

# Saint Andrews United Methodist Church

## Safe Sanctuary Policy Statement

### 1.0 Guiding Principles

#### 1.1 Statement of Covenant

As a Christian community of faith and a United Methodist congregation, St. Andrews United Methodist Church (*hereinafter SAUMC*) is committed to providing a holy place of safety and security for all Children, Youth, and/or Vulnerable Adults who participate in ministries and activities sponsored by SAUMC.

#### 1.2 Policy Purpose

1.2.1 To protect Children, Youth, and Vulnerable Adults who participate in SAUMC activities from physical abuse, neglect, or sexual abuse;

1.2.2 To protect Workers from unfounded and/or malicious allegations of abuse through a comprehensive plan that includes: screening, training, supervision, reporting procedures, and response.

### 2.0 Definitions

2.1 “**Child**” or “**Children**” refers to any person age birth through grade 5.

2.2 “**Youth**” refers to any person in grade 6 through grade 12.

2.3 “**Vulnerable Adult**” refers to any person 18 years of age or older with diminished physical, mental, or emotional capacities. Adults age 65 or older who live alone, are under the care of others, or are in some way incapacitated may also be considered Vulnerable Adults.

2.4 “**Staff**” refers both to Clergy under episcopal appointment and any other persons paid by the Church for their services.

2.5 “**Volunteer**” refers to any unpaid person who provides services or support for the care and oversight of Children, Youth, and/or Vulnerable Adults in a ministry activity or Church Sponsored Event. Volunteers may be Regular Volunteers or Helpers. Volunteers may be Adults or Youth.

2.6 “**Regular Volunteer**” refers to any Volunteer who has regular and direct contact with Children, Youth, and/or Vulnerable Adults. Examples of Regular Volunteers include, but are not limited to: Youth & Children Sunday School teachers; Youth & Children’s Ministry leaders / counselors; VBS workers; overnight chaperones for Youth, Children and/or Vulnerable Adults, Confirmation mentors, etc..

2.6.1 Regular Volunteers must meet the following requirements:

2.6.1.1 Must have actively participated in SAUMC activities for a minimum of six (6) months; and

2.6.1.2 Must be eighteen (18) years of age or older; and

2.6.1.3 Must be five (5) years older than the Children or Youth participants in an assigned group.

2.7 “**Person in Charge**” (*hereinafter PIC*) refers to any Staffperson or Regular Volunteer who is responsible for oversight of any church activity.

2.8 “**Helper**” refers to any Volunteer (Youth or Adult) who assists in conducting activities under the supervision of a PIC.

2.9 “**Worker**” refers to any Staffperson, Regular Volunteer, or Helper who works with Children, Youth, or Vulnerable Adults.

- 2.9 “Church Sponsored Event”** refers to any activity within a ministry conducted under the auspices of and/or endorsed by SAUMC.
- 2.10 “Parent” or “Guardian”** refers to the parent(s) or guardian(s) of Youth and Children, and the Legal Caregivers, if any, of Vulnerable Adults.
- 2.11 “Safe Sanctuary Committee”** (*hereinafter SSC*) refers to the body created and authorized by the Administrative Board and consisting of: the Pastor; the Director of Family Ministry; a representative of the Staff-Parish Relations Committee; a representative of the Board of Trustees; and any others as directed by the Administrative Board.
- 2.12 “Abuse” and “Neglect”**
- 2.12.1 Physical Abuse
- 2.12.1.1 Corporal punishment of a Child or Youth performed by anyone other than an immediate family member.
- 2.12.1.2 Any intentional hitting, pushing, or striking of a Child, Youth, or Vulnerable Adult that leads to any injury, welts, or marks lasting more than a few minutes.
- 2.12.2 Neglect
- 2.12.2.1 Abandonment by the Parent / Guardian.
- 2.12.2.2 Failing to provide necessary medical care or necessary remedial care.
- 2.12.2.3 Living in an environment injurious to the person’s welfare.
- 2.12.2.4 Creating a substantial risk to the physical or mental health of a person.
- 2.12.3 Sexual Abuse
- Any behavior that communicates sexual interest and/or content including but not limited to:
- 2.12.3.1 Displaying sexually suggestive visual material;
- 2.12.3.2 Making sexual comments or innuendos about one's own or another person’s body;
- 2.12.3.3 Touching another person's body or clothing in a manner that could reasonably be understood as provocative or overly intimate;
- 2.12.3.4 Exposing one’s erogenous zones (any area that would be covered by a swimsuit);
- 2.12.3.5 Touching or rubbing oneself sexually in the presence of another person;
- 2.12.3.5 Inappropriate kissing;
- 2.12.3.6 Sexual intercourse.
- 2.12.4 Other
- Any other activity that, subject to laws or statutes of the State of North Carolina, is defined as physical abuse, neglect, or sexual abuse of Children, Youth, or Vulnerable Adults.

### 3.0 Screening and Selection

#### 3.1 Background Checks

- 3.1.1 All Staff and Regular Volunteers must have the following criminal background checks:
  - 3.1.1.1 A North Carolina Sexual Offenders Check
  - 3.1.1.2 A National Sexual Offenders Check
  - 3.1.1.3 A National Background Criminal Check
- 3.1.2 The cost of background checks shall be covered by a separate line item established by the Finance Committee. At no time shall an individual be asked to pay the cost of his or her screening.
- 3.1.3 Background checks shall be repeated every three years.
- 3.1.4 The files of each screened person shall be maintained in a locked file cabinet in the administrative offices by the Pastor in consultation with the SPRC. This information shall be used only for the purpose of determining suitability of the person to work with Children, Youth, or Vulnerable Adults. The information shall be not be destroyed when the person is no longer Staff or a Volunteer. (This provides continuing proof that proper measures were taken at the time of the person's involvement as a worker with Children, Youth, and/or Vulnerable Adults.)
- 3.1.5 In order to assure that all reasonable caution shall be taken to assure the confidentiality of these files, only the Pastor (in consultation with the SPRC Chair and a representative of the Trustees) will have access to these files.

#### 3.2 Volunteer Application and Selection Procedures

- 3.2.1 All individuals interested in volunteering in these ministries must complete a Volunteer Application Form, available through the Director of the specific ministry.
- 3.2.2 The SSC, under supervision and with support from the SPRC and a Staff person designated by the Pastor, shall be responsible for review and approval of each application before their service begins.
- 3.2.3 Selection of Children's and Youth volunteers shall be the responsibility of the Director of Family Ministry. Selection of Vulnerable Adult volunteers shall be the responsibility of the Pastor, after consulting with Regular Volunteers in that ministry.
- 3.2.4 Volunteer files will be maintained by the SAUMC Administrative Assistant and be available to each area of ministry.

### 4.0 Supervision

- 4.1 Workers with the **Nursery, Children's Ministry, and Youth Ministry** will be supervised by the Director of Family Ministry or his/her appointed designee. Appointed designee may be other Staff or Regular Volunteers.
- 4.2 Workers with the **Saint Andrew's Preschool** will be supervised by the Director of the Saint Andrew's Preschool.
- 4.3 Workers with **Vulnerable Adults** will be supervised by the Pastor or his/her appointed designee. Appointed designee may be other Staff or Regular Volunteers.

### 5.0 Training

- 5.1 All Workers must attend an **annual orientation** conducted by the Director of the area or ministry. Topics will include, but are not necessarily limited to:
  - 5.1.1 The mission of the United Methodist Church;
  - 5.1.2 Discussion of this Policy;
  - 5.1.3 Discussion of conduct guidelines;
  - 5.1.4 Procedures for various activities and events;
- 5.2 **Other training** may be conducted throughout the year as decided by the Director of the area or ministry. Additional training may be required pursuant to applicable state laws and regulations.
- 5.3 **New members** will be informed of the Policy through the new member packet. Training will be provided to new members who want to work Children, Youth, and Vulnerable Adults once they have attended SAUMC for 6 months and satisfactorily passed any required screening.

## **6.0 THE MOST IMPORTANT SAFE SANCTUARY RULE**

**No Worker may ever be alone with a Child, Youth, or Vulnerable Adult in a room with a closed door or in an isolated area where other Adults are not present. The only exception is when the two are members of the same immediate family. THERE ARE NO OTHER EXCEPTIONS.**

## **7.0 Guidelines for Working with Children (Nursery through Grade 5)**

### **7.1 Conduct**

- 7.1.1 Two (2) or more Adults, one of whom MUST be a Regular Volunteer, will be in the room at all times. These Adults may NOT be members of the same household.
- 7.1.2 Doors
  - 7.1.2.1 Doors with glass panels may be closed but the glass may not be covered.
  - 7.1.2.2 Doors without glass panels must remain open during the activity or event.
  - 7.1.2.3 Doors may not be locked during the activity or event.
  - 7.1.2.4 Under no circumstances may a Child be alone behind closed doors with one Adult other than their Parent or Guardian.
- 7.1.3 All Children must be signed in on a registration log. For Children registered in the 0-2 nursery, the Nursery Staff should take a pager from the wall pager system after signing in the Child(ren). One Adult is to register and pick up the Child(ren). If another Adult is picking up the Child(ren), this must be communicated in writing by the Adult registering the Child(ren) to the Worker in that area or ministry.
- 7.1.4 The Adult(s) specified in 7.1.3 above will ensure that the PIC assigned to the area or ministry is present before leaving the Child(ren).
- 7.1.5 The Adult(s) specified in 7.1.3 above will pick up their Child(ren) immediately upon the conclusion of the area ministry or church sponsored event.
- 7.1.6 Care will be taken so that Children are not left unattended.
- 7.1.7 When a Child is taken to a restroom outside of the classroom or activity site, a Worker must first check the bathroom before the Child is permitted to enter to ensure it is safe.
- 7.1.8 Persons who are ill (running a fever, severe coughing or sneezing, vomiting or diarrhea) are not permitted to work with Children until they are free of symptoms.

### **7.2 Physical Boundaries**

- 7.2.1 Non-sexual touching to comfort or affirm a Child in an age-appropriate manner is permitted.
- 7.2.2 Children first grade or older will not sit in the lap of a Worker.

### **7.3 Discipline**

SAUMC desires to foster a sense of fun and learning in the Children's Ministry. Workers should work, play and communicate with Children in a cooperative manner. At times, discipline may be necessary to maintain order and respect for Workers within the classrooms and within SAUMC. In these cases, the following measures may be taken:

- 7.3.1 Verbally redirect the Child to a more appropriate behavior.
- 7.3.2 If the Child continues to act out, the Child will be given "Time Out," allowing the Child to return to the group when the Child is ready to act in a cooperative manner.
- 7.3.3 If a Child's uncooperative behavior persists, the Worker will contact the Adult who registered the Child(ren) for the area or ministry or the Adult who is named to pick up the Child(ren) from the area or ministry to provide help and guidance to the Child(ren).

#### **7.4 Parent /Guardian Communication**

- 7.4.1 Parents / Guardians are welcome to observe any activity/event provided their presence is not disruptive to the Child or activity/event.

#### **7.5 SIDS Prevention Guidelines**

- 7.5.1 Healthy infants should always sleep on their backs unless otherwise specified in writing by the Parent / Guardian.
- 7.5.2 Keep cribs free of toys, stuffed animals, and extra bedding.
- 7.5.3 Upon written request from a Parent, a light blanket may be placed over the infant and tucked in along the sides and foot of the crib mattress. The blanket should not come up higher than the infant's chest.
- 7.5.4 Sleep only one (1) infant per crib.
- 7.5.5 Keep the room at a temperature that is comfortable for a lightly clothed Adult.
- 7.5.6 Visually check on sleeping infants often.
- 7.5.7 Alcohol and tobacco use are prohibited around infants and Children.

#### **7.6 General Operations**

- 7.7.1 Workers should be in the assigned location fifteen (15) minutes before the start time of a church service or Church Sponsored Event.
- 7.7.2 Workers are to follow the diapering procedures posted in the Nursery and Preschool classrooms.

#### **7.7 Medical Procedures**

- 7.7.1 SAUMC will provide materials and measures for dealing with bodily fluids and other urgent medical needs.
- 7.7.2 All Workers in the Nursery and the SAUMC Preschool will receive training/guidelines regarding the spread of infectious diseases.

#### **7.8 Supervision of Children During Onsite Events**

During onsite Church Sponsored Events, a minimum of two unrelated Adults shall be present to supervise Children during the event. Adults working with Children in this capacity shall abide by all guidelines specified in Section 7.0 of the Policy.

## **7.0 Guidelines for Working with Youth**

### **7.1 Ages of Workers**

Youth Workers must be 5 years older than the oldest participating Youth.

### **7.2 Conduct**

- 7.2.1 There will be at least one Adult over the age of 21 present during any SAUMC activity or Church Sponsored Event.
- 7.2.2 The ratio of Adults to Youth must be appropriate for the event and will be determined by the Director of Family Ministry; 5 to 1 is the suggested minimum.
- 7.2.3 Meetings requested by Youth, Parents / Guardians and/or Workers, including those at offsite locations, between one Adult and one Youth may only be conducted in a high visibility area or with an open door, with another Adult within earshot.
- 7.2.4 Meals between one Adult and one Youth must be in a public location.
- 7.2.5 Staff / Volunteers shall not drive with one Youth to any location or event unless Parent / Guardian permission has been granted. Permission forms will be on file in the Youth Room at SAUMC.
- 7.2.6 Workers shall model respectful behavior with Youth at all times, and dress appropriate to the activity.
- 7.2.7 Workers shall use appropriate language at all times.
- 7.2.8 Workers shall not engage in inappropriate conversation/communication with Youth through social networking. (e.g., Facebook, Skype, Twitter, text messaging, etc.).

### **7.3 Physical Boundaries**

- 7.3.1 No inappropriate physical touching of a Youth by a Worker is permitted.
  - 7.3.1.1 Touching is an appropriate and necessary way to display God's love to others if done in an unthreatening manner. Appropriate touching may include: putting an arm around a shoulder; patting a back or hugging to greet; and comforting to encourage a Youth.
  - 7.3.1.2 Inappropriate touching may include: kissing or coaxing a Youth to engage in kissing another Youth or Worker; extended tickling, wrestling or prolonged contact; touching any person in any area that would be covered by a bathing suit.
- 7.3.2 Workers shall not date Youth. There are NO EXCEPTIONS to this rule.

### **7.4 Training Required**

- 7.4.1 Some events, such as SAUMC Vacation Bible School, may involve Workers from other churches. The Director of Family Ministry should provide these persons with a copy of the Policy. The Director of Family Ministry may choose to train all Worker participants prior to this event on these provisions.
- 7.4.2 Training will be provided on use of equipment, including tools and other equipment, appropriate to an event. Adequate training is required to ensure appropriate Adult supervision at the activity.

### **7.5 Discipline**

- 7.5.1 Physical discipline is forbidden. A Worker should always seek another Worker to witness the discipline and at no time should the discipline take place with one Adult alone with one Youth in a closed room. All discipline should be done with an open door or within a high visibility area, preferably with the same gender Adult and Youth. If the issue is larger than one person and could have consequences for the entire group, Workers will meet to decide on an agreed upon discipline. Helpers must bring the problem to a PIC before any action is

taken. Any disciplinary actions should be reported to the Director of Family Ministry or other PIC so that they can follow up on the situation and report anything necessary to Parents / Guardians.

- 7.5.2 The Director of Family Ministry will provide age-appropriate options.
- 7.5.3 If a Youth exhibits inappropriate behavior, the Worker will contact the Director of Family Ministry for help and guidance to the Youth. The Director will then inform the Parents / Guardians regarding the behavioral issue. Together, the Director, the Parent / Guardian, and the Youth will agree to a plan that will encourage more cooperative behavior.
- 7.5.4 In the event that a Youth participant from another church persists in inappropriate behavior, the Director of Family Ministry should be contacted. The Director, and or Pastor, will contact the appropriate church official of the participating church and together they will determine the appropriate action.

## **7.6 Counseling**

- 7.6.1 A Worker may provide counseling to a Youth who has requested it. If the Adult feels unqualified to counsel the Youth, the Director of Family Ministry should be contacted for assistance.
- 7.6.2 All counseling sessions will be with an open door and/or within a high visibility area, with another Adult within earshot.
- 7.6.3 Should the Youth request a private closed-door conference, the PIC must first notify the Director of Family Ministry or Pastor, prior to the meeting. There must be two unrelated Workers in the room. The counselors must be of the same gender as the Youth requesting the conference.

## **7.7 Parent/Guardian Communication**

- 7.7.1 Every attempt should be made to provide advance notice and information about ministry activities no later than thirty (30) days in advance.
- 7.7.2 The beginning and ending times of activities will be communicated clearly to Youth and Parents/Guardians.
- 7.7.3 The Director of Family Ministry will conduct, at minimum, one education meeting with Parents/Guardians of Youth each year, include the commitment of the church to prevent abuse and to provide a safe, holy ministry for their Youth.
- 7.7.4 Parent/Guardian contact information for all participating Youth is required to be available at all times. This applies to visiting Youth, as well.

## **7.8 Offsite Events**

- 7.8.1 There will always be an Adult over the age of 21 at an offsite Church Sponsored Event.
- 7.8.2 For guidelines on travel, see the Section 9.3 below.
- 7.8.3 Youth are required to utilize the buddy system for going to restrooms or other areas away from the group. A Worker is responsible for knowing where they are and following up on their return.

## **7.9 Overnight Events**

- 7.9.1 There will always be an Adult over the age of 25 at an overnight Church Sponsored Event.
- 7.9.2 No Workers will be allowed to sleep in the same room with Youth. In the event of a Parent/Guardian and Youth, an exception is permissible. Supervising Adults will be assigned to rooms that will surround the Youth rooms as much as possible.

- 7.9.3 In a hotel or dormitory setting, living assignments will be made based on gender and age appropriate considerations. When possible, information regarding housing facilities should be known in advance of arrival.
- 7.9.4 In a camp setting that has large sleeping quarters, Youth will share a room with same gender Adults. There must be two or more unrelated Adults in the room. At no time should an Adult be left alone with one Youth in a room.
- 7.9.5 For guidelines on travel, see Section 9.3 below.
- 7.9.6 All Youth participants must sign a Code of Conduct to participate in an overnight Church Sponsored Event. The Director of Family Ministry may choose to include other Workers and Youth in the development of the Code of Conduct. This Code of Conduct may include guidelines on appropriate language, dress, behavior, use of cellphones, and other specific guidelines.
- 7.9.7 Workers will determine and communicate to the Youth where Adults will be located during lights-out as well as during other activities.
- 7.9.8 Permission/medical forms will be kept on file and taken to each offsite event.

## **8.0 Guidelines for Working with Vulnerable Adults**

Use the guidelines from 7.0 for Youth. For Parent/Guardian, read “Legal Caregiver.”



## **9.0 Safety**

### **9.1 Facility**

#### 9.1.1 Fire Prevention

- 9.1.1.1 Electrical equipment must be turned off when not in use.
- 9.1.1.2 Electrical equipment will be checked quarterly to ensure that there is no fire hazard.
- 9.1.1.3 Smoke alarms must be tested bi-annually.
- 9.1.1.4 Fire extinguishers will be checked annually to ensure proper charge.

#### 9.1.2 Fire Emergency

- 9.1.2.1 Workers must be familiar with all emergency exit procedures. Emergency exits will be clearly marked.
- 9.1.2.2 Upon the first indication of smoke or fire, fire alarms are to be activated.
- 9.1.2.3 Workers must stay with their assigned groups and guide them to a designated safe location, walking quickly in single file to as far away from the building as possible or as directed by the safety professionals.

#### 9.1.3 Power Failure

- 9.1.3.1 Workers and their assigned groups are to remain where they are.

### **9.2 Physical Emergency**

#### 9.2.1 First Aid

- 9.2.1.1 First aid supplies must be clearly marked and Workers must know of their location.
- 9.2.1.2 Basic first aid training will be available to Workers on an annual basis. Workers of areas or events may be required to attend additional training as determined by the Director of the area or ministry.
- 9.2.1.3 CPR/AED (defibrillator) training will be made available to Workers on an annual basis. Leaders and other Workers of areas or events will be encouraged to attend as determined by the Director of the area or ministry.

#### 9.2.2 Injury Procedures

- 9.2.2.1 Any suspected head or back injury, broken bones, excessive bleeding or obvious and severe injury will be handled by calling 911 and getting immediate assistance from appropriate church staff.
- 9.2.2.2 The parent(s) / guardian(s) must be called immediately, but only after 911 has been called.
- 9.2.2.3 The injured Child, Youth, or Vulnerable Adult will not be moved and one Worker will stay with the injured individual.
- 9.2.2.4 One Worker will wait for medical emergency assistance to arrive and will direct them to the location of the individual.
- 9.2.2.5 The injury must be reported to the Director of the area of ministry and to the Administrative Assistant.

- 9.2.2.6 If the parent(s) / guardian(s) cannot be located or will not be able to reach the medical facility in a timely manner (such as during an offsite or overnight event), one Worker must accompany the Child, Youth, or Vulnerable Adult to the location of medical care.

### **9.3 Motor Vehicles**

- 9.3.1 Drivers of Children, Youth, and Vulnerable Adults to events must:
  - 9.3.1.1 Have had a full driving privilege license for five (5) years;
  - 9.3.1.2 Have proof of auto insurance.
- 9.3.2 All parent(s) / guardian(s) must provide written consent for their Child, Youth, or Vulnerable Adults to ride with another Adult.
- 9.3.3 Two unrelated Workers must be in each vehicle. If multiple vehicles are used and remain in sight of each other, then only one Worker will be required in each vehicle.
- 9.3.4 The number of passengers in any vehicle may not exceed the number of available seat belts. All occupants must wear seat belts, unless required by law to be in appropriate child safety restraints.
- 9.3.5 All luggage and equipment must be secured.
- 9.3.6 Workers traveling with Children, Youth, and Vulnerable Adults will ensure that cell phones or other methods to communicate are available in the event of an emergency.

### **10.0 Video and Photography**

- 10.1 No video or photographs of persons under 18 years of age may be publicly displayed or posted online without first obtaining the written permission (Permission of Photographic and Video Release Form, available from SAUMC's Administrative Assistant) of their Parents/Guardians.
- 10.2 Only Staff or Regular Volunteers may use photographic or video material, which may only be used for SAUMC purposes.

### **11.0 Confidentiality**

All Workers with Children, Youth, or Vulnerable Adults must maintain confidentiality and privacy relating to information received from their respective area or ministry. However, Workers should speak with the Pastor or the Director of Family Ministry if a Child, Youth, or Vulnerable Adult reveals information that could be of concern.

## 12.0 Guidelines for Reporting Suspected Abuse

If abuse or neglect is seen or suspected:

- 12.1 IMMEDIATELY: ensure the protection of and tend to the immediate needs of the Child, Youth, or Vulnerable Adult, as the situation requires.
- 12.2 IMMEDIATELY contact the Parent(s) / Guardian(s) of a Child or Youth, or the legal caregiver of a Vulnerable Adult.
- 12.3 IMMEDIATELY contact the Pastor or Pastor on call.
- 12.4 If a Pastor is the accused party, IMMEDIATELY contact the Chair of the Staff-Parish Relations Committee. The Chair of the SPRC will then notify the District Superintendent.
- 12.5 Contact the Capital District Superintendent: M-F, 800-500 → 800-849-4433. After hours, 919-779-9435 or 888-661-4941.
- 12.6 Contact the North Carolina Conference Communications Director at 800-849-4433.
- 12.7 Contact the Chair of the Board of Trustees.
- 12.8 Since North Carolina is a mandatory reporting state, contact:
  - 12.7.1 Wake County Sheriff's Department at 919-856-6900.
  - 12.7.2 For Children or Youth: Wake County Child Protective Services at 919-212-7990.
  - 12.7.3 For Vulnerable Adults: Wake County Adult Protective Services at 919-212-7264.

*This step may NOT be skipped, even if requested by a Parent, Guardian, or Legal Caregiver.*
- 12.9 Contact the Church's attorney and insurance company.
- 12.10 The Pastor (if not the accused) or the Chair of the SPRC (if the Pastor is the accused) shall complete an *Abuse Incident Report Form*. The report shall be kept in a secure place.
- 12.11 Once the safety of the Child, Youth, or Vulnerable Adult has been secure and the proper authorities contacted, notify the accused that a report of abuse has been made. With grace, remove the accused from further involvement with Children, Youth, or Vulnerable Adults.
- 12.12 Any contact with the media should be conducted by a designated spokesperson. The spokesperson should convey that the matter is under investigation and that any comments made prior to the conclusion of the investigation would be premature.
- 12.13 Care shall be taken to safeguard the privacy and confidentiality of all involved. Both victim and accused shall be protected from public speculation.
- 12.14 Officials may not be hindered in any way as they conduct their investigation. THE CHURCH IS NOT THE INVESTIGATOR.

## 13.0 Known Offenders

Saint Andrews United Methodist Church welcomes all people. Those who have a documented history of abusing Children, Youth, or Vulnerable Adults are welcome to participate in Adult worship, Adult Christian Education, and Adult social events. However, they are not to initiate direct contact with Children, Youth, or Vulnerable Adults on church property and/or at church sponsored events. No person convicted of a felony or misdemeanor involving physical or sexual abuse or neglect will be allowed to work with Children, Youth or Vulnerable Adults. The Pastor will work with the individual to discuss and sign a Covenant of Conduct in order to clearly communicate the church's Policy and abuse protection expectations.

## **14.0 Outside Organizations**

All Outside Organizations must adhere to this Policy. All Outside Organizations are responsible for their own insurance with adequate limits regarding liability issues in the context of abuse claims, allegations, and lawsuits. Further, a copy of the insurance policy of the Outside Group will be provided to the SPRC. At all events where outside organizations use the facility of SAUMC, a copy of the Policy will be given to an authorized member of the group. The said person will be required to sign a *Waiver and Release Form* prior to the group's use of the facility.

## **15.0 Administration of the Safe Sanctuary Policy Statement**

### **15.1 Origin of the Safe Sanctuary Policy Statement**

The information herein contained in this Policy was written in response to the North Carolina Conference request for establishment of local Safe Sanctuary Policy Statements, as stated in the Book of Resolutions of the United Methodist Church, 2004, pp. 201-203 and Resolution 6, adopted by the NC Annual Conference, June 2005.

### **15.2 Authorship of the Safe Sanctuary Policy Statement**

The authors of Saint Andrews' original Policy were the members of the Safe Sanctuary Policy Development Committee appointed by Pastor Randy Maynard in July 2010. The Policy was reviewed by Safe Sanctuary specialists with the Capital District, Pastor Vann Spivey, SAUMC Preschool Director Pat Sheffield, and Jennifer Neighbors. The Policy was revised by Pastor Spivey.

### **15.3 Authorization for the Safe Sanctuary Policy Statement**

The SAUMC Administrative Council will approve this document and the members of the Safe Sanctuary Policy Committee will conduct an annual review of its content. In addition, members of the Safe Sanctuary Policy Committee will monitor compliance of the duties stated herein.

### **15.4 Implementation and Revision of the Safe Sanctuary Policy Statement**

The policy shall be implemented and revised by the Safe Sanctuary Committee (SSC).

### **15.5 Effective Day of the of the Safe Sanctuary Policy Statement: March 20, 2016.**