

**POLICY STATEMENT
FOR THE PROTECTION OF PERSONS INVOLVED IN
CHILDREN AND YOUTH MINISTRIES**

Mount Auburn United Methodist Church is a spiritual community which takes seriously its responsibility to provide a safe and nurturing environment for children and youth who participate in our ministries. All volunteers and employees who are in leadership roles in these ministries are living out the vows we take in baptism to nurture our children and youth in the Christian faith. Every church worker plays a key role in fostering the spiritual development of individuals and families in our Church community.

The disturbing and traumatic rise of physical and sexual abuse of children has claimed the attention of our nation and society. Equally disturbing are well-publicized reports of false accusations directed at youth workers. The following statements reflect the commitment of Mount Auburn United Methodist Church to provide a safe environment for all children and youth who participate in Church-sponsored activities and the volunteers and staff members who lead such activities. This policy applies to all Church-sponsored activities.

In an effort to provide a safe community, Mount Auburn United Methodist Church requires all Church workers to commit themselves to the Children and Youth Ministries Protective Policy, adopted by the Charge Conference of Mount Auburn United Methodist Church. In so doing, Church workers will be asked to provide personal information, review the Church policy, and understand that they will be under the supervision of their respective leaders.

Any sexual contact or interaction (i.e., indecent exposure and liberties, communication for immoral purposes, fondling, rape, etc.) between a Church worker and children or youth is abusive. Force, threats, bribery, misrepresenting right and wrong are some of the ways this crime is perpetrated. Even if a child or youth, out of ignorance, innocence, or fear does not resist, it is still abuse.

This policy covers: the recruiting and selecting of Church workers, the supervision of Church workers, reporting procedures, and response procedures.

CHILDREN AND YOUTH MINISTRIES PROTECTIVE POLICY

**Adopted by the Administrative Board of Mt. Auburn United Methodist Church
July 24, 2000**

**Revised June 11, 2009, September 29, 2011,
September 24, 2012, June 24, 2013 and May 26, 2015**

1. **Definitions.**

- Adult shall mean an adult, aged 18 years or older.
- Adult Volunteer shall mean an Adult who volunteers to work (on an uncompensated basis) in a supervisory capacity in a Mount Auburn ministry involving children and youth.
- Children and Youth shall mean all individuals who are not Adults.
- Non-related Person shall mean two individuals who are Adult Volunteers and who are not married to each other; or two individuals who are Adult Volunteers who are not parent and child to each other; two individuals who are Adult Volunteers who are not siblings to each other. See the Two-Person Rule under section 4.
- Paid Staff Member shall mean any employee of Mount Auburn United Methodist Church, including employees of the Daycare and Preschool Ministries, pastors and other paid staff members, and shall also include non-employees who make regular use of Church facilities on a compensated basis (.e.g music instruction).
- Worker except to the extent further limited for purposes of Section 4, shall mean a Paid Staff Member, an Adult Volunteer, or a Youth Worker.
- Youth Worker shall mean a person between the ages of 14 and 18, who is otherwise performing the services described above as services performed by an Adult Volunteer.

2. **General Rule.**

- a. Workers with Children and Youth shall:
- i. Complete the Screening Process described in Section 3, ii. Perform their duties in accordance with the provisions of Section 4, and
 - iii. Comply with the reporting and response requirements described in Section 5.

- b. Penalty for Non-Compliance: Workers who fail to comply with the provisions of Section 2.a. will be excluded from participation in Children and Youth Ministries at Mount Auburn United Methodist Church. Paid Staff Members who fail to comply with the provisions of Section 2.a. shall be subject to dismissal.

3. **Screening Procedures.**

- a. To undertake or maintain status as a Worker, the Worker shall annually review the policy (during the 60 day period ending September 1):
 - i. Participate in a training session concerning this Protective Policy.
- b. Police background checks shall be completed by paid staff that are assigned with this responsibility by Staff/Parish:
 - i. On all Paid Staff Members, and
 - ii. On all Adult Volunteers who are working with children or youth or who are mentoring children or youth.
 - iii. At the discretion of the Children's Ministries Director, on any other Worker (other than a Paid Staff Member).
- c. Reference checks shall be completed on all Adult Volunteers working with children or youth.
- d. Results of police background and reference checks shall be maintained confidentially.
- e. Workers who have been convicted of either sexual or physical abuse of children or youth, or who have a history of inappropriate conduct with children and youth, will not be accepted as, or will be terminated from the status of, Workers.
- f. Background checks are completed for Adult volunteers (above in bii) who are active in the life of Mt. Auburn. The background checks are to be completed every 3 years.

4. **Performance of Duties**

- a. **Definitions.** For purposes of this Section 4:
 - i. **Classroom Setting** shall mean
 - (1) In the case of Daycare/Preschool, operating during normal established hours of operation,
 - (2) The Sunday School hour, and
 - (3) Bible School.
 - (4) JAM or any other children's church programming offered by the church at 10:30 a.m. on Sunday.

- ii. Non-Classroom Setting shall mean any ministry involving Children or Youth under the auspices of Mount Auburn United Methodist Church not conducted in a Classroom Setting.

There are three parts regarding the location and time of the activities. One part refers to youth groups, children's choir/band, or care of children during adult activities. These activities are conducted on the Mt. Auburn United Methodist Church campus but are not conducted during the Sunday service times when many people are in the building. The youth life groups would be considered a non-classroom setting because of the time that they meet.

The second part of the Non-Classroom Setting refers to children and youth activities which occur in a setting away from the Mt. Auburn United Methodist Church campus.

The third part involves transportation that is provided by a Mt. Auburn staff person or volunteer worker.

- iii. Non-Program Building Use shall mean use of the building or grounds of Mount Auburn United Methodist Church by a group or individual in an activity involving Children or Youth that is not conducted under the auspices of Mount Auburn United Methodist Church
- iv. The Two-Person rule is the requirement that, in a Non- Classroom Setting, two non-related Workers (as such term is specifically modified in Section 4.a.v.) who have successfully completed the Screening Process described in Section 3 shall be present at all times while the activity is conducted. An exception can be made in the case of transportation, if the senior pastor gives their approval in writing. This approval must be received prior to the time that the transportation is needed.
- v. There are 2 parts to the Six-Month Rule. One part is the requirement that an Adult Volunteer has to have been attending Mount Auburn United Methodist Church for at least 6 months before he/she can volunteer with children or youth. The second part involves volunteers that fail to attend worship, JAM, or life groups for a period of 6 months or longer. They would no longer be eligible to serve in children's programming.
- vi. The Restroom Rule is the requirement that an individual child cannot be alone in a restroom with an Adult Volunteer, except in the Toddler restrooms. When in the small toddler restrooms, the door needs to be ajar, if the child needs help from an Adult.

- vii. Worker shall mean only an Adult Volunteer or a Paid Staff Member, provided however, that a Youth Volunteer may serve as a second Worker for purposes of the Two Person Rule. A Youth Volunteer may not serve by themselves or in an off-campus setting. (See Classroom Setting c below.)
- b. Non-Classroom Setting. Workers who perform their duties in Non-Classroom Settings shall observe the Two Person Rule at all times. The Two Person Rule requires that two Workers who have successfully completed the Screening Process described in Section 3 shall be present at all times while the activity is conducted. However, counseling may be done by a minister only.

To clarify, there must be two Adult Volunteers present (on premises and in close proximity for observation) when the Non-Classroom Setting is involved. They must be non-related and must have been attending Mount Auburn United Methodist Church for at least 6 months. In addition, a reference and background check must have been completed on each Adult Volunteer. Only the scheduled childcare workers are to be in a room with the children. Friends of the workers should not be in the room even if they have passed the Child Protection Policy. If the workers are visiting with friends, they are not taking care of the children.

- c. Classroom Setting. At least one Worker (not a Youth Worker) who has successfully completed the Screening Process shall be present while the activity is being conducted. In addition, a supervisor of the activity (Day Care Director, Assistant Day Care Director, acting Day Care Director or Director of Children's Ministries, as the case may be) or their identified substitute shall be present in the building while the Classroom Setting activity is being conducted. In the Classroom setting, the door must be open, or the door should have a window in it, or there should be a window next to the door.
- d. Non-Program Building Use. In the case of Non-Program Building Use:
- i. If the use by an organization having a child protection policy reasonably acceptable to the Children's Ministries Director, such use shall be excepted from the application of this policy, and
 - ii. In the case of Non-Program Building Use by individuals (e.g. for private music instruction) or organizations not having a reasonably acceptable child protection policy, such use shall be governed by the policies set forth for Non-Classroom Settings, unless such activity is being conducted during the hours of operation of a Classroom Setting activity, in which case the Classroom Setting activity rules shall apply. Adult individuals engaged in

Non-Program Building Use shall be deemed Workers for Purposes of Section 3.

5. Reporting and Response Obligations.

- a. All Workers shall follow:
 - i. The guidelines and procedures for reported suspected incidents of abuse, as provided in Appendix B, and
 - ii. The guidelines for responding to reported incidents of abuse, as provided in Appendix C.
- b. Failure to follow the provisions of Section 5.a. shall be grounds for dismissal.

Appendix A
**Mount Auburn United Methodist Church
Children and Youth Ministries Protective Policy
Primary Screening Form for Work with Minors**

The background form beginning on page 7 is to be completed by all applicants for any position (paid or volunteer) involving the supervision, custody, or care of our minors. It is not an employment application form. This form is used to help our Church provide a safe and secure environment for those children and youth who participate in our ministries and programs. By completing the Primary Screening Form for Work with Minors, which is a component of the Children and Youth Ministries Protective Policy, you swear that you have not been convicted of a crime against a child and will notify us if you are.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Mt. Auburn UMC (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by ClearStar, Inc. (“ClearStar”), 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

EMPLOYMENT BACKGROUND CHECK ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ClearStar, Inc. 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099, another outside organization acting on behalf of the Company, and/or the Company itself. Their Privacy Policy can be reviewed at <http://www.clearstar.net/privacy-policy/>. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

<p>California applicants or employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. <input type="checkbox"/></p>
<p>Minnesota and Oklahoma applicants or employees only: Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Company. <input type="checkbox"/></p>
<p>New York applicants or employees only: You have the right, upon written request, to be informed of whether or not an investigative consumer report was requested. If an investigative consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.</p>

Employer please note: If a Minnesota or Oklahoma consumer checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), please fax this form to your ClearStar service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for ClearStar to do so on your behalf. Account Number: _____

Last Name: _____ First Name: _____ Middle: _____

Signature: _____ Date: _____

*If you will be requesting driving records, we recommend you have this form notarized.

Maryland applicants or employees only: Consumer credit reports and/or credit history information may be requested for bona fide purposes that are substantially job-related. Such positions for which bona fide purposes exist that are substantially job-related are: managerial positions; positions that involve access to others' personal information (except for personal information customarily provided in a retail transactions); positions that involve fiduciary responsibility to the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts; positions that will be provided an expense account or a corporate credit card; and positions with access to trade-secret or other confidential business information.

New York and Maine applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. You may also contact the Company to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which the Company shall provide within 5 days.

Massachusetts applicants or employees only: If an investigative consumer report is requested, you have the right, upon written request, to a copy of the report.

Minnesota applicants or employees only: You have the right in most circumstances to submit a written request to the consumer reporting agency for a complete and accurate disclosure of the nature and scope of any consumer report ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after its receipt of your request or the report was requested by the Company, whichever date is later.

New Jersey applicants or employees only: You have the right to submit a request to the consumer reporting agency for a copy of any investigative consumer report the Company requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act is included.

Washington State applicants or employees only: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Consumer Information

Last Name: _____ First Name: _____ Middle: _____

Other Names/Alias: _____

*Social Security #: _____ *Date of Birth: _____

Driver's License #: _____ *State of Driver's License: _____

Present Address: _____ Phone Number: _____

City: _____ State: _____ Zip code: _____

Former Employer: _____ Position: _____

Dates of Employment: _____

*This information will be used for background screening purposes only and will not be used as hiring criteria.

**NOTICE REGARDING BACKGROUND INVESTIGATION
PURSUANT TO CALIFORNIA LAW**

Mt. Auburn UMC (the "Company") intends to obtain information about you for employment screening purposes from a consumer reporting agency. Thus, you can expect to be the subject of "investigative consumer reports" and/or "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may investigate the information contained in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be ClearStar, Inc. 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099. Their Privacy Policy can be reviewed at <http://www.clearstar.net/privacy-policy/>. The source of any credit report will be TransUnion/TransUnion Consumer Solutions, PO Box 2000, Chester, PA 19022-2000. 800-916-880. The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.

A summary of all information contained in the ICRA's file on you that is required to be provided by the California Civil Code will be provided to you via telephone, if you have made a written request, with proper identification, for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged directly to you.

By requesting a copy be sent to a specified addressee by certified mail. ICRAs complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRAs.

"Proper Identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

NOTICE – BACKGROUND INVESTIGATION PURSUANT TO NEW JERSEY LAW

New Jersey Residents or Employees – this summary of the provisions of the New Jersey Fair Credit Reporting Act (“NJFCRA”) is being provided to you pursuant to state law (N.J.S.A. § 56:11-28 et seq.)

- Before an employer can obtain a consumer report about you from a consumer reporting agency they must provide you with a clear and conspicuous disclosure in writing that such may be obtained for employment purposes. You must provide written consent to the procurement, for employment purposes, of a consumer report.
- When using a consumer report for employment purposes, before taking adverse action based in whole or in part on the report, an employer must provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act as well as the NJFCRA.
- You must be afforded a reasonable opportunity to dispute, with the consumer reporting agency, any information on which the employer relied upon in your consumer report.
- You can request from a consumer reporting agency all information in your file, upon proper identification. This includes sources of information and identification of each person who procured a consumer report for employment purposes during the two-year period preceding your request. These requests must be made during normal business hours and on reasonable notice. It can be done in person or by telephone, if you have made a written request and pay the toll charge. A consumer reporting agency must provide trained personnel to explain to you any information in the consumer report.
- You can dispute inaccurate information with the consumer reporting agency. If you dispute the completeness or accuracy of any of the information in your file, the consumer reporting agency must reinvestigate free of charge during a 30-day period. A consumer reporting agency must provide written notice to you of the results of the reinvestigation not later than five business days after completion of the reinvestigation.
- If, after a reinvestigation, any information disputed by you is found to be inaccurate or incomplete or cannot be verified, the consumer reporting agency must promptly delete that item of information from your file or modify that item of information, as appropriate, based on the results of the reinvestigation.
- You can seek damages for noncompliance under the NJFCRA.

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

SS 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

SS 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

SS 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

SS 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

SS 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

SS 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

PLEASE INDICATE THE TYPE OF MINISTRY WORK AND WORK WITH MINORS YOU PREFER:

THE DATE YOU WOULD BE ABLE TO BEGIN: _____

WHAT IS THE MINIMUM TIME COMMITMENT YOU CAN MAKE: _____

HAVE YOU EVER BEEN CHARGED OR CONVICTED OF OR PLEADED GUILTY TO A CRIME/SEXUAL ABUSE? _____ YES _____ NO

(If yes, please explain – attach a separate page, if necessary.)

WOULD YOU BE WILLING TO SIGN A RELEASE WHICH WOULD PERMIT A POLICE BACKGROUND CHECK? _____ YES _____ NO

(If yes, sign release on next page).

IS THERE ANY FACT OR CIRCUMSTANCE INVOLVING YOUR BACKGROUND THAT WOULD CALL INTO QUESTION YOUR BEING ENTRUSTED WITH THE SUPERVISION, GUIDANCE, AND CARE OF MINORS?

_____ YES _____ NO

(If yes, please explain—attach a separate page, if necessary)

LIST ALL PREVIOUS CHURCH WORK INVOLVING MINORS. LIST EACH CHURCH'S NAME AND ADDRESS, THE TYPE OF WORK YOU DID , AND DATES (Attach separate pages, if necessary.)

LIST ALL PREVIOUS NON-CHURCH WORK INVOLVING MINORS. LIST EACH ORGANIZATION BY NAME AND ADDRESS, THE TYPE OF WORK YOU DID, AND DATES. (Attach separate pages, if necessary.)

LIST YOUR GIFTS, CALLINGS, TRAINING, EDUCATION, OR OTHER FACTORS THAT HAVE PREPARED YOU FOR WORK WITH MINORS:

APPLICANT'S STATEMENT AND RELEASE

The information contained in this application is true and correct to the best of my knowledge. I authorize any references or Churches listed in this application to give you any information they may have regarding my character and fitness for work with minors.

Should my application be accepted, I agree to be bound by the Child Protection Guidelines and Procedures of Mount Auburn United Methodist Church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

APPLICANT'S SIGNATURE: _____

DATE: _____ WITNESS: _____

PARENT'S STATEMENT IF APPLICANT IS A MINOR

(A minor is a person under eighteen [18] years of age.)

If the applicant is a minor, a parent or legal guardian is required to also sign and affirm that the minor has not engaged in illegal activities.

To my knowledge _____ has not engaged in any
(full name)
 illegal activity or child abuse of any kind, and I know no reason why he or she should not work with minors at Mount Auburn United Methodist Church.

PARENT OR GUARDIAN: _____ DATE: _____

WITNESS: _____

STATEMENT OF OWNERSHIP

I understand that this application form and all parts of this file are the sole property of the Mount Auburn United Methodist Church and are not available for the applicant to review.

SIGNATURE: _____
 (applicant or parent/guardian, if applicant is a minor)

DATE: _____ WITNESS: _____

REFERENCES

Reference Checks shall be completed on all adult volunteers working with children or youth. This needs to be completed prior to your first day of work with the children.

PLEASE LIST FOUR (4) REFERENCES—

PLEASE LIST THREE (3) PERSONAL REFERENCES (NOT EMPLOYERS, FORMER EMPLOYERS, OR RELATIVES)

AT LEAST TWO (2) OF THESE REFERENCES MUST BE FROM OUTSIDE MOUNT AUBURN UNITED METHODIST CHURCH.

THE FOURTH REFERENCE MUST BE AN EMPLOYER, OR FORMER EMPLOYER, IF APPLICABLE.

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

NAME: _____ PHONE: _____

ADDRESS: _____

VOLUNTEER'S NAME _____

Appendix B

**Mount Auburn United Methodist Church
Children and Youth Ministries Protective Policy****REPORTING PROCEDURES**

Indiana law requires a person to immediately report suspected and reported child abuse to the authorities, and in organizations such as Mount Auburn United Methodist Church, to the appropriate individual in charge. A person who fails to do so can be prosecuted for a Class B misdemeanor or, in extreme circumstances, may be subject to civil liability for money damages. Therefore, all employees and volunteers at Mount Auburn United Methodist Church must adhere to the following procedures:

1. In the event of suspected, reported, or discovered child abuse or violation of the Child Protection Guidelines of Mount Auburn United Methodist Church, the employee or volunteer shall immediately notify the Senior Pastor or, in the absence of the Senior Pastor, the Associate Pastor, the Youth Director, the Director of Children's Ministries, or the Daycare/Preschool Director who shall make a report to the local child protection service or law enforcement agency. (Call the Johnson County Division of Family and Children at 738-0301, and ask for the caseworker on call. On evenings and weekends, call the Johnson County Sheriff's Department at 736-5155.)

*Physical signs of molestation may include:

- Lacerations and bruises
- Irritation, pain, or injury to the genital area
- Difficulty with urination
- Discomfort when sitting
- Torn or bloody underclothing
- Venereal disease

*Behavioral signs of molestation may include:

- Nightmares
- Anxiety when approaching the Church building, nursery, or preschool area (beyond normal separation anxiety)
- Nervous or hostile behavior toward adults
- Sexual self-consciousness or acting out of sexual behavior
- Withdrawal from Church activities and friends

*Verbal signs of molestation may include statements such as:

“I don’t like _____.”
“_____ does things to me when we’re alone.”
“I don’t like to be alone with _____.”
“_____ fooled around with me.”

*Adapted from Child Abuse: Governing Law and Legislation, by I. Sloan (1983)

2. Reports shall be documented in writing with the date of the report, the time of the report, the telephone number to which the report was made, the name of the recipient of the report, and a brief synopsis of the report. If at all possible, all oral reporting will be done in the presence of a recorded witness.
3. All Church employees and volunteers working with minor children will receive training at the beginning of each new Church administrative year regarding the signs of child abuse, including child sexual abuse, and the steps to report any and all suspected child abuse.

Appendix C

Mount Auburn United Methodist Church Children and Youth Ministries Protective Policy

RESPONSE PROCEDURES

1. The official spokesperson for Mount Auburn United Methodist Church shall be the Senior Pastor, or in the absence of the Senior Pastor—the Associate Pastor, the Youth Director, the Director of Children’s Ministries, or the Daycare/Preschool Director. All inquiries or requests for information from the media, attorneys, or any other parties shall be referred to the official spokesperson. No person other than the official spokesperson is to release any information regarding any alleged incident of child abuse without the express approval of the official spokesperson.
2. The official spokesperson shall immediately report any alleged incident of child abuse to the Johnson County Division of Family and Children or the Sheriff’s Department (on weekend or evenings), our insurance carrier, the Conference Chancellor, and the District Superintendent.
3. The care and safety of the victim is our first priority. We will not confront the accused without the approval of the Division of Family and Children or the law enforcement authorities.
4. We will not prejudge any person accused, but we will take any allegation of child abuse seriously and will reach out in Christian love and support to the victim and the victim’s family, extending whatever pastoral care resources are needed. We will fully cooperate with any authorities investigating an allegation of child abuse.
5. We will treat the accused with dignity and respect. If the accused is a Church worker, that person will be temporarily relieved of his or her duties until the investigation is finished and the person has been cleared by the authorities. If the accused is a paid employee of Mount Auburn United Methodist Church, his or her income will be maintained until the allegations are cleared by the authorities or until criminal charges are filed.
6. All communication by the official spokesperson to the media, congregation, and public will protect the privacy and confidentiality of all involved.
7. All efforts in responding to the alleged incident of child abuse shall be documented by the Senior Pastor, or in the absence of the Senior Pastor—the Associate Pastor, the Youth Director, the Daycare/Pre-School Director, or the Director of Children’s Ministries--and maintained in a secure and confidential file.