

# **SAFE CHURCH POLICIES AND PROCEDURES**

**Dennis Union Church  
(United Church of Christ)  
Dennis, Massachusetts**

**Revised 8/2012**

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# **SAFE CHURCH POLICIES AND PROCEDURES**

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## **A INTRODUCTION**

### **A.1 MISSION**

As stated in our mission, Dennis Union Church (DUC) is committed to being a community of faith in fellowship. Every effort will be made to ensure that all who participate in our church life, including children, adults, and church workers, whether paid or volunteer, will be able to explore their relationship with God and each other as they seek to grow in their faith and faithfulness in an environment that is safe, secure, and nurturing.

### **A.2 SCOPE OF POLICIES AND PROCEDURES**

The policies and procedures included in this document apply to all activities which take place within the building and properties of DUC, as well as programs, activities, or events scheduled as part of the ministry of this church which take place elsewhere. The policies and procedures apply to all members, associate members, friends, volunteers, or employees of the church.

### **A.3 LOCATION OF POLICIES AND PROCEDURES**

Copies of the Safe Church Policies and Procedures will be kept in binders in five locations:

1. The Church Office;
2. The Christian Education Director's office;
3. The Church Library;
4. The Associate Pastor's office; and
5. The Senior Pastor's office.

All forms referenced in this document are located in Section J.

## **B KEY POLICY**

Any person who seeks possession of a key to DUC will have a clearly stated reason for needing a key and will be approved by the Church Council if necessary. The policies of this document call for the appointment of a Safe Church Advocate, a position that is described in Section C.2 on page 4.

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include paid employees, officers of the church, committee chairmen, youth group leaders, etc. Others must receive the approval of Council to be in possession of a key.
2. The keys will be assigned by the Safe Church Advocate following approval of the recipient by the Church Council. The Safe Church Advocate will distribute or arrange for the distribution of the keys once they are assigned.
3. Records of key holders will be maintained by the church's Administrative Assistant. Keys shall be returned when they are no longer needed by the holder, and the return will be documented.
4. It will be the responsibility of the Safe Church Advocate to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. Authorized key holders may loan their key to a spouse if the spouse has signed the Key Receipt Form and the Statement of Compliance.
5. Key holders will familiarize themselves with the Youth Protection Guidelines outlined on page 11, sign a Statement of Compliance, and submit a Key Receipt Form.

# C SCREENING AND HIRING

## C.1 APPLICATIONS POLICY

Dennis Union Church welcomes volunteers who have been actively and regularly participating as members or friends of the Church for at least six months and church staff to become involved with the various programs offered as part of the Youth Ministry.

## C.2 DEFINITIONS

**DUC, the Church:** Dennis Union Church

**Authorized Volunteer:** Any person who offers or is recruited, has completed the appropriate Disclosure Form as outlined in subsection C.3 and has been accepted by the appropriate supervisor, Board, or Committee at DUC to provide unpaid services. This may include people to whom keys have been assigned, Sunday School teachers, youth group leaders, or drivers for church-sponsored youth events.

**External candidate:** an applicant for a position, paid or volunteer, who is not a member of DUC, has not been actively and regularly participating as a member or friend of the Church for at least six months, or has never held a position at DUC previously.

**Staff or paid employee:** Any individual hired and compensated by DUC on a part-time, full-time, temporary, or permanent basis.

**Direct contact:** someone who has the immediate responsibility for the care of children or regular face to face interactions with children, such as Sunday School teachers, youth group leaders, youth choir directors, or nursery supervisors.

**DCE:** The Director of Christian Education. In the absence of a DCE, Church School Superintendent may be substituted.

**CE:** Christian Education

**Criminal Offender Record Information (CORI):** Information regulated by the Criminal History Systems Board (CHSB) and maintained by the Board of Probation regarding criminal convictions of persons within the Massachusetts Court System.

**Certification:** A process by which an organization is granted legal access to CORI after a review of an application submitted by that organization to the Criminal History Systems Board.

**Agreement of Non-Disclosure (AOND):** A signed form, submitted by anyone who is certified to have access to CORI, in which they agree to certain terms of confidentiality.

**CORI Administrator:** The designated coordinator of CORI requests and the information received as a result.

**CORI Submitter:** The member(s) designated to make referrals to the CORI Administrator.

**Safe Church Advocates:** A member of Dennis Union Church who meets the requirements of an Authorized Volunteer, is appointed by and accountable to the Church Council, and has cleared a CORI check. The Council will maintain a list of qualified volunteers to serve as resources and support for the Safe Church Advocate and to be called upon as needed. The Safe Church Advocate will:

1. be a certified CORI officer and serve as the CORI Administrator,
2. coordinate implementation of the policies and procedures contained in this document,
3. receive and maintain a file of Incident Report Forms,
4. file Mandated Report Forms with the Department of Social Services, and
5. administer the assignment and distribution of church keys.

### **C.3 APPLICATION PROCEDURES**

1. All candidates, whether external or internal, seeking paid employment at DUC; all paid staff; and all ordained staff, whether paid or not, will complete the following:
  - a. Application for Employment;
  - b. Primary Disclosure form;
  - c. Signed Authorization for a CORI check; and
  - d. Signed Statement of Compliance.
2. All authorized volunteers working with youth and children as youth group leaders, or workers who will accompany youth on field trips outside DUC or supervise youth overnight as a regular part of their

responsibilities, whether on or off DUC property will complete the following:

- a. Primary Disclosure form;
  - b. Signed Authorization for a CORI check; and
  - c. Signed Statement of Compliance.
3. Chaperones for overnight events or extended off-site activities may, at the discretion of the Christian Education Committee, be requested to complete the following:
- a. Primary Disclosure form;
  - b. Signed Authorization for a CORI check; and
  - c. Signed Statement of Compliance.
4. All other chaperones and drivers for field trips will complete the following:
- d. Primary Disclosure Form; and
  - e. Signed Statement of Compliance.
5. All applications for paid employment or authorized volunteer positions requiring a Primary Disclosure Form will be reviewed by an appropriate supervisor, Board, or Committee. Before assuming a paid or volunteer position, the applicant will be interviewed.
- a. Gaps in time, irregular employment patterns, or unexplained absences noted on Application for Employment must be pursued with both former employers and potential employees.
  - b. For candidates for paid positions, references will be contacted for information that may be helpful in determining the applicant's suitability for the position being sought.
  - c. For candidates for volunteer positions, references may be contacted at the discretion of the supervisor or supervisory board or committee.
  - d. Interviews will be conducted with those applicants who are deemed suitable following the review of the application and contact with previous employers and references.



- e. If the applicant is deemed suitable for the position being sought, a Criminal Offender Record Information (CORI) check will be conducted if required per sub-section C.4.

## **C.4 CORI CHECK POLICY**

The CORI Administrator's role is to ensure that:

1. anyone who needs to request information has sent in the AOND;
2. anyone who no longer needs to receive information has had their name removed from the Church's certification;
3. all appropriate applicants, in written form, have consented to a CORI investigation;
4. information received as a result of the CORI investigation is reviewed according to the criteria set forth in sub-section C.5; and
5. information collected is held in confidence.

In order to ensure that employees and volunteers are appropriate for their positions, a CORI check will be performed on candidates for the following roles:

1. paid employees;
2. ordained staff, whether paid or unpaid ;
3. Youth Group leaders; and
4. certain chaperones at the discretion of the Christian Education Committee.

Upon receipt of the Primary Disclosure Form and Authorization to Request CORI, the CORI Administrator will submit a request to the CHSB for investigation. If the CORI investigation determines that a criminal record exists, the Safe Church Advocate will review the information in accordance with the criteria set forth in this policy, and will consult with the church's attorney if necessary. After such review, the Safe Church Advocate will make a decision regarding the personnel transaction at issue.

## **C.5 POLICY FOR REVIEW OF CRIMINAL RECORDS**

The following criteria should be used by the Safe Church Advocate in conducting a review:

1. Anyone convicted of, or who admits to, committing child abuse, whether physical, emotional, or sexual, will not be considered, under any circumstances, for a position involving contact with children.
2. There will be a presumption that the applicant is ineligible for any position involving direct contact with children if the background check indicates a felony conviction for a crime which involves the use of force or violence, rape, performing an unnatural act, sodomy, indecent assault, battery, or the crime of attempting any of the aforementioned offenses; or illegally manufacturing, distributing, or dispensing any controlled substances or the crime of possession with intent to manufacture, distribute or dispense a controlled substance, or has been charged with any felony listed above and is either awaiting trial or has been defaulted by the court.
3. The Safe Church Advocate may consider other factors as (s)he deems appropriate that bear on a candidate's suitability for a paid or volunteer position.

# **D YOUTH PROTECTION AND SUPERVISION**

## **D.1 YOUTH PROTECTION POLICY**

Dennis Union Church is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, we will provide supervision for all activities and programs involving children and youth, and employ practices that provide for the safety of children, youth, and those who care for them.

## **D.2 YOUTH PROTECTION DEFINITIONS**

**Chaperone:** a volunteer who helps supervise youth for a special activity, such as a party or field trip. To be an approved chaperone, an individual must be:

- 1) a member of DUC for at least six months or have attended DUC regularly for at least six months; and
- 2) at least 21 years old and a minimum of five years older than the oldest youth participating in the activity.

**Helper, assistant:** a volunteer for regular youth activities, such as Sunday school and related activities or youth group, who functions in a non-supervisory role.

**Supervisor:** a paid or volunteer worker who has direct responsibility for the care of youth, such as a teacher, youth group leader, chaperone, or choir director.

**Field trip:** a youth event that is scheduled off DUC property, whether for in-town or out-of-town, one hour, one day, or overnight.

## **D.3 YOUTH PROTECTION PROCEDURES**

### **D.3.1 Two adult rule**

No adult will be alone in the Church, or at a church approved activity, with a child(ren) that is not his or her own or a relative, without permission of the child(ren)'s parent(s). Two adults, not married to each other, must be present with a child or children under 18 years of age at all times. Should the supervisors be a married couple, then a third adult must be present. If a second (or third) adult cannot be located, the class or activity will be canceled, and the children will be returned to their parent(s) or guardian(s). It is permissible to have one adult per car with each car carrying a group of young people on a field trip.

### **D.3.2 Five year older rule**

Classroom and nursery helpers, and youth group assistants must be five years older than the oldest participant in the class, group, or activity. The minimum age to help in the nursery or Sunday School classroom is thirteen.

### **D.3.3 Medical Release Forms**

1. All youth participating in a youth group or going on a field trip with either a youth group or the Sunday School, must have a Medical Release Form before their participation.
2. Form must be given to youth or parents/guardians to be completed and returned to the Director of Christian Education (or Church School Superintendent) for Sunday School events, or the Youth group leader for youth group participation.
3. Each time a field trip or overnight event occurs, the form must be taken with an adult leader while a copy remains in the CE office.

### **D.3.4 Field trip/youth event guidelines**

1. One month advance notice: The CE Committee should receive a proposal for all field trips and all evening or overnight functions at the church (with the exception of regular youth group meetings) at least one month in advance.
2. CE Approval: All field trips or events should receive the approval of the CE Committee before the activity can take place and before fundraising for the activity begins.
3. Approval of Chaperones: All chaperones for youth activities will be approved by CE.
4. Parental Consent: Parents or guardians should be fully informed about programs, activities, leaders, chaperones, dates and times, cost, method of transportation, and purpose of the scheduled trip or activity. The appropriate signed Field Trip Consent Form (Appendix 8 and Appendix 9) should be completed and returned before any child or youth can participate in the event.
5. Vehicle rules:
  - a. Drivers for field trips must be 25 years or older and have a copy of

- their driver's license and registration on file.
- b. Anyone who has had their license revoked or suspended within the past five years will be ineligible to drive for youth activities.
  - c. If it was revoked or suspended more than five years ago, the CE Committee will make a decision as to suitability. All occupants of a vehicle will use a seat belt.
6. Appropriate supervision: The two adult rule applies for all church-related events. For overnight events, the boys and the girls will sleep in separate areas with at least two chaperones of the same gender directly supervising each group. If the minimum level of supervision cannot be achieved, the activity must be cancelled; this may result in the loss of deposit fees for which the church cannot be responsible.
- a. Non-overnight activities on church property: 2 adults for each group.
  - b. Day trips off church property: 1 Adult for 4 youths for grades P-4, 1 adult for 6 youths for all other ages, minimum of 2 adults .
  - c. Overnight activities either on or off church property: 1 adult for 6 youths (that they are not related to) of the same gender, minimum of 2 adults (eg. If there are nine boys and three girls, there must be two male adults and two female adults). In other words, the boys and the girls will be considered two separate groups with the two adult rule applied to both groups.

### **D.3.5 Discipline**

The purpose of discipline with youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.

1. No youth will be disciplined by the use of any form of physical punishment.
2. Supervisors are encouraged to listen to the youth, and clearly communicate expectations of appropriate behavior.
3. If a child's behavior is disruptive, one of the adults in the classroom may leave to seek the DCE or the child's parent to come to the classroom.

### **D.3.6 Appropriate activities**

Activities that involve inappropriate physical contact are not suitable recreational activities.

## D.4 YOUTH PROTECTION GUIDELINES (outlined)

Length of time a volunteer needs to attend church before supervising youth:	6 months minimum
Criminal background (CORI) checks to be conducted for these positions:	Pastors and/or volunteer ordained staff Paid employees Music Director Bell/Chime Choir Director Director of Christian Education Youth Group leaders Certain chaperones
Disclosure Forms will be required for:	All of the above Chaperones for field trips and youth events Sunday School teachers Nursery supervisors Regular helpers in classrooms, nursery, or youth groups
Statement of Compliance with the <i>Youth Protection Guidelines</i> will be required for:	Anyone in possession of a key Anyone having regular, direct contact with children
Key Policy	Will continue as is with spousal privileges
Two Adult Rule	2 adults (not married to each other) must be with a child (or children) who is not their own, or a relative, at all times unless they have parental consent
Five Year Older Rule	Helpers must be 5 years older than the oldest child in the class or group
Medical Release Forms required of:	Youth Group participants Field trip participants
Approval of CE Committee needed for:	Field trips and youth events Chaperones for field trips and youth events Drivers for field trips and youth events
Adult to child supervision ratios:	<u>In church during the day</u> —2 adults per group <u>Day trip off-site, special on-site youth event</u> —1 adult per 4 youth for pre-school through 4th grade (minimum 2 adults)—1 adult per 6 youth for 5th grade and up (minimum 2 adults) <u>Overnight</u> —1 adult per 6 youth of one gender (2 adults minimum). Girls and boys are to be considered two separate groups with the 2 adult rule applied to each group.
Drivers for field trips and youth events:	Must be 25 years or older Must have a safe driving record
Discipline:	Positive, non-physical discipline only
Appropriate activities:	No unnecessary physical contact



## **E SUSPECTED CHILD ABUSE**

### **E.1 REPORTING AND RESPONSE POLICY**

Allegations of child abuse will be promptly reported to the Safe Church Advocate and the Department of Child and Family (DCF). Members of the church community, including volunteers working in youth ministry, are morally obligated to report reasonable suspicions of child abuse.

All allegations will be investigated with due respect for the dignity and privacy of everyone involved. Activities related to the handling of complaints or incidents will be documented, and documents will be maintained in a secure location determined by the Safe Church Advocate. When necessary, full cooperation will be given to civil authorities under the guidance of the church's attorney.

### **E.2 DEFINITIONS**

**Child:** a person under the age of eighteen as defined by the Commonwealth of Massachusetts.

**Mandated Reporter:** a person who, by virtue of their profession or position, is required by law to report all reasonable suspicions of child abuse. As of 5/3/2002, the law applies to three categories of church personnel:

1. clergy (including licensed or commissioned ministers);
2. anyone performing duties on behalf of the church in the role of a pastor (including deacons who serve communion, lay ministers, etc.); and
3. a select group of church employees (not volunteers), such as those who supervise, educate, coach, train or counsel children on a regular basis.

Because of the vulnerability of children, their right to our protection supersedes a counselee's right to confidentiality. Mandated reporters at DUC are:

1. Pastor;
2. Director of Christian Education;
3. Director of Music;
4. Bell/Chime Choir Director;
5. Diaconate members; and

**Incident Report:** a written report that contains all the information necessary to complete a Mandated Report. The Incident Report must be submitted, within 24 hours of making an oral report to the Safe Church Advocate, by anyone with reasonable cause to suspect child abuse.

**Mandated report:** a written report that must be submitted to the Department of Social Services within 48 hours of making an oral report of abuse.

### **E.3 REPORTING SUSPECTED CHILD ABUSE**

#### **E.3.1 Ensure the child's safety**

1. Call an ambulance if the injury is severe.
2. Make a reasonable attempt to inform the Safe Church Advocate who will inform the parent(s). If the Safe Church Advocate is not available, contact the Pastor or DCE who will inform the parents.

#### **E.3.2 Oral reports**

1. The Safe Church Advocate should be informed immediately, either by the person initially reporting the incident, or by their designee, such as the Pastor or DCE.
2. The Safe Church Advocate will make an oral report to DCF by means of a phone call if there is reason to believe that child abuse has occurred.

#### **E.3.3 Incident Report**

1. Submit an Incident Report within 24 hours of the oral report:
  - a. the Safe Church Advocate will assist in the completion of the Incident Report.
  - b. an Incident Report must be submitted even if it is determined that a mandated report is not necessary.
  - c. Incident Reports are required for all unusual occurrences.

#### **E.3.4 Mandated Report**

1. Submit a Mandated Report within 48 hours of the oral report:
  - a. No one is PROHIBITED from making a report directly to the DCF, and may do so if they wish. An immediate report to the Safe Church Advocate is still required.
  - b. However, in order to avoid duplicate reports and ensure that proper

procedures are followed, it is recommended that official reporters, such as the Safe Church Advocate, Pastor, or DCE, be designated within the church. The person originally reporting the incident will not be identified on the Mandated Report.

- c. After reviewing the Incident Report, it may be determined that there is not reasonable cause to contact DCF and file a Mandated Report. This determination must be documented in writing and filed with the Incident Report. If the original reporter disagrees, that person may contact DCF directly; they will be assisted as needed in completing the Mandated Report and will be identified as the reporter.

### **E.3.5 Follow-up, investigation, documentation**

1. The Safe Church Advocate will inform the accused of the complaint against him or her once the child's safety is ensured.
2. The accused will immediately be removed from all contact with children. Paid employees will be suspended with pay or have their ministry restricted to exclude contact with children. Both volunteers and paid staff should be given the recommendation to obtain their own lawyer.
3. The Safe Church Advocate, or designee will inform the child's parent(s) or guardian(s) (if they were not the ones accused) of the concern, whether or not a report is filed with DCF.

## **E.4 RESPONSE FOLLOWING A MANDATED REPORT**

1. The response following a report of alleged child abuse, including contact with the church's attorney, will be coordinated by the Safe Church Advocate.
2. If there is an allegation against pastoral staff, a church deacon, designated by the chairman of the Diaconate, will contact the Area Minister and the Pastor—Parish Relations Committee. The church will seek the counsel of the Association Committee on Church and Ministry regarding action to be taken.

#### **E.4.1 Investigation**

1. The extent to which information will be shared with the congregation will be determined by the Council President and others as appropriate. The input of the Area Minister may be sought and, if pastoral staff is involved, the Association Committee on the Ministry may be consulted in making this decision.
2. All necessary parties will cooperate with the investigations made by DCF and the police.
3. If necessary, the Council will appoint a liaison to be the designated contact with the media.

#### **E.4.2 Continuing the ministry of the Church**

1. Pastoral support will be offered to all parties involved, including those who have made the complaint, the accused, the families of both, and the congregation. Decisions about how this support will be given will be made by pastoral staff and the Diaconate.
2. If the allegations involve pastoral staff, the ministry of the church will need to be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Diaconate with assistance from the Area Minister or Association Committee on the Ministry.

#### **E.4.3 Documentation**

All information obtained during the investigation, all activities related to the issue being addressed, and all findings are to be carefully documented and signed, including dates, times, and locations of all activities and meetings; the names of the parties present; any decisions or conclusions made; and any further action to be taken. This documentation is to be retained in a secure location determined by the Safe Church Advocate.

# F ADULT CONDUCT

## F.1 PROHIBITION OF SEXUAL EXPLOITATION AND HARASSMENT

DUC wishes to create and maintain a community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. The Church is strongly opposed to sexual exploitation and harassment of any kind, and such behavior is prohibited by church policy. It is the intention of the church to respond to allegations of behavior that are contrary to this policy and, if necessary, to discipline those persons who violate it.

## F.2 POLICY ON MINISTERIAL CONDUCT

All persons engaged in the ministry of DUC (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of DUC is unethical and unprofessional behavior and will not be tolerated within this congregation.

## F.3 DEFINITIONS

**Minister:** a person engaged by the church to carry out its ministry. For the purposes of this document, a minister includes elected or appointed leaders of the church, commissioned ministers, employees, and authorized ministers. This does not include substitute or one-time only participants, such as visiting musicians or speakers.

**Authorized minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ. This does not include substitute pulpit supply.

**Church member:** a person who has formally joined DUC by confirmation, profession of faith, transfer of membership from another church, or reaffirmation of faith.

**Associate member, friend of the church:** a person who has not formally joined DUC, but attends regularly and contributes to the support of the Church.

**Ministerial relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Sexual exploitation:** activity or conduct of a sexual nature in which a minister engaged in the work of the Church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

**Harrassment:** repeated misconduct, whether verbal or physical, that creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating, or leads to an atmosphere in which a person's ability to participate in worship and activities at the church is compromised.

**Sexual harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination.

# **G COMPLAINTS OF MISCONDUCT**

## **G.1 INFORMAL MEASURES**

1. The complainant(s) has the option to resolve complaints using informal measures.
  - a. The complainant can attempt to resolve the matter directly with the individual(s) accused of sexual exploitation or harassment.
  - b. The complainant can report the incident(s) to the pastor of the church or their immediate supervisor in an effort to resolve the matter informally.

## **G.2 FORMAL MEASURES**

1. If an informal resolution of the complaint(s) does not seem appropriate or does not succeed, formal proceedings may be instituted. The Safe Church Advocate will be informed of all formal complaints, and the complainant(s) may request of the Safe Church Advocate that s/he initiate an investigation, using the following procedure:
  - a. Gather statements from individuals involved and anyone else with pertinent information.
  - b. Consider all information and make a determination of findings.
  - c. Findings that the complaint is verified may result in recommendations to Council for action, such as:
    - Formal reprimand with defined expectations for changed behavior, including possible public notification
    - Recommending or requiring a program of growth that may include education and/or counseling;
    - Probation, with the terms of the probation clearly identified;
    - Dismissal from employment or volunteer leadership position, and, in extreme cases, affiliation with, or membership in, the Church.
  - d. Finding that no sexual exploitation or harassment has occurred should be expressed to both the employee or volunteer and the complainant.



- e. Report these findings to the employee's or volunteer's supervisor or supervisory committee.
- f. If the accused employee or volunteer is an authorized minister, the chairman of the Diaconate will inform the Area Minister or Association Committee on the Ministry, as well as the Pastoral Parish Relations Committee, of the allegation. DUC will cooperate fully in any procedures of the UCC related to the person's ministerial authorization while retaining the right and the responsibility to employ or designate leadership within DUC as it determines best.

### **G.3 APPEAL**

If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter, he or she has the right to appeal to the Council who will appoint a committee to review the complaint.

### **G.4 DOCUMENTATION**

All information obtained during the investigation, all activities related to the issue being addressed, and all findings are to be carefully documented and signed, including dates, times, and locations of all activities and meetings; the names of the parties present; any decisions or conclusions made; and any further action to be taken. This documentation is to be retained in a secure location determined by the Safe Church Advocate.

# **H TRAINING AND EDUCATION**

## **H.1 POLICY ON EDUCATION AND TRAINING**

Every effort will be made to train all employees, mandated reporters, and volunteers as deemed appropriate regarding the Safe Church Policies and Procedures. Mandated reporters, as well as staff and volunteers who have regular direct contact with youth should also receive education about child abuse awareness. Anyone who will have regular contact with children in our church and anyone who will have possession of a key to the Church will read the Youth Protection Guidelines and sign a Statement of Compliance.

## **H.2 PROCEDURES FOR EDUCATION AND TRAINING**

1. Training will be offered at the beginning of each church school semester, and at the start of employment for paid staff. It will be considered a mandatory part of volunteer training and employee orientation.
2. Once an individual has participated in the initial training, a refresher course will be required every year to ensure that the individual's knowledge is current and accurate.
3. The church's Administrative Assistant will maintain a record of who has received training.
4. Training will include the use of MACUCC training materials (which include a DVD regarding child abuse and safe church policies in general), a review of policies and procedures that are specific to DUC and pertinent to the work in which the employee or volunteer will be involved, and instruction in the use and completion of the various forms.
5. A summary of the training required by various individuals is represented in the chart on the following page.

## Employee/Volunteer Educational Requirements

	Summary of Policies and Procedures	Youth Protection Guidelines	Child Abuse Awareness & Mandated Reporting
Safe Church Advocate	X	X	X
Ordained staff/volunteers	X	X	X
Director of CE	X	X	X
Director of Music	X	X	X
Bell/Chime Choir Director	X	X	X
Youth Group leaders	X	X	X
Sunday School teachers		X	X
Nursery Supervisors		X	X
Stephen Ministers		X	X
Diaconate		X	X
Council President	X	X	
Property chairman	X	X	
CE chairman	X	X	
Music Chairman	X	X	
Other paid staff		X	
Key holders		X	

## I SOURCES

*General Laws of Massachusetts*, Part I, Title II, Chapter 6: "Criminal Systems History Board," Section 172: Dissemination of record information; certification; eligibility for access; scope of inquiry; access limited; use of information, Section 177: Violations; civil liability, and Section 178: Violations; punishment. <http://www.state.ma.us/legis/laws/mgl/6-172.htm> [177, 178]

*General Laws of Massachusetts*, Part I, Title XV, Chapter 94C: "Controlled Substances Act," Section 31: Classes of controlled substances; establishment of criminal penalties for violations of this chapter. <http://www.state.ma.us/legis/laws/mgl/94C-31.htm>

*General Laws of Massachusetts*, Part I, Title XVII, Chapter 119: "Protection and Care of Children, and Proceedings Against Them," Section 51A: Injured children reports. <http://www.state.ma.us/legis/laws/mgl/119-51A.htm>

"The Local Church and Sexual Abuse" produced by The Commission for Educational Ministries and The Commission for Mission, Development and Social Responsibility, Massachusetts Conference of the United Church of Christ, One Badger Road, Framingham, MA 01702, 1999.

"Making Our Churches Safe For All: Abuse Prevention Resources for Local Churches," produced by the Conferences of the United Church of Christ Insurance Board, The Office for Church Life and Leadership, and The United Church Board for Homeland Ministries, 700 Prospect Avenue, Cleveland, OH 44115, 1999.

*Resources for Youth Ministry*, Commission for Educational Ministries, Massachusetts Conference United Church of Christ, One Badger Road, Framingham, MA 01702, 2001.

"Safety Tips on a Sensitive Subject: Child Sexual Abuse," Church Mutual Insurance Company, 3000 Schuster Lane, Merrill, Wisconsin 54452, 1989.

"Special Issue: Child Abuse Prevention," *Massachusetts Conference Christian Educators' Newsletter*, May 2002.

Taylor, Nancy S. "Message From the Minister & President: Mandated Reporters," *United Church News*, Massachusetts Conference Edition, May, 2002.

Taylor, Nancy S. "Message From the Minister & President: Pastors need to communicate about limits of confidentiality," *United Church News*, Massachusetts Conference Edition, June, 2002.

## **J FORMS**

Key Receipt Form

Statement of Compliance

Statement of Compliance for Outside Organizations

Application for Employment

Primary Disclosure Form

Secondary Disclosure Form

Agreement of Non-Disclosure

Authorization to Request CORI

Medical Release Form

In-Town Field Trip Consent Form

Out-of-Town/Overnight Field Trip Consent Form

Incident Report

Mandated Report