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Dear children's, youth and senior/vulnerable adult's worker,

Thanks for your interest in working with our students and/or adults. We are excited that you want to make a difference in the lives of God's people.

We work hard to provide an environment for spiritual growth in a context of healthy, positive relationships. We take seriously our responsibility to shield our students and vulnerable adults from sexual abuse, to protect our leaders from accusations of sexual abuse, and to limit the exposure of the church to legal risk and liability. To accomplish this, we ask that all paid staff, as well as those volunteers who will be working with anyone under the age of 18 or with vulnerable adults, complete our application process. Since you are considering working with children, youth or vulnerable adults, please carefully and thoughtfully fill out the attached application and return it as soon as possible.

So, you might be asking...

What's involved in the volunteer application process?

When you fill out the application, you authorize the church to check personal references and to request a background check for criminal records. Please thoroughly and honestly complete all forms.

On what basis does the church approve someone to work with students or vulnerable adults?

We invite into ministry only those applicants a) who have no previous conviction for sexual or physical abuse; b) for whom we receive positive responses from their personal and professional references; and c) who meet the qualifications of the position in which they want to serve.

If the background checks raise any questions, the individual will be asked to meet with the appropriate pastor or staff member to clarify the questionable issues prior to being placed in a position relating to students or vulnerable adults.

Who will see the application?

The completed application and any subsequent information on you will be available only to the pastoral staff. Once the approval process has been completed, your application and references will be maintained in a secure file.

Please attach a photocopy of your current, valid driver's license with the application. (We can make a copy for you at the church.)

Thanks for understanding that this paperwork is about protecting you and those to whom we minister. We appreciate your willingness to help us achieve our mission to all God's people!

Haymount UMC

Haymount United Methodist Church

Safe Sanctuaries

Proposed Revision dated May 2008

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Haymount United Methodist Church
Safe Sanctuaries Policy
Child, Youth and Vulnerable Adult Abuse Prevention

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes [a] child...welcomes me." (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea." (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical and sexual exploitation, and abuse."

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse (ritual abuse refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be) occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church – 1996*. Copyright 1996 by The United Methodist Publishing House. Used by permission. [pp. 384-386]).

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child abuse in our church.

Purpose

Our congregations' purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all of our children, youth and vulnerable adults.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children, youth and vulnerable adults as well as all of the workers with children, youth and vulnerable adults. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers and children, youth and vulnerable adults regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children, youth and vulnerable adults, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love, ...established in the faith, and confirmed and strengthened in the way that leads to life eternal" ("Baptismal Covenant II," *United Methodist Hymnal*, p. 44).

Right to Change/Amend Policy and Procedures, Request for Clarifications

HUMC reserves the right to change or amend this policy and the attached procedures as it deems necessary and appropriate in its discretion and without notice. You should contact the church office for any questions or clarifications regarding this policy or the attached procedures. A copy of the current policy and procedures is available for your review in the HUMC church office during normal business hours. This policy and these procedures are effective as of *(insert date of approval by Church Council)*.

Haymount United Methodist Church
Safe Sanctuaries Procedures

1. **Drop off for children.** All parents are responsible for making sure their children (infant-fifth grade) are properly checked in to and picked up from their respective classes for all church programs throughout the week. No child should be left unsupervised at any time.

2. **Staffing/Participant Ratios.** There will be at least two workers assigned to and present with each group of children, youth and vulnerable adults with the following provisions:

A. **For children (infants-fifth grade):**

- i. At least one leader/teacher must be an adult, 21 years or older.
- ii. The second leader/teacher must be at least five years older than the oldest child participant, but no younger than fourteen.
- iii. Diaper changing occurs in an open area with 2 leaders present. Restroom door should be left open, even if just slightly, when a preschool is being supervised. If a "potty" accident occurs, two adults must be present for the clean-up and parent should be informed.

B. **For Youth (sixth-twelfth grade):**

- i. At least one adult, 21 years or older, must be present on the premises for each activity.
- ii. The second worker, minimum five years older than the oldest participant, but no younger than fourteen.

C. **For Senior Adults in Adult Day Care setting:**

- i. At least one director/leader must be an adult, 21 years or older.
- ii. The second worker must be at least 18 years old.

D. **All ages:**

If the number of participants exceeds North Carolina State Licensing Standards for two leaders/teachers under each age-group, then the number of leaders/teachers must be increased to meet the required standards.

NC State Ratios:

	<u>Safe Sanctuaries with Maximum NC State Limits</u>	<u>NC State Minimum</u>
0-12 mos.	2/10	1/5
12-24 mos.	2/12	1/6
2-3 yrs.	2/20	1/10
3-4 yrs.	2/25	1/15
4-5 yrs.	2/25	1/20
5+ yrs.	2/25	1/25

Source: National Resource Center; <http://nrc.uchsc.edu/STATES/NC/northcarolina.htm>.; 10A NCAC 09 .0713, chapter 9 - Child Care Rules (5/1/2004). Accessed 6/30/2005.

Adults	2/16	1/8
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Source: North Carolina Adult Day Care and Day Health Services Standards for Certification, pg. 8 (II. Personnel, B. Staffing Pattern)

3. **Screening Procedures for all workers.** All workers will complete and sign either an application (for paid staff) or a Volunteer Information Sheet, to include a release form permitting the church to request a national background check. All paid staff must have a background check on file in accordance with licensing requirements. The church has agreed to maintain an annual membership with an internet background search company.
4. **Advance Notice to Parents or Guardians.** No child, youth or vulnerable adult is to be taken from the location to which he or she was brought by the parent or guardian without prior notice and written consent from the parent or guardian.
5. **CPR and First Aid Training.** There must be at all times at least one adult present for each ministry that is CPR and First Aid trained. This person must be identified prior to the start of each event. CPR and First Aid training will be provided annually by HUMC for all workers.
6. **Annual Orientation for Workers.** Each leader/teacher must attend a “Safe Sanctuaries Training” that includes:
- Reviewing and accepting Haymount UMC’s Safe Sanctuaries Policy and Procedures.
 - Reviewing the definitions of abuse and reporting procedures.
 - Learning the parameters of the ministry for which each teacher/leader has agreed to serve, and signing a covenant supporting the ministry of Haymount Church and the goals and visions of that particular ministry.
7. **Training and Background Checks for HUMC Program Staff.** All staff of Haymount Church working in the areas of children, youth or vulnerable adults ministries will be required to attend a sexual ethics training provided by the NC Annual Conference, be trained and certified in CPR and First Aid, and have a background check on file.
8. **Procedures for Reporting Allegations of Abuse.** In accordance with North Carolina State law, all allegations of abuse must be reported without any exceptions. Following are the reporting procedures:
- A. Treat any allegations of abuse seriously. Do not ignore the allegations in the hope that they will go away.
- B. A written incident report form shall be prepared by workers whenever any abuse or molestation or any allegation of abuse or molestation connected with any ministry activity of HUMC occurs, and forward as follows:
- i. If the allegation in any concern is a member of the pastoral staff or clergy other than the Senior Pastor, notify the Senior Pastor. If concern is against the Senior Pastor, report the alleged incident(s) immediately to the District Superintendent.
 - ii. If the allegations do not concern a member of the clergy, immediately notify the Senior Pastor. The Pastor should notify the District Superintendent and, if the accused is a staff member, the Pastor should also notify the Chairperson of the Pastor-Parish Relations Committee.
 - iii. The District Superintendent or the Pastor shall notify the parents of the victim of the allegations that have been made and the procedures being taken to address those allegations.
 - iv. Report the allegation to the Cumberland County Department of Social Services at 677-2450 or 323-1500 after business hours as is required by state law.

v. Either the District Superintendent or the Pastor, Property Manager or Chairperson of the Board of Trustees should immediately notify the church's insurance company at 800-554-2642. (This notification should also be confirmed in writing.)

vi. No one should confront the accused with the allegations unless advised to do so by legal counsel. No one should be drawn into a discussion of the truth or falsity of the allegations. No one should assess blame.

vii. Everyone involved should observe confidentiality for both the victim and the accused.

viii. The accused should be immediately suspended from his or her duties. (Issues of compensations should be dealt with on a case by case basis.)

ix. All media inquiries should be referred to District Superintendent.

x. Always show care and comfort for the alleged victims, the accused, and their families. Communicate a sincere commitment to their spiritual and emotional well-being.

xi. The accused should be advised to seek legal or other counsel.

9. **Safe Environment.** All facilities and vehicles used by the ministries of Haymount Church are to be safe, clean and age-appropriate to encourage wholesome Christian growth of all to whom this church ministers.

10. **Building Safety Check.** A responsible adult will walk the building to verify that all rooms (to include bathrooms) are clear of strangers.

11. **Adequate Insurance Coverage.** The Board of Trustees guarantees that the insurance coverage of Haymount UMC is sufficient to cover the full scope of all ministries (children, youth and vulnerable adults) on and off campus.

12. **HUMC Digital Technology Safety.** All HUMC networked computers not assigned to a staff member and available for ministry use shall be filtered and monitored. Among the items filtered are visual depictions that are obscene, child pornography, or material harmful to minors. It should be noted that due to the nature of the internet no filtering system is perfect. The teacher or staff supervising the child and/or youth will be responsible for monitoring the Internet for student safety and appropriate use. All computers on the HUMC campus not assigned to a staff member and available for ministry use have a monitoring system to record Internet sites accessed, and ministry staff will review the list periodically.

1) An Acceptable Use Form For Digital Technology will be in place for children, youth and adults, and anyone accessing a networked computer at HUMC must have a signed form on file, including staff members.

2) All networked computer labs will be closed on the HUMC campus for open community events.

3) Photo/Image usage:

a. Permission must be given by each individual &/or parent of minors in order for pictures to be used in HUMC publicity.

b. In HUMC publicity, all tags, captions and/or file names for photos will be first name only or numbers.

c. Staff and ministry leaders shall not share photos taken at HUMC events without the consent of the individuals in the photo.

d. All photos taken at HUMC events and shared within the ministry will be subject to the restrictions listed above.

- e. No images can be published on HUMC digital or printed communication (website, PowerPoint, video, etc.) without permission from the communications staff liaison; copying images directly from any webpage (including search engines) is a copyright violation. The church office has resources available to download for use of legal images.
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- 4) All webpages on the HUMC website will use standardized webpage development , unless permission has been given, and full access has been granted by the communication staff liaison.
 - 5) HUMC staff and ministry leaders should make every attempt to convey items of this Digital Safety Policy to students and all those involved in ministry using digital technologies at HUMC.

Haymount United Methodist Church
Discipline Procedures for Children's Ministries

HUMC Children's Ministries takes a positive approach to discipline based on the Christian principle, "So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets."
(Matt. 7:12)

Classroom teachers/leaders will facilitate the development of responsibility, self-regulation and self-control in children by:

- Setting clear, consistent and fair limits for classroom behavior.
- Encouraging appropriate behavior, patiently reminding children of rules and their rationale as needed.
- Using children's mistakes as learning opportunities.
- Anticipating and eliminating potential problems.
- Redirecting children to a more acceptable behavior or activity.
- Deflecting problems before they become conflicts.
- Modeling appropriate and acceptable behavior.
- Listening and acknowledging the feelings and frustrations of children with respect.

There will be no use of corporal punishment, humiliating or frightening techniques.

Time outs are discouraged because children need to learn to work out their problems, not be isolated from them.

Food or beverage is never withheld as a discipline device.

If discipline issues become common for a child, the teacher may ask for a conference with the program staff responsible for your particular ministry and the parent.

Haymount United Methodist Church
Student-Youth Staff Relationship Expectations

Discretion in staff members' personal lives is fundamental to both spiritual integrity and to continuing to do spiritual ministry among students and their families (Ephesians 5:1-12, 15-16). To live wisely and without any hint of sexual misconduct we keep the following standards:

- Any verbal or nonverbal sexual interaction with any student is inappropriate.
- Having a dating relationship with any junior or senior high school student is forbidden.
- Discretion must be used in physical contact with any students. Innocent behavior can be misinterpreted. A hug around the shoulders is not sexual abuse, but a full body-to-body hug, stroking, massaging, or affectionate kissing raises questions. Any overt display of affection, appropriate hugging, for example, should be made in a public setting in front of other group members.
- Sexual gestures or overtures to a staff member by a student should be reported to one of the ministry directors or the student ministries pastor so that discussion can be held with the student.
- Staff should form male/female ministry teams whenever possible.
- One-on-one counseling with a student should always occur in a public place, never alone in a car or private place. As a general rule when counseling a member of the other gender, invite a member of the same gender as the counselee to be the observing staff.
- When a situation arises where you are alone with a student of the other gender, quickly move that situation to a public setting. Make the meeting as brief as necessary to accomplish God's purpose.
- Driving alone with a student of the other gender should be avoided at all times.
- Romantic or sexual attraction for a student by an adult leader should be brought up and discussed with the ministry director for prayer and guidance.
- All suspicions of child or sexual abuse must be reported according to the reporting procedures as stated in the Safe Sanctuaries policy.
- No wrestling or physical horseplay should ever occur between staff and students of the opposite sex.
- Youth volunteers should obtain the consent of the student's parent or guardian before attempting to spend time with the student in an unsupervised (non-church related) situation. For example, taking them to the movies, out to eat, and so on.

FACTS ABOUT CHILD ABUSE

What is Child Abuse and Neglect?

Child abuse can be defined as a non-accidental (or substantial risk of) injury or pattern of injuries to a child inflicted or allowed to be inflicted by a parent, guardian, caretaker, or custodian. Child abuse includes:

- *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 in or could result in serious physical injury.

- *Sexual Abuse*

Sexual abuse is any sexual behavior imposed on a juvenile. This involves a range of activities, including fondling the genital area, masturbation, oral sex, or vaginal or anal penetration by a finger, penis, or other object. It also includes exhibitionism, child pornography, and use of suggestive behaviors or comments.

- *Emotional Abuse*

Emotional abuse is expressing attitudes or behaviors toward a child that create serious emotional or psychological damage as evidenced by the juvenile's severe anxiety, depression, withdrawal, or aggressive behavior towards self or others.

- *Neglect*

Child neglect is defined as any serious disregard for a juveniles' supervision, care, or discipline.

Signs of Possible Sexual Abuse

- Exhibiting sexual behaviors that are not appropriate for the child's age
- A detailed and sophisticated understanding of sexual behavior
- Reversion to behaviors such as bed-wetting, speech loss, and thumb-sucking
- Sleep disturbances or nightmares
- Pain, itching, bruising, or bleeding in the genital area
- Venereal disease
- Frequent urinary tract or yeast infections

Sexually abused older children may also:

- Exhibit delinquent or aggressive behaviors
- Show signs of depression
- Display self-injurious behaviors such as substance abuse, self-mutilation, suicide attempts, prostitution, or running away

Signs of Possible Emotional Abuse

- Speech disorders
- Delayed physical or emotional development
- Ulcers, asthma, severe allergies
- Habit disorders such as sucking or rocking
- Unduly passive and undemanding
- Very low self-esteem
- Extremely demanding, aggressive, or angry behavior
- Antisocial, destructive attitude
- Depressed or suicidal tendencies
- Attention seeking activities
- Delinquent behavior – especially in adolescents

Signs of Possible Physical Abuse

- Unexplained bruises in various states of healing
- Self-destructive behaviors
- Welts, human bite marks, bald spots
- Unexplained burns – especially cigarette burns or glove-like burns
- Unexplained fractures, injuries, or abrasions
- Nervousness, hyperactivity, aggressiveness, disruptive and destructive behaviors
- Unusual wariness of physical contact
- Fear of parent or caretaker
- Lack of expressed emotion
- Unduly shy, withdrawn, and passive

Signs of Possible Neglect

- Abandonment by parent or caregiver
- Unattended medical needs
- Consistent lack of supervision
- Consistent hunger, inappropriate dress, poor hygiene
- Lice, distended stomach
- Poor social skills
- Indiscriminate about his/her affection
- Pale, listless, begs or steals food, frequent absences from school
- Falls asleep in class, regularly displays fatigue
- Self-destructive behaviors

Identifying Child Abuse and Neglect

Abuse is rarely one physical attack or one isolated incident. Often, there is a pattern of behavior that emerges over a period of time. Children often have difficulty talking about the abuse. This leads to many children “acting out” as a way of expressing their hurt or anger.

It is important to remember that even if you see signs, they do not necessarily mean that a child has been abused. The signs will vary according to the type of abuse, its intensity, and the age of the child.

Some children who are abused display no signs. For this reason, it is important to listen carefully to any child who tells you about an act of abuse.

The Law

North Carolina statutes define an abused child as: any juvenile less than 18 years of age whose parent, guardian, custodian, or caretaker inflicts or allows serious physical injury by other than accidental means, or creates or allows to be created serious risk of injury, cruel or grossly inappropriate behavior modifications, or sexual abuse.

North Carolina statutes define a neglected child as: any juvenile who does not receive proper care, supervision, or discipline from the juvenile’s parent, guardian, or caretaker; or who has been abandoned, or not provided necessary medical care, or who lives in an environment injurious to the juvenile’s welfare, or who has been placed for care of adoption in violation of the law. In determining whether a juvenile is neglected, it is relevant whether that juvenile lives in a home where another juvenile has died because of abuse or neglect or lives in a home where another juvenile has been subjected to sexual abuse or severe physical abuse by an adult who regularly lives in the home.

Who Should Report Suspected Child Abuse and Neglect

Any person or institution that has cause to suspect that a child is being abused or neglected is required by law to report it. If you make a report in good faith, you will receive immunity from possible civil or criminal liability that may result from your report.

Why You Should Report Child Abuse:

Reporting suspected child abuse is the first important step in stopping the abuse and protecting the child from future harm. By reporting, you are helping the family get the services and help that they need.

Failure to report suspected cases of child abuse lead to continuing abuse. Abused children carry the trauma associated with abuse throughout their lives unless treatment, assistance, and support are provided. Failure to report a suspected case of child abuse or neglect can be punished as a misdemeanor.

Because child abuse rarely stops without intervention and help, it is the law that every citizen report suspected abuse and neglect. You can help stop the cycle of abuse by notifying your county Department of Social Services – Child Protective Services Unit when you suspect that a child is being abused or neglected.

If a report is not accepted for investigation and you still have concerns, you may request a review of the agency's decision by contracting the agency. If the decision is made by the Department of Social Services not to file a petition and you do not agree, you can request a review by the District Attorney.

Helping a Child You Suspect Has Been Abused or Neglected

When a child tells you that he/she has been abused, the child may feel scared, guilty, ashamed, angry, and powerless. You may feel a sense of outrage, disgust, sadness, anger, and disbelief. However, it is important that you remain calm and in control of your feelings in order to reassure the child that something will be done to keep him/her safe.

You Can Show Your Care and Concern By

- Listening carefully to what the child is saying
- Telling the child you believe him/her
- Telling the child the abuse was not his/her fault
- Letting the child know you will make a report to help stop the abuse

You Will Not Be Helping The Child If You

- Make promises you cannot keep, such as promising that you will not tell anyone
- Push the child into giving details of the abuse – your role is to listen to what the child wants to tell you
- Ask direct questions to the child – this could be harmful to the investigation
- Discuss what the child has told you with others who are not directly involved with helping the child

Source: "Reporting Child Abuse & Neglect," published by Prevent Child Abuse North Carolina and North Carolina Division of Social Services

Haymount United Methodist Church
Reporting Form for Suspected Incident of Child Abuse

1. Name of worker (paid or volunteer) observing or receiving disclosure of abuse:

2. Victim's name: _____
Victim's age/date of birth: _____

3. Date/place of initial conversation with/report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____
Relationship of accused to victim (paid staff, volunteer, family member, other):

6. Reported to pastor on (date): _____
Summary: _____

7. Call to victim's parent/guardian on (date): _____
Spoke with: _____
Summary: _____

ATTENTION SUPERVISOR: When you receive any report of suspected child abuse, contact HUMC's legal counsel immediately.

Haymount United Methodist Church
Accident Report Form

Date of accident: _____ Time of accident: _____

Name of injured: _____ Age: _____

Address of injured: _____

Location of accident: _____

Name of person(s) & phone numbers who witnessed the accident: _____

Describe accident: _____

Haymount United Methodist Church

Volunteer Information Form

To be completed each year

For all positions that involve the supervision and/or custody of children, youth, vulnerable adults, and developmentally disabled persons

Name: _____
Last (Maiden, if applicable) First Middle

Present Address: _____

Seasonal address (give approx. dates): _____

Day Phone: _____ Evening Phone: _____

Occupation: _____

Employer: _____

Previous work experience: _____

Previous volunteer experience: _____

Special interests, hobbies and skills: _____

Positions(s) where you would like to serve: _____

Can you commit one year to this ministry? Yes ___ No ___

Will you commit to an annual training for volunteers who supervise children, youth, vulnerable adults and developmentally disabled persons? Yes ___ No ___

Do you have your own transportation? Yes ___ No ___

Do you have a valid driver's license? Yes ___ No ___

Do you have liability insurance? Yes ___ No ___

If yes, list policy limits and name of carrier: _____

Why would you like to volunteer as a worker with children, youth or vulnerable adults? _____

What qualities do you have that would help you work with children, youth or vulnerable adults? _____

Have you ever been arrested for, charged with, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug- or alcohol-related charges, child abuse, other crimes or violence, theft, or motor vehicle violations)? Yes ___ No ___

If yes, please explain fully: _____

Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor or to have physically abused any minor? Yes ___ No ___

If yes, please explain fully: _____

Have you ever been exposed to an incident of child abuse or neglect? Yes ___ No ___

If yes, please explain fully, or speak personally with a Haymount UMC pastor: _____

Answering "yes" to this question does not preclude you from volunteering for HUMC.

References: Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years. (For youth, please list a teacher ref.; for adults, please list an employment ref.)

1. Name: _____
Address: _____
Daytime Phone: _____ Evening/Weekend Phone: _____
Length of time you have known reference:

Relationship to reference: _____

2. Name: _____
Address: _____
Daytime Phone: _____ Evening/Weekend Phone: _____
Length of time you have known reference:

Relationship to reference: _____

3. Name: _____
Address: _____
Daytime Phone: _____ Evening/Weekend Phone: _____
Length of time you have known reference:

Relationship to reference: _____

HUMC staff includes an internet search on all applicants. Please provide your MySpace and/or FaceBook address if you have one, and allow staff member access to your page: _____

Signature of Applicant: _____
Date: _____

Signature of staff supervisor: _____
Date: _____

Name: _____

Medical History:

List any medical condition that might hinder you in activities for which you are volunteering: _____

List any allergies or medications you may be taking: _____

Emergency contact: _____ Phone #: _____

Medical Doctor: _____ Phone #: _____

Insurance Carrier & Policy #: _____

Signature of Applicant: _____

Date: _____

Signature of staff supervisor: _____

Date: _____

**Haymount United Methodist Church
Participation Covenant Statement for Workers of
Children, Youth and Vulnerable Adults**

The congregation of Haymount United Methodist Church is committed to providing a safe and secure environment for all children, youth, vulnerable adults, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children, youth or vulnerable adults in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer to work with children, youth or vulnerable adults is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children, youth or vulnerable adults of our church are expected to be regular participants of HUMC during their ministry.
4. Adult volunteers with children, youth and vulnerable adults shall observe all church policies regarding children's, youth and adult ministries.
5. Adult volunteers with children, youth and vulnerable adults shall attend a Safe Sanctuaries training and other regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children, youth and vulnerable adults? Yes No
2. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment? Yes No
3. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? Yes No
4. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse? Yes No
5. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse? Yes No

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

Signature of Applicant

Date

Print full name



Methodist Safe Sanctuary Program



I, _____
Applicant's First, Middle and Last Name (Please Print Clearly) Maiden Name

hereby authorize a designated agent or representative of **NETWORK RESEARCH SYSTEMS**, to receive any information pertaining to me from all corporations, former employers, educational institutions, law enforcement agencies, city, state, county and federal courts, and military branches to release any information about my background. Including, but not limited to: information about my employment, education, driving record, criminal record, military service and general public records history. I understand that all information collected is for background purposes only. I understand that omitted or hidden facts will be justification for refusal of employment or volunteer service in the Church.

Have you ever been convicted for any violation of the law other than minor traffic violations? Yes / No

If yes, please provide the offense description, date and the location that the offense occurred: _____

Current Address

City, State, Zip Code Daytime Telephone Number

Please list any other addresses you have lived in during the last five years:

Address City State Zip Code

Address City State Zip Code

Required Information:

Driver License Number: _____ State Issued: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth: _____

Applicant Signature: _____ Date: _____

Acceptable Use Form for Digital Technology

Renewable Each Year.

For any person using digital technology belonging to HUMC or personal technology at an HUMC event.

Live as children of the light – for the fruit of the light is found in all that is good and right and true. Try to find out what is pleasing to the Lord.” Ephesians 5:8b-10

In participating in HUMC activities that include access to the internet, or any other digital communication, I agree to

- 1) Never access sites or download material that contain “adult-only” or inappropriate information.
- 2) I will never enter cyberspace without a supervisory adult present (if under the age of 18 or a student in HUMC ministry).
- 3) I accept the judgment of the supervisory adult, and will obey his/her instructions (if under the age of 18 or a student in HUMC ministry).
- 4) I will never illegally download copyrighted or protected media onto HUMC computers.
- 5) I will always use good judgment when calling, texting, photo-sharing, and interacting on a social networking site while involved in an HUMC activity, on- or off-site.

Signature of technology user: _____

Date: _____

Signature of parent if student is under the age of 18: _____

Date: _____

**Safe Sanctuaries Policy and Procedures
Annual Renewal Form**

I have already completed and signed a Safe Sanctuaries Volunteer application that is valid for five years and have submitted it to the church office. With this signature I agree that I have read over the policy again and accept the policy and procedures as stated on this day. I understand that if anything should change on the application I have submitted or if I should remember some detail which was omitted that I am to notify the staff liaison of my ministry area immediately.

Printed Name

Signature

Date

Note to Applicant:

You must have a full volunteer application on file for this form to suffice.