



# **Christ the King Moravian Church**

**Safe Sanctuary Policy for the Protection  
of Children, Youth and Vulnerable Adults**

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## **I. Christ the King Moravian Church Safe Sanctuary Mission**

Christ the King Moravian Church (also referred to as CKMC) is a Christian community, which takes seriously its responsibility to provide a safe and nurturing environment for children, youth and vulnerable adults who participate in our ministries. In keeping with our covenant relationship with God, we honor our Lord and all who seek Him, by doing justice, loving kindness and walking humbly with Him. (Micah 6:8). All volunteers and employees who are in leadership roles in these ministries are living out the vows we take in baptism to nurture our children and youth in the Christian faith. Every church worker plays a key role in fostering the spiritual development of individuals and families in our church community.

The disturbing and traumatic rise of physical and sexual abuse of children, youth and vulnerable adults has claimed the attention of our nation and society. The following statements reflect the commitment of Christ the King Moravian Church to provide a safe environment for all children, youth and vulnerable adults and church workers who participate in church sponsored ministries.

In an effort to provide a safe community, this church requires all church employees and volunteers to commit themselves to the Safe Sanctuary Policy for the Protection of Children, Youth and Vulnerable Adults adopted by the Board of Elders of this Church. As members and participants in the programs and undertakings of this household of faith, we pledge to conduct ourselves in a manner consistent with the teachings of Christ and that we will guard our thoughts and tongues, will refrain from any behaviors which corrupt our witness for Christ, and that our actions and choices will reflect prudence, purity of heart, and an earnest love for the will of God.

Children and youth are defined as minors that are under the age of 18. A vulnerable adult is an individual, age 18 or over, who, because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care and lacks the personal and social skills required to live independently. Commitment to this policy will require church workers to provide personal information, review the church's Safe Sanctuary policy and understand that they will be under the supervision of their respective leaders.

The Safe Sanctuary Policy is a comprehensive effort for the benefit of the entire Christ the King Moravian Church congregation and to all visitors and participants in our programs and events. Every staff member will be expected to conduct his/her duties with adherence to the guidelines outlined within this manual. The Manual will be maintained and updated by the designated member of the Elders, who will also be responsible for conducting periodic, random compliance audits. The Elders will also formally review this Manual once a year, to verify that all materials have been appropriately updated. While verification of training will be the responsibility of each ministry leader, the recruitment of trainers and the oversight of the training function will remain the responsibility of the Elders.

**Definition:** Abuse is defined as any sexual contact, indecent exposure, or communication for immoral purposes, as well as physical abuses such as corporal punishment or physical assault.

The law recognizes that no minor can consent to sexual contact or physical abuse because of their age and vulnerability. The church affirms this position and will not tolerate any abuse.

This policy does not preclude the reporting of suspected abuse occurring outside the parameters of this policy.

## II. Safe Sanctuary Committee

Each position listed below will be a standing appointment on the Safe Sanctuary Committee (ex officio):

### **Clergy/Staff**

Youth Pastor  
Director of Children's Ministries  
Office Manager

### **Committee Representatives**

Board of Elders Representative  
Christian Education Coordinator

### **Parent Representatives**

Nursery Representative  
Children's Church Representative  
Youth Group Representative

### **Member at Large**

Professional Volunteer (*lawyer, social worker, counselor, law enforcement professional or other member in relevant vocation*)

The Committee will meet at least annually to update members on policy or program changes and to verify that the Committee is fulfilling its obligations to the congregation. The Committee may be assembled for emergency purposes at anytime, but as soon as practical, following any reportable incident and as often as necessary to revise procedures, provide instruction/assistance to clergy, staff or volunteers and to keep members of the congregation properly informed of CKMC Safe Sanctuary Program and its ongoing administration. The Committee will also be responsible for coordinating the training for all staff and volunteer workers in these policies and procedures in either verbal or written form (See Section on Volunteer Training).

The Committee will appoint a primary and backup member (serving on the Committee) to review all forms, perform background checks, maintain list of certified volunteers and properly store confidential, personal information.

### **III. Hiring, Placement & Training of Compensated Workers & Volunteers**

#### **Employees of Christ the King Moravian Church**

- 1. Prior employment**
- 2. References and screening**
- 3. Background Check for Criminal Record and Driving Record**
- 4. Record Confidentiality**

No applicant that is found to have been involved in any activity, in which the applicant abused, exploited, or neglected children or youth will be approved. Any conviction of a crime against children or youth shall disqualify any applicant. The SPR reserves the right to also disqualify applicants that have been convicted of other violent offenses or have been convicted of behaviors which indicate that the applicant is ill-suited to work with children or youth (drug related convictions, DUI/DWI convictions within past five years, or other convictions for offenses such as rape, murder, assault, domestic violence, theft, etc...)

#### **Children and Youth Volunteers**

A volunteer is an individual serving in an unpaid position in the service of any ministry of CKMC involving children or youth.

1. All volunteers will be required to read of the Safe Sanctuary Policy.
2. All volunteers will be given training (in person or online).
3. All volunteers will be asked to undergo a background check and sign a Covenant agreement.

## IV. Nursery & Children's Protection Procedures

### Nursery and Children's Groups (Birth through 5<sup>th</sup> Grade)

These procedures cover the activities in the Nursery/Children's groups of CKMC. The Nursery division age is from birth up to 3 years of age and the Children's age is 3 years through 5<sup>th</sup> grade.

#### A. Drop-off and Pick-up:

1. All parents or custodians leaving children in the nursery shall follow posted procedures to assure proper claiming of children.
2. All Nursery parents or custodians are to complete a Childrens Enrollment Form that shall be kept on file in the Nursery. The form will ask for the child's name, parent or custodian name, home address and medical information, which should include allergies and medical conditions.
3. It is the responsibility of the parent or custodian to indicate to the Nursery Director and Pastor if there is any custody concerns regarding the release of the child and, if that is the case, the parent will provide a copy of the custody order.
4. The only person allowed to pick-up a child will be the parent/custodian of the child unless other arrangements were made when the child was dropped off. In this situation, if the person picking up the child is unknown to the nursery workers, he/she will need to show a pictured identification to the workers.

#### B. Restrictions:

1. Only trained, assigned workers/volunteers will be allowed in the nursery areas. No other individuals will be allowed in these areas without an identified need and the approval of the nursery supervisor. Parents are allowed to use changing table as needed.
2. No worker/volunteer may take a child to an unsupervised area without permission from the parent/custodian.

#### C. Providing Adequate Personnel:

1. On-site programs that involve Nursery and Elementary age children will include supervisory personnel according to the following ratios:

<b>Children Infant through 2 Years of age:</b> 2: max of 8 3: max of 12 4: max of 16, etc	<b>Children Pre-School Age 3-5yrs:</b> 2: max of 16 3: max of 24 4: max of 32, etc.
<b>Children Kindergarten – 5<sup>th</sup> Grade:</b> 2: max of 24 3: max of 36 4: max of 48, etc.	

2. Off-site programs that involve Elementary age children will include supervisory personnel according to the following ratios:

<p><b>Children Pre-School Age 3-5yrs:</b>          2: max of 16          3: max of 24          4: max of 32, etc.</p>	<p><b>Children Kindergarten – 5<sup>th</sup> Grade:</b>          2: max of 24          3: max of 36          4: max of 48, etc.</p>
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D. Rules of Behavior – Nursery/Children’s Areas:

*Two Adult Rule* - Whenever practical, a minimum of two teachers shall be present during any children’s activity. We will strive to never have a teacher working alone with any children. It is understood that one adult may leave a room briefly for a bathroom break, attempt to reach a parent etc. For the nursery, it is acceptable for one adult to be alone with the children provided there is an assistant age 14-17 with that adult.

*Open-door-policy* - All children’s classrooms will have either a viewing window that will remain free of covering or a dutch door where the top door will remain open at all times. If the classroom does not have a dutch door or viewing window, the door must remain open at all times. The teachers/volunteers shall never be in a closed-door situation with any children.

*Visible Presence* - A Sunday school coordinator, staff person or usher will periodically be in the hallways whenever volunteer 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 situations for our children.

Restroom Policies for Nursery

Volunteers will change diapers as needed within the nursery as appropriate on the changing table. There will always be two caregivers present while changing diapers. When assisting infants/toddlers in the nursery bathroom, an adult will take them to the bathroom within the nursery classroom and come right back. It is understood that the caregiver will have to close the door for a few minutes to prevent crawling toddlers from entering the nursery bathroom. For this reason, it would not be appropriate to have the nursery bathroom door left open.

Restroom Policy for all other areas

In situations where an escort is needed for a trip to the restroom, a volunteer will stand outside the restroom and assist as needed. A door will remain open if more attention is needed. If a child soils themselves a volunteer will locate the parent. If a parent is not able to be located a volunteer will seek additional adult assistance if needed.

*Discipline* - Corporal punishment, of any kind, is never appropriate. Teachers are asked to redirect a child if they should display inappropriate behavior.

E. Staff and Administrators:

As appropriate, a staff member or administrator will supervise ongoing programs and may make unannounced visits into classrooms or other program sites. These policies cover all children’s activities while on the premises of CKMC. It is recommended that ushers check on nursery at beginning of service and the designated counter to check on Childrens Church during the service to ensure proper adult coverage. The usher/counter will alert appropriate ministry leader or staff of any lack of volunteer coverage for these ministries during a worship service.

F. Training:

All staff and volunteer workers will receive training in these policies and procedures in either verbal or written form. These policies and procedures will be made known to the congregation and to all new members.

G. Background checks will be completed every five years.

## Youth Ministry

These procedures cover the activities of the Youth at Christ the King Moravian Church. Children are placed in the Youth beginning 6<sup>th</sup> grade through the summer after 12<sup>th</sup> grade.

### I. Supervision of Youth

A. Supervision Ratios of Youth and Adults:

1. For safety purposes, with high school and middle school students there will be, whenever possible, one adult for every 12 youth.
2. For purposes of supervising youth, an adult is defined as anyone who is at least 19 years old. All youth workers must be screened and approved by the Youth Staff before allowed to be used in a leadership position.

B. Responsibility Times for Youth Ministry Workers:

1. The youth ministry assumes responsibility for supervision of youth from 15 minutes before a scheduled event until 15 minutes after a scheduled event.
2. The youth ministry is not responsible for youth at times when no youth ministry offerings are scheduled and also is not responsible for youth when youth are choosing not to participate in the youth ministry offerings which are scheduled. Youth parents will be contacted to pick up their child if they choose not to participate.

### II. Guidelines for Youth Counseling in Informal and/or Individual Settings

Same sex counseling is encouraged. However, ministry priorities and immediate circumstances may make same sex counseling unfeasible. When occasions of other than same sex counseling occur, a youth worker should seek to be in a public place or within the vicinity of another adult. In a situation where the two adult rule is not feasible, a youth worker is expected to move him/her and the youth he/she is counseling towards the rest of the group, in hope of finding a second adult.

Leaders are prohibited from dating any member of the Youth group.

### III. Guidelines for Youth Counseling in Formal and/or Group Settings

In Sunday school or a small group setting, the goal is to have two adults in every room; if not the open door policy will be in effect.

In Youth Fellowship, the goal is to have one adult for every 12 youth in attendance.



## **Transportation Procedures for Children/Youth Activities**

The following procedures are for providing transportation for Children/Youth to and from activities sponsored and/or supervised by Christ the King. These procedures relate to transportation provided by the church, parents of youth, and youth workers to and from activities off the church property. There may be occasions when transportation will be provided by youth member teenagers. This will be at the discretion of the Youth Director and the youth's parents.

### **A. Vehicle Requirements:**

1. These vehicle requirements pertain to vehicles owned by Christ the King, those provided by parents of participating children/youth, those provided by youth workers and any external commercial vehicles provided for transportation of children/ youth.
2. All vehicles shall be in good running order, have a current valid license plate, and passenger restraints. The passenger restraints must be used while transporting children/youth.
3. All vehicles shall have insurance coverage as required by North Carolina law.
4. All vehicles will be multi-passenger vehicles. No motorcycles, scooters, or mopeds will be allowed. No vehicle will be allowed to carry more than the passenger capacity as specified by the vehicle manufacturer.

### **B. Qualification of Drivers:**

1. All drivers will have a current valid driver's license with the classification for the vehicle being driven and be at least 21 years of age, unless he or she is a staff member of the Church, including staff summer interns (this is to accommodate summer programming and activities). Staff will have discretion for 16-21 year old drivers for local transportation.
2. A minimum of two adults shall supervise all groups of children and youth on off-site events when possible.

### **C. General Rules for Transportation:**

1. Unless otherwise approved by the administrator and the parents/custodians, all transportation subject to these procedures will begin and terminate at the church property.
2. All drivers will obey all traffic laws. Failure to do so may disqualify them from driving for church related activities.
3. No driver is to transport any child/youth alone, without written or verbal permission from the youth's parents. If possible, there will always be more than one youth in the vehicle. The two-adult rule does not apply in the parent-child relationship.

## Procedures for Children/Youth Overnight Activities

- A. These procedures cover youth activities which require an overnight stay and are sponsored and/or supervised by Christ the King Moravian Church and affiliates. This includes, but is not limited to camping, lock-ins, hotels/motels, and overnight stays in a personal dwelling.
- B. Approval - A signed parent permission form will be required of each child/youth prior to the activity. These will be collected and approved by the group leader prior to the activity. Following the activity, the forms will be provided to the appropriate administrator.
- C. All overnight or off church property activities require the prior permission of the appropriate administrator or director.
- D. Providing Adequate Personnel:  
Programs that involve children and youth will include supervisory personnel according to the following ratios of adults to max children or youth:

<b>Children 1<sup>st</sup> – 5<sup>th</sup> Grade:</b> 2: max of 16 3: max of 24 4: max of 32	<b>Youth:</b> 2: max of 20 3 :max of 30 4: max of 40
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- E. Rules of Conduct for Children/Youth Overnight Activities:  
All persons are to abide by the Safe Sanctuary Policies and Procedures, including the team approach for supervision.  
None of the children/youth will be allowed away from the designated overnight area without prior permission of the group leader and the parent’s signed permission.  
No members of the opposite sex will be allowed to sleep in the same room unsupervised.  
Adults will not be allowed to sleep in the same bed with a child/youth unless the child/youth is their child and of the same sex. This rule allows for rare instances when this is necessary on Youth ski trips or other similar events.
- F. Training:  
All staff and volunteers will receive training in these policies and procedures in either live or online form. These policies and procedures will be available to the congregation and all new members upon request.
- G. Background checks will be completed every five years.

## Code of Conduct

1. Staff and volunteers are required to adhere to the CKMC Safe Sanctuary Policies in all their interactions with children and youth.
2. Staff and volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say no.
3. Staff and volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care.
4. Physical restraint is used only in rare situations necessary to protect the child, other children, or staff from harm.
5. While supervising children and youth participating in CKMC programs, staff and volunteers should know where participants are at all times.
6. Under no circumstances should staff and volunteers release children to anyone other than the authorized parent, guardian, or other individual authorized by the parent or guardian.
7. Staff and volunteers should be alert to the physical and emotional state of the children. Any signs of injury or possible child abuse must be reported according to the Safe Sanctuary Policies.
8. Consuming, using, possessing, or being under the influence of alcohol or illegal drugs while working or volunteering with children or youth is prohibited.
9. Being impaired by legally prescribed drugs while working or volunteering with children or youth is prohibited.
10. Smoking or use of tobacco in the presence of children, youth or parents while working or volunteering is prohibited.
11. Display or use of firearms in the presence of children or youth is prohibited.
12. Profanity, inappropriate jokes and media, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth or parents are prohibited.
13. Staff and volunteers will be mindful of the content on any portable electronic device, social networking pages, or other electronic media that might be accessible to any children or youth.
14. Staff and volunteers shall wear modest and appropriate dress when volunteering with children or youth.
15. Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.
16. Staff and volunteers may not date or be romantically involved with program participants who are younger than 18 years of age.
17. In the event that one-on-one child/youth to adult scenario arises, i.e. unexpected transportation needs, confirmation mentoring, or otherwise, parent permission should be granted when possible. It is preferred to have mentors and confirmands meet in public places and with parental approval.

## **V. Volunteer Training**

### **Frequency of Scheduled Training**

Training will be provided to each and every eligible CKMC staff and volunteer, who will teach, work with, coach, counsel, transport, supervise, chaperone, lead or direct any member, visitor or participant under the age of 18, or vulnerable adult. Eligible CKMC volunteers are defined as persons who have been members of the CKMC for at least six months or who have been actively participating at CKMC for this time span, have never been convicted of any child abuse offense, and are willing to undergo our Safe Sanctuary Training Program and consent to a background investigation every five years. Exceptions to this will only be made by the appropriate program director.

In order to make training available to all eligible volunteers, training sessions will be offered as needed. Volunteers must complete the training course and submit a completed volunteer application and signed Covenant form with the Program Director before serving as a volunteer. On the rare occasion and only when extreme situations dictate, will an exception be made to this policy.

We anticipate that these exceptions will only be necessary at the onset of the initial administration of our congregation-wide program and the Elders reserve the right to terminate these exception provisions at will. Such revocation will be documented in the contents of the Safe Sanctuary Manual.

### **Trainer Credentials and Continuing Education**

Trainers will be recruited from the congregation, but will mainly consist of individuals who have served in the vocational areas of counseling, teaching, healthcare, social work, risk management and/or law enforcement. All trainers must commit that their participation as leaders of the Safe Sanctuary program is a function of their sincere desire to serve the Lord in this ministry. Trainers will be trained under the leadership of the Youth Pastor or Pastor with the appropriate Program Director or by a Conference Trainer and will be required to attend periodic refresher courses and continuing education as determined necessary by the Safe Sanctuary Committee.

### **Sample Covenant & Administration of Signed Covenants**

A sample Covenant is provided in Appendix B. The Safe Sanctuary Committee will appoint a primary and backup member who will be responsible for maintaining copies of signed covenants along with the volunteer applications. Safe Sanctuary Committee will periodically conduct random audits of the files of each Program to validate proper record keeping compliance.

## VI. Incident Reporting

### Incidence or Suspicion of Incidence Report

#### A. Reporting:

Do not ignore any reported incident of abuse. Any suspicious activity, observed abuse, or victim allegations that are brought to the attention of a church worker or volunteer must be reported immediately to the persons identified below:

1. Allegations against volunteers
  - The accused adult should never be confronted before the safety of the child or youth is secured.
  - The volunteer will be relieved of duties by the appropriate program director until accusations are determined.
  - The report shall be made to the appropriate program director.
  - The Director shall, in turn, report to the Pastor.
  - The Pastor and Director shall determine if the Province shall be notified.
2. Allegations against Employees
  - For any employee, other than the Pastor, the report shall be made to the Chairperson of the Staff Relations Committee and the Pastor and/or Associate Pastor
  - The Pastor and/or Associate Pastor and the Vice Chairperson of the Board of Elders shall determine if the Province shall be notified.
3. Allegations against any Pastor
  - The report shall be made to all of the following:
    1. The Chairperson of the Staff Relations Committee
    2. The Vice Chairperson of the Board of Elders
    3. The Moravian Church, Southern Province Provincial Elders Conference

#### B. Responding to Allegations of Abuse:

If it is determined that the allegation has a factual basis, then the following steps shall be taken:

1. A response team shall be formed and will be assigned to take any further actions that are required. The Response Team shall follow the advice of legal counsel and the Province.
2. The Response Team shall be made up of the Pastor, Staff Relations Committee Chairperson (if staff related), a member from Safe Sanctuary Committee and Board of Elders Vice Chairperson. The Response Team shall determine if a mental health professional should also be included.
3. The Response Team may appoint one sole media spokesperson. The Response Team shall determine the appropriate means of communicating with the congregation.
4. The Response Team will:
  - A. Inform the employee or volunteer of the accusation and discuss the accusations.
  - B. Suspend with pay (for paid employees) the alleged offender while the confidential investigation is being conducted.

- C. Consult with church attorney for advice regarding compliance with reporting laws – then file the necessary report with the appropriate agency within the time frame required by the State of North Carolina.
- D. Together with the agency official, meet with the child’s parents and, in their presence and with their permission, with the child. Your purpose for meeting is to learn more fully the nature of the allegations, including when and where the alleged offense took place. Reassure the child that he or she has done nothing wrong and that it was right to report the incident. Allow the child to speak freely. Do not coach responses from them and do not become defensive to any statements. Seek the truth and protect the child’s well-being. If the nature of the alleged abuse is such that any physical injury could have occurred, the child should be examined immediately by a qualified physician.
- E. Notify the liability insurance company. Do not wait for the investigation to be concluded unless your attorney advises you to. Do not wait until criminal charges are filed or until you are faced with a civil suit. Involving the insurance company is not an admission of negligence. It is a wise protective measure and may be the means by which legal counsel may be retained to provide a defense for the church and, possibly for the accused. Besides making a coverage determination, the insurance company can also offer advice and assistance in addressing the incident.
- F. Cooperate in the investigation conducted by the insurance company and Child Protective Services.
- G. Provide ongoing spiritual and counseling support for the victim and his/her family.
- H. Consider the spiritual needs of the accused and seek assistance from the Province personnel in providing the proper counseling and response for the accused and the accuser’s family.

**Notification Contacts:**

Child Protective Services:

Durham County: 919.560.8424

Wake County: 919.212.7990

Orange County (DSS): 919.968.2000 (after hours/weekends call 911)

Alamance County: 336.229.2908 or 336.570.6532

Chatham County: 919.642.6988 or 919.542.2759

Insurance: TBD

Law Enforcement: in accordance with local law as instructed by Child Protective Services and legal counsel.

Legal Representative

1. As provided by insurance company and/or
2. Legal representative for church (if not same as 1. above)

## Report of Suspected Incident of Child Abuse

Name of church worker observing or receiving disclosure of child abuse:

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Victim name: \_\_\_\_\_

Victim age: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Date /place of initial conversation with or report from victim:

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Victim's statement: \_\_\_\_\_

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Name of Person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other):

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Date Reported to Program Director: \_\_\_\_\_

Date Reported to Pastor: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Call/meeting with victim's parent/guardian: \_\_\_\_\_

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

Summary of Conversation: \_\_\_\_\_

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Date/time of call to Child Protective Services: \_\_\_\_\_

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

Summary of Conversation: \_\_\_\_\_

Date/time of call to law enforcement: \_\_\_\_\_

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

Summary of Conversation: \_\_\_\_\_

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*1 Adapted from Safe Sanctuaries, reducing the Risk of Child Abuse in the Church by Joy Thornburg Melton, 1998, Discipleship Resources, reprinted 2004.*

*2 Before taking any action or completing this report, it is required that any person completing this form be familiar with the laws of the state of North Carolina regarding the reporting of incidence of child.*

## VII. Post Reporting Procedure

CKMC acknowledges that there are many victims who may be affected by an incident or of suspicion of child abuse or neglect. We are mindful that the following persons will also require the proper response, care, counseling and support following any such event:

- Family members of the harmed child, youth, or vulnerable adult
- Peers of child, youth or vulnerable adult
- Peers of the child's or youth's or vulnerable adult's parents
- Remaining workers of children, youth, or vulnerable adult programs
- Congregation as a community of faith
- Family of the accused abuser

We believe that failure to address the issues of suffering, anger, fear, and grief that occur within the church after abuse can have extended and unnecessary consequences for everyone. We will not hide or shrink away from our responsibility to promptly and appropriately address any incident of abuse and that as a congregation we are committed to the prevention of and termination of behaviors which contribute to the cycle of abuse. The following represents the steps we will take to assure that the congregation and those affected may be restored to a feeling of well-being and justice.

*First:* Truth telling is the most important component in post-loss recovery. Our communications will be honest, measured, and respectful of all parties involved. Written communication will be factual and will work to dispel rumor and innuendo and to assure the congregation of the actions taken to secure the safety of the victim and to resume the functions of the ministries and programs. This will be done in compliance with North Carolina laws regarding confidentiality.

*Second:* Pastor will host a planned congregational meeting, if appropriate, so that members can attend to learn about the church's response to the allegation of abuse. The meeting will be lead by appropriate senior clergy, lay leaders and a Provincial representative. A non-member Counselor will be available to address attendee questions.

*Third:* The Safe Sanctuary Committee will determine how CKMC will adapt its ongoing ministries to appropriately acknowledge and recover from the incident. Educational programs in various forums (Small groups, Adult Sunday School, etc...) will be implemented to promote healing, justice, education and restored worship.

*Fourth:* The Safe Sanctuary Committee will work closely with the Response Team and clergy to modify any procedures and policies based upon incident outcomes and to diligently engage in every effort to prevent further incidents of abuse and neglect.



## **Documentation (Record keeping, Storage and Purging)**

The Pastor, Office Manager or Staff Relations Chairperson will be responsible for maintaining the following documents and assuring the confidentiality of same:

1. Staff and volunteer background checks
2. Motor vehicle reports
3. Suspicion of incidents
4. Incidence reports
5. Incident meeting notes/correspondence
6. Instructions from law enforcement/Child Protective Services
7. Insurance claims records and correspondence
8. Litigation files and associated documents/correspondence

Copies will be produced only as required by law, insurance or as deemed appropriate by mutual agreement by the Pastor. Documents necessary for employment at CKMC will be secured by the Chair of the Staff Relations Committee in the employment folder for hired workers, vendors, and staff. Background checks for prospective applicants who are not hired will be destroyed within 60 days. All information acquired during the recruiting of volunteers and employees shall be treated in a confidential manner. Paid staff records will be destroyed after a 20-year period. For volunteer church workers, records will be purged after the volunteer has transferred membership or otherwise left the congregation or 24 months after the volunteer's last active participation in a Children or Youth Program.

The Safe Sanctuary Committee will meet annually to review records of volunteers and Pastor and SRC will meet periodically to review paid staff records, at this time they will purge outdated documents. It is particularly important to have a routine method to properly dispose of anything discovered in the employment or volunteer application process that is not public record. Such files must be maintained under the strictest confidence and locked in a cabinet to assure that they are not seen by unauthorized parties.

Because liability insurance policies are largely written on an occurrence basis, these policies and other related insurance records and any claims files will be kept indefinitely.

## Appendix A Volunteer Information Form

Christ the King Moravian Church is committed to providing a safe environment for children, youth and vulnerable adults who participate in our programs. This information form is to be completed by all personnel intending to work with children, youth, and vulnerable adults in the following capacities: Sunday School Teachers, Activity Leaders, Adult Volunteers in the Church Nurseries, Summer Faith Adventure Teachers and Activity Leaders, Confirmation Class Teachers, and any Adult that helps on a weekly basis with Children's, Middle School, or High School groups and Supervisors of overnight, church sponsored activities for children, youth and vulnerable adults.

Name: \_\_\_\_\_  
*First Middle Last*

Address: \_\_\_\_\_  
*Street / P.O. Box City State Zip*

Home Phone: \_\_\_\_\_ Work or Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Volunteer Ministry Position in which you wish to serve: \_\_\_\_\_

### Church History and Prior Work with Children, Youth and Vulnerable Adults

1. Are you a Christian?    Yes     No
2. How long have you been a member/active participant at CKMC? \_\_\_\_\_
3. List three references. References, as well as any other information given to us will be kept completely confidential. We reserve the right to do a complete background check on all volunteers. References are not required for any volunteer who has been a member of CKMC for more than a year.

\_\_\_\_\_  
*Name/Relationship Phone Number*

\_\_\_\_\_  
*Name/Relationship Phone Number*

\_\_\_\_\_  
*Name/Relationship Phone Number*

4. Have you at any time:

Been arrested for any violent crime? Yes  No

Been convicted of, or pleaded no contest to, any felony? Yes  No

Participated in, or accused, charged or convicted of child abuse, molestation, or any improper conduct involving a minor? Yes  No

Aware of having traits or tendencies that could pose any threat to children, youth, or others? Yes  No

If you answered Yes to any of the above questions, please explain in detail:

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**Applicant Verification and Release:**

I recognize that Christ the King Moravian Church is relying on the accuracy of the information contained herein. Accordingly, I attest that all of the information that I have provided is absolutely true and correct.

I authorize Christ the King Moravian Church to contact any person or entity listed in this application, and I further authorize any such person or entity to provide Christ the King Moravian Church with information, opinions, and impressions relating to my background or qualifications.

I voluntarily release Christ the King Moravian Church and any such person or entity listed herein from liability involving the communication of information relating to my background or qualifications.

I have carefully read the Safe Sanctuary Policy and Procedures of Christ the King Moravian Church, and I agree to abide by them and to protect the health and safety of the children, youth and vulnerable adults of Christ the King Moravian Church.

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

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

## Appendix B Volunteer Covenant

Christ the King Moravian Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by this church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of worship, safe and secure for all who enter and as a place which everyone can experience God's love through fellowship and growth in Christ.

1. Persons who have been convicted of child neglect or abuse (sexual, physical, and/or emotional) shall not volunteer to work with children or youth in any CKMC sponsored activity or in any activity to which CKMC is providing volunteers or participants.
2. Adult survivors of child abuse need the love and support of the CKMC congregation. Any adult survivor of child abuse or neglect who desires to volunteer in some capacity in working with children or youth is encouraged to discuss his/her willingness with one of the CKMC Pastors before accepting any assignment.
3. All adult volunteers involved with children or youth of our church must have been a member or active participant of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children, youth, and vulnerable adults shall observe the "Two-Adult Rule" (as defined in the Safe Sanctuaries manual) so that all efforts are made to ensure that no adult is ever alone with a child, youth, or vulnerable adult.
5. Adult volunteers with children, youth, and vulnerable adults shall attend required training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse and neglect.
6. Adult volunteers shall immediately report to their ministry director any behavior that seems abusive or inappropriate.

### **Please answer the following:**

1. As a volunteer in the CKMC congregation, do you agree to observe and abide by all the church policies regarding working in ministries with children and youth? Yes  No
2. Do you understand and agree to observe the Two-Adult Rule at all times? Yes  No
3. Do you understand and agree to observe the six-month membership (or active participation) rule required before beginning volunteer service? Yes  No
4. Have you attended live or online training in CKMC's Safe Sanctuary program and agree to abide by its dictates, expectations, and requirements? Yes  No
5. Do you agree to promptly report to your ministry director any observance, awareness or suspicion of abusive or inappropriate behavior as defined in your training? Yes  No
6. As a volunteer of CKMC, do you agree to inform a Pastor of this congregation if you ever are convicted of child abuse? Yes  No

I have read this Covenant and I agree to observe and abide by the policies set forth above.

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

Signature: \_\_\_\_\_ Date Completed Training: \_\_\_\_\_

