

## **POLICY FOR THE PROTECTION OF CHILDREN AND YOUTH AT THE ENON UNITED METHODIST CHURCH**

The Enon United Methodist Church (EUMC) of Enon, Ohio, realizes the importance of taking all necessary steps to protect the children and youth of our church and community. **While the ultimate responsibility for the protection of the children rests with their parents**, our focus shall be on the great responsibility God has given us to care for our children attending church related functions. Therefore, the EUMC has initiated a prevention policy to reduce the risk of child/youth sexual and/or physical abuse.

The Social Principles of the United Methodist Church states "...children must be protected from economic, physical, and sexual exploitation and abuse." The Book of Resolutions encourages all conferences to become involved in the prevention of the physical and sexual abuse of children. The United Methodist Book of Discipline names sexual abuse as a chargeable offense for clergy and lay members.

The terms of the prevention/protection policy of the EUMC are set out below. This policy is designed to inform and educate all current and future leaders including the Administrative Board, Staff/Pastor Parish Relations Committee (SPPRC), Youth Ministry Team, and Board of Trustees as to the need and continued implementation of this policy. This policy will apply to all those who are employed by the EUMC and those who volunteer their time on a regular basis to work with the children and the youth of this church. **Additionally, this policy delineates parental responsibility for their children.** This policy supersedes the Safety Policy Verification / Notification portion approved by the Administrative Council in 2005.

The following definitions apply:

*Physical Abuse* – Any act or omission of an act that endangers a person's physical health. In the case of child/youth physical abuse, this definition includes any non-accidental physical injury. Physical abuse may result from punishment that is overly applied or inappropriate to the individual's age or condition. In addition, physical abuse may result from purposeful acts that pose danger to the child/youth's physical health.

*Sexual Abuse* – Child/youth sexual abuse may be violent or non-violent. All child/youth sexual abuse is an exploitation of his or her vulnerability and powerlessness in which the abuser is fully responsible for the actions. Child/youth sexual abuse includes behavior that involves touching and non-touching. Types of abuse that do not involve touching include: verbal comments, pornographic videos, pornographic printed material, exhibitionism, and allowing children to witness sexual activity.

All persons, who wish to work with the children/youth of the church in any of the programs listed below, and other EUMC associated youth activities whether or not they are listed below will complete a child/youth ministry application. If the program or organization requires an application and background check, a copy of our application will be retained on file by the EUMC. For organizations listed below that are not directly affiliated with the EUMC this policy shall be a supplement to each organization's own youth protection policy but is not meant to negate those policies. The following is a list of programs where this policy will apply.

## PROGRAM LIST

1. All people working in the nursery
2. All helpers with the youth choir
3. Youth group workers
4. Children's church leaders
5. Child/youth Sunday school teachers
6. Leaders of youth outings (such as ICHTHUS)
7. "Pre-school" workers and helpers
8. Vacation Bible School workers
9. Scout leaders
10. Celebrate Recovery
11. 4-H
12. Enon Clubhouse
13. Other designated groups (new to the church) i.e. girl scouts.

1. Effective forty-five days after the adoption of this policy, all persons seeking employment or volunteer positions with EUMC shall be required to complete (or update) either the Employee Ministry Application Form (attachment 1) or the Volunteer Ministry Application Form (attachment 2). A criminal records check is required as stated in the Enon United Methodist Church Employee Handbook as a condition for employment. EUMC shall pay for the required criminal background check.

2. Applicants (for employment) must complete reference and criminal background checks with results satisfactory to the EUMC SPPRC. All employee applicants must have completed all reference check forms, the Criminal Records Check Authorization Form and the interview. The interview will be conducted by at least two people, with one being the pastor and the other from the SPPRC. The interview will consist of the following:

- i. Review of the application
- ii. Clearly define and explain the church's policy regarding child/youth sexual/physical abuse. The openness of the interviewer about sexual/physical abuse issues and policy serves as an effective deterrent.
- iii. Applicant raises issues in own words as stated in the interview guidelines.

All staff and volunteers will complete a EUMC Employment/Volunteer Ministry Application Form before serving in child/youth ministries. Volunteers should be approved by the Pastor, the Lay Leader, and the Nurture Chairperson. The name of the new volunteer should be reported to the SPPRC. For an organization using the church on a regular basis a copy of the adult leader's application will suffice for the Ministry Application Form and be retained on file with the church as long as that organization is using the church.

3. Rules and procedures for safe ministry are a part of this policy and are set forth below. During any church sponsored activity involving children and youth. **"Two-adult" supervision will be maintained before, during and after an event until all children are in the custody of their parents or legal guardians who then assumes full responsibility for their children.** Certain exceptions may apply unless prohibited by the organization using the church. (See Appendix B.)

4. All classroom doors and other areas used by children and youth will have shatterproof, see-through windows or be left ajar.
5. A nursery identification procedure will be developed and utilized, where children are released only to a properly identified and preauthorized adult.
6. All adults who volunteer or are recruited for any children's or youth overnight ministry must complete the Volunteer Ministry Application Form and be approved by the Lay Leader or the Pastor for overnight ministry, before being permitted to attend such ministry. This does not apply to organizations such as the Boy Scouts that are an integral part of the church as they have their own policies that they are required to follow.
7. New EUMC members may serve only in an assisting position for the first six months of membership. Certain exceptions may apply. (See Appendix C).
8. All teachers, leaders and volunteers who have completed the appropriate Ministry Application Forms must satisfactorily complete a training session sponsored by EUMC. This training will be sponsored by the SPPRC and will include the following:
  - a. What constitutes child abuse
  - b. How to help protect children and youth from abuse
  - c. How to protect ourselves from allegations
  - d. The proper reporting procedures

All staff and volunteers must sign an acknowledgement of the policy of EUMC regarding child/youth abuse.

The ongoing compliance with this policy will be the responsibility of two persons; with one being a representative from the SPPRC, and one from the Administrative Council.

9. Files and records shall be kept by the church office concerning the prevention plan including Application Forms, reference letters, work applications, training modules, committee meeting notes, policy statements, copies of training certificates and other related materials
10. Annually, a review of the prevention program and an audit of files shall be completed by a person designated by the SPPRC and reported back to the SPPRC and the Administrative Council.

APPENDIX A

**Basic Procedures for Safe Ministry with Children and Youth**

**The “Two-Adult Rule”** -- The “Two-Adult Rule” requires that at least two adults are present at all times during any church-sponsored youth program, event, or ministry, including non-church activities conducted on church property. “Adult” means, for the purposes of this policy, persons eighteen years of age or older and/or at least five years older than the ones for which they are responsible. This rule can be relaxed by the church or by its designated agent(s), under the circumstances set out in Appendix B. Outside organizations may not waive the two adult rules if no waiver exists in their parent organization’s policy.

**Annual review for workers** -- All workers with children and youth, whether the workers are paid, volunteer, part-time, full-time, clergy, or lay, will be required to attend a review session in which they are informed of the

- Church’s policies for the prevention of child abuse.
- Procedures to be used in all ministries with children and youth.
- Appropriate steps to report an incident of child abuse.
- Provisions of the state laws regarding child abuse.

A sufficient number of chaperones are needed for trips taken with the Youth. A five youth to one adult ratio is recommended when traveling away from the church. In the event there are five youths or less, two adults will be required to attend. (Ex: one child transported in a car will require two adults).

No youths are to be left at the church alone after any youth event. Two adult supervisors or parents will need to stay with the youth until their ride arrives.

While on trips with the Youth, no adult will be allowed to sleep with a youth in the same bed (exception being if the youth in question is their child).

When away from the church on trips, “Buddy System” is required when going to the bathroom, etc.

Updated medical and permission forms are required before a youth is allowed to leave church on a trip.

In the event there is a behavior problem, the parents will be called to come get their child and take them home at their own expense. Behavior problems may result in an unsafe environment for all youth and will result in offender’s forfeiting the right to travel with the youth program in the future.

**Open-door counseling** -- At any counseling session with children or youth, the door of the room used should remain open for the entire session. If the youth is more comfortable with the door closed it may be closed if the door has a window.

**Advance notice to parents --** A basic rule for ministry with children and youth is to always give the parents advance notice and full information regarding the event(s) in which their children will be participating.

**Sunday School Guidelines –** See Appendix D

**Nursery Procedures and Guidelines –** See Appendix E

## **APPENDIX B**

### **TWO ADULT RULE WAIVERS**

The provisions governing the “two adult” rule may be waived by the Pastor and chairperson of the work area when existing or potential volunteers meet one of the criteria set forth below. This rule cannot be waived for organizations that use the church and have their own set of guidelines. For the waiver to be granted the children’s or youth ministry provider is in a public place or a room with a clear window in the door or wall or the door is left ajar and the provider has had:

- 1 Past Five years of faithful membership with a church or organization; or
- 2 Past Three years of faithful service to a church or organization; or
- 3 Past Three years of faithful teaching, pre-school, day care, and similar activity.

When such a waiver is granted, the “two-adult rule” will not apply to the specific circumstances set out in a writing that includes date of the waiver, the waiving authority, and circumstances, which lead to the granting of the waiver. The church office will maintain a copy of the waiver. **A copy of the waiver will also be filed with the volunteer’s application.**

Appendix C  
**SIX MONTH RULE WAIVER**  
**Grandfather Clause**

This rule applies to youth or children groups that are directly part of the church. Church membership is not required for members of organizations not directly part of the EUMC. The chairperson of the work area and the Pastor may waive the provisions governing the “six-month” rule.

1. Five years of faithful membership with a church or,
2. Three years of services to a church or,
3. Three years of teaching, preschool, day care and similar activity.

When such a waiver is granted, the Six Month Rule will not apply in the specific circumstance set forth in a writing that includes the date of the waiver, the name of the waiving authority, and the circumstances which lead to the granting of the waiver. A copy of this waiver shall be maintained in the files of the church office..

## Appendix D

### **GUIDELINES FOR SUPERVISION/SAFETY OF CHILDREN ATTENDING SUNDAY SCHOOL**

- 1. Parent will walk their children (preschool – 5<sup>th</sup> grade) to class and remain with them until their teacher arrives.**
2. Each classroom will have at least one teacher and one adult helper present. For exceptions see appendix B
3. An adult will monitor all children when they leave the classroom to get a drink or go to the bathroom. The helper can monitor them while the teacher remains to supervise the class.
4. No child may be removed from the classroom during Sunday school except by his/her parent, adult designated in writing by the parent or by the children's choir directors on the Sundays that the children's choir sings. Only the children's choir directors or their designate may remove the children for choir.
5. Children in preschool – 5<sup>th</sup> grade will only be released to their parents, the adult who brought him/her to class, or an adult designated in writing by the parent, at the conclusion of Sunday school. If children attend unaccompanied by an adult, a form will be mailed asking for written permission from the parent to release their child unaccompanied. The date of mailing shall be documented.

**APPENDIX E**  
**GUIDELINES FOR SUPERVISION/SAFETY OF CHILDREN NURSERY**

**NURSERY POLICIES:**

1. The nursery is for infants and toddlers, ages three and under only.
2. Parents using nursery services will fill out (one time) a registration form for their child and agree to follow policies and procedures. (A parent or responsible adult must remain on site in case of accident or illness.)
3. There will be two volunteers in the nursery. One must be an adult. The other can be an adult or a youth over 12 years of age.
4. A notice will be posted outside the Nursery door, clearly visible to parents, instructing parents to only leave their child in the nursery until TWO volunteers have arrived. Volunteers should be identified with a EUMC Nursery Staff Nametag, or by their photograph outside the nursery door
5. In the event that nursery volunteers are unable to comfort a child, the parent or responsible adult will be retrieved.
6. Parents should pick their child up promptly at the end of the 11:00 hour.

**SIGN-IN PROCEDURES:**

All children MUST be signed in by the adult who is responsible for that child (e.g. parent, grandparent) on the sign-in sheet. Space is provided for special instructions.

Children who are visiting the nursery, and whose parents are not known to the nursery staff, should be stamped with a unique stamp. A matching stamp should be placed on the adult leaving the child. Only that adult may pick up the child.

**PICK-UP PROCEDURES:**

When picking up a child, the parent or responsible adult should sign the sign-in sheet and note the time. The same adult who dropped off the child should pick up the child, unless otherwise is noted in writing on the sign-in sheet.

Children who are visiting the nursery, and whose parents are not known to the nursery staff, may only be picked up by the adult wearing the stamp matching the child's stamp. Nursery workers MUST CHECK to make sure the stamps on the parent and child are an exact match before releasing the child.

**Appendix F**

**Policy for Supervision of Children exiting the Sanctuary after Children's Moments:**

Children will leave the Sanctuary through the door at the rear of the Sanctuary accompanied by the Children's church leader and helper to the room where children's church is being held.

Children in children/youth choirs will go the choir room with the Children's choir directors.

An usher or designee will alert both the leader of Children's church and the Choir director when the Pastor or Lay Speaker is at the final point of the sermon notes.

Children will return to their parents through the door at the rear of the sanctuary during the closing hymn.

## Appendix G

### REPORTING AND INVESTIGATING PROCEDURES

When the necessity for reporting occurs, the protection of children and youth must be paramount. Clergy, the preschool director and all paid preschool staff members are required by Ohio law to report reasonable suspicions of child abuse. For ethical reasons those under the provisions of this policy are highly encouraged to report suspicions of outright, physical signs of child abuse. The confidentiality of the pastor/parishioner relationship is a very serious consideration, but it is intended to support individuals in getting help for a problem, and to prevent further harm to one's self and others. It is not intended to protect abusers from being held accountable for their actions or to keep them from getting the help they need. The protection of children and youth is of primary importance to this church. Accountability and assistance for the abuser is secondary. With this in mind, the following guidelines are adopted for reporting abuse incidents.

1. When an employee, volunteer, or participant of a church sponsored program or event suspects that abuse is taking or has taken place, he or she shall report the abuse to the pastor immediately, who shall then notify civil authorities to the extent required by law to the Clark County Job and Family Service and the local law enforcement. If the employee or volunteer decides to report the matter to the authorities, he/she should immediately inform the pastor or supervisor in charge of his/her actions.
2. For organizations that use the church, they should use their reporting procedures but should also inform the pastor of the incident.
3. If the pastor or supervisor in charge is the alleged suspect, the report should be made to the chairperson of the Staff Pastor Parish Relation Committee, who will notify the District Superintendent of the Miami Valley District of the West Ohio Conference of the United Methodist Church, and the Clark County Job and Family Service.
4. The person suspected of abuse, shall be immediately removed from their leadership position, until the suspicion has been determined by authorities to be without basis in fact. If the accused is an employee of the church he/she shall be suspended with pay until the authorities have determined the validity of the allegations. The Staff Pastor Parish Relations Committee shall review the results of the investigation and determine the employee's status.
5. The pastor or his/her designee will take the following actions:
  - a. Confer with legal counsel.
  - b. Ensure that appropriate notifications are made to the following persons:
    - i. The Director of the Enon United Methodist Preschool within 24 hours of the incident report.
    - ii. The local police, church staff, Sunday School Superintendent, Nursery Coordinator, Children's Church Coordinator, SPPRC Chairperson, and Trustee Chairperson within 48 hours of the incident report or prior to the next regularly scheduled church service, whichever is sooner. Each of those notified coordinators and directors shall immediately notify supervisors, teachers, assistant director, or program volunteer regarding the name and description of the person suspected of abuse.
    - iii. The coordinator of each of the activities operating out of the church facility to the possibility that the individual in question may be on or

around the premises within 48 hours of the incident report by telephone.

Those coordinators are:

1. Boy Scouts
  2. Girl Scouts
  3. 4-H
  4. UMYF
  5. CR
  6. Enon Clubhouse
6. All communications and contacts regarding reports to law enforcement agencies shall be recorded in writing by the person making the contact/notification and shall be filed with the church office.
  7. The report of suspected abuse made to a law enforcement agency or a human services agency shall include the following:
    - a. The name, address and telephone number of the person(s) who observed or otherwise perceived (by disclosure) the suspected abuse;
    - b. The observations/perceptions of the person reporting the alleged abuse and the date, time and place of the alleged abuse;
    - c. Name of the alleged victim, and his/her age, date of birth, address, phone number, and names of parents; and any statement or representation made by the alleged victim.
    - d. Name of the suspected abuser and any statements made by the suspected abuser;
    - e. Names of any possible witnesses or persons who can support, clarify, or contradict the allegation.
    - f. Any action taken, by the church or its agents i.e., suspension of the alleged abuser
    - g. Date and time of report to the Clark County Job and Family Services: name of the reporter and worker spoken to, content of that conversation and case number assigned.
    - h. Date and time of report to the law enforcement agency, name of the reporter and of the officer spoken to and content of that conversation.
  8. The documentation pertaining to report/notification/alert to church ministry leaders shall include the name of the person making the notification, the name and function of the person notified, the date and time and method of notification and the information disclosed by the person making the notification.
  9. The Pastor shall be designated the spokesperson for the church to address the media. Organizations using the church will also have media spokesperson but they will not represent the Enon United Methodist Church. The Pastor and the Organizations Spokesperson will work together to keep each other informed of media involvement.
  10. The Pastor shall have the Chairperson of the Board of Trustees notify the church's insurance carrier.
  11. If necessary, the Pastor, with advice from the Board of Trustees and Staff Pastor Parish Relations Committee shall seek legal counsel on behalf of the church.

**ATTACHMENT 1 - ENON UNITED METHODIST CHURCH  
Employment Application**



<b>APPLICANT INFORMATION</b>			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Social Security No.	Desired Salary	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
Have you received training in First Aid?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date
Have you received training in CPR?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Date

<b>EDUCATION</b>			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

<b>REFERENCES</b>	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	
Full Name	Relationship
Company	Phone (    )
Address	

<b>PREVIOUS EMPLOYMENT</b>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

<b>MILITARY SERVICE</b>	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

<b>DISCLAIMER AND SIGNATURE</b>	
I certify that my answers are true and complete to the best of my knowledge.	
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date

**Attachment 2  
Enon United Methodist Church  
Volunteer Ministry Application Form  
Children/Youth**

The Enon United Methodist Church realizes the importance of taking all reasonable steps to protect the children and youth of Enon United Methodist Church. The following policies reflect our commitment to provide protective care of all children and volunteers who participate in church sponsored activities. For organizations using the church a copy of the organizations adult application form will be kept on file with the church in lieu of this form.

1. Adults who have been convicted of any crime involving a child shall not be allowed to volunteer services in any Enon United Methodist Church sponsored activity or program for children or youth nor will he/she be allowed in the Church building unaccompanied at any time when services are not in session.
2. All adult volunteers for church related programs working with children or youth are required to be members of Enon United Methodist Church for a minimum of six months. (For exceptions, see Appendix C). This rule does not apply to the Boy Scouts, Girl Scouts, 4-H, CR. Adult volunteers will observe the "two-adult" rule. This requires that adults are never alone with children or youth without an adult partner or youth helper as in the case of the Sunday morning nursery. (For exception, see Appendix B)
3. For the safety and protection of our children and youth, adult volunteers should immediately report any behavior, which seems abusive or inappropriate to their supervisor. (For investigative and reporting procedures see Appendix G)

**Please answer each question.**

1. As a church volunteer, do you agree to observe all the church policies regarding working with children or youth?  Yes  No
2. Have you ever been convicted of or pleaded guilty to a crime or adjudicated a delinquent child?  Yes (If yes, explain on a separate sheet of paper)  No
3. Have you ever been indicted, convicted, charged with, or pleaded guilty to an offense involving a minor?  Yes (If yes, explain on a separate sheet of paper)  No
4. I have been a member of Enon United Methodist Church for six months.  Yes  No

I have read the Policy Statement for the Protection of Children and Youth at Enon United Methodist Church and agree to observe the safeguards listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name  
(If not 18 years of age, a parent's signature is required)

\_\_\_\_\_  
Signature