

# **Mt. Tabor United Methodist Church Safe Sanctuaries Policy for the Protection of Children & Youth**

## **Purpose**

Mt. Tabor UMC is committed to provide the safest environment possible for all children and youth who enter the doors of the church and/or participate in ministries offered. This policy will give guidelines and procedures to those individuals and ministries who work with those children and youth, as the church continues to strive to provide an atmosphere which fosters physical, mental, and spiritual growth and safety.

## **Covenant Statement**

Mt. Tabor UMC is a Christian community and a United Methodist congregation. The church pledges to always work to provide a place where the gospel is taught and celebrated while assuring the spiritual, emotional and physical safety of all children and youth, as well as those working with the children and youth of MTUMC.

Mt. Tabor UMC will work to educate all workers in regards to the policies and procedures that clearly define the standards and expectations of those workers. The church will work within the guidelines and requirements of the law of the state of North Carolina and will be prepared to respond to any and all allegations and incidents that may occur.

## **Working Definitions**

Child Abuse: A non-accidental injury or pattern of injuries to a child. This includes:

Emotional Abuse: Expressing attitudes or behaviors toward a child or youth that creates serious emotional or psychological damage.

Sexual Abuse: Any sexual behavior imposed on a juvenile.

Physical Abuse: Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or actions that result or could result in serious physical injury.

Child Neglect: Any serious disregard for a juvenile's supervision, care or discipline.

Child: Any person between birth and fifth grade (usually those from birth to 11 years old.)

Youth: Any person from the sixth grade through the twelfth grade (usually those between the ages of 11 and 18.)

Adult: Any person nineteen years of age or older, OR younger who has graduated from high school.

## **Procedures for Hiring, Recruiting and Screening Paid Staff & Volunteers at Mt. Tabor United Methodist Church**

- Paid Staff refers to all salaried employees, part-time or full-time, of Mt. Tabor UMC
- The following will take place for any person to be hired at Mt. Tabor UMC:
  - Completely fill out and submit an application.
  - Successfully pass a Nation Criminal Background Check & Sexual Offenders Check.
  - 3 references checked.
- Staff-Parish Relations Committee will oversee this process for all paid staff members.
- Each ministry area will oversee this process for those desiring to become volunteers.
- Annual training in the following areas will be conducted for all staff and volunteers:
  - New Safe Sanctuaries Policies
  - CPR/First Aid
  - Looking for Signs of Abuses & How to Report Signs of Abuse.
- National Background Checks and Sexual Offender Registry Checks will be conducted by using: Group Publishing <https://shop.grouppublishing.com/cvc/>

## **Standards and Expectations for All Staff and Volunteers Working with the Children and Youth of Mt. Tabor UMC**

- ☑ No use of tobacco products around youth or child during an event, trip or outing.
- ☑ No use of illegal drugs anytime.
- ☑ No consumption of alcohol immediately before or during any event, trip or outing.
- ☑ No use of profanity around children and youth.
- ☑ No use of ethnic or racial slurs around children or youth.
- ☑ No joining in the watching or any movie rated above PG13, and all PG13 movies MUST be screen and deemed appropriate by the supervisor or that ministry area.
- ☑ No intentionally exposing personal body parts to children or youth.
- ☑ All Mt. Tabor UMC staff will wear photo ID's at all time when in the church building or working directly with children or youth.

### **Procedures for Overnight Trips with Children or Youth**

1. Lodging requirements for each trip are unique. With that in mind the lodging situations will be evaluated for trips and the determination the best and safest sleeping arrangements will be completed for those attending the trip.
2. No unrelated adult will share the same bed with a child or youth.
3. The ministry leader will always attempt to have at least 1 adult leader in each, but again, that leader will NOT share a bed with a child or youth.
4. In making lodging arrangements, the ministry leader will request that all rooms be located in the same block of rooms.
5. A leader will not be allowed to share a room with only 1 child or youth, unless the adult is a parent or guardian. This may require a child/youth – Adult combination in a room to be greater than 4.

### **Procedures for Adults Leading Small Groups, Bible Studies or Sunday School Classes for Children or Youth at MTUMC Facilities**

**Small Groups:** Small groups generally take place at MTUMC, and if there are fewer than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group. For classrooms with no window in the door, the door will remain at least half way open.

**Sunday School Classes:** Sunday School Classes generally take place at MTUMC, and if there are fewer than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group. For classrooms with no window in the door, the door will remain at least half way open.

**Bible Studies:** Bible Studies that take place at MTUMC will be lead by either older youth or adults. When a team of adults are not present, the study will be asked to move to a higher traffic area of church for better visibility.

### **Procedures for Adults Leading Small Groups, Bible Studies or Sunday School Classes for Children or Youth away from MTUMC Facilities**

- Small groups, Sunday School Classes, and Bibles Studies led by adults, taking place away from the MTUMC facility, should have at least two adults present if possible.
- Small groups, Sunday School Classes, and Bible Studies led by youth, taking place away from the MTUMC facility , will have at least one adult present, preferably two.

# **Responding to Allegations of Abuse**

## **Allegation Against A Paid Staff Member**

1. Witness of suspected abuse must complete the "Report of Suspected Child Abuse" form. Form available on church website under Safe Sanctuaries Section.
2. Inform Senior Pastor.
3. Senior Pastor will contact the Chair of the Staff-Parish Relations Committee. Both will quickly and discreetly investigate the report.
4. Senior Pastor and SPRC Chair will decide if it is necessary to contact Social Services (336-703-2287) or not. If allegation is considered unworthy or contacting Social Services, the filer of the report may be given the choice of contact DSS on their own if they feel it is necessary.
5. Chairs of Church Council and a lawyer should be contacted.
6. Contact Winston-Salem District Superintendent (336-727-1222).
7. Contact insurance carrier.
8. Appoint one media spokesperson.
9. Removes alleged offender from contact with children and youth from all Mt. Tabor UMC activities.
10. Respond with care to the congregation, the victim and the alleged offender.

## **Allegation Against Volunteer**

1. Witness of suspected abuse must complete the "Report of Suspected Child Abuse" form. Form available on church website under Safe Sanctuaries Section.
2. Inform area ministry supervisor or Senior Pastor.
3. Senior Pastor will contact the Chair of the Staff-Parish Relations Committee. Both will quickly and discreetly investigate the report.
4. Senior Pastor and SPRC Chair will decide if it is necessary to contact Social Services (336-703-2287) or not. If allegation is considered unworthy or contacting Social Services, the filer of the report may be given the choice of contact DSS on their own if they feel it is necessary.
5. Chairs of Church Council and a lawyer should be contacted.
6. Contact Winston-Salem District Superintendent (336-727-1222).
7. Contact insurance carrier.
8. Appoint one media spokesperson.
9. Removes alleged offender from contact with children and youth from all Mt. Tabor UMC activities.
10. Respond with care to the congregation, the victim and the alleged offender.

## **Allegation Against A Senior or Associate Pastor**

1. Witness of suspected abuse must complete the "Report of Suspected Child Abuse" form. Form available on church website under Safe Sanctuaries Section.
2. Inform area ministry supervisor or chair of Staff-Parish Relations Committee.
3. Senior Pastor will contact the Chair of the Staff-Parish Relations Committee. Both will quickly and discreetly investigate the report.
4. Senior Pastor and SPRC Chair will decide if it is necessary to contact Social Services (336-703-2287) or not. If allegation is considered unworthy or contacting Social Services, the filer of the report may be given the choice of contact DSS on their own if they feel it is necessary.
5. Chairs of Church Council and a lawyer should be contacted.
6. Contact Winston-Salem District Superintendent (336-727-1222).
7. Contact insurance carrier.
8. Appoint one media spokesperson.
9. Removes alleged offender from contact with children and youth from all Mt. Tabor UMC activities.
10. Respond with care to the congregation, the victim and the alleged offender.

## **Mt. Tabor UMC Children's Ministry Policies (Infants - 5th Grade)**

- All volunteers working with children will have a National Criminal Background check and Sex Offender Check. It will be shown in the volunteer file when the volunteer has been checked.
- All volunteer information will be kept in a file accessible only to the Senior Pastor, Director of Christian Education, and Staff Parish Chairperson.
- All volunteer orientations will include information that covers the church's policies on safe ministry with children and youth. This orientation will also make volunteers aware of the Mandatory Reporting Statute of North Carolina concerning Child Abuse. North Carolina law requires everyone to report suspected child abuse or neglect.
- If changes occur the volunteer agrees to inform a Pastor or the Director of Christian Education. Any adult who has been convicted of any crime involving a child will not be permitted to work with children.
- All volunteers will wear a Mt. Tabor UMC Volunteer Staff ID tag while working with children
- Whenever practical, a minimum of two adults should be present during any children's activity. We will strive not to have a teacher working alone with any children.
- If a volunteer is alone in a classroom with children, the door to the room should remain open.
- Windows in doors and walls will remain uncovered for the protection of the children and volunteers.
- Another adult (e.g., Children Coordinator, Director of Christian Education) will be in the hallways whenever teachers are teaching children. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situation for our children.
- No volunteers under the age of eighteen (18) will be allowed to work with children without the direct supervision of a "lead adult".
- To be considered the "lead adult" a person must be age 18 or older when working with children.
- Children shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.

### **For Sunday Mornings**

#### **Preschool Children**

1. For Preschool age children (Infants - Readiness) please refer to the guidelines found on page 5 of this policy.

#### **Elementary Children**

1. On Sunday morning, children in Kindergarten - Fifth Grade must be with a parent or teacher at all times.
2. Parents must take their elementary age child to their Sunday school class and then pick them up from their class at the end of the morning.
3. **Children are not allowed to pick-up younger siblings, be picked up by older siblings, or meet parents at the end of the Sunday school hour.**

### **For Wednesday Night Tabor Table**

1. All children fifth grade and younger should be in the Family Life Center under the supervision of their parents or guardians. Please do not allow the children to roam the halls.
2. Children who participate in Children's Choir will be escorted by an adult to the Family Life Center at the conclusion of Choir rehearsal.
3. Parents or guardians are asked to monitor the whereabouts of their children at all times.

# Procedures for Preschool Child Care & Sunday School Check-in/Check-out

## Parent and Child Procedures

### Drop - off

1. Please sign your child in on the clip board at the Check - In Station located on the main level lobby of the Children's Building. Fill in the check-in sheet completely with your child's name, your name, your location, and your child's Pager number. **When checking your child in at the Praise & Worship/Higher Ground nursery please remember to indicated whether or not you want the nursery volunteer to take your child to his/her Sunday school class.**
2. Obtain a Pager and wristbands from the check-in attendant.
3. Place one wristband on your child and the other on the person who will be picking the child up at the end of the morning. Once you have your pager and the wristband placed on your child you may take your child to their nursery.
4. The childcare staff will open the door to let your child enter. Say your good-bye's at the door. Please do not enter the room with your child as this can be disrupting to the class.
5. Please have your child's diaper bag labeled on the outside with his/her name. Also label any bottles or sippy cups. If your child is being toilet-trained, please notify the volunteer.
6. If your child has any special needs or concerns, please let the volunteer know. They are here to make the nursery experience a pleasant one. The more knowledge they have about your child the better they can meet his/her needs.

### Pick - up

1. If someone other than you will be picking up your child please notify the Nursery volunteer and give the person who is picking up your child the matching wristband. **No child will be given to an adult who does not have a wristband that matches your child's.**
2. **Return the pager to the Check-In Station**
3. When picking up your child please wait at the door for a nursery volunteer to assist you.
4. The Nursery volunteer will bring your child and his/her belongings to the door for you.
5. For all nurseries, please wait at the door to both drop-off and pick-up your child. Do not go into the room.

*If you are a parent and are not currently volunteering in the nursery, please contact one of the nursery coordinators listed below to be placed on the schedule.*

## Child Care Worker/Sunday School Teacher Procedures

**All workers in the Nurseries at MTUMC will wear either a Photo ID, if they are paid staff, or a Volunteer Staff ID, if they are a volunteer, at all times when working in the Nurseries.**

### Drop - off

1. Greet the parent and child at the door.
2. Be sure the child has a wristband that matches the parents.
3. Check with the parent regarding any special needs their child might have or if someone other than the parent will be picking up the child at the end of the morning. If so, remind the parent to give the wristband they have to that person.

### Pick - up

1. Greet the parent at the door.
2. If it is a person you are unfamiliar with, kindly ask them to produce the wristband that matches the child's. If they do not have it they will need to get it from the person who does. **DO NOT release a child to any person that does not have a wristband that matches the child's they are picking up.**
3. Gather the child's belongings and open the door for the child to leave the room. Please do not allow the person picking up the child to enter the room as it can cause confusion.

## Youth Nursery Volunteers

Any youth who wants to volunteer in the Nurseries must:

1. Be in at least the 6th Grade.
2. The youth must have one of his/her parents keep the nursery with him/her through the 8th Grade. Once the youth enters the 9th grade they may be put in the Nursery rotation with other adults.

## Special Event Childcare

- To provide a safe and secure environment for children and staff the following policies are established:
- All childcare staff will fill out an application form, provide references, and complete a criminal background check.
- All childcare staff will be at least 18 years of age.
- All childcare staff will participate in an annual orientation that covers policies and procedures. Staff will also receive annually an updated policy manual. Staff will attend monthly meetings.
- CPR/First Aid training and Child Abuse /Neglect identification training is provided for the staff annually. There must be one person trained in CPR in the facility during program hours.
- ***All workers in the Nurseries at MTUMC will wear either a Photo ID, if they are paid staff, or a Volunteer Staff ID, if they are a volunteer, at all times when working in the Nurseries.***
- The Childcare Coordinator will keep a list of approved substitutes. Any staff member needing a substitute will secure a substitute from the approved substitute list in cooperation with the Coordinator.
- Ratios for childcare (children/provider)
  - Infants/Toddlers: 10/2
  - Twos: 11/2
  - Threes: 12/2
  - Fours: 16/2
  - Kindergarteners: 19/2
  - First-Third Graders: 25/2
  - Fourth-Fifth Graders: 30/2
- The childcare worker will arrive 15 minutes before the scheduled start of the day and remain until all the children are picked up.
- The childcare worker will wear their photo ID if they are paid staff or a "Volunteer Staff" ID if they are volunteering, at all times when working with the children.
- When providing childcare two staff members must be in the classroom area.
- Children must be in the presence of an adult at all times. No child will be allowed to go to a different area of the church facility unsupervised.
- Windows in the doors and walls will remain uncovered for the protection of the children and staff.
- When children are dropped off and picked up, parents are asked to follow the check-in/check-out procedures.
- Parents sign child in.
- The parent and child are each given a ID wristband with matching numbers. The person picking the child up **MUST** have the matching ID band to the child they are picking up. **NO CHILD WILL BE RELEASED TO ANY PERSON NOT PRESENTING A MATCHING WRISTBAND.**
- Each parent will be given a pager in the event they are needed to come back to the Nursery. The pager should be returned to check-in location.
- If someone other than the child's parents will be picking the child up the parent dropping the child off must notify the childcare worker who that person will be, and that person must present the matching wristband of that child.
- A photo ID may be required from any person picking up a child who is not the child's parent or legal guardian.
- Adults will remain outside the door when dropping off and picking up children.

# **Mt. Tabor UMC Weekday Preschool Childcare Guidelines**

1. All Weekday Preschool staff will fill out an application form, provide references, and complete a criminal background check.
2. All Weekday Preschool will be at least 18 years of age.
3. All Weekday Preschool will participate in an annual orientation that covers policies and procedures. Staff will also receive annually an updated policy manual. Staff will attend monthly meetings.
4. CPR/First Aid training and Child Abuse /Neglect identification training is provided for the staff annually. There must be one person trained in CPR in the facility during program hours.
5. The Preschool Director will keep a list of approved substitutes. Any staff member needing a substitute will secure a substitute from the approved substitute list in cooperation with the Director.

## Ratios for childcare (children/provider)

Toddlers:	10/2
Twos:	11/2
Threes:	12/2
Fours:	16/2
Readiness:	14/2

7. During preschool hours two staff members must be in the classroom area.
8. Windows in the doors and walls will remain uncovered for the protection of the children and staff.
9. The staff will arrive 15 minutes before the scheduled start of the day and remain until all the children are picked up.
10. Children are escorted to their classroom by a parent, guardian or preschool staff member after the doors are unlocked at 8:55 am.
11. The exterior doors to the Preschool area will be locked at 9:15 am. All preschool visitors are asked to check in through the Church office after 9:15 am.
12. Parents are to provide an emergency contact number if it is different from the number on file in the children's records.
13. Pick-up procedure will vary according to the teacher.
14. If a person other than a known parent or guardian will be picking up a child, the staff must be notified in advance. The person picking up the child will be asked for photo identification.
15. If a child needs assistance when using the restroom, the bathroom door must be kept open.
16. Responding to allegation of abuse:
  - If a staff member witnesses or suspects abuse, he/she will immediately notify the Preschool Director.
  - The Preschool Director will immediately contact the Department of Social Services, the Senior Pastor, and the Preschool Board.
  - The Preschool Director will notify the Church's facilities manager, who in turn will contact the insurance carrier.
  - If the suspected abuse involves a staff person, that person will be suspended until an investigation can be completed.
  - The Preschool Director will contact the parents of the child or children involved and inform them of the steps that have been taken.
  - Written records will be kept of the steps that have been taken.

# **Mt. Tabor UMC**

## **Mt. Tabor UMC After School Care Policies**

To provide a safe and secure environment for children and staff the following policies are established:

1. All After School Care staff will fill out an application form, provide references, and complete a criminal background check.
2. All After School Care staff will be at least 18 years of age.
3. All After School Care will participate in an annual orientation that covers policies and procedures. Staff will also receive annually an updated policy manual. Staff will attend monthly meetings.
4. CPR/First Aid training and Child Abuse /Neglect identification training is provided for the staff annually. There must be one person trained in CPR in the facility during program hours.
5. All After School Cares staff will wear a Photo ID while working with the children.
6. The After School Care Director will keep a list of approved substitutes. Any staff member needing a substitute will secure a substitute from the approved substitute list in cooperation with the Director.
7. Ratios for childcare (children/provider)
  - Kindergarteners: 10/1
  - First-Third Graders: 12/1
  - Fourth-Fifth Graders: 14/1
7. The staff will arrive 15 minutes before the scheduled start of the day and remain until all the children are picked up.
8. During After School Care hours two staff members must be in the classroom area.
9. Children must be in the presence of an adult at all times. No child will be allowed to go to a different area of the church facility unsupervised.
10. Windows in the doors and walls will remain uncovered for the protection of the children and staff.
11. The Director or a staff member she/he has appointed will check attendance to assure each child is present at the beginning of the program. Attendance will also be checked at the beginning and end of field trips. School and/or parents will be contacted if a child is absent without advance notice.
12. A child will not be released to any individual without advanced written permission from his/her parent(s)/ legal guardian. Approved names of person who may pick-up a child will be kept on the registration form.
13. A photo ID will be required from any person picking up a child who is not the child's parent or legal guardian.

# Mt. Tabor UMC Student Ministries Policies (6<sup>th</sup>-12<sup>th</sup> Grade)

1. **Open Door Policy:** Youth Sunday School Classes & small group gatherings should have at least 2 adult leaders present when possible. However, due to the size of the program and the demands on adult leaders, this is not always feasible. Therefore, when 2 adult leaders are not present, the classroom door must be left open if the door doesn't have a window allowing an unobstructed view of the classroom and the participants.
2. **Travel:** Adult Leaders who are unrelated to a youth may NOT transport a youth without at least verbal permission of the youth's parent or guardian. The leader is asked to relay that permission along to the minister of youth or the associate minister of youth. Whenever possible, an adult leader is asked to take another leader of the opposite gender with them as they transport the youth.
3. **Overnight Events:** No adult will ever share a bed with a youth unless they are related and of the same gender. Even then, unless the relationship is parent/child, parental permission must be obtained to allow this to take place. No males will share a room with females or vice versa. Adult leaders will sleep on the floor when the group spends the night in a hotel or similar accommodations. The student ministries will attempt to have 2 adult leaders in each room, however this is not always possible. On some occasions the youth and adult leaders will spend the night at a local church or other multi-purpose facility. At that time, the youth will be separated by gender and a clearly defined dividing line will be established, and adult leaders strategically placed to ensure the two genders do not sleep with or beside each other.
4. **Student Drivers:** No youth is allowed to drive a personal vehicle to or from any sanctioned youth event, unless given prior approval by the parent/guardian and a member of the student ministries staff.
5. **Youth Riding With Youth or Adult Leaders:** Youth may NOT ride in a personal vehicle of another youth who is not an approved driver or that of adult leader unless written permission is given by the parent/guardian of the riding youth. The only exception is when the riding youth has given written approval of a parent/guardian to a student ministries staff member, and the parent/guardian to the driver has given written permission for their youth to transport other youth. Both must be present to enable a youth to ride with another youth.
6. **Personal Space Boundaries:** Relational ministry often means an embrace or hug to show the student is welcome, loved and cared for. However, no youth is allowed to sit on the lap of an adult leader of the opposite gender for an extended period of time. No adult leader will ever be allowed to engage in a physical relationship with a youth.
7. **Leadership:** Youth are encouraged and nurtured to help lead other youth in small groups and Bible studies. This grows a young person's leadership potential and abilities. However, no youth will be allowed to be in a prolonged, direct supervision role of another youth. An adult leader will be assigned to help in this process.
8. **College Students in Leadership Roles:** All leaders, whether youth, adults or college-aged will be screened and approved for service. The prospective leader will be approved or disapproved by a member of the student ministries staff. No college-aged student will be in prolonged, direct supervision of youth without the assistance of an approved adult leader.
9. **Counseling Youth:** The one-on-one counseling of a youth by a member of the student ministries staff should be attempted to be done during regular business hours in the student ministries or office area of Mt. Tabor UMC. However, this is not always possible and sometimes emergency counseling must be done at a moment's notice at an odd hour. On those occasions, the member of the student ministries staff is asked to notify another staff member or pastor of MTUMC of the counseling session, location and gender of the youth being counseled. The best option is find a very public place for this session. The student ministries staff member is asked to NOT counsel a youth for more 5 sessions. If the reason for counseling is not resolved within that period, the student ministries staff member is asked to refer the youth to another counselor.

**Addendum to the Safe Sanctuary Policy for Children and Youth  
in Response to the  
Jessica Lundsford Act for North Carolina, Effective 12/01/08  
For Mt. Tabor United Methodist Church  
Winston-Salem, North Carolina**

1. We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In furtherance of our Safe Sanctuary policy and in compliance with North Carolina law, a registered sex offender who wishes to be part of a church community should expect to have conditions placed on his/her participation.
2. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. *N.C. Gen Stat. § 14-208. 17(a) (2008)*
3. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to, United Methodist Youth Fellowship activities, Vacation Bible School, and scouting activities.
  - If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the sheriff's office.
4. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care or supervision of minors. *N.C. Gen Stat. § 14-208.18(a) (2) (2008)*
5. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday School classrooms and playground. *N.C. Gen Stat. § 14-208.18(a) (1) (2008)*
6. While on church property, a registered sex offender must be accompanied by an unrelated, same gender adult covenant partner provided by the church.
7. A registered sex offender should identify himself/herself as a registered sex offender to the pastor
8. or the Director of Christian Education. A registered sex offender who wishes to be part of our church community shall read and sign a Church Participation Covenant Statement. This document will also be signed by the pastor(s) and the Chairperson of the Church Council and be kept on file at the church.

Adopted by the Mt. Tabor United Methodist Church Council  
3/2009

## **Implementation of Mt. Tabor United Methodist Church's Safe Sanctuary Policy**

- All ministry areas are responsible for having these policies in place by January 1, 2006.
- Training is the responsibility of each ministry area.
- In addition, any outside group (ie. Scouting Programs, Kindermusic, visiting churches, etc.) using the MTUMC facility will be made aware of this policy and will meet the standards set forth in the policy.

# Mt. Tabor UMC

## Report of Suspected Incident of Child Abuse

**Individual Making Report:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

**Alleged Victim:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Age/Grade: \_\_\_\_\_/\_\_\_\_\_ Male \_\_\_\_\_ Female: \_\_\_\_\_

**Alleged Perpetrator:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to Victim: \_\_\_\_\_

Describe your concerned and ground for concern in as much detail as possible, including names, times and dates where applicable and known.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reported to Staff Person, Name: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Reported to Senior Pastor, Name: \_\_\_\_\_

Date & Time: \_\_\_\_\_

Summary of Investigation of Allegation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Follow-up with Initial Reporter, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Call to Department of Social Services, Date/Time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Report Given: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Call to Chair of Staff-Parish Relations Committee, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Call to Chair of Church Council, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Call to lawyer, Name: \_\_\_\_\_

Date / Time: \_\_\_\_\_

Call to District Superintendent, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Call to Insurance Carrier, Name: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Title: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Registered Sex Offender**  
**Church Participation Covenant Statement**

The congregation of Mount Tabor United Methodist Church is committed to providing a safe and secure environment for all children and youth. In furtherance of our Safe Sanctuary policy and in compliance with *N. C. Gen. Stat. §§ 14-208.17, 14-208.18*, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.

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

3. I will not be permitted to work/volunteer with children or youth in any church-sponsored activity. *N.C. Gen. Stat. § 14-208.17 (2008)*
4. I will not be in attendance at any event where children or youth are the primary audience. This includes, but is not limited to, United Methodist Youth Fellowship activities, Vacation Bible School and scouting activities. *N.C. Gen. Stat. § 14-208.18 (a) (3) (2008)*. If I attend such an event, I will be told to leave and a report will be made to the sheriff's office.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. *N.C. Gen. Stat. § 14-208.18(a) (2) (2008)*
6. I will not be in any area of the property designated for the use, care or supervision of children or youth. *N.C. Gen. Stat. § 14-208.18 (a)(1) (2008)*. These areas include, but are not limited to, the nursery, preschool classrooms, children's Sunday school classrooms and playground.

Dated: \_\_\_\_\_

Pastor Signature: \_\_\_\_\_

Church Council Chairperson Signature: \_\_\_\_\_

Covenant Person Signature: \_\_\_\_\_

Printed \_\_\_\_\_



# Permission for Youth to Ride with Youth or Adult Leader (Student Ministries Only)

This form is to be signed by a parent/guardian to give permission for their youth to ride in the personal vehicle of another YOUTH or adult leader on a sanctioned student ministries outing. This will only be allowed when deemed necessary by a member of the student ministries staff and when no other seating arrangements can be found.

Student Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
House # Street City State Zip Code

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Emergency Contact #: \_\_\_\_\_

*I give my youth permission to ride as a passenger in the personal vehicle of another youth or adult leader for the purpose of meeting transportation needs to and from a sanctioned student ministries event.*

\_\_\_\_\_  
*Parent/Guardian Printed Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*



I, \_\_\_\_\_, a notary public for \_\_\_\_\_  
*Country/State*

Do hereby certify that \_\_\_\_\_ personally appeared before  
*Parent/Guardian*  
me on this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature

My Commission Expires \_\_\_\_\_

Notary Seal



**Mt. Tabor United Methodist Church**  
**Safe Sanctuaries Children & Youth Protection Policies**  
**Children's Ministry & Student Ministries**

**Criminal Records Check Consent Form**

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name MI (Maiden Name)

Social Security #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Address:

\_\_\_\_\_ House/Apt. # Street  
 \_\_\_\_\_ City State Zip Code

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      E-mail \_\_\_\_\_

I understand that due to my activities and involvement with the children and or youth of Mt. Tabor UMC, a national criminal background check and sexual offender check will be done on me. I have never been convicted of child abuse as an adult or juvenile, nor such a conviction expunged \_\_\_\_\_ (initials). I consent to a national criminal background check \_\_\_\_\_ (initials).

\_\_\_\_\_ Printed Name Signature Date

**Each background check costs MTUMC \$9. If you would like to pay for this, it would be extremely appreciated and checks can be made payable to Mt. Tabor UMC. Please put "Background Check" in the memo space.**

***Return this form to either the MTUMC Children's or Student Ministry offices.***

<i>(Office Use Only)</i>	
<b>Background Check done by</b> _____	Payment: Y____ N____
<b>Date</b> _____ <b>Program</b> _____	Cash ____ Check ____
<b>Background Check ID #</b> _____	Amount \$ _____
	Check # _____