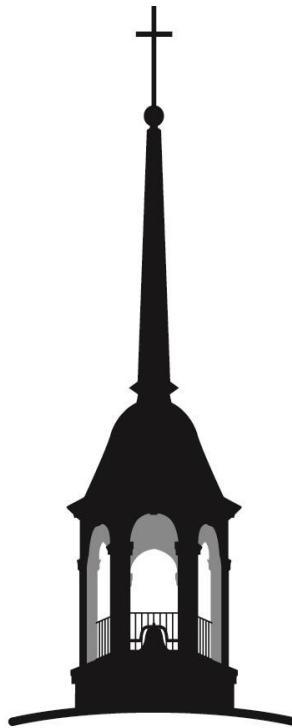


**MOUNT TABOR UNITED METHODIST CHURCH, INC.**

**SAFE SANCTUARIES POLICY MANUAL**



**Mount Tabor**  
**UNITED METHODIST CHURCH**

**Approved by Safe Sanctuaries Committee, Board of Trustees  
And Church Council  
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**Mount Tabor United Methodist Church, Inc.  
3543 Robinhood Road  
Winston-Salem, NC 27106**

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# Mount Tabor United Methodist Church, Inc. Safe Sanctuaries Policy for the Protection of Children, Tweens, Youth & Vulnerable Adults

## Purpose

Mount Tabor United Methodist Church, Inc., hereinafter known as "MTUMC", is committed to providing the safest environment possible for all Children, Tweens, Youth and Vulnerable Adults who enter the doors of the church and/or participate in ministries offered. This policy will give guidelines and procedures to those individuals and ministries who work with those Children, Tweens, Youth, and Vulnerable Adults as the church continues to strive to provide an atmosphere which fosters physical, mental, and spiritual growth as well as safety.

MTUMC is a Christian community and a United Methodist congregation. The church pledges to always work to provide a place where the gospel is taught and celebrated while assuring the spiritual, emotional and physical safety of all Children and Youth, as well as those working with the Children, Tweens, Youth and Vulnerable Adults of MTUMC.

MTUMC will work to educate all workers and volunteers in regards to the policies and procedures that clearly define the standards and expectations of those workers and volunteers. The church will work within the guidelines and requirements of the law of the state of North Carolina and will be prepared to respond to any and all allegations and incidents that may occur.

Any questions about the Safe Sanctuaries Policies or this Policy Manual should be directed to the Chair of the Safe Sanctuaries Committee.

## Definitions

**Abuse:** A non-accidental injury or pattern of injuries to a child, Tween, Youth or Vulnerable Adult. This includes physical abuse, emotional abuse, neglect, sexual abuse and ritual abuse.

**Adult:** Any person eighteen (18) years of age or older and not in High School.

**Child:** Any person between birth and fourth grade (usually those from birth to 11 years old).

**Emotional Abuse:** Expressing attitudes or behaviors toward a Child, Tween, Youth or Vulnerable Adult that creates serious emotional or psychological damage.

**Neglect:** Any serious disregard for a juvenile's or vulnerable adult's supervision, health, education, care or discipline.

**Physical Abuse:** Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or actions that result or could result in serious physical injury.

**Ritual Abuse:** Abuse in which physical, sexual or psychological violations of a juvenile or adult are inflicted regularly, intentionally and in a stylized way by a person or persons responsible for the person's welfare.

**Sexual Abuse:** Any sexual behavior imposed on a juvenile or vulnerable adult.

**Sexual Harassment:** Behavior characterized by the making of unwelcome or inappropriate sexual remarks or advances in a work place or other professional or social situation.

**Staff:** Any person who is full-time, part time or retained or contracted as an employee of MTUMC whether exempt, non-exempt, contract, etc.

**Three Years Older Rule:** The adults that are in a supervisory role must be at least 3 years older than the oldest participant/child/Youth they are supervising.

**Tween:** Any person from the fifth through the completion of sixth grade. The facilitation of the Tween Ministry is shared by Student and Children's ministries.

**Volunteer:** Any person who performs volunteer assistance for Children, Tweens, Youth or Vulnerable Adult programs and activities.

**Vulnerable Adult:** Any person 18 years of age or older who is in need of special care support or protection due to diminished physical, mental or emotional capacities or at risk of abuse due to the power dynamics of a situation.

**Vulnerable Adult Abuse:** Any knowing, intentional or negligent act by a caregiver or any other person that causes harm or a serious risk of harm to an older or vulnerable adult. Types and forms of abuse are usually physical abuse, emotional abuse, sexual abuse, financial exploitation, abandonment and neglect.

**Youth:** Any person from the seventh grade through the completion of the summer after the 12th Grade.

## ***CHURCH WIDE SAFE SANCTUARIES POLICIES***

### **Procedures for Hiring, Recruiting and Screening Paid Staff of MTUMC**

Paid Staff refers to all employees, salaried or exempt, part-time, full-time or Interns, of MTUMC. The following will take place in order for any person to be hired at MTUMC:

1. Completely fill out and submit an Application for Employment and provide a resume.
2. Successfully pass a National Criminal Background Check & Sexual Offenders Check.
3. Successfully pass a Drug Test.
4. Provide three (3) references which will be checked prior to employment with appropriate documentation of the reference discussions to be retained with the application.
5. National Background Checks and Sexual Offender Checks will be conducted by the Office Administrator using an approved vendor, e.g. Group Publishing's LexusNexus and are good for 5 years. The permission form allows them to be rerun at any time at the discretion of the church.
6. Staff-Parish Relations Committee hereinafter known as "SPRC" will oversee this process for all paid staff members.
7. Preschool and After School Care teachers are hired by their respective Boards and have their own hiring practices which must include the MTUMC requirements regarding background checks and drug tests referenced above.
8. Safe Sanctuaries On-line Training and completion of a quiz is required of each new staff member within 30 days of their hire date. The Training and quiz are available on the MTUMC website.
9. Pursuant to the After School Board and Preschool Board, tutors or therapists do NOT require Safe Sanctuaries Training if they work for the WSFC Schools due to the rigorous training they have in the School System.

### **Procedures for Screening Volunteers Working With Children, Tweens, Youth, and Vulnerable Adults**

The following will take place in order for any person to serve as a volunteer working with Children, Youth, Tweens and/or Vulnerable Adults at MTUMC:

1. Successfully pass a National Criminal Background Check & Sexual Offenders Check. National Background Checks and Sexual Offender Checks will be conducted by the Office Administrator using an approved vendor, e.g. Group Publishing's LexusNexus and are good for 5 years. The permission form allows them to be rerun at any time at the discretion of the church.
2. Safe Sanctuaries On-line Training and completion of a quiz is required of every volunteer prior to beginning their work with Children, Tweens, Youth and/or Vulnerable Adults. The Training and quiz are available on the MTUMC Website.
3. Each ministry area will oversee this process for those desiring to become volunteers and ensure all required forms and Background Checks are completed.

## **Training of Staff and Volunteers Working With the Children, Tweens, Youth and Vulnerable Adults of MTUMC**

Training in the following areas will be conducted for all staff and volunteers:

1. Current Safe Sanctuaries Policies.
2. CPR/First Aid for Staff.
3. Looking for Signs of Abuse & How to Report Signs of Abuse.
4. All Volunteers are encouraged to become CPR certified and maintain their certification.

### **Standards and Expectations for All Staff and Volunteers Working with the Children, Tweens, Youth And Vulnerable Adults of MTUMC**

1. No use of tobacco or vapor products in the presence of Youth, Tweens, Children or Vulnerable Adults during an event, trip or outing.
2. No use of illegal drugs at any time.
3. No consumption of alcohol immediately before or during any event, trip or outing.
4. No use of profanity at any event, trip, or outing involving Children, Tweens, Youth or Vulnerable Adults.
5. No use of ethnic or racial slurs at any event, trip, or outing involving Children, Tweens, Youth or Vulnerable Adults.
6. No joining in the watching of any movie rated above PG13, and all PG13 movies MUST be screened and deemed appropriate by the supervisor of that ministry area.
7. No exposing of personal body parts.
8. All MTUMC staff will wear photo ID's at all times when in the church building.

### **Procedures for Working with North Carolina Sex Offender Registry**

Under North Carolina law, persons who have been convicted of a sex offense or an offense against a minor are required to establish and maintain registration in compliance with the North Carolina Sex Offender and Public Protection Registration Programs. Under this program, entities such as MTUMC can request notification from the Registration Program whenever a registered sex offender moves into the vicinity of our church. This is important so that our various ministries are made aware of these individuals living in proximity to the church as part of our duties under the Safe Sanctuaries Policies.

1. MTUMC has identified any registered sex offenders living within a three (3) mile radius of the church and printed out each offender file and files it in a master notebook in the Church Office. These files include information regarding their offense, name, address, and a picture of the individual.
2. MTUMC has signed up for ongoing automated notifications from the State when an offender moves into the three mile radius of the church.
3. The electronic notifications of changes from the State come to the Office Administrator who forwards the emails to the various areas for review.
4. This information is also added to the Sex Offender information in a password protected database maintained on the website for review by Staff and volunteers as needed.
5. The information should be made available to and reviewed by all staff and volunteers in each ministry so they can be aware of the individuals that live near the church in case they were to come onto the MTUMC campus.

### **Procedures for Working with Vulnerable Adults**

#### **Homebound Ministries**

1. Background checks are to be run for all volunteers/ministers doing homebound visits with members.



2. When clergy are visiting homebound members, it is recommended that there shall be two people performing these visits together whenever practical.
3. When volunteers are visiting homebound members, there shall be at least two or more people performing these visits together.

### **Hospital Visits**

1. When clergy are visiting at the hospital, it is acceptable for only one person to make the visit.
2. The hospital room doors are always to be left open and, since there are nurses in close proximity to the rooms, this makes a second person making the visit unnecessary.

### **Stephen Ministries**

Background checks will be run for all volunteers/ministers working with Stephen Ministries.

### **Adult Trips and Mission Trips**

A Confidential Health form for Adults should be completed when traveling with a church group or on a mission trip.

## **Procedures for Overnight Trips with Children, Tweens or Youth**

1. Lodging requirements for each trip are unique. With that in mind, the lodging situations will be evaluated to determine the best and safest sleeping arrangements and will be completed carefully for those attending the trip.
2. The ministry leader will always attempt to have at least 1 adult leader in each room.
3. In making lodging arrangements, the ministry leader will request that all rooms be located in the same block of rooms.
4. A leader will not be allowed to share a room with only 1 child, Tween or Youth, unless the adult is a parent or guardian. This may require a Child/Tween/Youth – Adult combination in a room to be greater than four (4.)
5. No adult will ever share a bed with a child or Youth unless they are related and of the same gender. Even then, unless the relationship is parent/child, parental permission must be obtained to allow this to take place.
6. No males will share a room with females or vice versa.
7. Adult leaders will sleep on the floor when the group spends the night in a hotel or similar accommodations unless an open bed is available.
8. Youth Ministries and Children’s Ministries will attempt to have 2 adult leaders in each room; however this is not always possible.
9. On some occasions the Children or Youth and adult leaders will spend the night at a local church or other multi-purpose facility. At that time, the Youth will be separated by gender and a clearly defined dividing line will be established, and adult leaders strategically placed to ensure the two genders do not sleep with or beside each other.

## **Procedures for Adults Leading Small Groups, Bible Studies or Sunday School Classes for Children or Youth at MTUMC Facilities**

All children fourth grade and younger should be under the supervision of their parents, guardians, or the adult program sponsor at all times. Children are not allowed to be at large on church property and must be under direct supervision of an adult at all times. Parents or guardians are asked to monitor the whereabouts of their children.

All Youth fifth grade and older that are at the church attending events with a group should be with that group and not at large in other church areas or on church grounds.

**Small Groups:** Small groups generally take place at MTUMC, and if there are fewer than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group. For classrooms with no window in the door, the door will remain at least half way open.

**Sunday School Classes:** Sunday School Classes generally take place at MTUMC, and if there are fewer

than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group. For classrooms with no window in the door, the door will remain at least half way open.

**Bible Studies:** Bible Studies that take place at MTUMC will be led by either older Youth or adults. When a team of adults is not present, the study will be asked to move to a higher traffic area of church for better visibility.

## **Procedures for Adults Leading Small Groups, Bible Studies or Sunday School Classes for Children, Tweens or Youth Away from MTUMC Facilities**

1. Small groups, Sunday School Classes, and Bible Studies led by adults, taking place away from the MTUMC facility, should have at least two adults present if possible.
2. Small groups, Sunday School Classes, and Bible Studies led by Youth, taking place away from the MTUMC facility, will have at least one adult present, preferably two.

### **Adult Drivers:**

1. Adult Leaders who are unrelated to a child, Tween or Youth may NOT transport a Youth without written permission from the Youth's parent or guardian. Written permission may be in the form of an email, text or electronic registration from the parent or guardian. In the case of an email or text, the written permission form will be completed by the parent/guardian within 3 days after the occurrence.
2. The Adult Leader shall give the written permission from the parent or guardian to the Minister/Director of Youth or Minister/Director of Children's Ministries or his/her designee
3. Whenever possible, an adult leader is asked to take another leader of the opposite gender with them as they transport the Children, Tween or Youth.

### **Procedures for Camps**

All camps sponsored by MTUMC for Children, Tweens and Youth shall abide by the following:

1. Only camp leadership 18 years of age and older and a High School Graduate will be considered "camp staff".
2. Camp leadership under the age of 18 and not High School Graduates will be considered "camp leaders".
3. All workers 18 years of age and older will successfully pass a background check.
4. There must be at least two (2) camp staff with each group of children at all times.
5. At least one (1) camp staff member who shall be onsite at all times while camp is in session must be trained in First Aid/CPR.

### **Scouting Programs**

1. All leaders of all levels of Scout Programs will be background checked by MTUMC and take the Safe Sanctuaries On-Line Training prior to beginning as a volunteer.
2. All Scout leaders are responsible for adhering to all portions of this Manual.
3. ALL Children, Tweens and Youth in Scouts should be under the supervision of their parents, guardians, or the adult program sponsor at all times.
4. Children, Tweens and Youth in Scouting should be with their group and are not allowed to be at large in other church areas or on church grounds and must be under direct supervision of an adult at all times. Parents, Guardians or Leaders are asked to monitor the whereabouts of these Children, Tweens and Youth Scouts.
5. These requirements pertain to all Scouts when on Church property.

### **Other Programs**

This policy is intended to apply, and does apply, to all programming and ministries at MTUMC, whether or not those programs are specifically identified herein. Any program not specifically identified in this policy shall follow the guidelines set forth in the above section entitled "Procedures for Camps". If the leader of any program has any question regarding which guidelines apply to the specific program, that

leader should immediately consult with the Chair of Safe Sanctuaries Committee or Senior Pastor or designee for further clarification and guidance.

## **Cyber-Safety**

Parental permission must be obtained for Children, Tweens and Youth on the appropriate approved form for:

1. Posting photos on any websites, journal, local paper, or making videos of a child, Tween or Youth, etc. (Use Likeness Waiver for Minors)
2. Sending E-mail communication, phone calls on a personnel cellphone or home phone, text messages/or communications/messages via social media, sending data to a child or Youth by electronic devices. (Use Permission Form for Communication)
3. The sharing of any contact information. Written permission must be obtained from the parent for each instance.

Easily identifiable information will not be posted online.

1. "Bcc" options will be used in sending mass e-mails to Children, Tweens or Youth.
2. Limited information will be communicated in electronic prayer requests.

Communication with Children and Youth will be limited and only when a parent's/guardian's contact information is not available.

1. All communication will be conducted in a professional manner.
2. All communications with Children, Tween or Youth will be saved.
3. To keep false accusations from occurring:
  - a. Seek to use mass/group texts.
  - b. Be conscious about language use.
  - c. Seek to have face to face interactions with Children, Tweens and Youth.
4. If a staff member or volunteer working with Children, Tween or Youth is uneasy about any topic addressed in an e-mail or an e-mail in general, a blind carbon copy must be sent to a parent/guardian or another trusted adult. Honor privacy, but not secrecy.

If abuse is divulged electronically, follow standard reporting procedures found beginning on page 10.

## **Photographs**

When posting photographs:

1. Permission must be obtained from a parent/guardian of Children, Tween and Youth to use photos in/on journal, website, local paper, etc. The Likeness Waiver for Minors Form must be used.
  - a. Reasoning being, "sacred places", understanding one may like photos posted but another not which can create boundary violations.
2. Identifiable information and names of Children, Tween or Youth will not be posted or photos tagged unless permission is obtained from parent.
3. Photos must be checked for vulnerable/compromising situations and to make sure they uphold MTUMC's mission statement.
4. Nametags on Children, Tween or Youth that are pictured must not be distinguishable.
5. Low-resolution photos and slightly blur/pixelated photos should be used when possible.
6. Block "save photo as" option on websites.
7. Limit access to photos by employing the use of a password.
8. Whenever possible stock or purchased photos should be used.
9. The staff must review every photograph before posting to be certain that each child in the photograph has a Likeness Waiver for Minors on file. Special attention must be given to ensure that no visitors are included in the photograph unless a Likeness Waiver for Minors is obtained for the visitor.

## **Safety Measures for Staff Using Social Networking Sites**

1. Set privacy settings to limit who can see your profile.
2. Restrict who can be your friend.
3. Use higher level security features.
4. Do not post anything to your social networking site that you would not want on your resume or printed in the church newsletter/bulletin.
5. Do not post inappropriate comments, photos, etc.
6. Encourage Children, Teens and Youth to follow these same guidelines.
7. Refrain from giving out passwords to your accounts.
8. Set personal boundaries:
  - a. Available times to answer calls or texts
  - b. Email until a certain time

## **Responding to Allegations of Abuse**

There follows an excerpt from the Department of Social Services website and is not a "suggestion" and not open to change by the individual institution. *North Carolina's reporting law, found at statute NCGS 7B-101, applies to every person and every institution in the state. It requires "any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent or has died as a result of maltreatment" to make a report to the county Department of Social Services. This scenario applies to situations where a child/Youth shares information with a staff member/volunteer and/or a staff member/volunteer suspects abuse or neglect. It also applies to Vulnerable Adults who may have been subjected to Elder Abuse.*

### **Allegation Against A Paid Staff Member**

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, Tween, Youth or a member of a vulnerable population that is a part of the MTUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form. Forms are available on the church website under the Safe Sanctuaries Section.
2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or designee.
3. The Senior Pastor or designee and Chair of Staff Parish Relations Committee will immediately remove alleged offender from contact with Children, Tweens, Youth or Vulnerable Adults from all MTUMC activities until the allegation is fully investigated and resolved.
4. If the allegation involves a Youth, Tween or Child, the Senior Pastor or designee will contact the Department of Social Services at (336-703-2287).
5. If the allegation involves a vulnerable adult, they will contact the Department of Social Services at (336-703-3503).
6. The witness will be informed by the receiver of the form that he/she may also contact the Department of Social Services.
7. The Senior Pastor or designee will contact the Chair of the Staff-Parish Relations Committee (SPRC).
8. The Senior Pastor or designee will contact the Yadkin Valley District Superintendent (336-727-1222).
9. The Chair of the Board of Trustees or designee will contact the insurance carrier.
10. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

### **Allegation Against a Volunteer**

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, Tween, Youth or a member of a vulnerable population that is a part of the MTUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse. Forms are available on the church website under the Safe Sanctuaries Section.

2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or designee.
3. The Senior Pastor or designee will immediately remove alleged offender from contact with Children, Youth or Vulnerable Adults from all MTUMC activities until the allegation is fully investigated and resolved.
4. If the allegation involves a Youth, Tween or Child, the Senior Pastor or designee will contact the Department of Social Services at (336-703-2287).
5. If the allegation involves a vulnerable adult, the Senior Pastor or designee will contact the Department of Social Services at (336-703-3503).
6. The witness will be informed by the receiver of the form that he/she may also contact the Department of Social Services.
7. The Senior Pastor or designee will contact the Yadkin Valley District Superintendent (336-727-1222).
8. The Senior Pastor or designee will contact the Chair of the Church Council.
9. The Chair of the Board of Trustees or designee will contact the insurance carrier.
10. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

### **Allegation Against a Senior or Associate Pastor or Other Clergy on Staff**

1. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, Tween, Youth or a member of a vulnerable population that is a part of the MTUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form. Forms are available on the church website under the Safe Sanctuaries Section.
2. Give the "Report of Suspected Incident of Abuse" form to the Senior Pastor or a member of the pastoral staff (other than the alleged offender).
3. The clergy person receiving the written complaint will contact the Chair of the SPRC.
4. Once the SPRC Chair has been notified of the complaint, the clergy person receiving the complaint or the SPRC chair will contact the Yadkin Valley District Superintendent (336-727-1222).
5. The Chair of Staff Parish Relations Committee, in consultation with the District Superintendent of the Yadkin Valley and other lead clergy staff will remove the alleged offender from contact with Children, Youth or Vulnerable Adults from all MTUMC activities until the allegation is fully investigated and resolved.
6. Following the leadership of the District Superintendent, the SPRC Chair and appointed clergy will determine the appropriate next steps, in keeping with NC Law, as it pertains to pastoral care for all parties' involved, legal responsibilities and requirements and resolutions. As part of this process, a report will be filed with the Department of Social Services. At that time the contacts will be made as follows:
  - a. If the allegation involves a Youth, Tween or Child, contact the Department of Social Services (336-703-2287).
  - b. If the allegation involves a vulnerable adult, contact the Department of Social Services at (336-703-3503).
7. The Senior Pastor or designee will appoint a media spokesperson at the church for immediate response to any media inquiries. This person should then immediately contact the Communications Liaison for the Western North Carolina Conference.
8. The Chair of Trustees or designee will contact the insurance carrier at the appropriate time, based on the requirements of the church's insurance policy.

### **Allegation Against A Non-Church Related Individual (Parent/Caregiver/Other individual)**

This section covers the procedures for handling alleged abuse of Children, Tweens, Youth and vulnerable adults (by a person other than those mentioned in previous sections) that comes to the attention of a Program Director or Ministry Director or other church staff or member. This alleged abuse

includes the results of adult domestic violence that may be observed.

1. Any witness of suspected abuse must report to their Program Director or Ministry Area Director.
2. If this observation occurs in one of the Worship Arts Ministry sub-groups (Children's Choirs, Bells, Dance or Orchestra) the sub-group leader will make the Director of Worship Arts aware for completion of appropriate process.
3. If there is cause to suspect any form of abuse has occurred or is continuing to occur to a child, Tween, Youth or a member of a vulnerable population that is a part of the MTUMC activities or ministry events, you must complete a "Report of Suspected Incident of Abuse" form. Forms are available on the church website under the Safe Sanctuaries Section.
4. Give the "Report of Suspected Incident of Abuse" form to the Ministry Area Director.
5. If the allegation involves a Youth, Tween or Child, the Program Director will contact the Department of Social Services at (336)-703-2287.
6. If the allegation is against a parent and the Department of Social Services is contacted, DO NOT notify the parent(s) about the call to DSS.
7. If the allegation involves a Vulnerable Adult, the Program Director will contact the Department of Social Services at (336)-703-3503.
8. If this allegation involves adult domestic violence, the Program Director will contact law enforcement.
9. The Ministry Area Director will notify the Senior Pastor or designee that a report to DSS and/or law enforcement has been made.
10. The witness will be informed by the receiver of the form that he/she may also contact the Department of Social Services.
11. All appropriate contacts will be made within 24 hours of the alleged abuse occurring.
12. Respond with care to the congregation, the victim and the alleged offender.

## ***ADDITIONAL POLICIES FOR INDIVIDUAL MINISTRIES***

### **MTUMC Children, Tweens, Youth and Worship Arts Ministries Policies**

#### **Three Years Older Rule**

1. Three Years Older Rule – The adults that are in a supervisory role must be at least 3 years older than the oldest participant Child/Tween/Youth they are supervising.
  - a. As it relates to Youth Ministry, 18-19 year old college students that are at least 3 years older than the oldest 8<sup>th</sup> grader may be in a "supervisory" role with middle school Youth.
  - b. For 18-22 year olds who are no longer in high school and wish to be in ministry with Youth, especially high school Youth, they can serve in addition to an adult that is in a supervisory capacity over the high school Youth.
  - c. Young adults that are within 3 years of age of the oldest student they are leading may be a small group leader in situations where there is still supervisory oversight and presence of an adult that is beyond 3 years older than the students.
  - d. The same situation as described in item (c) above applies to middle school students that would like to assist with VBS, summer day camp, etc. The middle school Youth may be paired with an adult that is serving in a supervisory role.
  - e. Best practice and the UMC stated guideline is 2 unrelated adults over the age of 18 and at least 3 years older than the oldest participant/child/Youth. However, If there are other adults without assigned responsibilities that are supervising events, activities, ministries, etc., one adult and one Youth can be put together, as long as it is clear that the adult is in the supervisory role in that relationship.
  - f. As it relates to a college intern working with Youth or Children's Ministries for the summer, the college intern should be an "assistant" to the Director and/or Assistant Director of Youth or the Director and/or Assistant Director of Children's Ministries and would be included in the adult/leaders count only when there is a 3 years or more age difference between them and the oldest student they are engaging in ministry with for any

particular activity. Otherwise, the intern would be an "additional" staff person who is able to assist, lead, plan, and direct under the guidance of the Director of Youth or Director of Children's Ministries, or their qualified designee, who must be in attendance at the activity. This requirement in section (f) is not applicable if the intern is paid staff.

### **General Volunteer Policies for Children and Youth**

1. All volunteers working with Children, Tweens or Youth will have a National Criminal Background Check and Sex Offender Check. The results from the checks will be recorded in the volunteer file when received.
2. If changes occur the volunteer agrees to inform a Pastor or the Minister/Director of Children or the Minister/Director of Youth. Any adult who has been convicted of any crime involving a child will not be permitted to work with children.
3. All volunteer information will be maintained by the Office Administrator in a file accessible only to the Director of Children's Ministries, Minister of Youth Ministries, Associate Director of Childrens Ministries, Associate Director of Youth Ministries, SPRC Chairperson and Safe Sanctuaries Committee Chairperson.
4. All volunteer orientations will include information that covers the church's policies on safe ministry with Children and Youth. This orientation will also make volunteers aware of the Mandatory Reporting Statute of North Carolina concerning Child Abuse. North Carolina law requires everyone to report suspected child abuse or neglect.
5. All volunteers will wear a MTUMC Volunteer Staff ID tag while working with Children, Tweens or Youth.
6. Whenever practical, a minimum of two adults should be present during any Children, Tweens or Youth activity. We will strive not to have a teacher working alone with any Children or Youth.
7. If a volunteer is alone in a classroom with Children, Tweens or Youth, the door to the room will remain open.
8. Windows in doors and walls will remain uncovered for the protection of the Children or Youth and volunteers.
9. Another adult (e.g., Childrens/Youth Coordinator, Minister/Director of Childrens Ministries, Minister/Director of Youth Ministries, Associate Director of Childrens Ministries, and Associate Director of Youth Ministries) will be in the hallways whenever teachers are teaching Children or Youth. This person will act as a visible presence in support of teachers, as well as a deterrent of any potentially harmful situation for our Children or Youth.
10. No volunteers under the age of eighteen (18) will be allowed to work with children without the direct supervision of a "lead adult".
11. To be considered the "lead adult" when working with Children, Tweens or Youth, a person must be 18 or older and a high school graduate. Any volunteer ages 18 through 22 will be supervised by the Minister/Director of the specific program or his/her designee.
12. Children shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.

### **Children's Policies: Infants - 4th Grade**

This section applies to all children from infant through 4<sup>th</sup> grade involved in a Mount Tabor United Methodist Church sponsored activity OR on the campus of Mount Tabor United Methodist Church as well as any adults involved in the activity or ministry area.

#### **Children's Ministries Staff Policies**

To provide a safe and secure environment for children and staff the following policies are established:

1. Ratios for groups (children/adult) whether in the buildings at Mount Tabor or in vehicles on church sanctioned trips:
  - Infants/Toddlers: 10/2
  - Twos: 11/2
  - Threes: 12/2

Fours: 16/2  
Kindergarteners: 19/2  
First-Third Graders: 25/2  
Fourth Graders: 30/2

2. The staff or volunteer will arrive 15 minutes before the scheduled start of the day and remain until all the children are picked up.
3. Two staff members/volunteers must be in the classroom area.
4. Children must be in the presence of an adult at all times. No child will be allowed to go to a different area of the church facility unsupervised.
5. Windows in the doors and walls will remain uncovered for the protection of the children and staff/volunteer.
6. If a child needs assistance when using the restroom, the bathroom door must be kept open.

### **Youth Volunteers Working With Children**

1. Any Youth who wants to volunteer in the Nurseries must:
  - a. Be in at least the 8<sup>th</sup> Grade.
  - b. The Youth must have one of his/her parent/guardian keep the nursery with him/her through the 8th Grade. Once the Youth enters the 9th grade they may be put in the Nursery rotation with another adult.
  - c. Meet with the Director of Children's Ministries.
2. Any Youth who would like to teach/assist in Sunday School or other programs of the Children's Ministries must:
  - a. Be in at least the 5th Grade to teach/assist in the 2-4 year old classes.
  - b. Be in at least the 9th Grade to teach/assist in the Kindergarten-4th Grade classes.
  - c. Have an adult present in the classroom for the time that he/she is teaching the class.
  - d. Complete a Youth Volunteer Application.
  - e. Meet with the Director of Children's Ministries.

### **Nursery Drop Off and Pick Up Procedures**

When children are dropped off and picked up, parents are to follow the check-in/check-out procedures:

1. Parent/guardian sign children in at the check-in station in the lobby of the Children's Building
2. The parent/guardian and child are each given a Name Tag with matching numbers. The person picking the child up **MUST** have the matching Name Tag to the child they are picking up. **NO CHILD WILL BE RELEASED TO ANY PERSON NOT PRESENTING A MATCHING NAME TAG.**
3. If someone other than the child's parent/guardian will be picking the child up the parent/guardian dropping the child off must notify the childcare worker who that person will be, and that person must present the matching Name Tag of that child.
4. A photo ID may be required from any person picking up a child who is not the child's parent or legal guardian.

### **Sunday School Check In/Out Procedures**

Sunday School Drop-Off and Pick-Up - When children are dropped off and picked up, parents are to follow the check-in/check-out procedures:

1. Parent/guardian sign children in at the check-in station in the lobby of the Children's Building
2. The parent/guardian and child are each given a Name Tag with matching numbers. The person picking the child up **MUST** have the matching Name Tag to the child they are picking up. **NO CHILD WILL BE RELEASED TO ANY PERSON NOT PRESENTING A MATCHING NAME TAG.**
3. If someone other than the child's parent/guardian will be picking the child up the parent/guardian dropping the child off must notify the childcare worker who that person will be, and that person must present the matching Name Tag of that child.



### **Procedures for Kids Worship**

1. Children will be dismissed for Kids Worship from the worship services.
2. Children should be accompanied to the Kids Worship space by their parent/guardian or Kids Worship leader.
3. Children attending during the Ignite and Traditional Services must be picked up from Kids Worship immediately following the end of the service by their parent/guardian.

### **Procedures for Wednesday Night Children's Programs**

All children fourth grade and younger should be under the supervision of their parents, guardians, or the adult program sponsor at all times. Children are not allowed to roam the building. Parents or guardians are asked to monitor the whereabouts of their children at all times.

1. Children should be registered at the Welcome Center desk prior to the start of Tabor Kids on Wednesday.
2. Children should be brought to their activity area by their parent/guardian or program sponsor.
3. Children must be escorted to Tabor Table and to their next activity by their parent/guardian/program sponsor.
4. Children must be picked up from their activity at the end of the evening by their parent/guardian.

### **MTUMC Weekday Preschool Guidelines**

1. The doors to the Children's Building shall be secured following the schedule below:
  - a. The doors are unlocked at 8:55 am for drop off and 11:45 am for pick up.
  - b. The exterior doors to the Preschool area will be locked at 9:15 am after drop off and at 12:05 pm after pick up.
  - c. All Preschool visitors will press the call button to gain access to the Children's Building.
2. Children drop off will vary according to the age group/activity.
  - a. The Mother's Morning Out and Two Year Old classes must be dropped off by their parents in their classroom. Parents should enter the walkway doors via the courtyard between the Sanctuary and Children's Building.
  - b. The Three and Four Year Old classes may be dropped off in the car line. Parents should follow the car line route provided at the beginning of the school year.
  - c. Children are escorted to their classroom by a parent, guardian or preschool staff member.
3. Pick-up procedure will vary according to the age group/activity.
  - a. The Mother's Morning Out and Two Year Old classes must be picked up by their parents in their classroom. Parents should enter the walkway doors via the courtyard between the Sanctuary and Children's Building.
  - b. The Three and Four Year Old classes will be escorted to the drop off area and picked up in the car line. Parents should follow the car line route provided at the beginning of the school year.
  - c. Children staying for Lunch Bunch should be picked up from the Lunch Bunch classroom.
4. If a person other than a known parent or guardian will be picking up a child, the staff must be notified in advance. The person picking up the child will be asked for photo identification.
5. Parents are to provide an emergency contact number in the event the staff is unable to reach the parent/guardian.

### **MTUMC After School Care Policies**

1. The Director or a staff member she/he has appointed will check attendance to assure each child is present at the beginning of the program. School and/or parents will be contacted if a child is absent without advance notice.
2. A child will not be released to any individual without advanced written permission from his/her parent(s)/legal guardian. Approved names of person who may pick-up a child will be kept on the registration form.
3. A photo ID will be required from any person picking up a child who is not the child's parent or legal guardian.

4. The Children's Building doors shall remain locked during program operation. Parents/Guardians should press the "Call" button to gain access to the building.
5. Parents/Guardians shall sign their child out on the class roster kept with teachers at all times.

## **Tween Policies: 5<sup>th</sup>-6<sup>th</sup> Grade**

This section applies to all Tweens from the 5th grade through Promotion Sunday following the 6<sup>th</sup> grade involved in a Mount Tabor United Methodist Church sponsored activity OR on the campus of Mount Tabor United Methodist Church as well as any adults involved in the activity or ministry area.

### **A. Adult Drivers:**

1. Adult Leaders who are unrelated to a Tween may NOT transport a Tween without written permission from the Tween's parent or guardian. Written permission may be in the form of an email or text from the parent or guardian and a written permission form will be completed by the parent or guardian within 3 days after the occurrence.
2. The Adult Leader shall give the written permission to the Minister/Director of Youth, Minister/Director of Children's Ministries or his/her designee.
3. Whenever possible, an adult leader is asked to take another leader of the opposite gender with them as they transport the Tween.

### **B. Personal Space Boundaries:**

1. Relational ministry often means an embrace or hug to show the Tween is welcome, loved and cared for. However,
  - a. No Tween is allowed to sit on the lap of an adult leader of the opposite gender for an extended period of time.
  - b. No adult leader will ever be allowed to engage in a physical relationship with a Tween.

### **C. College Students in Volunteer Leadership Roles:**

1. All college-aged volunteers will successfully pass a Criminal Background and Sex Offender Check and be approved for service by the Minister/Director of Youth, Minister/Director of Children's Ministries or his/her designee.
2. The prospective college volunteers will be approved or disapproved by Minister/Director of Youth, Minister/Director of Children's Ministries or his/her designee and the Staff Parish Relations Committee.
3. No college-aged Youth will be in prolonged, direct supervision of Tweens without the assistance of an approved adult leader.

### **D. Counseling Tweens**

1. The one-on-one counseling of a Tween by a member of the Youth or Children's ministries staff should be attempted to be done during regular business hours in office area of MTUMC.
2. If this is not possible and emergency counseling must be done at a moment's notice and/or at an odd hour, the ministries staff is asked to notify another staff member or pastor of MTUMC of the counseling session, location and gender of the Tween being counseled.
3. A public place for this session should be secured.
4. The Ministries staff member may not counsel a Tween for more than 5 sessions. If the reason for counseling is not resolved within that period, the ministries staff member is to refer the Tween to another counselor.
5. If counseling is done by a Youth/Children's Ministries volunteer, that volunteer must make the Minister/Director of Youth/Children aware of the counseling being done.
6. The Ministries volunteer may not counsel a Tween for more than 5 sessions. If the reason for counseling is not resolved within that period, the ministries volunteer is to refer the Tween to another counselor and communicate referral information to a Ministries Staff member.

## **Youth Policies: 7<sup>th</sup>-12<sup>th</sup> Grade**

This section applies to all Youth from the 7th grade through the completion of the summer after the 12<sup>th</sup> grade involved in a Mount Tabor United Methodist Church sponsored activity OR on the campus of Mount Tabor United Methodist Church as well as any adults involved in the activity or ministry area.

### **A. Adult Drivers:**

1. Adult Leaders who are unrelated to a Youth may NOT transport a Youth without written permission from the Youth's parent or guardian. Written permission may be in the form of an email or text from the parent or guardian and a written permission form will be completed by the parent or guardian within 3 days after the occurrence.
2. The Adult Leader shall give the written permission to the Minister/Director of Youth or his/her designee.
3. Whenever possible, an adult leader is asked to take another leader of the opposite gender with them as they transport the Youth.

### **B. Youth Drivers:**

1. Prior to driving a personal vehicle to or from any sanctioned Youth event, a copy of their automobile coverage and driver's license must be on file with the Youth Ministries office.
2. No Youth is allowed to drive a personal vehicle to or from any sanctioned Youth event, unless given prior written approval by their parent/guardian on "Permission for Youth Drivers Form". A sanctioned outing is an event where transportation is coordinated or provided by the church.
3. Written approval may be in the form of an email or text from the parent or guardian, but must be followed-up with a phone call by the Minister/Director of Youth or designee for authentication and a written "Permission for Youth Drivers Form" will be completed by the parent or guardian within 3 days after the occurrence.
4. The Minister/Director of Youth may either accept or decline the permission.
5. The Minister/Director of Youth shall maintain copy of the written permission form along with his/her written approval.

### **A. Youth Riding With Youth:**

1. Youth may NOT ride in the personal vehicle of another Youth for any Youth events except in the following circumstances:
  - a. The Youth driver must have completed and submitted the appropriate paperwork to the Youth Ministries office for approval on "Permission for Youth Drivers Form".
  - b. Prior to driving another Youth, the driving Youth must have a copy of their automobile coverage and driver's license on file with the Youth Ministries Office.
  - c. The Youth driver has presented written consent from their parent/guardian to the Youth Ministries office allowing the Youth driver to transport other Youth.
  - d. The Youth rider has presented written consent from their parent/guardian on a "Permission for Youth to Ride with Youth and Adult Leaders Form" to the Youth Ministries office allowing him/her to be transported by another Youth or adult leader.
  - e. All paperwork will be maintained in the Youth Ministries office.

### **B. Personal Space Boundaries:**

1. Relational ministry often means an embrace or hug to show the Youth is welcome, loved and cared for. However,
  - a. No Youth is allowed to sit on the lap of an adult leader of the opposite gender for an extended period of time.
  - b. No adult leader will ever be allowed to engage in a physical relationship with a Youth.

### **C. Leadership:**

1. Youth are encouraged and nurtured to help lead other Youth in small groups and

Bible studies. This grows a young person's leadership potential and abilities. However,

- a. No Youth will be allowed to be in a prolonged, direct supervision role of another Youth.
- b. An adult leader will be assigned to help in this process.

#### **D. College Students in Volunteer Leadership Roles:**

1. All college-aged volunteers will successfully pass a Criminal Background and Sex Offender Check and be approved for service by the Minister/Director of Youth or his/her designee.
2. The prospective college volunteers will be approved or disapproved by Minister/Director of Youth or his/her designee and the Staff Parish Relations Committee.
3. No college-aged Youth will be in prolonged, direct supervision of Youth without the assistance of an approved adult leader.

#### **E. Counseling Youth**

1. The one-on-one counseling of a Youth by a member of the Youth ministries staff should be attempted to be done during regular business hours in the Youth Ministries or office area of MTUMC.
2. If this is not possible and emergency counseling must be done at a moment's notice and/or at an odd hour, the Youth ministries staff is asked to notify another staff member or pastor of MTUMC of the counseling session, location and gender of the Youth being counseled.
3. A public place for this session should be secured.
4. The Youth Ministries staff member may not counsel a Youth for more than 5 sessions. If the reason for counseling is not resolved within that period, the Youth ministries staff member is to refer the Youth to another counselor.
5. If counseling is done by a Youth Ministries volunteer, that volunteer must make the Minister of Youth aware of the counseling being done.
6. The Youth Ministries volunteer may not counsel a Youth for more than 5 sessions. If the reason for counseling is not resolved within that period, the Youth ministries volunteer is to refer the Youth to another counselor and communicate referral information to a Youth Ministries Staff member.

### **Safe Sanctuaries Policy for Video Ministry (Live Streaming)**

A Video Ministry has been established for the purpose of live streaming of church services and special events. At a called meeting of Safe Sanctuaries Committee on January 29, 2019 a motion was unanimously approved by the committee to support the Video Ministry project for Mount Tabor UMC worship services. The motion included a requirement that the following verbiage to be added to the Safe Sanctuaries Committee Policy Manual after final approval by Church Council on April 10, 2019.

1. Video Ministry Committee to have Trustees review the new Video Ministry operational details and obtain insurance company approval prior to going live with streaming in each service. This is to cover the possibility of future liability and may require an endorsement specific to the live video streaming
2. Information will be published in Tabor Talk and "In The Know" to announce the streaming project prior to the first live streaming for each service and what date it will be starting.
3. Signs are to be posted at every door entering a worship space where videoing is being done indicating that filming of the service will be taking place.
4. A notice is to be placed in each monthly Tabor Talk, each weekly "In the Know" and each weekly Sunday bulletin advising that filming will be taking place during the church service(s).
5. There is to be a 2 to 5 minute buffering of the live stream as it goes to You Tube.

6. A "No Video Zone" is to be established in the Alspaugh Worship Center and Sanctuary for people to sit where they won't be filmed and include this information on the signs at the entry doors and in the bulletins.
7. Camera(s) are to be continuously focused on the worship space at the front of the service and are not pan the audience.
8. Do not film during Communion but rather fade out and go to some slides and music or a short video.
9. A Safe Sanctuaries Policy "Likeness Waiver for Minors" will NOT be required for children/youth ATTENDING worship services except for families with Children/Youth invited to participate.
10. A "Likeness Waiver for Minors" MUST be obtained for any Children/Youth being filmed on the stage in AWC or in Chancel area in Sanctuary e.g. Liturgical Dancers, Ignite Band, Nativity Scene participants, Special Recognitions, etc. **prior to the event.**
11. Any completed Waivers are to be collected and maintained by the Director of the Ministry Area responsible for the group being filmed on stage or in the Chancel.
12. Allow deference for filming of Baptisms if filming is not wanted by the family. The family will have the sole discretion for this decision. If the family agrees to the filming of the Baptism, a "Likeness Waiver for Minors" is to be signed for all Children/Youth taking part in the Baptism.
13. Leaders of the service should be mindful of filming personal prayer requests or medical health updates provided during a service that is being filmed. These should only be filmed with the consent of the individual in question.
14. There will be no change to the current Safe Sanctuaries policies regarding Cyber Safety and the "Likeness Waiver for Minors" requirements for all other Children/Youth/Vulnerable Adults activities.

## **Implementation of Mount Tabor United Methodist Church, Inc.'s Safe Sanctuaries Policy**

- All ministry areas are responsible for having these updated policies in place no later than September 1, 2019.
- Training is the responsibility of each ministry area in coordination with Safe Sanctuaries Committee.
- In addition, any outside group (i.e. Scouting Programs, visiting churches, etc.) using the MTUMC facilities will be made aware of this policy and will meet the standards set forth in the policy.
- If anyone has a question about this manual, please contact the Chair of the Safe Sanctuaries Committee.

Approved by Mount Tabor UMC Church Council  
November 2005

Updated and Approved by Mount Tabor UMC Church Council  
September 2012

Updated and Approved by Mount Tabor UMC Church Council  
July 2017

Updated and Approved by Mount Tabor UMC Church Council



**Addendum to the Safe Sanctuaries Policy In Response to the  
Jessica Lundsford Act for North Carolina, Effective 12/01/08 For  
Mount Tabor United Methodist Church  
Winston-Salem, North Carolina**

We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and Youth of the church with the right of all people to experience God's redeeming love through worship. In furtherance of our Safe Sanctuary Policy and in compliance with North Carolina law, a registered sex offender who wishes to be part of a church community should expect to have conditions placed on his/her participation.

1. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. *N.C. Gen Stat. § 14-208.17(a) (2008)*
2. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care or supervision of minors. *N.C. Gen Stat. § 14-208.18(a) (2) (2008)*
3. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, PreSchool classrooms, Children's Sunday School classrooms and playground. *N.C. Gen Stat. § 14-208.18(a) (1) (2008)*
4. A registered sex offender shall not be in attendance at any church event where Children or Youth are the primary audience. These events include, but are not limited to, United Methodist Youth Fellowship activities, Vacation Bible School, and scouting activities.
  - a. If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the sheriff's office.
5. A registered sex offender should identify himself/herself as a registered sex offender to the Senior Pastor or designee.
6. A registered sex offender who wishes to be part of our church community shall meet with the Senior Pastor to discuss his intentions.
7. Before the Senior Pastor can move forward with a review of the request, permission must be received from the registered sex offender's Supervising Legal Officer (e.g. Parole Officer).
8. Each request received will be handled on a case by case basis and the Senior Pastor, in consultation with the Chairperson of Church Council shall have sole discretion for the decision.
9. If the request is approved, the registered sex offender must sign a Church Participation Covenant Statement. This document will also be signed by the Pastor(s) and the Chairperson of the Church Council and be kept on file at the church.
10. While on church property, a registered sex offender must be accompanied at all times by an unrelated, same gender adult Covenant Partner provided by the church. ("See Covenant Agreement Form on page #30)
11. Because of the prohibition of a registered sex offender being allowed on church property, if they have a Child or Youth in a school or program at Mount Tabor United Methodist Church they are not allowed to pick up that Child or Youth from church programs or events. The church may enforce the policy by allowing the offender to designate another adult to pick up their Child or Youth. These logistics would be addressed when an offender identifies themselves to the Senior Pastor or designee and enters into a Covenant Agreement.

Adopted by the Mount Tabor UMC Church Council – March 2009  
Amendment adopted by the Mount Tabor UMC Church Council – July 2017  
Amendment adopted by the Mount Tabor UMC Church Council – July 2019

# **APPENDIX**

## **Safe Sanctuaries Forms**



**Safe Sanctuaries Policies – July 2019** (fee update March 2022)

**Criminal Records Background Check Consent Form**

**Please check one only:**

- Preschool Volunteer  Preschool Staff  Afterschool Volunteer  Afterschool Staff  Custodial Staff   
Children's Min. Volunteer  Tween Min. Volunteer  Youth Min. Volunteer  Adult Min. Volunteer   
Church Staff  Scout Volunteer

Date \_\_\_\_\_

Name: \_\_\_\_\_  
Last Name First Name MI Maiden Name

Social Security # \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Address: \_\_\_\_\_  
House/Apt. # Street (Do NOT use Post Office Box Address)

City State Zip Code

Telephone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

I understand that due to my activities and involvement with the Children, Youth or Vulnerable Adults of Mount Tabor UMC, the following will be run and may be run again at any time at the discretion of Mount Tabor UMC:

- A National Criminal Background Check and Sexual Offender Check

I have never been convicted of child abuse as an adult or juvenile, nor had such a conviction expunged \_\_\_\_\_ (initials). I consent to a national criminal background check \_\_\_\_\_ (initials).

\_\_\_\_\_  
Printed Name Signature Date

**Each background check costs MTUMC \$14. If you would like to pay for this, it would be greatly appreciated and checks may be made payable to Mount Tabor UMC. Please put "Background Check" in the memo space.**

***This form along with the ACKNOWLEDGEMENT – RECEIPT OF POLICY MANUAL should be returned to the appropriate ministry office.***

(Office Use Only)
Position for _____
Background Check done by _____
Date _____ Program _____
Background Check ID # _____

Payment: Y ____ N ____
Cash ____ or
Check # _____
Amount \$ _____

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019  
**Permission for Youth Drivers  
(Youth Ministries Only)**

This form gives permission for the below stated Youth to drive their personal vehicle ONLY when deemed necessary by a Youth ministries staff member for the reasons of space needs. If space is available by other means, NO Youth will be allowed to drive their personal vehicle.

Youth Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
House # Street City Zip Code

Driver License #, State & Expiration Date: \_\_\_\_\_

**A copy of the Youth's automobile insurance coverage must be attached**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ After 9:00 p.m. license? \_\_\_\_\_

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

Emergency Contact #: \_\_\_\_\_

*By signing below, I give permission for my Youth to transport other Youth in their personal vehicle to help enable transportation of Youth for sanctioned Youth Ministries events, and only when deemed necessary by a Youth Ministries Staff Member.*

\_\_\_\_\_  
*Parent/Guardian Printed Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

Signature of Mount Tabor UMC Staff: \_\_\_\_\_

Date Collected by Mount Tabor UMC Staff: \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

**Permission for Youth to Ride with Youth or Adult Leader  
(Youth Ministries Only)**

This form is to be signed by a parent/guardian to give permission for their Youth to ride in the personal vehicle of another YOUTH or adult leader on a sanctioned Youth ministries outing. This will only be allowed when deemed necessary by a member of the Youth ministries staff and when no other seating arrangements can be found.

Youth Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
House # Street City State Zip Code

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Emergency Contact #: \_\_\_\_\_

*I give my Youth permission to ride as a passenger in the personal vehicle of another Youth or adult leader for the purpose of meeting transportation needs to and from a sanctioned Youth ministries event.*

\_\_\_\_\_  
*Parent/Guardian Printed Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_

Signature of Mount Tabor UMC Staff: \_\_\_\_\_

Date Collected by Mount Tabor UMC Staff: \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

**Permission for Youth to Ride with Adult Leader  
(Children’s or Tween Ministries Only)**

This form is to be signed by a parent/guardian to give permission for their Youth to ride in the personal vehicle of an adult leader on a sanctioned Children’s or Tween ministries outing. This will only be allowed when deemed necessary by a member of the ministries staff and when no other seating arrangements can be found.

Youth Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
House # Street City State Zip Code

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Emergency Contact #: \_\_\_\_\_

*I give my Youth permission to ride as a passenger in the personal vehicle of another adult leader for the purpose of meeting transportation needs to and from a sanctioned ministries event.*

\_\_\_\_\_  
*Parent/Guardian Printed Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

\_\_\_\_\_

Signature of Mount Tabor UMC Staff: \_\_\_\_\_

Date Collected by Mount Tabor UMC Staff: \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

**Permission for GAP or Tabor Kids  
to Ride with Adult Leader**

This form is to be signed by a parent/guardian to give permission for their child to ride in the personal vehicle of an adult leader on a sanctioned church outing. This will only be allowed when deemed necessary by a member of the ministries staff and when no other seating arrangements can be found.

Name: \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
House # Street City State Zip Code

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Emergency Contact #: \_\_\_\_\_

*I give my child permission to ride as a passenger in the personal vehicle of another adult leader for the purpose of meeting transportation needs to and from a sanctioned church event.*

\_\_\_\_\_  
*Parent/Guardian Printed Name*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Date*

Signature of Mount Tabor UMC Staff: \_\_\_\_\_

Date Collected by Mount Tabor UMC Staff: \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

**Acknowledgement – Receipt of Policy Manual**

Name: \_\_\_\_\_  
Last Name First Name

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

\_\_\_\_\_  
House/Apt. # Street (DO NOT use Post Office Address)  
\_\_\_\_\_  
City State Zip Code

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Program Involved With (Please check appropriate block):

- Preschool Volunteer  Preschool Staff  Afterschool Volunteer  Afterschool Staff  Custodial Staff   
Children's Min. Volunteer  Tween Min. Volunteer  Youth Min. Volunteer  Adult Min. Volunteer  Church Staff   
  
Scout Volunteer

As caring Christians, we are committed to protecting and advocating for Children, Tweens and Youth participating in the life of the Church. The Church is entrusted with providing an emotionally and physically safe, spiritually grounded and healthy environment for all Children, Tweens, Youth and adults in which they are protected from abuse of any type. I acknowledge that I have received, read, and understand the *Mount Tabor United Methodist Church Safe Sanctuaries Policy*

I agree to abide by the policies and standards put in place. I understand failure to do so could result in immediate dismissal from my responsibilities with the Children, Tweens, Youth or Vulnerable adults of Mount Tabor UMC.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***This form along with the CRIMINAL RECORDS & CREDIT CHECK CONSENT FORM should be returned to the appropriate ministry office.***

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

Report of Suspected Incident of Abuse

Individual Making Report:

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

Address (Not Post Office Box):  
\_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(      ) *I have been made aware that I may contact the Department of Social Services in regards to this matter.*  
Initials

Alleged Victim:

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

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

Phone: \_\_\_\_\_ Age/Grade: \_\_\_\_/\_\_\_\_ Male \_\_\_\_\_ Female: \_\_\_\_\_

Alleged Perpetrator:

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

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

Phone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_ Age: \_\_\_\_\_

Relationship to Victim: \_\_\_\_\_

Describe your concerns and grounds for concern in as much detail as possible, including names, times and dates where applicable and known. Use the back of this form if necessary.

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

Reported to Staff Person, Name: \_\_\_\_\_

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

(      ) *I have made the person filing this report aware that he/she may contact the Department of Social Services in regards to this matter.*  
Initials

--Continued on reverse--

**Report of Suspected Incident of Abuse – July 2019  
(Continued)**

Reported to  Senior Pastor  Associate/Other Clergy  Director of Children's Ministry

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

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

Call to Department of Social Services, Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Report Given: \_\_\_\_\_

**If a staff person:**

Call to Chair of Staff-Parish Relations Committee, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to District Superintendent, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to Insurance Carrier, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If a volunteer:**

Call to Chair of Church Council, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to District Superintendent, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to Insurance Carrier, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**If a Parent or Non-Church Related Individual**

Call to Chair of Church Council, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to District Superintendent, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Call to Insurance Carrier, Name: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Report Submitted by (print): \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

**Safe Sanctuaries Policies – July 2019**

**Registered Sex Offender  
Church Participation Covenant Statement**

The congregation of Mount Tabor United Methodist Church is committed to providing a safe and secure environment for all Children, Tweens and Youth. In furtherance of our Safe Sanctuary policy and in compliance with *N. C. Gen. Stat. §§ 14-208.17, 14-208.18*, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.
2. While on church property, I will be accompanied at all times by an unrelated, same-gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.
3. I will not be permitted to work/volunteer with Children or Youth in any church-sponsored activity. *N.C. Gen. Stat. § 14-208.17(2008)*
4. I will not be in attendance at any event where Children, Tweens or Youth are the primary audience. This includes, but is not limited to, United Methodist Youth Fellowship activities, Vacation Bible School, Preschool, After School Program and Scouting activities. *N.C. Gen. Stat. § 14-208.18 (3) (2008)*. If I attend such an event, I will be told to leave and a report will be made to the sheriff's office.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. *N.C. Gen. Stat. § 14-208.18(a) (2) (2008)*
6. I will not be in any area of the property designated for the use, care or supervision of Children or Youth. *N.C. Gen. Stat. § 14-208.18 (a) (1) (2008)*. These areas include, but are not limited to, the nursery, Preschool classrooms, Children's Sunday school classrooms and playground.

\_\_\_\_\_  
Senior Pastor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Church Council Chairperson Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Covenant Person Signature

\_\_\_\_\_  
Date

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

**Safe Sanctuaries Policies – July 2019**

**Permission Form for Communication**

By signing below, I give permission for my child to receive e-mail communication, instant messages, phone calls on a personal cell phone or home phone, text messages and/or communications via social media from the MTUMC Youth Ministries Staff and Children’s Ministries Staff. I understand that these communications will be made only in accordance with the Mount Tabor United Methodist Church, Inc. Safe Sanctuaries Policy for the Protection of Children, Tweens, Youth and Vulnerable Adults.

This waiver shall permanently remain on file until requested by the parent/guardian to be removed, or until the 18<sup>th</sup> birthday of the child/Tween/Youth.

Date: \_\_\_/\_\_\_/\_\_\_\_\_ Family Name: \_\_\_\_\_

Minor's Name: \_\_\_\_\_  
Last First MI Goes By

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

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

Contact #: (\_\_\_\_) \_\_\_\_\_

Date Collected by Mount Tabor UMC staff \_\_\_\_\_

Signature of Mount Tabor UMC staff \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

Safe Sanctuaries Policies – July 2019

## Likeness Waiver for Minors

Mount Tabor United Methodist Church, Inc. of Winston-Salem, NC has my permission to use the photographs, videos, audio or likeness of my children to be displayed on the Mount Tabor United Methodist Church website and those of its programs and ministries, any Mount Tabor United Methodist Church social media sites (such as Facebook, Twitter, Instagram, SnapChat, etc.), or any other form of media whether, print, audio, or internet based. By signing below I waive any right to approve or review any such photograph, video, audio, or likeness.

These photographs, video, audio, etc., are only for entertainment and promotional purposes and not for resale. These images will be used only in accordance with the Cyber Safety portion of the **Mount Tabor United Methodist Church Safe Sanctuaries Policy**.

No names of Children/Tweens/Youth will be placed in direct connection with any photograph, video, likeness, etc. on Facebook, or similar social media sites. No Mount Tabor United Methodist Church staff members, ministry volunteers, or designee will "Tag" the name of any Children/Tween/Youth found in any photograph, video or likeness on any associated Mount Tabor United Methodist Church social media site.

This waiver shall permanently remain on file until requested by the parent/guardian to be removed, or until the 18<sup>th</sup> birthday of the Child/Tween/Youth.

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

Family Name: \_\_\_\_\_

Minor's Name: \_\_\_\_\_  
Last First MI Goes By

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

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

Contact #: (\_\_\_\_\_) \_\_\_\_\_

Date Collected by Mount Tabor UMC staff: \_\_\_\_\_

Signature of Mount Tabor UMC staff: \_\_\_\_\_

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston Salem, NC 27106

**Safe Sanctuaries Policies – July 2017**

**Reference Check Form**  
**For Staff or Volunteers Working with Children, Tweens or Youth**

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

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

Reference Phone Number: \_\_\_\_\_

1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to Children and/or Youth?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. How would you feel about having the applicant as a worker with your child, Tween and/or Youth?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with Children, Tweens and/or Youth? If so, please describe.
10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
11. Please provide any other comments that you would like to make about the applicant.

Reference inquiry completed by: \_\_\_\_\_  
Signature Date

**Mount Tabor United Methodist Church**  
**3543 Robinhood Road**  
**Winston-Salem, NC 27106**  
**336-765-5561**

## **Permission Form for Emergency Medical Treatment for Adults** July 2019

(Necessary for all Traveling Adults of Mount Tabor UMC)

**DATES IN EFFECT:** \_\_\_\_\_ **through** \_\_\_\_\_

*Please Print Neatly:*

**Full Name:** \_\_\_\_\_

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

**Date of Birth:** \_\_\_\_\_

*I give consent for the leaders of the MTUMC Adult Ministries and/or qualified medical personnel to act on my behalf in securing and administering necessary emergency medical care and treatment for myself.*

Name of Emergency Contact(s)	Relationship	Phone #'s of Emergency Contacts

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

<b>Insurance Information</b>	<b>Medical Information</b>
Insurance Co. _____ _____	Medical Conditions: _____ _____
Policy #: _____	Allergies: _____
Address: _____ _____	Medications (attach list if needed): _____ _____
Employer: _____	Date-Last Tetanus shot: _____

Mount Tabor United Methodist Church  
3543 Robinhood Road  
Winston-Salem, NC 27106  
336-765-5561

**Permission Form for Emergency Medical Treatment  
for Minors** – July 2019

(Necessary for ALL Children, Tweens & Youth of Mount Tabor UMC)

**DATES IN EFFECT: September 1, 20\_\_\_\_ through August 31, 20\_\_\_\_**

*Please Print Neatly:*

Youth's Full Name: \_\_\_\_\_

Youth's Date of Birth: \_\_\_\_\_

*I give consent for the adult leaders of the MTUMC Youth, Tween or Children's Ministries and/or qualified medical personnel to act on my behalf in securing and administering necessary emergency medical care and treatment for the above named Youth.*

Name of Parent or Legal Guardian: \_\_\_\_\_

Address of the Parent or Legal Guardian: \_\_\_\_\_

Relationship to the Youth: \_\_\_\_\_

Phone #'s where I may be reached: \_\_\_\_\_

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

*Current insurance information and medical information will be collected at the time of each event for Children, Tweens or Youth.*