

**CHILD AND YOUTH  
ABUSE PREVENTION PROGRAM  
FOR CONCORDIA UMC**

**Adopted February 14, 2012**

# CHILD AND YOUTH ABUSE PREVENTION PROGRAM FOR CONCORDIA UMC

## Introduction

Some people brought their children to Jesus so that he could bless them by placing his hands on them. But his disciples told the people to stop bothering him. When Jesus saw this, he became angry and said, “Let the children come to me! Don’t try to stop them. People who are like these little children belong to the kingdom of God. I promise you that you cannot get into God’s kingdom, unless you accept it the way a child does.” Then Jesus took the children in his arms and blessed them by placing his hands on them. (Mark 10:13-16, CEV)

This scripture reference speaks of the value our Lord placed on children and the example of faith that they provide for the rest of us. As followers of Jesus, we understand that children/youth are inherently valuable members of Christ’s community.

To help protect children, **CONCORDIA UMC** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **CONCORDIA UMC** paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

## Purpose

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist **CONCORDIA UMC** in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

## Definitions

The following terms used herein and are defined as follows:

1. *Paid Staff*: Any pastor, minister, preacher, cleric, or employee who is paid.

2. *Children/Youth/Minor*: Any person who has not reached his/her 18th birthday or the age of majority as defined by state law.
3. *Adult*: Any person who has reached his/her 18th birthday or as defined by state law.
4. *Volunteer*: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. *Sexual Abuse*: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. *Child Emotional Abuse*: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

## **Protection and Prevention**

### **Volunteer and Employee Screening Procedures**

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. *Employment Application and Volunteer Application*: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information.
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes **CONCORDIA UMC** to contact any individual or organization listed in the application.

2. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.
3. Conduct interviews with qualified applicants.

If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

Whenever possible, **CONCORDIA UMC** will have at least two representatives of the church in the interview.

4. Contact all listed references for volunteers. Contact each of the volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible. Try to obtain additional references other than those provided by the applicant, and thoroughly document all information obtained from reference checks.
5. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
6. *Criminal Background Check:* **CONCORDIA UMC** will conduct a criminal background check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.
7. *Six-Month Rule:* All volunteers will be required to have been an active participant in the ministry of **CONCORDIA UMC** for six months and have reviewed and signed the Child and Youth Abuse Prevention Program.
8. *Five Year Rule:* Persons in charge of children or youth classes, events, or trips should be at least 5 years older than the participants

## **Confidentiality**

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

## **Supervision Procedures**

Unless an extenuating situation exists, **CONCORDIA UMC**:

1. Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors before the end of extended activities only to a parent or guardian. Participants will be required to sign out if leaving before the end of an extended activity.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two paid staff or volunteers when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the paid staff or volunteer wait to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of **CONCORDIA UMC** property.

## **Behavioral Guidelines**

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, **CONCORDIA UMC** events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.

4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. If one-on-one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of **CONCORDIA UMC** for handling.

### **Disqualification**

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
3. A prior criminal history of an offense against minors.

### **Sexual Offender at CONCORDIA UMC**

**CONCORDIA UMC** may allow a person known to be a sexual offender to remain or become a member of the congregation but they must adhere to specific guidelines. However, first check with the offender's probation/parole officer for any restrictions regarding attending services or other functions where children are present. Ask the probation/parole officer to put any restrictions in writing. If restrictions don't prohibit participation, implement the following four guidelines.

1. A known sexual offender cannot participate in any of the child or youth programs in any way;
2. A known sexual offender can only participate in a predetermined service each week; and
3. A known sexual offender must report in and be assigned to an escort who will accompany him or her at all times.
4. The identity of the sexual offender will be disclosed to the congregation.

## **Response to Sexual Abuse**

**CONCORDIA UMC** will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

**Note:** *The person entrusted to investigate an allegation should be a leader of your organization.*

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Minister or Youth Minister or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If the Minister is the individual accused of sexual abuse, then the District Superintendent will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Complete and submit a written copy of the Suspicion/Allegation of Abuse Report Form.
3. Report the matter to **CONCORDIA UMC's** insurance carrier.
4. Cooperate with authorities and the insurance carrier.
5. **CONCORDIA UMC** may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
6. The minister or an official of **CONCORDIA UMC** (and legal counsel or other consultants) will then meet with the governing body of **CONCORDIA UMC** and present a report on their investigation, which will include findings and recommendations of actions.
7. The minister or an official of **CONCORDIA UMC** will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
8. The minister or an official of **CONCORDIA UMC** will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.

9. During the investigation, the minister or an official of **CONCORDIA UMC** shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
10. The minister or an official of **CONCORDIA UMC** (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
11. Communicate with criminal and civil legal counsel of **CONCORDIA UMC**.
12. Communicate with those affected by the ministry of the alleged perpetrator.
13. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of **legal counsel**.

## **Child and Youth Abuse Prevention Program Acknowledgment**

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. **CONCORDIA UMC** reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the **CONCORDIA UMC** or any related or associated entity and instead are to be used with this document.

I have received a copy of the **CONCORDIA UMC's** Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the **CONCORDIA UMC**.

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Print Name

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Signature

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Date



# Volunteer Application for Concordia United Methodist Church

This application is to be completed by all persons who desire to work on a regular basis with children or youth in our church's ministries. This application form is being used to help the church provide a safe and secure environment for the protection of the church and all the children and youth under the care of the church. \* Indicates mandatory fields. PLEASE PRINT LEGIBLY.

\*FIRST NAME \_\_\_\_\_ \*MIDDLE NAME \_\_\_\_\_ \*LAST NAME \_\_\_\_\_

\*MAIDEN or FORMER NAMES or ALIAS \_\_\_\_\_

\*SEX \_\_\_\_\_ \*RACE \_\_\_\_\_ \*DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG AT PRESENT ADDRESS? \_\_\_\_\_ HOME PHONE \_\_\_\_\_

PREVIOUS ADDRESS (IF AT PRESENT ADDRESS LESS THAN 2 YEARS)

I AM ( ) ADULT OCCUPATION \_\_\_\_\_

PRESENT EMPLOYER \_\_\_\_\_ MAY WE INQUIRE OF YOUR EMPLOYER? \_\_\_\_\_

( ) STUDENT AGE \_\_\_\_\_ CURRENT GRADE \_\_\_\_\_ SCHOOL \_\_\_\_\_

NAME OF CHURCH OF WHICH YOU ARE A MEMBER OR ATTENDING: \_\_\_\_\_

HOW LONG? \_\_\_\_\_ IF LESS THAN 1 YEAR, LIST THE NAME AND ADDRESS OF THE PREVIOUS CHURCH YOU

REGULARLY ATTENDED: \_\_\_\_\_

IF NOT, CUMC, THEN PLEASE GIVE YOUR CHURCH'S PHONE NUMBER AND PASTOR'S NAME:

EMERGENCY CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

VOLUNTEER POSITION DESIRED: \_\_\_\_\_

HAVE YOU EVER FILLED OUT AN APPLICATION TO VOLUNTEER HERE BEFORE? \_\_\_\_\_ IF SO, WHEN? \_\_\_\_\_

POSITION REQUESTED ON FORMER APPLICATION \_\_\_\_\_

OUR CHURCH HAS AN OPEN DOOR POLICY, WHICH MEANS THAT A PARENT, VOLUNTEER OR CHURCH STAFF MAY VISIT/OBSERVE AT ANYTIME. ARE YOU COMFORTABLE WITH THIS ATMOSPHERE? \_\_\_\_\_

DO YOU HAVE A VALID DRIVER'S LICENSE? \_\_\_\_ YES \_\_\_\_ NO DRIVER'S LICENSE # \_\_\_\_\_

DO YOU HAVE DRIVER'S LIABILITY INSURANCE? \_\_\_\_ YES \_\_\_\_ NO

CARRIER NAME \_\_\_\_\_

HAVE YOU HAD A TRAFFIC VIOLATION WITHIN THE PAST 5 YEARS? IF YES, SPECIFY FOR WHAT AND THE DATE(S) OF THE TICKET(S). \_\_\_\_\_

PLEASE LIST THREE REFERENCES:

1. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONCORDIA UNITED METHODIST CHURCH RESERVES THE RIGHT TO DENY VOLUNTEER OPPORTUNITIES TO ANYONE IN ITS SOLE DISCRETION.

BY SIGNING THIS FORM, I AM AFFIRMING THAT THE ABOVE STATEMENTS I HAVE MADE ARE TRUE AND FACTUAL TO THE BEST OF MY KNOWLEDGE. I AM GRANTING PERMISSION FOR ALL PERSONS, ORGANIZATIONS, OR AGENCIES, SUCH AS THE DEPARTMENT OF HUMAN SERVICES OR STATE LAW ENFORCEMENT, BE CONTACTED FOR A CRIMINAL RECORDS CHECK FOR THE EXPRESSED PURPOSE OF VOLUNTEER SCREENING.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Parent's Signature (if under 18)

\_\_\_\_\_  
Date

## **Suspicion/Allegation of Abuse Report Form**

This form is to be completed by the volunteer or paid staff member whenever abuse is suspected. If a volunteer fills out this form, this form will go to the program supervisor. The program supervisor will then route form onto the pastor. All information on this form is extremely confidential.

Name of class or activity: \_\_\_\_\_ Adult Supervisor : \_\_\_\_\_

Name of child/youth \_\_\_\_\_ Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_

Date and time of abuse (if known): \_\_\_\_\_

State what was observed or reported:

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Was the program supervisor notified? Yes \_\_\_\_\_ No \_\_\_\_\_ (state reason) \_\_\_\_\_

If Yes-Name of Supervisor \_\_\_\_\_

Time supervisor was contacted: \_\_\_\_\_

Date supervisor was contacted: \_\_\_\_\_

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**Signature of person filling out the above information:** \_\_\_\_\_

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*(Information below will be filled out by the Program Supervisor)*

When was pastor contacted: Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_