

Mount Auburn CHURCH

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

Mount Auburn 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 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 Church requires all Church workers to commit themselves to the Children and Youth Ministries Protective Policy, adopted by the Charge Conference of Mount Auburn 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 Church July 24, 2000

**Revised June 11, 2009, September 29, 2011,
September 24, 2012, June 24, 2013, May 26, 2015 and March 15, 2018**

1. **Definitions.**

<u>Adult</u>	shall mean an adult, aged 18 years or older.
<u>Adult Volunteer</u>	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.
<u>Children and Youth</u>	shall mean all individuals who are not Adults.
<u>Non-related Person</u>	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.
<u>Paid Staff Member</u>	shall mean any employee of Mount Auburn 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).
<u>Worker</u>	except to the extent further limited for purposes of Section 4, shall mean a Paid Staff Member, an Adult Volunteer, or a Youth Worker.
<u>Youth Worker</u>	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 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 at the beginning of each year:
 - 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.
- c. Results of police background checks shall be maintained confidentially.
- d. 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.
- e. 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 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 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 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 Church by a group or individual in an activity involving Children or Youth that is not conducted under the auspices of Mount Auburn 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 Three Month Rule. One part is the requirement that an Adult Volunteer has to have been attending Mt. Auburn Church for at least 3 months before he/she can volunteer with children or youth. Volunteers must review and sign off on the Mt. Auburn Statement of "Who We Are" before serving. The second part involves volunteers that fail to attend worship or life groups for a period of 3 months or longer. They would no longer be eligible to serve in children or youth 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 as outlined in Section 4.a.iv. The Two Person Rule requires that two Workers who have successfully completed the Screening Process as outlined in Section 3 shall be present at all times while the activity is conducted. 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 Church for at least 3 months. In addition, a 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 Assistant Director of Children's Discipleship, 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 Pastor of Student - Children's Discipleship, 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 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.



AUTHORIZATION TO OBTAIN BACKGROUND REPORT

I have read the Disclosure Regarding Background Report provided by Mount Auburn Church and this Authorization to Obtain Background Report in connection with my employment or volunteering with Mount Auburn Church. By my signature below, I hereby knowingly and voluntarily authorize Advanced Background Services, LLC, to prepare background reports regarding me and the release of such reports to the Mount Auburn Church and its designated representatives, to assist the Mount Auburn Church in making an employment or volunteering decision involving me at any time after receipt of this authorization and throughout my employment or volunteering, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau, other information service bureau, data repository, or employer to furnish any and all information regarding me to Advanced Background Services and/or the Mount Auburn Church itself, and authorize Advanced Background Services to provide such information to the Mount Auburn Church. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act."

APPLICANT INFORMATION

Full legal name (Last, First Middle): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

County: _____

Social Security Number: _____ Date of Birth: _____

Driver's License Number: _____ State Issued: _____

Signature: _____ Date: _____



DISCLOSURE REGARDING BACKGROUND REPORT

Mount Auburn Church may obtain from Advanced Background Services, LLC, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with your employment. If you are hired, to the extent permitted by law, and only in connection with your employment capacity with Mount Auburn Church, Mount Auburn Church may obtain from Advanced Background Services further reports throughout your employment without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your criminal history. The REPORT may include, but is not limited to: criminal and other public records and history, Social Security verification, and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, and other sources.

Signature: _____ **Date:** _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- Consumers have the right to obtain a security freeze.** You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit. As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years. A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

 - Equifax https://www.freeze.equifax.com/Freeze/jsp/SFF_PersonalIDInfo.jsp
https://www.alerts.equifax.com/AutoFraud_Online/jsp/fraudAlert.jsp
 - Experian <https://www.experian.com/freeze/center.html>
<https://www.experian.com/fraud/center.html>
 - TransUnion <https://www.transunion.com/credit-freeze/credit-freeze-faq.page>
<https://www.transunion.com/fraud-victim-resource/place-fraud-alert>
- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential

employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
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<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>

6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration
	409 Third Street, S.W., 8 th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

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

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:

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.)

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 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 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 Church and are not available for the applicant to review.

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

DATE: _____ WITNESS: _____

Mount Auburn CHURCH

Child Protection Guidelines Statement of “Who We Are”

Our Mission to make disciples of Jesus Christ for the transformation of the world.

Our Vision: Mt. Auburn: Where LOVE works!

Responding to God’s love for us, we help people love God with all their heart, soul, mind and strength and each other through word, thought, and deed

Our Values

- We confess Jesus Christ as Savior. We trust in His Grace and serve Him as Lord. We affirm that Jesus Christ has opened the Church to people of all ages, race, color, national origin, economic condition and ability as individuals of sacred worth, created in the image of God for whom Jesus Christ died for upon the cross for their redemption.
(John 14:6; Acts 4:12; 2 Corinthians 5:14-15; Galatians 2:20; John 3:16 etc.)
- We are scripturally-rooted. The Bible is our foundation and authority.
(2 Timothy 3:16-17; 2 Peter 3:14-16; etc.)
- We are people focused. People matter to God and to us.
(Deuteronomy 10:17-19; Matthew 22:37-39; Matthew 25:31-46; etc.)
- We are team focused. God’s plans are realized through the gifts of His people working together.
(Romans 12:3-8; 1 Corinthians 12; etc.)

People called to Children’s ministry are:

- Lovingly nurture-oriented to children and youth in order that they might experience the touch of Jesus upon their lives and be called into faith. Luke 18:15-17
- Enthusiastically a people of faith who affirm the Apostle’s Creed as expressive of the central core of the biblical witness.

*I believe in God, the Father Almighty, Creator of heaven and earth.
I believe in Jesus Christ, God's only Son, our Lord, who was conceived by the Holy Spirit,
born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried.
On the third day He rose again; He ascended into heaven.
He is seated at the right hand of the Father and will come again to judge the living and the dead.
I believe in the Holy Spirit, the holy catholic Church, the communion of saints,
the forgiveness of sins, the resurrection of the body, and the life everlasting.
Amen.*

As a volunteer in ministry to youth and children, I affirm this mission and vision and will live and act by these values.

Signature: _____

Appendix B

Mount Auburn 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 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 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 Church, the employee or volunteer shall immediately notify the Senior Pastor or, in the absence of the Senior Pastor, the Associate Pastor, Director of Discipleship, the Pastor of Student and Children's Discipleship, the Assistant Director of Children's Discipleship, 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 317-738-0301, and ask for the caseworker on call. On evenings and weekends, call the Johnson County Sheriff's Department at 317-736-5155.)

318-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 Church Children and Youth Ministries Protective Policy

RESPONSE PROCEDURES

1. The official spokesperson for Mount Auburn 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 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.