessions will include information regarding the prevention and reporting of child abuse and the maintenance of a safe church environment.

II. PROTECTION OF CHILDREN AND YOUTH

The Eliot Church will maintain a safe and nurturing environment as we provide religious education in a setting that fosters spiritual development.

A. CARE AND SUPERVISION

1. Two Unrelated Adults Rule

No adult will be alone in the Church, or at a church scheduled activity, with a child/youth that is not his or her own, or a relative, without written permission of the child's or children's parent or guardian.

Mentors and Confirmands will follow the procedures outlined in the Safe Church Considerations for Confirmation Mentors (Attachment O).

2. Six Month Rule and References

Individuals will be known to the Eliot community for six months or more before volunteering with children or youth. Individuals new to the Eliot community interested in volunteering with children or youth will also be asked to provide two phone references from prior volunteer settings.

3. Classroom

- a. Two unrelated adults will be present to care for and supervise all children and youth in the Sunday school.
- b. No teacher, assistant or person working with children or youth will place him or herself in a compromising situation by being alone with a child, or children out of view of another teacher, assistant or parent.

- c. A pastor or Christian Education Commission member will be present each Sunday and will visit classrooms to assist with additional supervision.

4. Bathroom

- a. Teachers or persons working with children or youth shall avoid being left alone with a child in a bathroom for the purposes of toileting, clean up, the care of illness or injury, or for any other reason.
- b. Under normal circumstances, teachers, or assistants who accompany a child to the bathroom should remain outside the bathroom while the child is inside.
- c. If a child needs assistance with zipping, buttoning, buckling, cleanup, wiping, etc., two adults will be present whenever possible.
- d. Diapering of infants and toddlers may only be done in the classroom when two people are present. Preferably, a parent or guardian should be located to do the changing. In the event that there are too many children for a childcare provider to leave briefly to find a parent, if a diaper bag for the infant is present, one of the childcare providers should change the diaper in the classroom, in the presence of the other childcare provider. An infant or toddler should not be left in a soiled diaper for more than 10 minutes. Childcare providers should not wait for the end of the worship service to address a soiled diaper.

5. Behavior and Discipline

- a. The purpose of discipline with children and youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, cooperation, and the developmental needs of the child.
- b. Teachers are encouraged to set high standards for behavior. Teachers will communicate expectations for behavior clearly, and will make every effort to apply standards consistently, and to listen to children and youth while doing so. Children are requested not to run in hallways or in coffee hour because of the danger presented to toddlers and the elderly. All children are expected to behave in a considerate manner during coffee hour.
- c. The use of any form of physical punishment is prohibited. Interfering with daily functions of living such as eating, toileting and sleeping is prohibited as a method of discipline. Punishing, ridiculing, scapegoating, terrorizing, ignoring or isolating a child is prohibited.
- d. If a child's behavior is unacceptable the following steps are recommended. First, the child will be warned that the behavior is unacceptable. If the behavior continues, the child will be given an opportunity to get his/her behavior under control by taking a few moments alone within the classroom. If inappropriate behavior continues, a pastor and another adult will meet with the child outside the classroom to discuss the behavior and attempt to enable the child to return to the classroom.
- e. Parents will be notified of a pattern of disruptive behavior.

6. Health and Safety

- a. Parents and guardians of each child attending Sunday school will provide Eliot Church with a completed registration form that describes all of the child's behavioral and medical conditions, (including allergies), special needs and special accommodations required for participation in Sunday school.

- b. Children who have had a fever of 100 degrees or more in the preceding 24 hours are not permitted to attend Sunday school, except when the fever is the result of a non-contagious illness.
- c. All children grades 3 and under will be picked up at their classroom by a parent unless other arrangements have been made with the teachers.
- d. Parents are expected to pick their children up promptly at the conclusion of the service from their classroom.
- e. At the conclusion of class, teachers will inform parents or guardians about any injuries, cuts, falls or incidents of inappropriate behavior, including hitting or biting, involving their child. Teachers will report all such incidents to a pastor or the chair of the Christian Education Commission.
- f. First aid kits are available in classrooms and the church office.

7. Emergency Procedures

- a. In the case of emergency evacuation teachers will escort students to the nearest exit and proceed directly to the playground or other designated meeting area, behind the church, where they will take attendance and dismiss children to their parents. Parents should not go to their child's classroom but should exit through the closest exit and then pick up their children at Farlow Park. A pastor or designee will check the Sunday School space, including all classrooms and bathrooms and assist in the evacuation. Teachers may pick up or physically assist a minor in order to ensure the minor's safe exit from the building in an emergency evacuation.
- b. A pastor or designee will make emergency decisions required for the safety of Sunday school students and staff including decisions regarding emergency medical treatment and calling the police.

8. Youth Activities

- a. All youth group activities will be attended by at least two leaders or chaperones, both of whom will be at least 5 years older than the oldest member of the group. One leader from each gender will attend all youth group activities, when possible. Leaders are responsible for setting the boundaries of appropriate behavior.
- b. Youth group leaders, staff and volunteers may not initiate or encourage physical or intimate contact with youth or allow inappropriate contact between the youth.
- c. Senior and Junior Youth Groups are group ministries. All participants are expected to remain with the group throughout the activity times listed in church publications. No pairing or otherwise separating off from the group to other parts of the building or grounds is permitted except with the permission of a group leader.
- d. A youth member of a church commission, committee, sub-committee, or task force should not be in attendance at a meeting with less than two adults or the youth's parent present.

9. Parental Consent

All those working with youth and children will obtain signed, written consents of a parent or guardian (Attachment C), before chaperoning or supervising activities or programs away from the Church.

10. Overnight Activities

- a. Transportation, lodging and activities during overnight events will be reviewed in advance by the Christian Education Commission. All adult chaperones supervising overnight stays of church youth, whether in the church or outside the church, will be cleared in advance to do so by the Pastor(s) or other designated church official.
- b. There will be at least one male and one female chaperone present throughout overnight activities, and the ratio mentioned below will be followed. Boys and girls will sleep in separate areas during all overnight trips or activities. If circumstances require that boys and girls sleep in one area, chaperones will maintain and oversee separation. Staff from the UCC or partner service organizations may meet the requirements of this policy for chaperones at overnight activities.
- c. There will be a ratio of at least one chaperone for every five youths attending an overnight event. For overnight events longer than weekend events a ratio of one chaperone for every four youths is recommended to ensure that there are two chaperones present during times when the group splits up. There will be at least one chaperone for every four children attending an overnight event.
- d. A signed parental consent form which lists the names of the chaperones to be present is required. (Attachment C).
- e. All attendees will be required to sign and abide by a covenant that will include a code of conduct. (Overnight Youth Covenant; Attachment D).

11. Transportation

- a. Staff, youth group leaders, teachers and assistants may not transport children or youth between church and home, without the written consent of a parent or guardian. When a parent is unable to pick up a child due to unforeseen circumstances, Eliot staff and volunteers may in their discretion accept verbal consent.
- b. All vehicles used to transport children and youth to field trips, activities or other events will be properly insured.
- c. All vehicles used for field trips, activities or other events will include properly working seatbelts to accommodate one youth per seatbelt. No child under the age of 12 will be seated in the front seat of a vehicle.
- d. All drivers of vehicles used for field trips, activities or other events will be a minimum age of 21 and will have at least 3 years driving experience. Drivers will submit a copy of their valid driver's license, and a Vehicle Operator's Application. (Attachment K).
- e. Whenever possible there will be two adults in each car carrying children or youth. If it is not possible to have two adults in each car, then there will be more than one child or youth in the car. If transportation of one child by one unrelated adult is unavoidable, the adult will contact the child's parent at the beginning and end of the trip – and if the parent is unreachable, the adult will contact a pastor or member of the Safe Church Response Team at

the beginning and end of the trip. Confirmation mentors should follow the procedures outlined under Confirmation (Attachment O).

12. Activity Dismissal for all children and youth related activities:

- a. At the close of a youth activity or a meeting at which youth are in attendance, two adults will leave with youth. No child or youth under the age of eighteen (18) may remain alone with only one adult. Two unrelated adults must be present at all times if any children or youth under the age of eighteen (18) are on church premises or grounds.
- b. Parents will respect concluding times and arrange to pick up children and youth accordingly.
- c. Situations where one adult and one youth or child is left at church waiting for pickup by a parent or guardian are prohibited.

13. Digital and Social Media

- a. Eliot Church's "Two Adult Rule" applies to digital and social media communication between adults and minors. Digital and social media should not be used for one-to-one extended communication between an adult (staff member, church school teacher, or youth leader) and a minor. Any communication that is sent via digital means (e.g. email, social networking notes or posts, instant messages, texts, etc.) is not confidential and may be reported or shared with others. Weighty or emotional matters are best discussed in person rather than by email or other digital means.
- b. Eliot Church follows a Photograph Release Policy with regard to photographic images. A photo release form is included in all Sunday School registrations; a Photo Denial of Use Form is on the website.
- c. Examples of Eliot Church's Safe Church Policy in action in the digital world:
 - A staff member or volunteer should not engage in extended texting conversations with an individual youth. Generally, when texts are sent to youth, they should be sent to a group of youth plus other group leaders and/or parents.
 - Staff members who accept Facebook Friend requests from members of the congregation, including minors, should keep in mind that even on Facebook, church staff members are perceived as representatives of the church.
 - The Eliot Church Facebook page and the Eliot Church website are maintained for the purpose of publicizing events endorsed by the congregation or a committee of the congregation. Administrators of the church's website and Facebook page may delete any inappropriate content from these venues.

(This portion of the Eliot Church Safe Church Policy has been adapted from the policy of First Church in Cambridge, UCC, with appreciation.)

III. RESPONSE POLICY AND PROCEDURES

A. NOTIFY THE SAFE CHURCH RESPONSE TEAM PROMPTLY

1. All allegations of child abuse or neglect, sexual harassment or sexual misconduct will be reported as soon as possible to the Chairperson of the Safe Church Response Team both verbally and by using the Incident Report Form, (Attachment E). If the chair is not immediately available the allegation should be reported to any member of the Safe Church Response Team. If no member of the Response Team is available then the allegation should be reported to the Moderator. A pastor should also be notified of all allegations.

2. The chair of the Safe Church Response Team, or if the chair is unavailable, then the member of the Response Team first notified will promptly appoint two members of the Response Team to assess the allegation, and will promptly notify them of the known facts of the allegation
3. The Safe Church Response Team will assess the allegations guided by the Safe Church Response Team Guidelines. (Attachment G).

B. CHILD ABUSE AND NEGLECT

1. Ensure the Child's Safety

When the abuse or neglect of a child is suspected, the first response must be to take care of the injured person and to obtain any necessary professional medical attention as soon as possible. Call an ambulance if the injury is severe.

2. Observe and Record

Anyone present should carefully observe and record events and any indications of an injury.

3. Report Mandated by Massachusetts Law

- a. Unless the Response Team determines that there is no reasonable cause to believe that an incident of child abuse or neglect has occurred, the Pastor or chair of the Safe Church Response Team or his or her designee will notify the Department of Children and Families of the allegation of child abuse or neglect:

STEP1: Immediately telephone the 24-hour DCF Child Protection Hotline at 1-(800)-792-5200 or local DCF office. You will find a directory of the DCF Area Offices at www.mass.gov/dcf. Offices are staffed between 9 AM and 5 PM weekdays.

STEP2: All Mandated Reporters are required by law to mail or fax a written report using the following template to the Department within 48 hours after making the oral report. (<http://www.mass.gov/eohhs/gov/departments/dcf/child-abuse-neglect/reporting-abuse.html>, retrieved September 28, 2016)

- b. The person originally reporting the abuse or neglect need not be identified in the mandated report
- c. If it is determined that there is not reasonable cause to believe that an incident of child abuse or neglect has occurred, that determination will be documented and a report of the determination given to the Moderator.
- d. If the person originally reporting the abuse or neglect disagrees with a decision not to file a mandated report, that person may contact DCF directly and file a report. (Attachment N).
- e. Anyone may file a report of suspected child abuse or neglect. In order to avoid duplicate reports, it is recommended that the Safe Church Response Team file mandated reports.

C. PROCEDURES FOR RESPONSE TEAM

1. In addition to steps outlined in Section B above, the Safe Church Response Team will take the following steps:

- a. Discuss the allegation with the accused in either of the following two ways:
If an allegation of child abuse or neglect has been made, the accused may be informed that there has been an allegation, but the details should remain confidential, and the child's identity should also be protected. In all other cases, the Team should inform the accused of the complaint, and if appropriate, discuss the allegation with him or her, making sure to protect the safety and confidentiality of the accuser.
- b. Either obtain a written statement from the accused or make a written record of the meeting signed by the members of the Response Team present;
- c. Make written findings and promptly submit them to the Moderator.
- d. Inform a pastor.
- e. Notify relevant insurance carriers of the allegation in a timely manner.
- f. If an allegation is made against pastoral or other paid staff, the chair of the Response Team will confer with the Parish-Staff Relations Committee and the Moderator to decide whether to notify the Associate Conference Minister for the Metropolitan Boston Association of the Metropolitan Boston Association of the Massachusetts Conference of the United Church of Christ, and appropriate law enforcement authorities.

2. The Eliot Church will:

- a. Immediately remove the accused from all contact with children and youth. Paid employees will be suspended with pay or have their ministry restricted to exclude contact with children and youth; and
- b. Cooperate with all investigations of abuse or neglect, by public authorities and church insurance companies.

3. Corrective Action

- a. Depending on the nature of the allegation and the finding of the Safe Church Response Team (and/or the Department of Social Services) the Safe Church Response Team may recommend or initiate a variety of corrective actions. These might include, but are not limited to, one or more of the following:
 - Issue a formal reprimand with defined expectations for changed behavior, including possible public notification; or
 - Recommend or require a program of growth that may include education and counseling; or
 - Place an employee or volunteer on probation with the terms of probation clearly defined; or
 - Dismiss from employment or volunteer leadership position, and, in extreme cases affiliation with, or membership in the Church.
- b. If a determination is made that the allegations are unfounded, the Safe Church Response Team will notify the accused, the complainant, and the alleged victim if other than the complainant. The Safe Church Response Team will convey this information to the Moderator.

4. Continuing the Ministry of the Church

Pastoral support will be offered to all parties involved, including those who have made the complaint, the accused, the families of both and the congregation. Pastoral staff will make

decisions about how this support will be given. Information disclosed in pastoral care settings will be kept confidential except when disclosure is required as a matter of law.

IV. SEXUAL MISCONDUCT AND HARASSMENT

Sexual misconduct and harassment are prohibited. All employees, members, and friends of Eliot Church, whether male or female are responsible for ensuring that their behavior is free of sexual misconduct and sexual harassment.

Complaints alleging sexual misconduct or harassment may be resolved informally or formally in accordance with the Procedures for Handling Complaints of Sexual Misconduct or Harassment by Employees and Volunteer Leaders of the Eliot Church of Newton, Appendix P.

V. USE OF CHURCH FACILITIES BY OUTSIDE GROUPS

[The following section needs to be discussed and acted upon by the Facilities Commission considering the scope of coverage of current church insurance policies for the acts or omissions of outside organizations.]

Eliot Church allows the use of its facilities by several outside groups. Eliot Church will enter into a written lease or contract with each outside renting group that clearly defines the limits of the Church's liability, and the group's responsibilities. Generally, each outside group renting the facility will provide their own certificate of liability insurance naming the church as additional insured. Refer to Attachments H, I and L.

VI. DEFINITIONS

Adult: A person over the age of 18.

Chaperones: Adults who attend a church sponsored event to help drive supervise, or participate along with children or youth. Couples volunteering or serving together are considered to be one person for the purpose of defining a chaperone.

Child: A person from birth through grade 5.

Child Abuse: Means the non-accidental commission of any act by a caretaker upon a person under age 18 which causes, or creates a substantial risk of, physical or emotional injury or constitutes a sexual offense under the laws of the Commonwealth; or any sexual contact between a caretaker and a child under the care of that individual. Physical injury means: death; or fracture of a bone, a subdural hematoma, burns, impairment of any organ, and any other nontrivial injury or soft tissue swelling or skin bruising; or addiction to a drug or drugs at birth; or failure to thrive. Emotional injury means: an impairment to or disorder of the intellectual or psychological capacity of a child as evidenced by observable and substantial reduction in the child's ability to function within a normal range of performance or behavior.

Child Neglect: Means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided however that such

inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition.

Leadership Council: The governing body of the Church

CORI: Stands for Criminal Offender Record Information. Information regulated by the Department of Criminal Justice Information Systems of the Commonwealth of Massachusetts. Similar criminal records are kept by appropriate agencies in other states, and can be obtained with a criminal record release request form.

Christian Education Commission: The elected group who are responsible for planning and coordinating the education classes and related activities for all children and youth. This body consists of members, a Chairperson and one of the pastor(s).

Facilities Commission: A group within the Eliot Church which has oversight of building and grounds.

Guidelines: These are norms of behavior and expectations that should be adhered to as guidelines rather than hard and fast rules. They allow for exceptions when common sense and the best interest of the children and others concerned are taken into account on a case by case basis.

Lay Leader: A non-ordained person who is elected or appointed to a position of responsibility in the life of the church.

Mandated Reporter: Includes: (a) a clergy member, ordained or licensed minister, or leader of any church, or person performing official duties on behalf of a church or religious body that are recognized as the duties of clergy, ordained or licensed minister or leader of any church; and (b) a person employed by a church or religious body to supervise, educate, coach, train or counsel a child on a regular basis. (See M.G.L. c. 119 s. 51A; visit [mass.gov](http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf) for more information. <http://www.mass.gov/eohhs/docs/dcf/can-mandated-reporters-guide.pdf>).

Mentor: An adult who supports a youth through the confirmation process, an 18 month program.

Minister: An ordained or licensed person engaged by the church to carry out its ministry

Moderator: The elected lay leader of the congregation, who presides over all meetings of the congregation and the Leadership Council, and acts as counselor and advisor to the pastor in matters pertaining to the life of the church.

Parent/Guardian: The legal caretaker of a minor.

Safe Church: A friendly, open, safe and loving environment where all guidelines and policies are clearly known by staff, parishioners and children.

Safe Church Response Team:

A group of three to five members of the Eliot Church, appointed by the Leadership Council to assess and respond to allegations of child abuse, child neglect, sexual misconduct and sexual harassment alleged to have been committed by or against members of the Eliot community at church or at activities scheduled by the Eliot Church of Newton.

Safe Church Committee: A group consisting of members and chairperson to administer oversee and enforce the Safe Church Policy of the Eliot Church of Newton in conjunction with the Leadership Council.

Sexual Harassment: Means repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to discrimination. Sexual harassment includes continuing to express sexual interest after being informed directly that the interest is unwelcome, and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another.

Sexual Misconduct: Means any sexualized behavior within a ministerial relationship. A ministerial relationship exists between a person providing ministry and the recipients of that ministry. Clergy, youth advisors, Sunday school teachers, CE directors, Youth Director, members of the pastoral care team and Choir Director, all provide ministry whether volunteer or paid.

Sexualized Behavior: Means sexual intercourse and caressing, unwelcome hugging, kissing or caressing, and inappropriate touching.

SORI: Stands for Sex Offender Registry Information. Information regulated by the Federal Government Department of Justice and obtainable by online search.

Teacher/Teacher's Assistant: A person who is present in the classroom for leading Sunday School classes.

Youth: A person in grades 6 to 12, (or if not enrolled in school) until age 18.

Youth Worker: An adult who works with youth groups (grades 6 through 12) on a regular basis. Includes those who support the youth groups, mentors, chaperones, or anyone else who assists with youth in a non-classroom church related activity.

UPDATED AND REVISED BY VOTE OF THE LEADERSHIP COUNCIL OF THE ELIOT
CHURCH OF NEWTON, UNITED CHURCH OF CHRIST, ON _____.

Signature: _____
Moderator

Date: _____

Print Name: _____

Signature: _____
Clerk

Date: _____

Print Name _____

Attachment A

ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639

DISCLOSURE FORM

CONFIDENTIAL

This form is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or care of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this disclosure form. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Part I

Name: _____

Street Address: _____ City _____

State _____ Zip Code _____ Home Phone () _____ - _____

Have you ever been convicted of, pleaded guilty to or pleaded no contest to a felony? ____ Yes
____ No

If yes, please explain _____

Has a civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse, or child abuse ever resulted in a judgment being entered against you, been settled out of court or been dismissed because the statute of limitations expired? ____ Yes ____ No

If yes, please explain

Have you ever been terminated in your employment or service in a volunteer position or had your employment or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation or misconduct, physical abuse or child abuse? ____ Yes ____ No

If yes, please explain _____

Disclosure Form -Confidential – Page two

Part II (Please fill out this part if you will be or might be a driver for an Eliot Church function)

Do you have a current driver’s license ____ Yes ____ No.

If yes, please indicate License No. _____ State issued _____ Expires: _____

Part III (Please fill out this part if you have been part of the Eliot Congregation for less than two years.)

Church history and prior youth work:

Name of Church where you were a member _____

Address of Church _____ City _____

State _____ Zip Code _____ Telephone () _____ - _____

List other previous non-church work involving children and youth:

Name: _____ address: _____

Name: _____ address: _____

Personal References:

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: () _____ - _____ Telephone: () _____ - _____

Applicant’s Statement

The information contained in this disclosure form is correct to the best of my knowledge. I authorize any references or churches listed in this form to give Eliot Church of Newton any information (including opinions) that they may have regarding my character and fitness for work with children or youth.

I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this form.

Should my application be accepted, I agree to be bound by the Safe Church Policy of the Eliot Church of Newton. I further state that I have carefully read the foregoing release, understand its contents and sign it as my free act and deed.

Applicant’s Signature

_____ Date: _____

Attachment B

**SAFE CHURCH POLICY
FOR
THE ELIOT CHURCH OF NEWTON**

Attachment C

**ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639**

PARENTAL CONSENT

I/We, the undersigned parent(s) or guardian(s) of _____, a minor, do hereby consent to her/his participation in an Eliot Church sponsored activity to _____ on _____, _____ with the Eliot Church of Newton's _____.

Signature Parent(s)/Guardian(s) DATE Relationship

The following adults will be in attendance and/or driving.

Print Name Print Name

Print Name Print Name

Print Name Print Name

Attachment D

ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639

YOUTH COVENANT FOR OVERNIGHT EVENTS

Because God calls us to be a community of faith and leaders in Christ’s church, we covenant with God and with one another to conduct our life together on the mission trip in a manner that promotes a community of faith.

1. I will participate in all activities, working together to accomplish our goal.
2. I will help with all routine chores such as cooking, dishwashing and cleaning up.
3. I will treat all people with dignity and respect.
4. I will respect the property of all people.
5. I will use the facilities available to us with care. If I hurt or accidentally damage property, I will take responsibility for the damage done and inform a leader.
6. I will not smoke.
7. I will not bring or use alcohol or illegal drugs
8. I will not engage in sexual activity.
9. After lights-out, I will remain in my assigned bed/tent.
10. I will not leave the group or campsite without permission from a leader.

We expect that everyone will have an enjoyable and fulfilling time, and work together in the spirit of Christian love. Anyone who in the judgment of the adult leaders does not honor the covenant will be sent home at that individual's expense. The leaders are committed to ensuring that the group's experience not be diminished by an individual violation of the covenant.

Participant’s Signature _____ Date _____

Parent’s/Guardian’s Signature _____ Date _____

Attachment E

**ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639**

SAFE CHURCH INCIDENT REPORT

Please type or print this report in ink.

Child's Name: _____

Street Address: _____

State: _____ Zip Code: _____ Telephone (____) _____ - _____

Date of Birth: _____ Male ___ Female ___

Name of parent/guardian: _____

Street Address : _____ State: _____ Zip Code: _____

Telephone: Home () _____ - _____ Business () _____ - _____

Name of Parent/guardian: _____

Street Address: _____ State: _____ Zip Code: _____

Telephone: Home() _____ - _____ Business () _____ - _____

Name of Reporter: _____

Street Address: _____ State: _____ Zip Code: _____

Telephone: Home() _____ - _____ Business () _____ - _____

Relationship to Eliot: Parishioner: _____ Staff: _____

ELIOT SAFE CHURCH INCIDENT REPORT -- Page -2-

What is the nature and extent of the abuse, injury or accident. Include specifics such as date, time & location.

What are the circumstances under which the reporter became aware of the incident? Please include witnesses if applicable.

What action has been taken thus far by staff or volunteers?

Please give other information which might be helpful in establishing the cause of the incident or identifying the person responsible for it. Please provide the name(s) of the alleged perpetrator if known.

SIGNATURE OF

REPORTER: _____ DATE: _____

Please complete this report within 24 hours of the incident and send it to Eliot Church of Newton, 474 Centre Street, Newton, MA 02458 Attention: Safe Church Response Team.

SAFE CHURCH RESPONSE TEAM USE ONLY

Date Report Received: _____ Received by: _____

Report forwarded to: _____ Date Forwarded: _____

Attachment F

<http://www.mass.gov/eohhs/gov/departments/dcf/child-abuse-neglect/reporting-abuse.html>

Attachment G

ELIOT CHURCH OF NEWTON

SAFE CHURCH RESPONSE TEAM
GUIDELINES

When child abuse or neglect is alleged The Response Team will:

- ✓ Notify parents or guardians unless to do so would increase the risk to the child;
- ✓ Gather signed statements and other information from the individuals involved, witnesses and anyone else having pertinent information.
- ✓ Interview people separately.
- ✓ Ask when, where, who, how and what was said or done.
- ✓ Ask simple open-ended questions, one question at a time and attempt to have events related chronologically.
- ✓ Distinguish a person's actual knowledge from hearsay;
- ✓ Avoid commenting on fault or liability or stating judgments, opinions or conclusions. Alleged victims should not be held or made to feel responsible in any way.
- ✓ Carefully document all interviews and observations in writing, indicating the time, date and place of the interview or observation and all persons present.
- ✓ Obtain the information requested on the Report of Child(ren) Alleged to be Suffering from Serious Physical or Emotional Injury by Abuse or Neglect, (Attachment F)
- ✓ Notify a pastor.

Attachment H

ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639

ACKNOWLEDGMENT OF RECEIPT OF SAFE CHURCH POLICY

I acknowledge that I have read the document entitled *Safe Church Policy for the Eliot Church of Newton* and Attachments A through O. I agree to follow the policy in my activities involving the youth and children of the Eliot Church of Newton. In addition, before I transport children and youth, I agree to show to, and place on file with, the Office Manager at the Eliot Church, a copy of my valid driver's license and the *Vehicle Operator's Application*.

Signature

Print Name

DATE: _____

ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639

TENANT/BUILDING USER ACKNOWLEDGMENT OF RECEIPT OF SAFE CHURCH POLICY

I acknowledge that I have read the document entitled *Safe Church Policy for the Eliot Church of Newton* and All Attachments. I agree to follow the policy in my activities involving children and youth.

Signature

Print Name

DATE: _____

Attachment I

ELIOT CHURCH OF NEWTON
474 Centre Street
Newton, MA 02458
(617) 244-3639

KEY RECEIPT FORM

Please check one of the following:

_____ I am receiving a key for the Eliot Church of Newton for the following purposes: _____

_____ Please initial each of the following paragraphs to indicate your understanding and compliance with the conditions set forth by the Eliot Church of Newton:

I acknowledge receipt of key # _____ and agree that:

- I will not lend this key to anyone else.
- I will not duplicate this key for any reason.
- I will not tag or otherwise identify this key as providing access to the Eliot Church.
- I will be entirely responsible for the security of this key and I will return it when I no longer have responsibility for the above named purpose or when the Facilities Commission of the church requests its return.
- I will check the activity sheet posted at the rear door/Church St. entrance and will lock this door if mine is the last scheduled activity of the day.

I have received a copy of the Safe Church Policy and will familiarize myself it.

I understand that I may contact the Safe Church Committee for any clarification I need.

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

Print Name:

Signature:

Date:

Signature, Office Manager

Date:

Attachment J – Sunday School Registration

The Eliot Church of Newton, UCC www.eliotchurch.org 474 Centre Street, Newton, MA, 02458
Sunday School Registration & Photograph Release

Name of Student: _____
(Last) (First) (Middle)

Address: _____

Phone Numbers: _____
(Number preferred for routine calls) (Emergency Contact Number)

Parent/Guardian 1 Name: _____

Email Address: _____

Please send Sunday School updates to this email.

Parent/Guardian 2 Name: _____

Email Address: _____

Please send Sunday School updates to this email.

Student's Age on September 1, 2014: _____ Grade in 2014/2015 School Year: _____

What school does your child attend (if applicable)? _____

Outside play in Farlow or Chaffin Park

On occasion our activities may include exploring the park adjacent park.

I grant permission for my child to play outside in the park with the Sunday School class and teachers.

I do not grant permission.

Special Needs or Concerns - Please list allergies or other conditions of which we should be aware:

Talents, Interests, Learning Styles anything else that will help us make Sunday School a good experience for your child:

How would you like to get involved with the Christian Education program at Eliot Church?

The Safe Church Policy of the Eliot Church of Newton is available on the church website and on paper I the church office. I have had the opportunity to review the Safe Church policy.

Yes No, please send me a copy.

(continued on reverse)

Photograph Release

The Eliot Church of Newton, UCC

I hereby grant permission to the Eliot Church of Newton, Massachusetts to use my photograph on its World Wide Web site, social media such as Facebook or in other official Church printed publications without further consideration, and I acknowledge the Church's right to crop or treat the photograph at its discretion. I understand that the Church will use my photograph only, without my name. I acknowledge that the Church may choose not to use my photo at this time, but may do so at its own discretion at a later date. I also understand that if my image is posted on Eliot's website or it's Social Media page, the

image can be downloaded by any computer user. I agree to release Eliot Church, its staff, volunteers and assigns from any and all claims, actions and liability relating to its use of said photographs. I am at least 18 years of age and competent to contract in my own name. I have read this release before signing below and I fully understand the contents, meaning, and impact of this release.

Date: _____

Name (Please Print): _____

Signature: _____

Name(s) of Dependents (if applicable)

If any of the above dependent(s) are under the age of 18, I understand that by signing below, I grant The Eliot Church of Newton permission to use his/her photo(s) as described above.

Parent/Guardian Signature: _____

Photo Denial of Use Form

I hereby DENY PERMISSION TO the Eliot Church of Newton, UCC I n Newton, Massachusetts to use my photograph on its World Wide Web site, social media such as Facebook or in other official Church printed publications.

Name (Please print): _____

Signature: _____ Date: _____

I am at least 18 years of age and competent to contract in my own name.

This denial of permission also extends to the following dependents (if applicable):

Name (print) _____
Name (print) _____
Name (print) _____
Name (print) _____
Name (print) _____

Attachment K

ELIOT CHURCH OF NEWTON

**474 Centre Street
Newton, MA 02458
(617) 244-3639**

VEHICLE OPERATOR APPLICATION

Full Name: _____

Present Address: _____

Telephone: _____ Date of Birth: _____

Do you possess a valid driver's license? _____

Driver's License # _____ State: _____

Please check all of the following statements that are correct:

The owner of the vehicle has liability insurance of at least \$100,000/\$300,000 which is effective even if the driver is other than the owner.

- The owner of the vehicle has a valid registration
- The vehicle has a current inspection sticker
- The vehicle is equipped with functioning seatbelts

Please check the following statements that are true:

- I have received citations for traffic violations, (other than parking) within the past 5 years;
- I have been convicted of a traffic-related crime, including vehicular homicide, driving to endanger or reckless endangerment
- I have had my driver's license suspended or revoked.

If you checked any of the above 3, please explain:

Signature of Driver

Date

If the driver is not the owner of the vehicle to be used, please complete the following authorization statement:

I (name of owner) _____ give (name of driver) _____
my permission to use my vehicle to drive members and friends of the Eliot Church of Newton to and
back from _____ on _____.

I have ascertained that he/she has a valid driver's license and is covered under my liability insurance.

Signature of Vehicle Owner _____ Date _____

Attachment L

ELIOT CHURCH OF NEWTON

**474 Centre Street
Newton, MA 02458
(617) 244-3639**

CERTIFICATE OF INSURANCE REQUEST FORM

It is the policy of the Eliot Church of Newton to require all contractors, service companies and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance. Prior to any work or event occurring, the appropriate form should be attached to this sheet, naming this church as an additional insured

Name of contractor/organization: _____

Address: _____

Phone Number: _____

Contact Person: _____ Title: _____

Description of activity/job/event: _____

Approximately how many people will be involved in the activity/job/event? _____

What types of activities will be included (i.e. construction, climbing ladders, use of power tools, dancing, meetings, etc.)

Amount of Coverage: _____ Name of insurer: _____

Phone # of insurer: _____ Policy expiration date: _____

Do you have an umbrella policy? _____ Umbrella Coverage limits _____

Umbrella insurer & Policy No. _____

Are all your workers included under your workers' compensation policy? _____

Is Eliot Church of Newton named as an 'additional insured'? _____

Signature: _____ Date: _____

For Church Use

Revised 2018

I have looked at the attached paperwork and have approved the above named agency/group/business to use Eliot Church of Newton for the purpose described above.

Chair, Facilities Commission _____ DATE: _____
(and/or Facilities Rental Coordinator)

The Eliot Church of Newton

Out-Of-Town and Special Activity Permission Slip

Your son/daughter would like to participate in the following activity:

Activity _____

Description _____

Date and time of activity _____

Leaders _____

Cost _____

Method of transportation _____

Additional information _____

The church will provide sufficient number of adult leaders based upon the number and age of youth attending the activity. If transportation by car is required, it will be provided by adult drivers. If the activity involves staying overnight out-of-town, a separate form will be attached.

If you have any questions or need further information, please call _____

I give my son/daughter permission to participate in this activity.

Youth's Name _____ *Phone* _____

Address _____

Parent or Guardian's name _____ *Home phone* _____

Cell phone or other contact number _____

Other Emergency contact person _____ *Phone* _____

Special instructions _____

Parent or guardian's signature _____ *Date* _____.

Attachment O

Safe Church Considerations for Confirmation Mentors

We at the Eliot Church of Newton want to be conscious of safe church considerations when Mentors meet with their Confirmands, while at the same time we want to respect the relationship and the value of the discussions that Mentors and Confirmands can only have when they can meet on a one-to-one basis. We recognize that it is truly a gift to both Mentor and Confirmand for an adult to become a “trusted adult” in a young person’s life. However, we also want to be mindful of the times we live in and the possibility of inappropriate behavior perpetuated by adults upon young people and of false accusations by young people against adults, and guard against both. We would therefore like to introduce some expectations for our Confirmation Mentor program that we hope will provide protection for all concerned.

1. Mentors and Confirmands should always meet in public places.
2. When Mentors and Confirmands meet, both should be aware of “accountable time”, informing parents where they will be and what they will be doing, and returning home at a time previously agreed upon by all parties.
3. Parents and Mentors should exchange cell phone and telephone numbers and leave phones on so as to be accessible throughout the time the Mentors and Confirmands are together.
4. Texting may be used to deal with logistical details when parents are copied, but digital and social media should not be used for one-to-one extended communication between mentor and confirmand. Weighty or emotional matters are best discussed in person rather than by email or other digital means.
5. Communicate all changes in plans immediately with parents.
6. Consider traveling in groups with other Mentors and Confirmands, even when one-to-one time is arranged apart from the rest of the group in a public place.
7. Consider offering parents the option of driving their children to and from meetings with Mentors. If parents and mentors agree in advance that the most appropriate way to facilitate conversation is for the Mentor to transport the Confirmand, the Mentor will do the following:
 8. a. receive written permission from a parent before every trip.
 9. call or text a parent at the beginning and end of every trip.
10. Seatbelts should be worn at all times when the car is moving.
11. Mentors who have not already been CORI checked by Eliot Church will be asked to complete a CORI form.

I have read and agree with the above considerations.

Mentor

date

Confirmand

date

Parent

date

Attachment P

Eliot Church of Newton, UCC
Procedures for Handling Complaints of Sexual Misconduct or Harassment
by Employees and Volunteer Leaders

- A. Several options may be taken in addressing incidents of alleged sexual exploitation or harassment:
1. The complainant can attempt to resolve the matter directly with the individual(s) accused of sexual exploitation or harassment.
 2. The complainant can report the incident(s) to a pastor of the church, in an effort to resolve the matter.
 3. If an informal resolution of the complaint(s) does not seem wise, appropriate, possible, or does not succeed, the complainant(s) may request that the response team institute formal proceedings which shall include the following steps:
 - a. The response team shall gather statements or other information from the individuals involved in the alleged exploitation(s) or harassment(s), and from others who may have pertinent information, and present such information to the supervisor and supervisory body (i.e., pastoral relations committee, Christian education board, etc.) of the accused individual(s).
 - b. The supervisory board shall make determinations and take actions appropriate to resolve the matter. These may include:
 - i. Finding that sexual exploitation or harassment has occurred and that the appropriate body of the church is called upon to take action accordingly. Such action may include one or more of the following:
 - Formal reprimand with defined expectations for changed behavior, including possible public notification;
 - Recommending or requiring a program of growth that may include education and/or counseling;
 - Probation, with the terms of the probation clearly defined;
 - Dismissal from employment or volunteer leadership position, and, in extreme cases, affiliation with, or membership in, the church.
 - ii. Finding that no sexual exploitation or harassment occurred.
 - c. If the accused employee or volunteer is an authorized minister (i.e., holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ) the response team shall inform the appropriate body of the wider United Church of Christ (i.e., conference minister, association committee on the ministry) of the allegation. [name of church] will cooperate fully in any procedures of the United Church of Christ related to the person's ministerial authorization while retaining the right and responsibility to employ or designate leadership within [name of church] as it determines best.

- d. If allegations of possible child abuse are included in the complaint(s), the response team shall notify appropriate secular authorities and [name of church] shall cooperate fully in any investigation. This policy shall continue to be followed to determine the continuance of the individual(s) in leadership positions in [name of church].
- B. A written summary of the supervisory board's proceedings in such cases will be maintained.
- C. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- D. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.
- E. If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter by the supervisory body, he or she has the right to appeal to the lay leader of the congregation (i.e., moderator, president, board chair, etc.), who shall refer the matter to the governing board for resolution.

UCC Safe Church Response Policy.04-09-03_comts05-10-06

Fire Alarm /Emergency Procedures for Worship

In the event the Fire Alarm System is activated, during worship, a pastor or worship leader will read the following announcement:

Please listen to these instructions for a safe and orderly exit.

Children are already being evacuated to the playground. Parents should meet them there – do not go to the classrooms. Everyone should meet on the grass between the playground and the parking lot and listen for the All Clear.

The congregation in the back of the sanctuary will exit the building via the main doors to the rear of the sanctuary. (Point)

The choir and congregation in the front of the sanctuary will exit via the front door of the sanctuary and out the doors at the rear of the chapel. (Point)

Those unable to navigate steps will exit via the ramp at the rear of the building near Pastor Susan's office. (Point)

The Sunday School Classrooms will exit via the nearest safe exits and be monitored by their teachers until parents arrive.

Instructions for Fire Drill / Fire Alarm / Emergency Procedures

A pastor or worship leader will read the announcement above.

A pastor or worship leader will blow out the candles.

The congregation in the sanctuary will exit the building via the main doors to the rear of the sanctuary. The greeters and/or Spiritual Life members present will ensure the pews are empty.

The choir will exit via the front door of the sanctuary and out the doors at the rear of the chapel. The Director of Music Ministry or a music leader will ensure the choir has exited.

The Sunday School Classrooms will exit via the nearest safe exits. Teachers and Mothers Helpers have been instructed on this. A pastor or another worship leader will verify classrooms are empty.

Those unable to navigate steps will exit via the ramp at the rear of the building near the Senior Pastor's office. A pastor or another worship leader will ensure this group has safely exited the building.

The congregation and Sunday School will gather on the grass next to the parking area at the rear of the building. Children will be in the fenced in playground. PARENTS: Do not go to your child's classroom. Meet your child at the playground.

The pastor(s) will meet the congregation and check in with greeters, teachers, and Monique, and then give the All Clear when it is safe to reenter the building.

