

**Safe Sanctuaries Policy**  
Mequon United Methodist Church  
Mequon, Wisconsin  
Effective: \_\_\_\_\_

**I. 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.

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.

Our Christian faith calls us to offer both hospitality and protection to children. The Social Principles of The United Methodist Church state that "...children must be protected from economic, physical, and sexual exploitation and abuse."

God calls us to make our churches safe places, protecting children, as well as youth and adults-at-risk, from all forms of abuse. God calls us to create communities of faith where we all grow safe and strong. Thus, in covenant with all United Methodist congregations, the Mequon United Methodist Church (MUMC) adopts this Safe Sanctuaries Policy for the prevention of abuse in our church.

Our purpose for establishing this policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional, and spiritual safety of our Vulnerable Persons—our children, our youth and our adults-at-risk.

MUMC hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all Vulnerable Persons, as well as all of our Adult Leaders (our staff and volunteers) who lead activities with our Vulnerable Persons. We will follow reasonable safety measures when selecting and recruiting Adult Leaders; we will implement appropriate operational procedures in all areas of programming and care; we will train our Adult Leaders who work with Vulnerable Persons on our procedures and policies; and we will have a clearly defined procedure for reporting to police authorities a suspected incident of abuse consistent with Wisconsin state law.

We adopt this Policy in accordance with the statement we as a congregation make at each Baptism; that we will "nurture children and youth in the Christian faith and life and include them in our care." With this policy, we renew our Baptismal pledge to "live according to the example of Christ" and surround Vulnerable Persons with a "community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, *United Methodist Book of Worship*, p. 96).

## **II. Definitions**

Abuse: means any of the following:

1. Physical abuse—the intentional or reckless infliction of bodily harm or failure to act to prevent bodily harm (Wis. Stat. 46.90(1)(fg) and 948.03)
2. Emotional abuse—language or behavior that serves no legitimate purpose and is intended to be intimidating, humiliating, threatening, frightening, or otherwise harassing, and that does or reasonably could intimidate, humiliate, threaten, frighten, or otherwise harass the individual to whom the conduct or language is directed (Wis. Stat. 46.90(1)(cm))
3. Sexual abuse—any sexual contact performed in a criminal manner upon a Vulnerable Person; any sexual act that could be expected to trouble or offend a Vulnerable Person when done by someone motivated by sexual interest
4. Neglect—the negligent failure of a caregiver or person responsible for an individual's welfare, as evidenced by an act, omission, or course of conduct, for reasons other than poverty, to endeavor to secure or maintain adequate care, services, or supervision for an individual, including food, clothing, shelter, or physical or mental health care, and creating significant or serious risk or danger to the individual's physical, emotional, or mental health (Wis. Stat. 46.90(1)(f) and 948.21)
5. Ritual abuse—the sexual and/or physical abuse, including murder, of a person, especially a child, committed as part of a satanic ritual

Adult Leader: a staff member and/or volunteer

Adult-at-risk: any adult who has a physical or mental condition that substantially impairs his or her ability to care for his or her needs and who has experienced, is currently experiencing, or is at risk of experiencing abuse, neglect, self-neglect, or financial exploitation (Wis. Stat. 55.01(1e))

Child: a person from birth to the beginning of 6<sup>th</sup> grade

Staff/Staff Member: a paid adult employee of MUMC, who is at least 18 years of age and at least 5 years older than the child/ren or youth being supervised

Volunteer: an unpaid adult serving MUMC, who is at least 18 years of age and at least 5 years older than the child/ren or youth being supervised

Vulnerable Person: a child, youth, and/or adult-at-risk

Youth: a person who is a 6<sup>th</sup> grader up to the age of 18, or graduation from high school, whichever is later, or, if the person drops out of high school, until age 18

## **III. Activities Covered**

This Safe Sanctuaries Policy covers any activity occurring at MUMC (the church building and/or church property), whether church-related or through outside community groups, and any MUMC-sanctioned church-related event off the premises.

All outside community groups and/or individuals who use the MUMC church building and/or church property must have a current signed and dated "use" agreement on file with the MUMC office. All outside community groups and individuals, while using the MUMC church building and/or church property, must adhere to this Safe Sanctuaries Policy. Non-compliance with the Safe Sanctuaries Policy will be grounds for termination of an outside community group's "use" agreement with MUMC. All outside community groups do hereby agree to indemnify and hold harmless MUMC, its employees (including staff), agents, volunteers, and assigns as to and against any claims, demands, actions, causes of actions, costs, attorney fees, or liability arising as a consequence of the failure of the outside community group while using the MUMC church building and/or church property to comply with this policy.

All activities involving Vulnerable Persons that use MUMC's church building and/or church property that are represented as being an official activity sponsored by MUMC require authorization of the pastor, a staff member, or church committee.

All activities involving Vulnerable Persons that: 1) use MUMC's church building and/or church property; 2) are sponsored by the church; or 3) are offered by outside community groups will be scheduled through the church office and posted on the church calendar in the church office.

#### **IV. Expectations for the Safety and Care of Vulnerable Persons**

##### **A. Expectations of Adult Leaders**

It is the responsibility of all Adult Leaders to ensure the safety of Vulnerable Persons who are engaged in church activities. All Adult Leaders who supervise Vulnerable Persons are expected to be familiar with the policies and processes in this document, including the material in the Appendices.

Adult Leaders:

1. Shall treat all other Adult Leaders, co-workers, volunteers, parents, members of the congregation, and Vulnerable Persons with respect and consideration;
2. Shall treat all persons fairly regardless of race, color, religious belief, gender, disability, creed, national origin, or sexual orientation;
3. Shall use language, behavior, and attitudes that are consistent with our Christian Faith and the vision of MUMC;
4. Shall never engage in any of the following conduct when working as an Adult Leader for the church:
  - a) Humiliate, degrade, or threaten another person;
  - b) Strike, spank, shake, slap, or otherwise physically discipline any person;
  - c) Inappropriately touch a Vulnerable Person;
  - d) Flirt with a Vulnerable Person;
  - e) Shame, withhold love, or speak or act with cruelty;
  - f) Withhold food, water, or other basic need as punishment; and
  - g) Use profanity, tell inappropriate jokes, or share intimate details of one's life;

5. Shall always follow the “two adult principle” which requires that at least two Adult Leaders will be present at all activities involving Vulnerable Persons that occur in the church building and/or on the church property; although it is preferred that both Adult Leaders be in the designated activity room or area, it is permissible for the second Adult Leader to roam between rooms or areas if more than one room or area of the church building and/or church property is used; the second Adult Leader may not be involved in an unrelated meeting or activity, except that, during a church service, the second Adult Leader may be an usher; church-sanctioned activities involving Vulnerable Persons as participants which take place off the church property also require that a minimum of two Adult Leaders be present; the ratio of Adult Leaders to participants must be no less than 7:1 for participants who are youth or adults-at-risk and no less than 5:1 for participants who are children;
6. Shall always follow the “windows and doors policy” which requires that doors in rooms used for activities involving Vulnerable Persons will always be left fully open; that if a door contains a glass panel, the glass panel will remain uncovered and transparent; and that the windows of an area will remain uncovered and transparent so as not to block the view of the area where Vulnerable Persons are present;
7. Shall assist Vulnerable Persons with toileting needs or garment changes, if they are capable of using the restroom alone, by escorting a Vulnerable Person to the church’s restroom, making sure the restroom is not occupied by any adult, and stand outside the door; if, however, the Vulnerable Person needs assistance, have a second Adult Leader present and maintain privacy of the Vulnerable Person as well as possible or, if a second Adult Leader is not readily available, prop the main door of the restroom open unless this compromises the privacy of the Vulnerable Person; if on a field trip away from the church, an Adult Leader shall always check out a single restroom before a Vulnerable Person enters and an Adult Leader shall be present in a multiple-booth restroom; a Vulnerable Person should not enter a public restroom alone; an Adult Leader shall assist a Vulnerable Person who needs assistance while on a field trip away from the church in the same way as the Vulnerable Person would be assisted at the church;
8. Shall allow parents and other volunteers and staff of the church to visit and observe a program or an activity at any time, after first checking in with the Adult Leader;
9. Shall facilitate the requirement that Vulnerable Persons participating in church activities must be accompanied into the church building and escorted to the designated location for that program by a parent or other authorized adult and that two Adult Leaders must be present before the parent or authorized adult may leave;
10. Shall, with another Adult Leader, be present at departures until all Vulnerable Persons have been picked up;
11. Shall collect registration forms and/or attendance sheets which are required for all activities and events involving Vulnerable Persons unaccompanied by their parents/legal guardians; registration forms are kept in the church office for at least 4 years or until destruction is authorized by MUMC’s insurer or legal counsel, whichever is longer;

12. Shall take possession of any prescription medication given to them by a parent/legal guardian on behalf of a Vulnerable Person who must take it during a church-sponsored event; an Adult Leader shall verify that the medication is in a pharmacy bottle or container, and is clearly labeled with the Vulnerable Person's name and address, the doctor's name, the pharmacy's name and address, the pharmacy's file number, the medication's name, strength, and dosage instructions, and date that the prescription was filled; an Adult Leader shall give the Vulnerable Person his or her medication at the prescribed times and in the prescribed doses; at the end of the event, an Adult Leader shall return the medication to the parent/legal guardian or, if the parent/legal guardian is not retrieving the Vulnerable Person, to the adult who picks up the Vulnerable Person; an exception to this policy may be allowed by a staff member if a parent/legal guardian of a Vulnerable Person who is at least 14 years of age has signed and dated the Waiver of Responsibility contained within the Permission/Medical Release Form (see Appendix D).
13. Shall, when a Vulnerable Person becomes ill or is injured during an overnight or off-site event, have authority to obtain and consent to medical treatment for such illness or injury provided, however, that a parent/legal guardian has given prior authorization for consent to medical treatment; prior authorization is achieved by having a signed Permission/ Medical Release Form (see Appendix D) on file at MUMC's office;
14. Who witness a Vulnerable Person during a church activity: a) in possession of an illegal substance or weapon; b) illegally using a controlled substance; or c) participating in disruptive or illegal behavior, shall report this event to the parents or legal guardian of the Vulnerable Person and, if appropriate, to police authorities; each Adult Leader who observed or received a report of the event will complete an Incident/Complaint Report Form (see Appendix C);
15. Who witness exceptionally egregious or problematic behavior by a Vulnerable Person that demands a formal response from MUMC will follow the format outlined by the Critical Incident Reporting Process (see Appendix B); examples include behaviors that could result in physical harm, property damage, or that may otherwise violate the law;
16. Shall support MUMC's view that corrective action for inappropriate behaviors by a Vulnerable Person is within their responsibilities and rights as an Adult Leader for any MUMC activity; to this end, MUMC endorses the use of verbal correction (without abusive content), removal of the offending individual(s) from the activity, distraction from inappropriate behaviors via engagement in constructive participation, structuring activities to minimize boredom and conflict, and reinforcement of appropriate behaviors via reasonable verbal or other more tangible rewards to promote appropriate behaviors; corporal punishment is strictly prohibited; if a Vulnerable Person must be physically restrained because he or she is in imminent danger or is presenting a substantial risk of danger to the health and/or safety of another person or himself/herself, minimum steps may be taken as necessary to carry out the restraint; if possible, an Adult Leader shall remove the Vulnerable Person to another environment and ensure that there is a second Adult Leader present; if removal of the Vulnerable Person from the room is not possible, reasonable precautions must be taken to remove the rest of the group or class by whatever measures are safe, reasonable, and appropriate; report any such action to

the Adult Leader in charge of the program or directly to the pastor as soon as possible;

17. Shall facilitate the use of a general Permission/Medical Release Form (Appendix D) for child and youth events, including off-premise activities; this Form will be used to cover child and youth activities that are overnight or away from the church grounds; this Form will be kept in a confidential, secured file and will be taken to all covered activities; activities off the premises of MUMC which require transportation or those occurring on the premises involving an overnight stay will require an additional and specific Event Release Form (Appendix E) to be signed by a parent/legal guardian; an Adult Leader of the activity will take both forms to the activity; all information on the forms will be kept confidential;
18. Should be present in a vehicle with another Adult Leader when activities involve transportation of Vulnerable Persons; however, if only one Adult Leader is available to transport, at least two Vulnerable Persons must be present; one Adult Leader should not transport one Vulnerable Person; all drivers shall be at least 23 years old and have a Driver Information Form (Appendix F) on file in the church office;
19. Shall carefully consider lodging conditions when events include children and/or youth:
  - a. Under no circumstances should non-familial youth and adults be rooming together in a small room (such as a hotel room); and
  - b. While lodging either onsite or off-site, if a large group is sharing sleeping space (such as on a church floor), the following are additional considerations for lodging:
    - I. If multiple rooms are available, then participants should be grouped based on the self-identified gender that child or youth indicate on his/her Event Release Form;
    - II. If alternative accommodations are requested by a parent/guardian or a child or youth based on orientation, self-identified gender identity, medical issues, etc., all efforts will be made to accommodate that request unless housing circumstances prevent it;
    - III. Adult chaperones, including Adult Leaders, will be housed in separate rooms from children and youth whenever possible;
    - IV. If there are not sufficient rooms for separate adult rooms from child and youth rooms, then adult chaperones will room in the same room as a child or youth based upon self-identified gender, but will make efforts to create separate sleeping 'areas'. If there is only one child or youth and one adult of a particular self-identified gender, than alternative arrangements need to be made as to prevent a child or youth and the adult being put in a vulnerable situation; some options include adults sleeping outside the youth sleeping room or in a hallway or all participants sharing common sleeping space but with self-identified gendered sides; these options are not considered ideal or the norm, but are permissible in the case where other options are not available such as mission trips and lock-ins; and

- V. Children and youth under age 17 should generally not be roomed with youth age 17 or older, to avoid putting a youth who is 17 or older into a legally problematic situation; youth who are 17 years or older should not room with adults;
20. Shall carefully consider interactions with children and youth in a social media setting (i.e. Facebook, Twitter, Instagram, Snapchat, etc.); children and youth may have access to 'friends' or 'followers' but content shared by contacts of Adult Leaders may not always be appropriate; Adult Leaders are encouraged to limit private messaging or chatting within social media sites or playing games one-on-one within a site; this behavior can be compared to being in a room with a door closed; it is appropriate, however, to set up or participate in a group Facebook page for a child or youth activity (such as a Sunday school class or youth mission trip) where many are invited to participate, including children, youth, and adults; this can be a good way to share information and photos privacy settings should be set, whenever possible, to limit access to the page or postings in order to protect children and youth; and
21. Are encouraged to limit one-on-one messaging with children and youth; instead, Adult Leaders are encouraged to send group emails or texts or cc (copy) a parent; Adult Leaders should save all communication with children and youth; if abuse is electronically divulged by a child or youth, Adult Leaders are to follow standard reporting procedures.

## **B. Additional Expectations of Staff and Volunteers**

All staff and volunteers who regularly interact with Vulnerable Persons must have a completed background check every two years. Background checks for church-related activities will be conducted by the pastor or the chairperson of the Staff-Parish Relations Committee. The findings will be kept confidential and stored securely in the church office. Background screening may also include contact with previous church affiliations. Staff and volunteers who will be driving Vulnerable Persons must have a Driver Information Form (Appendix F) on file in the church office. Staff and volunteers who regularly interact with Vulnerable Persons shall also be subject to the terms of MUMC's Sex Offender Procedure (see Section E below). Outside community groups are responsible for conducting and paying for background checks every two years for their staff and volunteers who regularly interact with Vulnerable Persons, as well as keeping documentation. If needed, assistance in conducting these background checks will be provided by MUMC staff.

For Staff: Enforcement of this Safe Sanctuaries Policy is the responsibility of the staff. The staff will ensure that volunteers who supervise Vulnerable Persons have completed the required forms: 1) Driver Information Form (Appendix F) if applicable; and 2) Acknowledgment of Receipt and Review of Safe Sanctuaries Policy (Appendix G).

The completed forms will be stored in the church office for no less than 4 years or until destruction is authorized by MUMC's insurer or legal counsel, whichever is longer. If a potential or active volunteer is found to be ineligible to supervise Vulnerable Persons for any reason, staff will inform that person of the situation and ask him/her to refrain from serving in that capacity.

Staff will ensure that the following records (electronic or hard copy) are kept in the office for a minimum of 4 years or until destruction is authorized by MUMC's insurer or legal counsel, whichever is longer: 1) Incident/Complaint Report Forms (Appendix C); 2) Permission/Medical Release Forms (Appendix D); 3) Event Release Forms (Appendix E); 4) Driver Information Forms (Appendix F); and 6) any other registration or attendance forms involving children and youth.

In the event that any form is used to record or document an incident where there is any injury or illegal activity, that form shall be maintained for a minimum of 4 years or until destruction is authorized by MUMC's insurer or legal counsel, whichever is longer. All personal information on the forms will be kept confidential. The forms will be kept in a confidential, secured file in the church office. Appropriate forms will be made available so that they can be taken to activities off church property.

All staff regulated by Wisconsin State Law regarding reporting of child abuse (those who are "mandated reporters") will comply with applicable statutes, for example Wisconsin Statute, Section 48.981, as amended. In the event that abuse is identified, staff will follow the Abuse Response Guidelines (Appendix A).

For Volunteers: In order to ensure the safety of all participants in church events, MUMC requires that volunteers are active at MUMC for a minimum of six months prior to working with Vulnerable Persons. In order to serve in programming which includes Vulnerable Persons, all volunteers must complete and submit to MUMC the following forms every two years: 1) Driver Information Form (Appendix F), if applicable; and 2) Acknowledgment of Receipt and Review of Safe Sanctuaries Policy (Appendix G).

### **C. Expectations of Parents/Legal Guardians**

MUMC strives to make church events educational, fun, and safe. To ensure the safety of all involved, Adult Leaders expect participating Vulnerable Persons in church-sponsored events to follow these guidelines:

A general Permission/Medical Release Form (Appendix D) is used to cover a Vulnerable Person's activities that are overnight or away from the church grounds. The form is renewed annually (each September) and must be submitted before a Vulnerable Person can participate in these church activities. Parents/legal guardians will be responsible for ensuring the form is updated as changes occur.

If a Vulnerable Person must take prescription medication(s) during a church-sponsored event, unless a Waiver of Responsibility has been signed and dated by the parent/legal guardian, the parent/legal guardian shall ensure that each medication is given to an Adult Leader at the beginning of the event, for safekeeping and control during the entire event. Each medication shall be in the prescription container dispensed by the pharmacy, and the attached label shall clearly contain the Vulnerable Person's name and address, the doctor's name, the pharmacy's name and address, the pharmacy's file number, the medication's name, strength, and dosage instructions, and date that the prescription was filled. At the end of the event, the parent/legal guardian shall retrieve any remaining medication from an Adult Leader.

Parents/legal guardians are responsible to have the appropriate registration forms submitted for child(ren) participating in Sunday school, Vacation Bible School, and other



programs specially designated for children. These forms are available from an Adult Leader.

Parents/legal guardians will be required to provide specific authorization for some events.

Vulnerable Person being dropped off for church activities should arrive only shortly before or at the scheduled program start time. Vulnerable Persons being picked up at the conclusion of church activities should be picked up promptly at the scheduled end time.

Those bringing Vulnerable Persons to church activities are responsible for accompanying them to the designated location and confirming that the activity is occurring as planned and that Adult Leaders are present before leaving their Vulnerable Person. MUMC cannot be responsible for the transportation arrangements made for Vulnerable Persons coming to or departing from sponsored activities. Consequently, it is the responsibility of the parent/legal guardian of each Vulnerable Person to inform the Vulnerable Person and an Adult Leader of any restrictions they have imposed on their Vulnerable Person for transportation to and from activities. At least two Adult Leaders will be present at departures until all Vulnerable Persons have been picked up.

#### **D. Expectations of Vulnerable Persons**

MUMC strives to make church events educational, fun and safe. We covenant with each other to insure the safety of all, to make our time together most meaningful, and to care for the facility which we share. Any person who violates the spirit of this commitment by inappropriate conduct, offensive disrespect to another, lack of participation, significant and willful disruption of activities, willful damage to property, verbal or physical assault on another, possession of a weapon or illegal substance, or any other illegal activity will be asked to leave the activity in custody of his or her parent or legal guardian or, if warranted, in the custody of police. This individual may be barred from participation in future events or activities at MUMC.

To ensure the safety of all involved, MUMC and the Adult Leaders expect Vulnerable Persons who participate in church-sponsored events to follow these guidelines:

1. Leave vehicles parked and unoccupied;
2. Remain on the program site unless permission has been given to leave;
3. Attend all activities including meals;
4. On overnight activities, observe scheduled curfew by being in rooms, quiet and not disturbing others; never enter the room of someone of the other gender;
5. Not possess or use tobacco products, electronic or vaping cigarettes, or alcohol; not possess or use illegal drugs or controlled substances of any kind;
6. Not bring or possess animals, weapons, illegal substances, explosives, fireworks, or dangerous materials;
7. Respect the person, property, and equipment of others
8. Respect people regardless of race, age, ethnicity, religion, gender, physical differences, and sexual orientation; and
9. Use language and display behavior and attitudes that are consistent with our Christian faith.

#### **E. Sex Offender Procedure**

MUMC welcomes all persons to participate in the life of the church as a means of furthering their spiritual and personal growth. However, to ensure the safety of all participants, we ask that anyone with a history of sex offense(s) report their status to the pastor. This information will not be made public but will allow the pastor to inform these persons of any possible restrictions on their activities and to notify them of the consequences of failing to abide by those restrictions.

Any person with a history of sex offense will not be allowed to supervise Vulnerable Persons.

The following guidelines will be followed if a person wishing to participate in church events is known to have a history of sex offense:

1. A member of the office staff will check the WCCA (Wisconsin Circuit Court Access) website to determine whether the person is under supervision. If the person is under supervision, a member of the staff will contact the appropriate authorities to determine the conditions of the person's supervision.
2. A member of the office staff will meet with the person and provide them with information on this Safe Sanctuaries Policy, ask them whether they are under supervision and, if so, what the terms of their supervision are. The information will be kept on file in the church office and will be treated as confidential.
3. If a person with a history of sex offense is under supervision, and the terms of their supervision would limit their participation in church activities, a member of the staff will inform the person that they should not participate in those activities and that observed violations of the terms of their supervision will result in the staff contacting the appropriate authorities.
4. If a person with a history of sex offense is under supervision and the terms of their supervision do not limit their participation in church activities, they may participate normally in worship services; however, as to other activities, they will be assigned one or more members of the congregation to accompany them when they are on church premises.
5. If a person with a history of sex offense is under supervision and, if it is believed they have violated the terms of their supervision while on church property or while participating in church sanctioned events, a member of the staff will report the alleged violation to appropriate authorities. Contact the pastor or other staff member regarding questions about this Safe Sanctuaries Policy.

**Policy Owner:** MUMC Staff Parish Relations Committee  
**Policy Author - Marilyn Meyer**

**Policy Approvals:**

**MUMC Board of Trustees**                      **Date:** \_\_\_\_\_

**MUMC Administrative Council**                      **Date:** \_\_\_\_\_

## Policy References:

1. Mequon United Methodist Church, *Safe Sanctuary Policy as of date unknown*.
2. The United Methodist Church, *Book of Resolutions*, including Resolution 3084 (2016)
3. The United Methodist Church, *The Book of Discipline, 2016*, Sections 160-166, pp. 105-146  
Safe Sanctuaries Policy and Minimum Standards (adopted at the 2016 Annual Conference Session)
4. Wisconsin Department of Children' and Families -<https://dcf.wisconsin.gov>.  
Wisconsin Department of Children and Families, Mandated Child Abuse and Neglect Reporter, Mandated Reporters, *Who is required to report?*
5. <https://www.umcjustice.org>
  - a. The United Methodist Church, Church & Society, The Social Community, section 162, 2016 Book of Discipline, Social Principles, section 162.
  - b. The United Methodist Church, Church & Society, The Social Community: Rights of Children, 2016 Book of Discipline, Social Principles, section 162.C.
  - c. The United Methodist Church, Disciplineship Ministries, Safe Sanctuaries General Guidelines and Policies,
    - i. Large Membership Guidelines, *SAMPLE POLICY—Large Membership Congregation*;
    - ii. General Guidelines Starter1, *SAMPLE POLICY—Safe Sanctuaries*;
    - iii. General Guidelines Starter 2, *Child and Youth Protection Policy SAMPLE*;
    - iv. General Guidelines Starter 3, *SAMPLE—Child, Youth and Adult Safety Policy*;
    - v. General Guidelines Starter 4, *Child/Youth Abuse Prevention Guidelines Sample*; and
    - vi. Small Membership Guidelines, *Small Membership Congregations*.
  - d. The United Methodist Church, Disciplineship Ministries,
    - i. *Traveling with Youth: Abuse Prevention Strategies*; and
    - ii. *SAMPLE Covenant of Participation, SAMPLE Protection and Integration of Known Sexual Offenders*.
6. North Carolina Conference United Methodist Church <http://www.nccumc.org>
  - a. Foundry United Methodist Church,
    - i. *Policy document of Foundry UMC/Washington, D.C.*; and
    - ii. *Covenant Letter for Registered Sex Offenders*
  - b. The United Methodist Church, North Carolina Conference, Safe Sanctuaries: Children, Youth, Vulnerable Adults, *Guidelines for a safe sanctuaries response plan*.
7. The United Methodist Church, Susquehanna Conference, Conference Trainings, Policies, and Procedures, Safe Sanctuaries Trainings in the Conference, [www.susumc.org](http://www.susumc.org)

*Susquehanna Conference Safe Sanctuaries Policies, Screening, Recruiting and Selecting Procedures;*

- a. *Ministry with Registered Sex Offenders, Insurance; and*
- b. *Ministry with Registered Sex Offenders, Background Checks.*
- c. *Susquehanna Conference Safe Sanctuaries Policies, Supervision;*
- d. *Susquehanna Conference Safe Sanctuaries Policies, Cyber Safety/Electronic Communication Recommendations;*
- e. *Susquehanna Conference Safe Sanctuaries Policies, Responding to and Reporting Abuse;*
- f. *Employment Application;*
- g. *Facilities Use Agreement;*
- h. *Reference Check Form, Form for Reference Check; and Volunteer Application.*

8. Fair Credit Reporting Act (FCRA), 15 USC section 1681 et seq  
[www.shrm.org](http://www.shrm.org) *When do employers need to comply with the Fair Credit Reporting Act?*  
[www.ftc.gov](http://www.ftc.gov) *What Employment Background Screening Companies Need to Know About the Fair Credit Reporting Act*

9. First United Methodist Church, Waukesha, WI, *Safe Sanctuaries Policy*, adopted 1/08/18

10. Wisconsin State Statutes

- a. Wisconsin Statutes, section 46.90(1)
- b. Wisconsin Statutes, section 48.981(2) and (3)
- c. Wisconsin Statutes, section 55.01(1) through (6y)
- d. Wisconsin Statutes, section 940.285(1) through (2b5)

Appendix A  
**Abuse Response Guidelines**  
Mequon United Methodist Church  
Mequon, Wisconsin

Purpose: To provide guidance for the church, its staff and volunteers, and responsible committees in responding to verified or strongly indicated abuse of a Vulnerable Person

1. Provision of Emergency Care: Medical attention for an abused Vulnerable Person will be obtained as soon as abuse is observed or strongly suspected.
2. Parental Notification: The pastor or other designated staff person will immediately notify the parent(s) of the victim of the abuse.
3. Legal Notification: The pastor or other designated staff person will immediately notify the police of the incident. A mandated reporter will report the incident to Wisconsin Child Protective Services.
4. Protecting Evidence: The staff and church administration will make every effort to secure and preserve evidence of the abuse and to prevent tampering with or destruction of evidence, in order to assist the police with their investigation and collection of evidence. The police should be asked for advice in this effort.
5. Media Communication: All media inquiries will be directed to the Conference office. MUMC staff, volunteers, and administration will offer no information about the incident to the media.
6. Documentation: Dated and signed records will be kept by relevant staff and church administration to document each contact with anyone involved in the incident, the reporting of the incident, and/or subsequent disposition of the incident. Decisions related to the disposition of the response to abuse will also be documented. This documentation will be confidential and kept in a single file in a central, locked file cabinet.
7. Disposition of the Abuser: Every effort must be made to prevent continuing contact between the abuser and any potentially at-risk individuals or situations.
8. Staff Cooperation: An emergency meeting of relevant church staff and church administration will take place within 48 hours of notification of the event in order to plan MUMC's continued response to the situation.
9. Pastoral Care for the Victim and Family: The pastor will offer resources and recommendations for pastoral care for the victim and victim's family as warranted.
10. Pastoral Care for the Family of the Abuser: The pastor will offer resources and recommendations for pastoral care for the family of the abuser as warranted.

Appendix B  
**Critical Incident Reporting Process**  
Mequon United Methodist Church  
Mequon, Wisconsin

Purpose: To attain resolution and healing for those involved in a reported critical incident at Mequon United Methodist Church

Process:

1. The initial report or incident report is received by a staff member. If the report is not in the form of an incident report, the staff member will complete one.
2. The incident is shared with the pastor as soon as possible. If the incident is a criminal act, or if the reporting party requests it, law enforcement will be notified immediately. If staff members are unclear about the law, law enforcement will be consulted. If required, mandated reporting to Wisconsin Child Protective Services is completed.
3. The lead staff member and the pastor will meet with all parties who may be accused of wrongdoing (and parents/guardians if the accused party is a minor) as soon as possible to report the incident and begin moving toward resolution.
4. The reporting parties will be kept informed of progress on the process.

Additional Reporting:

1. If warranted, the pastor will call the District Superintendent as soon as possible to report the incident.
2. The District Superintendent will inform the Bishop of the incident.
3. The Staff-Parish Relations Committee will be informed of the incident as well as how the process is progressing. Names of the accused and victims will be withheld except as significant extenuating circumstances may dictate.

Confidentiality:

1. Unless the safety of any member of the congregation is threatened by withholding the information, the circumstances of the incident and the names of any accused and/or victims will be kept confidential.
2. Documentation, including the incident report and any other records relevant to the incident will be kept in a secured metal cabinet in the church office for a period of 4 years from the date of the incident or as otherwise required under this policy.

Appendix C  
**Incident/Complaint Report Form**  
Mequon United Methodist Church  
Mequon, WI

*This Incident/Complaint Report Form should be completed whenever an adult observes or receives a report of inappropriate conduct including, but not limited to:*

- 1. Sexual abuse of any child, youth, or adult-at-risk*
- 2. Significant and willful disruption of activities and/or willful damage to property, verbal or physical assault, or offensive disrespect to another*
- 3. Possession or use of illegal substances, the illegal use of controlled substances, or underage use of alcohol on the grounds of MUMC or at a MUMC-sponsored or sanctioned activity.*
- 4. Non-segregated sleeping space for minors of the opposite sex during an overnight activity.*

*If unsure if this form should be completed, check with a staff member.*

*When complete, turn Incident/Complaint Report Form into the pastor. If the grievance is against the pastor, turn Incident/Complaint Report Form into the District Superintendent and provide an exact photocopy to MUMC's chairperson of the Staff-Parish Relations Committee.*

*Print all information clearly in blue or black ink.*

Name(s) and Age(s) of minor(s) involved: \_\_\_\_\_

\_\_\_\_\_

Date of incident: \_\_\_\_\_ Time of incident: \_\_\_\_\_

Name and Address of Parent or Guardian: \_\_\_\_\_

\_\_\_\_\_

Description of incident (include location, names of all involved or who witnessed the incident, any evidence of injuries or property damage, how resolved; attach another sheet if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Appendix C - Incident/Complaint Report Form continued*

Witnesses:

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

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

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

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

Person completing report (Print): \_\_\_\_\_

Phone: \_\_\_\_\_

Person completing report (Signed): \_\_\_\_\_

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



Appendix D  
**Permission/Medical Release Form**  
Mequon United Methodist Church  
Mequon, WI

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

Family email: \_\_\_\_\_

This form is to ensure informed parental consent for activities that are sponsored by MUMC off-site or overnight. This form is valid until August 31 following the date above. It provides consent for treatment of a minor child or youth who becomes ill or is injured during the course of activities. Adult Leaders will make every effort to contact the person(s) named below. An additional Event Release Form (Appendix F) will be required for each specific event. **Please sign and date both sides.**

**Emergency Contact Information**

First Contact Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_ Phone number(s) \_\_\_\_\_

Second Contact Name: \_\_\_\_\_

Relationship to Participant: \_\_\_\_\_ Phone number(s): \_\_\_\_\_

**Insurance Information**

Name of Insurance Company: \_\_\_\_\_

Full Name of Insured Cardholder: \_\_\_\_\_

Birth Date of Insured Cardholder: \_\_\_\_\_

Policy ID Number\*: \_\_\_\_\_

Customer service phone number on back of card: \_\_\_\_\_

**\*Please have a photocopy of the front and back of your health insurance card on file at Mequon United Methodist Church.**

*Appendix D - Permission/Medical Release Form continued*

I, \_\_\_\_\_, the undersigned parent or guardian, give my permission for my child/legal ward, \_\_\_\_\_, to participate in MUMC's activities. In order for my child/legal ward to receive necessary medical treatment from medical staff and/or physicians in a medical clinic or hospital in case of illness or injury, I hereby authorize the activity leader(s) to obtain and consent to medical treatment for such illness or injury during the activity specified on the most recent Event Release Form. I hereby release, discharge, and hold harmless, on behalf of me and my child/legal ward, MUMC and its staff, volunteers, agents, from any and all debts, claims, demands, or costs, including attorney fees, all causes of action or suits of any kind which may arise or be occasioned as a result of my child's/legal ward's participation in this activity. I understand and acknowledge that by participating in this activity, there is the possibility of illness, injury, or death and that my child/legal ward and I are assuming the risk for such illness, injury, or death by her/his participation. I realize that I am ultimately responsible for paying any medical bills incurred by my child/legal ward.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_ Date: \_\_\_\_\_

**Health History** Date of birth: \_\_\_\_\_

Allergies/special health concerns/dietary needs: \_\_\_\_\_

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

Medication(s) you can NOT take: \_\_\_\_\_

Medication(s) being taken: \_\_\_\_\_

Any medical history that needs to be noted: \_\_\_\_\_

Any special educational needs/concerns (ADHD/ADD, autism, etc.): \_\_\_\_\_

\_\_\_\_\_

Who are the adults authorized to pick up your child/ward from an event/class (please list all names):

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

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

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

*Appendix D - Permission/Medical Release Form continued*

**Program Participant Behavior Covenant**

As representatives of Christ and the Church, we, the participants in the MUMC's Children's and Youth Ministries programs, take seriously our responsibility to care for one another. This covenant represents our affirmation of our concern for the well-being of the total community. We covenant with each other to ensure the safety of all, to make our time together most meaningful, and to care for the facility which we share.

In addition to our general concern for our community, we agree specifically to:

1. Leave vehicles parked and unoccupied;
2. Remain on the program site unless having been given permission to leave;
3. Attend all activities including meals;
4. On overnight activities, observe scheduled curfew by being in rooms, quiet and not disturbing others, and never entering the room of someone of the other gender;
5. Not use or possess tobacco products, electronic or vaping cigarettes, illegal drugs, alcohol or drugs of any kind;
6. Not bring animals, weapons, illegal substances, explosives, fireworks, alcohol, or dangerous materials;
7. Respect the person, property, and equipment of others;
8. Respect people regardless of race, age, ethnicity, religion, gender, physical differences and sexual orientation; and
9. Use language, behavior, and attitudes consistent with our Christian faith.

I agree to follow all of the above.

Child or Youth Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Waiver of Responsibility**

I am the parent/legal guardian of \_\_\_\_\_ who is at least 14 years of age and who is mature enough to possess and administer his/her own prescription medication(s) without any assistance from an Adult Leader. I understand that \_\_\_\_\_ will be responsible to safeguard the medications so as to prevent other Vulnerable Persons from gaining access to or possession of the prescription medication(s). I also understand that it may be illegal to possess a prescription medication that is not in its original container as dispensed by the pharmacist.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix E  
**Event Release Form**  
Mequon United Methodist Church  
Mequon, Wisconsin

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

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

Parent/Guardian Phone Number: \_\_\_\_\_

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

Event Date and Time: \_\_\_\_\_

Currently, I have a Permission/Medical Release Form on file at the church. The contact and medical information on that Form is accurate and up-to-date. As parent/guardian, I give permission for my son/daughter/ward to participate in the event listed above. I understand that I will be contacted in case of medical and/or behavioral problems and, in extreme circumstances, may be asked to pick up my child/ward before the end of the event and agree to be responsible for any costs incurred in returning my child/ward before the end of the event. If my child/ward becomes ill or injured during the course of the above named event, I give permission for the Adult Leader(s) providing supervision of this event to seek medical treatment as deemed appropriate.

Permission to Transport Child or Youth with One Adult Leader in the Vehicle:

I give my permission for my child/ward, \_\_\_\_\_,  
to be transported to and/or from this event by \_\_\_\_\_.

Special Circumstances (for e.g.: I will pick up my son/daughter/ward early; I give permission for another parent to pick up my son/daughter/ward; I have an alternate phone number for the evening, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of parent/guardian)

Appendix F  
**Driver Information Form**  
Mequon United Methodist Church  
Mequon, Wisconsin

Name: \_\_\_\_\_  
                    first  middle  last

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

Daytime phone: (\_\_\_\_\_) \_\_\_\_\_ Evening phone: (\_\_\_\_\_) \_\_\_\_\_

Date of birth: \_\_\_\_\_

Are you at least 23 years of age? ( ) Yes      ( ) No

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

Driver's license #: \_\_\_\_\_ State: \_\_\_\_\_

Do you have driver's liability insurance? ( ) Yes      ( ) No

Name of Liability Insurer: \_\_\_\_\_

Have you had a traffic violation within the past 10 years? ( ) Yes      ( ) No

If yes, specify the violation and the date(s) of the ticket(s): \_\_\_\_\_

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

**Attach photocopies of your driver's license and proof of insurance with liability coverage.**

I certify that the representations and information reported in this Driver Information Form are true, accurate, and complete to the best of my knowledge.

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

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

-----  
For Office Use Only:  
Copy of driver's license attached? \_\_\_\_\_ MUMC initial: \_\_\_\_\_  
Proof of insurance with liability coverage attached? \_\_\_\_\_ MUMC initial: \_\_\_\_\_

Appendix G

**Acknowledgment of Receipt and Review of  
Safe Sanctuaries Policy**

Mequon United Methodist Church  
Mequon, Wisconsin

By my signature below, I acknowledge that I have received and read a copy of the Safe Sanctuaries Policy of Mequon United Methodist Church. I will abide by the rules and policies of this document.

Printed name: \_\_\_\_\_

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

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

MUMC Witness Printed Name: \_\_\_\_\_

MUMC Witness Signature: \_\_\_\_\_