

# **SAFE CONGREGATION POLICIES AND GUIDELINES**



**Pullen Memorial Baptist Church  
Raleigh, North Carolina**

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# Safe Congregation Policies and Guidelines

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# Safe Congregation Policies and Guidelines

Pullen Memorial Baptist Church

## I. INTRODUCTION

### a. Statement of Covenant

As a Christian community of faith, Pullen Memorial Baptist Church (PMBC) pledges to conduct its ministry in ways that assure the safety and spiritual growth of all our members and participants. No policies or guidelines can guarantee the prevention of inappropriate incidents or accidents. This work, however, represents our best effort in doing so. These policies will be monitored by a committee appointed by the Deacon Council which includes representatives from Personnel, the Safe Congregation Task Force, Congregational Care Council, and the Education Council. This group will conduct a periodic review and publish revisions as they are adopted.

### b. Purpose

The purpose for establishing these policies and procedures is to demonstrate our commitment to maintaining a holy place of sanctuary where all can come to work, worship, study, serve, and fellowship, with the assurance that they are safe and secure in this community of faith.

### c. Goals

- To protect children and youth in our care from abuse, child molestation or any type of inappropriate sexual behavior;
- To protect our vulnerable adults from abuse by employees, volunteers or members in this church;
- To be welcoming, affirming, and inclusive while providing a safe, life-giving environment for everyone in the PMBC community;
- To avoid the appearance of impropriety and reduce the potential risk to employees and volunteers of false accusations;
- To protect the ultimate mission of PMBC by reducing the risk of legal liability to our church.

### d. Scope

The Safe Congregation Policies and Guidelines apply to all current and potential PMBC employees and volunteers who will be working in church-sponsored ministries that are being conducted under the auspices of and/or endorsed by PMBC and that involve children, youth and vulnerable adults of this congregation and community.

### e. Definitions

**Child** – infants through grade 5

**Youth** – children in grades six through twelve.

**Ministry** – church sponsored activities.

**Staff person** – any person employed by PMBC.

**Volunteer** – a person over the age of 18 having interaction with children, youth or vulnerable adults who assists in a leadership or support role and receives no financial compensation.

**Vulnerable Adult** – an adult whose physical, mental, or emotional health, or life circumstances renders him or her especially susceptible to abuse or inappropriate treatment by others

**Youth Volunteer** – a person under the age of 18 having supervised interaction with children or youth and who receives non financial compensation

**Abuse** – is defined as a non-accidental injury or pattern of injuries to a child, youth, or adult. Specific types of abuse include but are not limited to:

*Physical* – abuse in which a person deliberately and intentionally causes bodily harm to another person.

*Sexual* – is any sexual behavior imposed on a juvenile or an adult. This involves a range of activities, including inappropriate physical contact, suggestive behavior or comments, romantic involvement with any participant, or any behavior prohibited by law even if the victim gives consent.

*Emotional* – abuse in which a person exposes another to spoken and/or unspoken violence or emotional cruelty.

*Ritual* – abuse in which a physical, sexual or psychological violation of a child/youth is inflicted regularly, intentionally and in a stylized way as part of ceremonies of rites by a person or persons responsible for the child's/youth's welfare.

*Sexual Harassment* – intimidation, bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. It includes behavior directed at another person with the intent of intimidating, bullying, humiliating or embarrassing the other person or subjecting the person to public discrimination.

*Neglect* – abuse in which a person endangers another's health, safety or welfare through negligence.

*Financial exploitation* – illegal or inappropriate use of the person or his/her resources for another's profit or advantage.

**Negligence** – refers to conduct that fails to use reasonable care commensurate with the reasonably foreseeable risk of harm to others.

**Near or nearby** – shall mean within such proximity that the adult leader is in either visible or audible contact with youth for the purpose of conducting adequate supervision of youth.

**PMBC** – Pullen Memorial Baptist Church

**Safe Congregation Response Team (SC Response Team)** – one or two members of the Safe Congregation Task Force and the pastor who will respond in the event of an incident.

**Safe Congregation Task Force (SC Task Force)** – A small team appointed by the Deacon Council comprised of at least four to six members and ministerial staff.

**Limited Access Agreement** – a written covenant between PMBC and an individual currently suspected of abuse or who has a previous history of abuse to another. It is a signed contract which allows the individual to attend PMBC while, at the same time, specifically defining the individual's access by setting limitations on the individual's conduct and/or physical location. The Agreement may include the assignment of a PMBC Support Person in whose presence the individual is required to remain while on PMBC property.

## II. INJURY AND ILLNESS

### a. Injury or Illness

#### i. First Aid/CPR Training

First Aid Training is encouraged for all volunteers. PMBC may from time to time offer first aid and CPR training.

ii. First Aid Supplies Location and Stocking

First aid supplies are stored in the church office, in the children's resource room, and in the youth room. Supplies will be restocked quarterly or as needed. The emergency defibrillator (AED) is stored in the west alcove next to the main floor of the sanctuary.

iii. Injury

Any volunteer who becomes aware of an injury to another person shall take steps to ensure proper medical attention is given to the injured person.

All persons who have received a minor injury shall be given first aid as needed at the time of injury. A child's or youth's parent or guardian shall be notified of the minor injury when the injured child or youth is picked up, or sooner, if deemed appropriate.

Any injury which may require medical treatment beyond simple first aid shall be given immediate attention. The parent or guardian of an injured child or youth shall be immediately notified, along with the staff member's supervisor and the pastor. If warranted by the injury, an ambulance shall also be called promptly. Once appropriate care has been provided, an Accident Report Form (Appendix 1) should be completed.

iv. Illness

Volunteers who are ill with a fever or communicable disease shall not participate in any church activity where others might be exposed.

Children or youth who are ill shall be returned to their parent or guardian as soon as illness is discovered. If this is not possible, then the child or youth who is ill shall be isolated in a manner that shall allow supervision to continue until the child or youth can be returned to his/her parent or guardian.

Volunteers shall take all reasonable steps to avoid contact by a child or youth with another person's body fluids.

**b. Reporting**

A written injury report shall be prepared by volunteers whenever an injury requiring medical treatment beyond simple first aid occurs during a church function. The injury report shall be forwarded promptly to the staff member's or volunteer's supervisor and to the parents.

A written incident report shall be completed by volunteers whenever unusual circumstances occur. The report shall be forwarded promptly to the staff member's or volunteer's supervisor.

A central file of injury and incident reports shall be maintained in the church office.

**III. VIOLATIONS OF POLICIES AND PROCEDURES**

Volunteers shall promptly notify their supervisor (either the Minister with Children or Minister with Youth) and the Pastor of any violation of these policies or procedures. If a member of the ministerial staff is the person against whom the allegation of inappropriate conduct is made, the volunteer shall notify other ministerial staff members.

Any volunteer who becomes aware of a violation of the policy or procedures shall take appropriate steps to ensure future compliance with the policy and procedures. Volunteers shall be removed from their respective positions if such removal is warranted or if they pose a threat to others.

## **IV. PROTECTION OF CHILDREN AND YOUTH**

### **a. Supervision**

During PMBC children and youth program activities, paid or volunteer staff program leaders are responsible for oversight of participants and will follow Safe Congregation Policies and Guidelines.

For all other PMBC gatherings, children 0 – 5<sup>th</sup> grade must be supervised by a parent/guardian and youth 6<sup>th</sup> – 12<sup>th</sup> grade are the responsibility of a parent/guardian.

### **b. Screening**

PMBC staff are responsible for selecting potential workers. They will process applications for volunteers and part time employees, interview candidates, contact references and evaluate background checks.

The PMBC Personnel Committee is responsible for doing a thorough reference and background check on candidates for all staff positions prior to their recommendation to the congregation for hiring.

### **c. Training**

In consultation with the Education Council, the Ministers with Children, Youth, and Adults are responsible for developing the content and schedule for trainings and for overseeing the implementation of the provisions of these policies with regard to Risk Management, record keeping and initiating incident reports as they apply to children and youth.

### **d. Oversight**

#### **i. Committee Appointed by the Deacon Council**

This committee composed of representatives of the Personnel Committee, the Congregational Care Council, the Safe Congregation Task Force, and the Education Council will oversee a periodic review of these policies and procedures, making changes as needed to protect all PMBC children, youth and vulnerable adults. Substantial changes in these policies will be made in consultation with PMBC staff and the Safe Congregation Task Force.

#### **ii. Safe Congregation Task Force and Response Team**

The Safe Congregation Task Force is responsible for investigation, case review, and oversight once an allegation of abuse or otherwise inappropriate behavior is reported or a history of misconduct is discovered. A Safe Congregation Response Team will be assigned to the case by the Pastor and will consist of members of the SC Task Force and the Pastor.

#### **iii. PMBC congregation**

All members of PMBC who are directly or indirectly associated with the ministries of PMBC, have an affirmative duty to immediately report a suspected incident of physical, verbal, emotional or sexual abuse to a member of the church staff or the chair of the Safe Congregation Task Force using the Abuse Allegation Report Form.

## **V. VOLUNTEERS WITH CHILDREN AND YOUTH**

### **a. General Rule**

Persons who are deemed a threat to children or youth based on a criminal record check, application response or reference feedback will not be permitted to volunteer in any PMBC program for children, youth, or any member of the PMBC community and will be referred to the Safe Congregation Task Force.



Volunteers and participants may not possess illegal drugs, alcohol, or weapons during any PMBC activity. Sexual activity, sexual harassment, violence, and tobacco use by children and youth are also prohibited. Adults may not use tobacco products in the presence of children or youth.

All adult and youth volunteers must abide by the policies and procedures of PMBC in working with children or youth, including, but not limited to the following:

## **b. Qualifications**

All volunteers must:

- i. Be a high school graduate at least 18 years of age or, if under the age of 18, be at least five years older than the oldest child or youth in the group.
- ii. Actively participate in regularly scheduled programs at PMBC for at least 6 months. This must include participation in programming for adults (or youth if applicable) in addition to regular worship attendance.

## **c. Screening**

In order to volunteer with children and youth, all adult volunteers will be carefully screened to ensure compliance with these policies and guidelines. Youth volunteers will not be required to comply with the screening procedures. However, they must be supervised by an adult volunteer or staff person.

The screening process will include:

- i. Completion of a volunteer application (Appendix 2). The application will include:
  - a) Name, contact information, social security number, and driver's license number.
  - b) Authorization of a criminal background check.
  - c) A request that the applicant disclose any personal medical history that might impact his or her ability to serve as a volunteer (seizure disorder, diabetes, heart condition, mental health issues, etc.)
  - d) Verification that the applicant has read these policies and guidelines and agrees to follow them.
  - e) Each volunteer shall confirm their application is accurate and provide appropriate updates once a year.
- ii. Criminal Background Check

PMBC will employ an agency to perform criminal background checks on all volunteer applicants. Criminal record checks will be run on all new volunteers. Individuals who volunteer once a month or more with a group of children or youth will be rescreened annually. Individuals who volunteer less than once a month will be rescreened every two years. Additionally, all volunteers who participate in overnight activities or trips with children or youth must have a criminal record check on file for the current program year. All volunteers who transport children or youth to and from church activities or trips must have criminal and driving record checks on file for the current program year.

To the degree that PMBC has access to private information provided to the agency by applicants or access to the results of criminal background checks, this information will be kept confidential. Applicants have the right to review the outcome of any criminal background check that raises questions regarding the applicant's suitability to become a volunteer. Applications, background checks, and other submitted personal information will be kept confidential and in a locked filing cabinet accessible only to the respective Minister with Children/Youth, Pastor, and Associate Pastor. If an allegation of inappropriate conduct or a history of misconduct is referred to the SC Task Force for investigation, the SC Task Force will also have access to the

applications, background checks, and other submitted personal information of any person involved in the incident or situation being investigated.

iii. Interview with the appropriate staff member

Before volunteering, volunteer applicants who have been screened successfully will meet with either the Minister with Children and Their Families, Minister with Youth and Their Families, Minister of Music, or Associate Pastor to learn about volunteer opportunities and to express their preferences for volunteer tasks.

**d. Respect**

Volunteers working with children and youth in programs sponsored by PMBC and its affiliated groups are in a position of stewardship and play a key role in fostering spiritual development of both individual participants and the PMBC community. Volunteers are expected to nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, and respect. This includes getting adequate rest before and during events, so that they may be alert and clear thinking, and able to maintain good judgment and perform their duties in a competent and professional manner.

**e. Confidentiality**

Volunteers working with children and youth are often privy to information of a personal (I laughed so hard I wet my pants), private (we never say grace before we eat at our house) or troubling (Mom and Dad screamed at each other yesterday) nature. It is important that volunteers keep such disclosures confidential. Children and youth show trust in volunteers or sometimes little awareness of appropriate sharing when they tell volunteers these types of things. Should a volunteer feel that intervention of some kind is desirable or necessary after hearing such comments, he or she should immediately contact the supervisor or the pastor to voice this concern.

**f. Support**

i. Respect

Volunteers will be treated with respect and appreciation.

ii. Training

Training will be updated annually to assure that volunteers have information needed to feel competent in serving.

iii. Feedback and Supervision

Volunteers will be able to give and receive feedback about concerns that are important to the operation of PMBC's programs for children and youth. This would include suggestions that volunteers might have. Ministers might likewise have suggestions for volunteers.

iv. Policies

PMBC will have clear written policies and guidelines for volunteers working with PMBC children and youth.

**g. Training**

Volunteers are required to be trained on these policies and guidelines when they begin service and as needed to update their knowledge of PMBC procedures. Volunteers are expected to participate in periodic training when offered to enhance the skills needed in their roles as volunteers. CPR, first aid, and defibrillator training are also encouraged for regular volunteers.

## **h. Annual Review**

All volunteers shall be reviewed annually by their supervisors for continuing suitability for each respective position. Should such review show that any employee or volunteer has become unsuitable for working with children, youth, or adults, that person shall be removed from any position involving work with children and youth.

# **VI. RISK MANAGEMENT FOR CHILDREN AND YOUTH**

## **a. General Rule**

PMBC realizes that all behavior cannot be regulated by specific policies. Therefore, the Safe Congregation Task Force has developed a combination of policies and guidelines to manage the risk involved in ministry with children and youth. Guidelines provide a general sense of direction while policies guide behavior under specific circumstances. The general principle of Risk Management is that as risk increases, supervision should also increase. To assess the level of risk, three risk factors will be evaluated. These factors are:

*Isolation:* Risk increases as isolation increases.

*Accountability:* Risk increases as accountability decreases.

*Power and Control:* Risk increases when there is an imbalance of power, authority, influence and control between a potential abuser and a potential victim.

## **b. Two Adult Rule**

All reasonable efforts shall be made to ensure that at least two approved volunteers are present at every church function with children and youth, including in each meeting room, classroom, vehicle, or other enclosed area.

Exceptions: Written permission by the custodial parent or guardian to permit named volunteer to escort their child(ren) to or from church sponsored activity.

Cup of Life Class: Developing a relationship with a mentor is part of the Cup of Life journey. Youth and mentors are encouraged to spend time together which may be one-to-one. Because this may not always be in a visible and public setting, parents and guardians shall be informed of the nature and logistics of the mentoring program.

## **c. Relatives Working Together**

If the two adult supervisors working together are spouses or members of the same immediate family, a third adult will monitor the classroom. In this context, "related" means people who identify themselves as part of the same family unit.

## **d. Overnight Activities and Trips**

Two leaders should be present at any overnight activity or trip. Such activities should be cleared in advance with the appropriate church staff. If the group is of mixed gender, the leaders must include at least one male and one female. The ideal ratio of children/youth to adults would be one adult per five to seven children/youth. At events that require overnight accommodations, leaders shall sleep nearby in a separate room or other lodging, or if it is necessary to share a room, leaders shall sleep in beds which are separate from children or youth.

## **e. Drop Off/Pick Up Procedures**

### **i. Pre-school**

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals.

A volunteer may be asked to oversee the parents/guardians signing their child into the church nursery and receiving an ID sticker. The ID sticker will be the identification to the volunteer when the child is picked up

Volunteers shall keep watch over those in their care until all have been picked up by an authorized person after the activity. Volunteers shall not send children out to find their parents and shall not release any child to await transportation. Volunteers are to release children in their care only to parents, guardians, or other appropriate persons.

ii. Kindergarten to Fifth Grade

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals and shall keep watch over those in their care until all have been picked up by an authorized person after the activity. Volunteers shall not send children out to find their parents and shall not release any child to await transportation. Volunteers are to release children in their care only to parents, guardians, or other appropriate persons.

iii. Youth

Volunteers shall arrive at least 10 minutes before a scheduled activity to supervise early arrivals and shall keep watch over those in their care until all have departed. Youth are released on their own recognizance; volunteers are not expected to ensure that youth have been picked up by any particular person.

**f. Restroom Procedure**

Whenever possible, an adult shall escort any child in grades pre-K through 5th grade to the restroom and wait outside unless the child needs assistance in the restroom. Volunteers shall not touch a child's private areas except when necessary, as in the case of changing a diaper or assisting with toileting.

**g. Name Tags/Identification**

Volunteers shall wear their name tags or other identification at all times when working with children.

**h. Discipline**

Volunteers are never to spank, hit, shake, or otherwise physically discipline anyone. Instances of physical discipline shall be promptly reported to the staff member's or volunteer's supervisor, the child's or youth's parent or guardian, and the pastor.

Disciplinary problems of children and youth that have not been resolved shall be promptly reported to the staff member's or volunteer's supervisor, the child's or youth's parent or guardian and the pastor.

**i. Relationships with Youth**

It is natural for youth and adults to develop a genuine fondness for one another, but it is not appropriate for adults to look to youth for "friendship." Volunteers must understand the power differentials in their relationships with youth and must be able to maintain healthy and appropriate boundaries with youth and other adults. While mentoring relationships can be healthy and even transformative for both adults and youth, any relationship developed with a PMBC youth that includes activities outside of PMBC-sponsored events must be with the full knowledge and consent of the parents and the knowledge of church staff.

**VII. PROTECTION OF VULNERABLE ADULTS**

**a. General Rule**

Persons who are deemed a threat to vulnerable adults based on a criminal record check, application response, or reference feedback will not be permitted to volunteer in any PMBC program and will be referred to the Safe Congregation Task Force.

#### **b. Respect**

Volunteers working with vulnerable adults in programs sponsored by PMBC and its affiliated groups are in a position of stewardship and play a key role in fostering spiritual development of both individual participants and the PMBC community. Volunteers are expected to nurture the physical, emotional, and spiritual growth of vulnerable adults by fostering an environment of kindness, trust, and respect. This includes getting adequate rest before and during events, so that they may be alert and clear thinking, and able to maintain good judgment and perform their duties in a competent and professional manner.

#### **c. Confidentiality**

Volunteers working with vulnerable adults are often privy to information of a personal or private nature. It is important that volunteers keep such disclosures confidential. Sometimes vulnerable adults possess limited awareness of appropriate sharing when speaking with volunteers. Should a volunteer feel that intervention of some kind is desirable or necessary after hearing such comments, he or she should immediately contact the supervisor or the pastor to voice this concern.

#### **d. Training**

Volunteers are required to be trained on these policies and guidelines when they begin service and as needed to update their knowledge of PMBC procedures. Volunteers are expected to participate in periodic training when offered to enhance the skills needed in their roles as volunteers. CPR, first aid, and defibrillator training are also encouraged for regular volunteers.

#### **e. Risk Management**

As is the case with children and youth, PMBC is aware that reducing the risk of harm to vulnerable adults is essential to their full, safe participation in the life of the church. Therefore, policies regarding vulnerable adults will take into account these factors:

*Isolation:* Risk increases as isolation increases.

*Accountability:* Risk increases as accountability decreases.

*Power and Control:* Risk increases when there is an imbalance of power, authority, influence and control between a potential abuser and a potential victim.

#### **g. Restroom Procedure**

Whenever adults need assistance with use of the restroom, the assistance will be limited to that which is necessary for the safety and well-being of the adult. Care will be taken to carefully guard the privacy and dignity of the adult.

### **VIII. SUPPORT FOR VULNERABLE ADULTS**

#### **a. General Rule**

To the extent of its resources, PMBC will provide support for vulnerable adults as it is requested and/or needed when family members, close friends, or community services are unable to meet the need. Meals, transportation, in-person visits, telephone calls, financial counseling, and assistance in moving are among the kinds of support church members have provided in the past and may be called upon to provide in the future. Whenever these or other support services are provided by the church staff or the PMBC family at the request of the staff, these activities will be undertaken as ministry in the spirit of love and compassion. To the degree possible, the persons called upon by the church to assist vulnerable adults will be well-known to the community as caring persons of integrity.

## **b. Transportation**

### **i. Safety**

When a PMBC staff member or a member of the PMBC community transports a vulnerable adult, all traffic regulations, especially those that might reduce the risk to the vulnerable adult, must be followed.

### **ii. No Charging for Services**

Unless specifically approved by a staff member, persons who provide transportation may not ask a vulnerable adult for reimbursement for gas, time, or other travel expenses when transporting him or her on behalf of the church.

### **iii. Repeated Services v. Emergencies**

Unless otherwise warranted, the church will not make it a practice to check driving records of persons who provide transportation infrequently or on an emergency or one-time basis. However, those who regularly transport vulnerable members of the PMBC family may be asked to sign a statement indicating that their record is free of convictions for driving while impaired, repeated convictions for speeding, and driving at excessive speeds. In special circumstances, a driving record check may be obtained by the church with the authorization of the volunteer driver.

## **c. Financial Exploitation**

Assisting a vulnerable adult provides many opportunities to take financial advantage of the adult. Visiting in the home or hospital, providing transportation and meals, and frequent supportive contact generally can build a trusting relationship that may be used for the advantage of the helper and the disadvantage of the vulnerable adult. Therefore, persons assisting on behalf of the church must take great care to protect the resources of the person in their care by refraining from asking for money or gifts; insuring to the degree possible that homes, valuables within the home, and computer passwords are secured; listening for remarks about unscrupulous persons who might be attempting to take advantage of the adult; and suggesting to supervisor or church staff other steps that appear warranted under the circumstances to protect the adult.

## **IX. REPORTING OF INCIDENTS**

### **a. General Philosophy**

In our efforts to ensure the safety of all members of the PMBC community, especially children, youth, and vulnerable adults, all recording, investigating, and reporting of incidents that raise concern about safety will include the following:

- We will err on the side of reporting incidents of concern to the appropriate staff member.
- Every reasonable effort will be made to bring any misconduct to an end.
- Every report of misconduct will be taken seriously.
- All persons involved in an allegation will be treated with compassion, sensitivity, and care.
- In so far as possible, the identities of all persons involved in an incident will be maintained in confidence and shared only on a strict need-to-know basis as outlined in these policies and guidelines.
- The right of all persons to obtain justice in a fair hearing will be respected.

### **b. Reporting of incidents**

Whenever an incident of concern occurs, whether the behavior occurs at a PMBC activity or elsewhere, the individual with this information will initiate the following procedure:

- i. As soon as possible after the incident, tell the age group minister what happened to determine if a written record of the incident is warranted. If so, complete an Incident Report Form (Appendix 3) as soon as possible. If the incident involved behavior by the age group minister, tell the age group minister's supervisor about the incident.
- ii. If an Incident Report Form has been completed, the age group minister will immediately inform the Pastor and Associate Pastor. The staff members will determine if more information is needed at that point and if the incident warrants the involvement of the SC Task Force. If an Incident Report Form has been completed, the age group minister will also notify the parents of the child or youth involved unless the parent is the offender.
- iii. If the incident warrants involvement by the SC Task Force, the Pastor or Associate Pastor will contact the chair of the SC Task Force, or a designee, who will determine which person(s) from the SC Task Force should participate in the SC Response Team activity.
- iv. Together the age group minister, Associate Pastor/Pastor, and the SC Response Team will collectively determine how to proceed with the reported information.
- v. If the allegation is directed toward a church staff member, the chair of the Personnel Committee shall be promptly notified by the pastor (or Associate Pastor if the allegation is against the Pastor.)

### **c. Responding to Incidents**

Because there is such a wide variety of possible abuse situations ranging from small infringements to catastrophic abuses that cannot all be specifically addressed, the following procedures will be followed when the SCTF becomes involved in responding to a reported incident:

- i. The SCTF Response Team members will meet separately with the alleged abuser and with the individual bringing the complaint, and in the case of a child or youth, the parent(s).
- ii. The Pastor and Associate Pastor and the SCTF Response Team will determine whether or not law enforcement, e.g. police, Child Protective Services, Adult Protective Services, etc., should be notified by a PMBC representative. Parents and adults can choose to report the event whether or not PMBC elects to report the incident.
- iii. It is the intention of the Safe Congregation Task Force that any viable, serious complaint of an incident which has occurred at PMBC will be reported for investigation by legal authorities.
- iv. Even if the church elects not to report an incident to legal authorities, the Pastor, Associate Pastor, and Response Team will determine if there will be consequences for the offender or a anyone falsely making an accusation.
- v. A record of the process, timeline, actions taken will be completed by the SCTF Response Team and kept in a locked file.

## **X. LIMITING ACCESS IN CASE OF ALLEGATION OF ABUSE OR MISCONDUCT**

### **a. Procedure for Limiting Access**

This procedure for limiting access to PMBC people, programs, and events will be followed whenever there is an allegation of misconduct or it becomes known that a person with a history of misconduct is present at or involved in PMBC worship or ministries:

- i. As quickly as possible, the Pastor shall contact the Chair of the SC Task Force. If the Chair is not available, the Pastor will contact an SC Task Force member and arrange a meeting with the person of concern. Before the meeting the Sex Offender Registry and Offender Sentence History shall be consulted to determine if the person is listed and to discover any other relevant

information.

- ii. The Pastor, the Chair (or a designated member) of the SC Task Force, if necessary, other resource individuals will meet together with the person. The meeting shall be confidential and is intended to discuss the history, accusation or case. This conversation shall be documented by the SC Task Force representative and kept on file in the locked SC Task Force File Cabinet at the church. Those who are meeting with the person may elect to utilize an initial Limited Access Agreement at that time, or may choose to wait to discuss the circumstances with the SC Task Force. The Limited Access Agreement shall establish and enforce clear boundaries for the protection of children, youth and other potentially vulnerable individuals and to reduce the likelihood of false allegations or suspicions.
- iii. After meeting with the person, if it has been determined that there is a valid concern, there shall be a briefing of the SC Task Force, and other relevant individuals as determined by the circumstances, and further plans shall be formulated. If a Limited Access Agreement is deemed appropriate and has not yet been utilized, an additional meeting with the person shall be arranged to complete that process. The SC Task Force members may also decide to recruit individuals who will agree to accompany the person in worship and/or other church activities as deemed necessary and outlined in the signed Limited Access Agreement (Appendix 4 and 5). The Limited Access Agreement shall continue to be utilized and revised as necessary as long as the circumstances which warranted its establishment are still applicable.
- iv. In addition, if the individual being charged has previously been charged or convicted of a sex offense, the SC Task Force may require the person to sign a release form so that appropriate people such as the person's sex offender treatment provider and/or current therapist can be contacted. In this case, the therapist and, if applicable, the parole officer shall be asked for their professional assessments of the likelihood of risk and recommendations for assuring the safety of the person and the congregation. If the person is not listed as a Registered Sex Offender, and/or is not currently seeing a therapist or sex offender treatment provider, depending on the severity of the situation, the SC Task Force may require the person to go for a professional assessment by a therapist who specializes in working with sex offenders. If, when requested to do so, the person refuses permission to contact the above sources or refuses to go for an assessment, the SC Task Force shall determine whether to deny the person access to Pullen-sponsored activities.
- v. The Pastor and/or the members of the SC Task Force shall acquaint themselves with any therapeutic program the person has undergone or will continue to participate in and shall obtain from the person a signed release of information granting permission to contact treatment providers on occasion to determine the individual's continued participation in treatment. If the person refuses or fails to comply with the terms of the Limited Access Agreement the SCTF shall consider denying the person access to any PMBC-sponsored activity.
- vi. During this process, supportive care and assistance will be provided to the individual who has made the allegation, and/or his or her parent or guardian. This service will be offered by the Pastor and/or member of the SC Task Force will vary depending on the needs of the individual involved.
- vii. It is understood that all proceedings are held in confidence and that only those individuals deemed necessary by the Pastors and the SC Task Force shall be provided with information about the person in question.



**ACCIDENT REPORT FORM**

Pullen Memorial Baptist Church

Use this form to make a report of an accident that occurred to a child or youth while attending a Pullen-sponsored activity.

Today's Date: \_\_\_\_\_ Date & Time of Accident \_\_\_\_\_

Location of the Accident: \_\_\_\_\_

Activity attending \_\_\_\_\_

Name of the child or youth injured \_\_\_\_\_

Name of child/youth's parent, guardian, caretaker, \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Date and time contacted about accident \_\_\_\_\_

Copy of report given to them \_\_\_\_\_ yes \_\_\_\_\_ no

Describe the accident \_\_\_\_\_

Witness to the accident:

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

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

Condition of child or youth, including the nature and extent of the injury \_\_\_\_\_

Name of person making report \_\_\_\_\_ Signature \_\_\_\_\_

Follow up recommended \_\_\_\_\_

Received by \_\_\_\_\_ Follow-up date \_\_\_\_\_

Comments:

Follow-up:



**Have you ever terminated your employment, professional credentials, or service in a volunteer position or had your employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; or child abuse?**

**YES**

**NO**

*If yes, give a short explanation. Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of incident(s) leading to your termination.*

**Is there any fact or circumstance in your past or present that would call into question your being entrusted with the responsibilities of a volunteer with children, youth, or vulnerable adults?**

**YES**

**NO**

*If yes, please provide a brief explanation.*

**If there is a possibility that you will be driving children or youth in your volunteer role, please answer the question below:**

**With respect to your driving record, have you had your license suspended or revoked within the last seven years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance?**

**YES**

**NO**

*If yes, give a short explanation.*

## **VOLUNTEER COVENANT**

Persons in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is especially important, therefore, that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between children, youth, and vulnerable adults and their leaders must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity. Volunteers play a key role in assisting with these areas of growth. Both research and personal experience teach us that children and youth suffer damaging effects when leaders become sexually involved with persons in their care. In addition, the covenants between persons seeking to volunteer in the church require honesty, integrity, and truthfulness.

Therefore:

- I attest that the information set forth in this application is true and complete. I understand any misrepresentation or omission may be grounds for rejection of my application.
- I will refrain from engaging in sexual, seductive, or erotic behavior with children, youth, or vulnerable adults. Neither shall I sexually harass children, youth, or vulnerable adults or engage in behavior that constitutes verbal, emotional, or physical abuse.

- I hereby authorize Pullen Memorial Baptist Church (PMBC) and/or its agents to conduct a criminal background check. I understand that PMBC will share with me information it has gathered about me in response to this application if I request such information.
- I acknowledge that I have received and understand the Safe Congregation Policies and Guidelines of PMBC.

\_\_\_\_\_ SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE

**Appendix 3**

**INCIDENT REPORT FORM**  
 Pullen Memorial Baptist Church  
**(CONFIDENTIAL)**

Use this form to make a report of any extremely unusual, potentially dangerous or otherwise disturbing activity.

It is the intention of the Safe Congregation Committee that any viable, serious complaint of an incident which has occurred at Pullen will be reported for investigation by legal authorities.

Today's Date: \_\_\_\_\_ Date & Time of Incident \_\_\_\_\_

Where did the incident occur? \_\_\_\_\_

Activity/ Program in process? \_\_\_yes \_\_\_no If yes, name of program \_\_\_\_\_

Describe the incident (Use back of page if needed)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Did you know the person(s) involved in the incident? \_\_\_yes \_\_\_no

If yes, please name \_\_\_\_\_

Other witness to the incident:  
 Name \_\_\_\_\_ Phone \_\_\_\_\_

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

Name of person making report \_\_\_\_\_ Signature \_\_\_\_\_

Follow up recommended \_\_\_\_\_

Received by \_\_\_\_\_ Follow up date \_\_\_\_\_

Comments:

Contact Information for parties involved in incident:

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

Address \_\_\_\_\_

Is this person a regular participant in programs at PMBC?  Yes  No

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

Address \_\_\_\_\_

Is this person a regular participant in programs at PMBC?  Yes  No

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

## **PMBC Memorial Baptist Church Limited Access Agreement in Cases of Allegation of Abuse**

**(Adopted unanimously by the PMBC Safe Congregation Task Force on May 11, 2009. Revised: October 13, 2009)**

A serious complaint or allegation about you, now under review, has been relayed to the Safe Congregation Task Force. In order to assure the protection of the children, youth and other persons who may be specified in this agreement from risk while this complaint is being investigated, and in order to protect you from further suspicion, we ask you to abide by this interim agreement.

Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances.

This document will be made known only to the Pastors, appropriate staff, the members of the Safe Congregation Task Force and other persons that may be deemed appropriate. It will be kept in a locked file in the church office.

By signing this agreement you agree to the following limitations on your conduct and physical location until such time as the agreement is terminated:

1. You must avoid all contact, including verbal, with all children, youth and other persons who may be specified in this agreement while on church property or at congregation-sponsored events.
2. You must not volunteer or agree to lead, chaperone or participate in events for children, youth and other persons who may be specified. This includes, but is not necessarily limited to such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children, youth and other potentially vulnerable persons that may be specified.
3. You must remain in the presence of an adult who has been advised of your situation at all times when children, youth and other persons who may be specified are present.
4. If a child, youth or other person who may be specified in the church approaches you, either at church or in a community place, you must politely and immediately excuse yourself from the situation.
5. You must avoid being in the building unsupervised when activities involving children, youth or other persons who may be specified are in session, such as nursery school or youth group.
6. You must not possess or attempt to possess a key to the PMBC facility.
7. You accept that the following people will be told of your circumstances in order for them to assist in the protection of the children, youth and other persons who may be specified for whom they care:

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8. In addition to all children and youth, you must avoid the following persons:

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9. You must limit your attendance at PMBC to the following activities for which the box below has been checked and avoid all other activities:

- Worship services - Support person(s)\* required? No ( ) Yes ( )
  - Social gatherings in the church - Support person(s)\* required? No ( ) Yes ( )
  - Adult meetings with minors present at the facility, such as choir - Support person(s)\* required? No ( ) Yes ( )
  - Adult meetings without minors present at the facility - Support person(s)\* required? No ( ) Yes ( )
  - Intergenerational church activities - Support person(s)\* required? No ( ) Yes ( )
  - Intergenerational group outings such as ice skating, baseball games, etc. - Support person(s)\* required? No ( ) Yes ( )
  - Alone in building with minister or other staff - Support person(s)\* required? No ( ) Yes ( )
  - Social activities in other member's homes with minors present - Support person(s)\* required? No ( ) Yes ( )
- Other:
- \_\_\_\_\_: Support person(s)\* required? No ( ) Yes ( )
  - \_\_\_\_\_: Support person(s)\* required? No ( ) Yes ( )
  - \_\_\_\_\_: Support person(s)\* Required? No ( ) Yes ( )

\*Your support person/persons is an individual (or group of individuals) who knows about your history/situation and has been approved by the Pastors to accompany you to activities where children and youth or other specified persons may be present.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to all church functions and church property.

I understand that this contract will be reviewed regularly and will remain in effect until such time as it is terminated by the Pastors and Safe Congregations Committee.

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

\_\_\_\_\_  
Pastor                              Date



## **Pullen Memorial Baptist Church Limited Access Agreement in Cases Involving a Convicted Sex Offender**

Pullen Memorial Baptist Church affirms the dignity and worth of all persons. We are committed to being a religious community that is open to those who are in need of worshiping with us, especially in times of serious personal troubles. However, based on your conviction as a sex offender, we have concerns about your contact with children, youth and other persons who may be specified in our congregation.

The following guidelines are designed to reduce the risk (both to you and others) of an incident or accusation. We welcome you into our church, but your participation will be limited as spelled out below in order to ensure the safety of all persons and to help assure that you will not be subject to future accusations.

This document will be made known only to the Pastors, appropriate staff and the members of the Safe Congregation Task Force and other persons that may be deemed appropriate. It will be kept in a locked file in the church office.

By signing this agreement you agree to the following limitations on your conduct and physical location until such time as the agreement is terminated:

1. You must avoid all contact, including verbal, with all children, youth and other persons who may be specified in this agreement while on church property or at congregation-sponsored events.
2. You must not volunteer or agree to lead, chaperone or participate in events for children, youth and other persons who may be specified. This includes, but is not necessarily limited to such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children, youth and other potentially vulnerable persons that may be specified.
3. You must remain in the presence of an adult who has been advised of your situation at all times when children, youth and other persons who may be specified are present.
4. If a child, youth or other person who may be specified in the church approaches you, either at church or in a community place, you must politely and immediately excuse yourself from the situation.
5. You must avoid being in the building unsupervised when activities involving children, youth or other persons who may be specified are in session, such as nursery school or youth group.
6. You must not possess or attempt to possess a key to the Pullen facility.
7. You accept that the following people will be told of your circumstances in order for them to assist in the protection of the children, youth and other persons who may be specified for whom they care:

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---

8. In addition to all children and youth, you must avoid the following persons:

---

---

9. You must limit your attendance at Pullen to the following activities for which the box below has been checked and avoid all other activities:

- Worship services** - Support person(s)\* required? No ( ) Yes ( )
- Social gatherings** - Support person(s)\* required? No ( ) Yes ( )
- Adult meetings with minors present at the facility, such as choir** - Support person(s)\* required? No ( ) Yes ( )
- Adult meetings without minors present at the facility** - Support person(s)\* required? No ( ) Yes ( )
- Intergenerational church activities** - Support person(s)\* required? No ( ) Yes ( )
- Intergenerational group outings such as ice skating, baseball games, etc.** - Support person(s)\* required? No ( ) Yes ( )
- Alone in building with minister or other staff** - Support person(s)\* required? No ( ) Yes ( )
- Social activities in other member's homes with minors present** - Support person(s)\* required? No ( ) Yes ( )

**Other:**

- \_\_\_\_\_: Support person(s)\* required? No ( ) Yes ( )
- \_\_\_\_\_: Support person(s)\* required? No ( ) Yes ( )
- \_\_\_\_\_: Support person(s)\* required? No ( ) Yes ( )
- 

\*Your support person/persons are someone who knows about your history/situation and has been approved by the Pastors to accompany you to activities where children and youth or other vulnerable persons may be present.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to all church functions and church property.

I understand that this contract will be reviewed regularly and will remain in effect until such time as it is terminated by the Pastors and the Safe Congregations Task Force.

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Signature

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Date

\_\_\_\_\_  
Pastor Date

\_\_\_\_\_  
Safe Congregation Task Force Chair Date

**Appendix 6**

**SAFE CONGREGATION REPORTING CHAIN  
Pullen Memorial Baptist Church**

<b>ALLEGED ABUSER</b>	<b>WHO AT PMBC GETS NOTIFIED</b>
Child or Youth's Parent, Guardian or Official Caregiver	Minister->Pastor and Associate Pastor-> Response Team Contact
Program Volunteer	Minister->Pastor and Associate Pastor-> Response Team Contact
Minister	Pastor and Associate Pastor->Response Team Contact->Personnel Committee Chair(s)->Parent (in event of child/youth)
Pastor	Response Team Contact->Personnel Committee Chair(s)->Parent (in event of child/youth)
Associate Pastor	Pastor->Response Team Contact->Personnel Committee Chair(s)->Parent (in event of child/youth)
Member of PMBC Congregation	Pastor and Associate Pastor->Response Team Contact->Parent (in event of child/youth)
Visitor to PMBC	Pastor and Associate Pastor->Response Team Contact->Parent (in event of child/youth)
Peer of Child/Youth	Minister->Pastor and Associate Pastor->Response Team Contact->Parent (in event of child/youth)

