

**Safe Sanctuary Policy
Christ Moravian Church
919 W. Academy Street
Winston-Salem, NC 27101**



Protecting our children, youth and adults from abuse

Safe Sanctuary Policy of Christ Moravian Church

What is the Safe Sanctuary Policy?

This is a policy developed by members of the Leadership Board and appointed members of the congregation approved by our Leadership Board and mandated by our Provincial Synod to insure that adults and children are in healthy and supportive relationships during times of worship, study and fellowship at Christ Moravian Church.

The expected requirements of our Safe Sanctuary Policy include the following:

- Two adult leaders are expected to be present with any group of children or youth.
- Those adults who are regularly in close contact or supervision of our children and youth will be asked to do the following:
 1. Complete a background check
 2. Undergo a drug screen
 3. Participate as needed in training in topics related to their ministry focus

Definitions as they pertain to this document:

- Pastor – The ordained and appointed clergy of the Church.
- Abuse – refers to any non-accidental injury or injuries or pattern of behavior to a child/youth/vulnerable adult. Abuse includes non-accidental:
 - Physical Abuse – Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or action that could result in serious injury.
 - Sexual Abuse – Sexual abuse is any sexual behavior imposed on a juvenile or vulnerable adult. This involves a range of activities, including fondling or other inappropriate contact; it also includes exhibitionism, pornography, and any suggestive behaviors or comments.
 - Emotional Abuse – Emotional abuse is expressing attitudes or behaviors toward any person, child or adult that may create serious emotional or psychological damage.
- Neglect – Neglect can be defined as any serious disregard for a person's supervision, care, or discipline.
- Adult – Any person eighteen (18) years of age or older.
- Youth – Any person from grade 6 to grade 12 (Usually 12 through 17 years old).
- Child – Any person between birth and grade 5 (Usually from birth through 11 years old).
- Staff – Any person that is an employee of and paid by the Church.
- Volunteer – refers to any person who performs an unpaid job for the Church.

Definitions as they pertain to this document continued:

- Ongoing Volunteers refers to anyone who teaches, supervises or counsels children, youth, or vulnerable adults on a regular basis (week-to-week basis) and includes those who chaperone off-site events or overnight events. Sunday school teachers, mission camp leaders, youth fellowship leaders, etc. would fall into this category. Ongoing Volunteers must be a minimum of 21 years old.
- Occasional Volunteers refers to those who volunteer to assist staff or Ongoing Volunteer leaders on as-needed basis.
- Ministry/Youth Leader – Any person responsible for overseeing a church program designed for children, youth, and vulnerable adults
- Province – Moravian Church, Southern Province
- Children/Youth Activities – Any activity or program in which persons are under the control or supervision of church staff or volunteers responsible for the activities.
- Church – Local Congregation
- Vulnerable Adult – Any person 18 years of age or older with diagnosed diminished physical, mental, or emotional capacities.

Safe Sanctuary Committee of Christ Moravian Church

The Safe Sanctuary Committee of Christ Moravian Church will coordinate and help implement our Safe Sanctuary Policy. They will meet at least quarterly to review and discuss compliance with this policy and review any changes that may need to take place. This Safe Sanctuary committee will consist of the following people:

- Pastor of Christ Moravian Church
- Vice Chair of Leadership Board
- Two members of the Leadership Board
- Three appointed members of the congregation

Recruitment and Screening Requirements:

Pastors, all paid and volunteer workers in the church who have either direct, unsupervised access or indirect and/or supervised access to children, youth, and vulnerable adults in any ministry setting are required to be recruited and selected using the following procedures:

- Job Descriptions/Written Position Guidelines – Future applicants will be provided written position guidelines for positions in children, youth, and vulnerable adult ministries, including identification of essential function of the job. The Safe Sanctuary Policy will be attached to each position guideline.
- Applications, References, Interviews – All paid staff must complete an application, provide non-family and preferably work related references, and be interviewed by the appropriate committee or board before beginning to work in children, youth, and vulnerable adult ministries in the church.

- Volunteers who express an interest in working with children, youth, and vulnerable adults must be open to a background check and drug test prior to beginning.
- Background Checks/Drug Screens - All Church paid staff and volunteers who work with children, youth, and vulnerable adults will be required to sign a Provincial ***Authorization and Release of Information and Records*** form. The Provincial Human Resource manager to obtain a Nationwide Criminal Records check, a Sex Offender Registry check and a Drug Screen will use the information requested on the form.
- Drivers – Adult drivers of church owned vehicles must provide their current driver's or appropriate licenses and proof of insurance policy to the ministry leader prior to any event requiring driving. No person under the age of 25 will be considered as a driver for any church owned vehicle.

Orientation:

- A copy of the Safe Sanctuary Policy will be provided to all staff and volunteers.
- All staff and volunteers will be required to sign a statement that they have read and understand, and agree to abide by the requirements of the policy.
- Policy orientation is required for all staff and volunteers and is also open to all church members.
- A paid church or volunteer staff member(s) will be trained in safety issues to assist leaders in making appropriate decisions when medical issues occur.
- Additional training will be provided when appropriate.

Reporting of Inappropriate Behavior:

Once an incident of abuse or allegation of an incident is made, it is crucial that it be dealt with in a timely and in a clearly outlined manner. It should also be stressed that while all allegations will be taken seriously, they are still allegations until proven otherwise. In that spirit, all incident information should be kept strictly confidential until a resolution is achieved. However, records will be made available to all agencies and persons with a right to know. All reasonable suspicions of abuse must be reported to church leaders immediately. Allegations will be reported to members of the Executive Committee of the Leadership Board of Christ Moravian Church. Members of the Executive Committee will ensure the following things take place:

1. Protect and tend to the immediate needs of the victim, as the situation requires.
2. Determine who will notify the parents or family of the victim?
3. Determine who will obtain information from the victim and complete an Incident Report.
4. Determines whom does the incident get reported to.
5. Determines who will notify the PEC
6. Determines, if appropriate, who will notify the appropriate authorities.

Based upon the Incident Report filed the Executive Committee will also have the authority to implement the following measures (if needed).

1. Determine who would make statements to the media (typically should only be made by the PEC or with their authorization)
2. Depending on the severity of the accusation determine what action should be taken to protect the accused and the victim. For example, the accused should be asked to abstain from involvement with children, youth, or vulnerable adults.
3. Confidentiality is of utmost importance. Care must be exercised so that those reporting the incident are not identified or are not falsely accused must be balanced with the need to share specifics or important facts.

Incidents that are illegal in nature, or have the potential for legal ramifications will be reported to law enforcement immediately, as well as counsel for the church. At this point, the investigatory duties of the leadership board and executive committee, as well as communication between accuser/victim, perpetrator, and other involved parties will cease, and be handled by the appropriate law enforcement agency, and counsel representing the church's interests.

Accidents and Injuries:

If in doubt of the seriousness of an injury, call 911. Accidents and injuries should receive attention in a timely manner depending on the seriousness of the injury. Accidents include bumps, bruises, minor scrapes and cuts. Caution is advised when treating any injury or unusual condition.

- Never leave an injured child alone.
- Notify group leader as soon as possible.
- Notify parents only after authorization from group leader.

Supervision of Children and Youth Areas of Considerations:

- Recommended two adults supervising any activity with children and youth.
- Classroom open door policy.
- Consent Forms for parents to sign regarding any trip off campus regarding children. Form will be done yearly rather than from event to event.
- We recommend a 5-year separation in age with teens teaching youth or youth teaching children. Youth are welcome to assist an adult in teaching.
- Ministry/Youth leaders must be 21 years old or older.
- The use of prescription or non-prescription medication, unless medically necessary or prescribed by the individual's physician, or illegal drugs, and alcohol is prohibited during children, youth, and vulnerable adults activities.
- Tobacco use is also strongly discouraged.
- The Safe Sanctuary Committee will ensure all supervisors/chaperones of children or youth in overnight programs have completed the necessary Background Checks/Drug Screens, etc.

Bullying:

Bullying is not acceptable under any circumstances. Anyone observing bullying behavior intervenes and stops the behavior. Bullying means a physical act or gesture or a verbal, written or electronically communicated expression directed at one or more persons that:

- Creates an actual or reasonable expectation that the conduct will harm the individual.
- Causes physical harm or emotional distress to a person or damage his or her property.
- Places a person in reasonable fear of physical harm, emotional distress or damage to his or her property.
- Creates or is certain to create an intimidating, hostile environment for the person at whom the conduct is directed.

Outings Away from Church Property:

All church-related activities requiring transportation for children, youth, and vulnerable adults as a part of the event must adhere to the following policy:

- All children, youth, and vulnerable adults participating in events requiring transportation away from the church must have written permission from parents or guardians.
- Staff and volunteers must have a valid driver's license and motor vehicle records with acceptable results. All traffic laws must be obeyed.
- Any staff or volunteers using their personal vehicle to transport children, youth, and vulnerable adults must carry liability insurance and be 21 years of age.
- To the extent possible, in vehicles carrying more than four children, there should be one adult in addition to the driver.
- All occupants are required to wear seat belts.
- No smoking while in the vehicle or consumption of alcohol or drugs to include prescription drugs that may cause impairment.
- A cell phone should be available when groups are away from the church, to be used in emergencies.
- Drivers should refrain from texting and talking on a cell phone (if possible) while driving.
- Drivers should refrain from use of electronic devices such as DVD players, iPods, and other devices that decrease an awareness of one's surrounding. No audio devices like headphones or in ear headphones should be used while driving that can distract.

Supervision of Children and Youth in all venues (on or off campus):

Supervision procedures are designed to reduce the possibility of inappropriate behavior and to protect staff and volunteers from unjust accusations.

- Minimum supervisory standards will include the “two-adult” rule. The two-adult rule requires that no matter the size of the group, there will always be two adults present. If there are fewer than two adult leaders present, the door will remain open and a rover will pass by to check each group periodically. Two adults must be present in the nursery at all times.
- Each room or space where children and youth are being cared for shall be left open. All activities should occur in open view and doors should never be locked when children and youth are present in the room.
- Parents of children and youth, pastors, and staff are encouraged to visit and observe the activities, classroom, or church-sponsored program at any time, unannounced.
- No person shall solely supervise any age group unless he/she is at least 18 years of age and five years older than the children or youth being supervised.
- Outside groups using the church facilities are responsible for ensuring compliance with the Safe Sanctuary Policy while using church facilities and will be required to sign a user’s agreement.

General Safety Considerations:

- Leave doors open.
- Assign roaming monitors to ensure safety as needed.
- Establish attendance and release procedures for parents/guardians of children, youth, and vulnerable adults.
- Establish guidelines for overnight accommodations.
- Establish guidelines for transporting program participants.
- Establish bathroom, locker room, and shower guidelines.
- Establish Adult/Youth Ratio – enough adults should be present at church activities to ensure adequate safety supervision of participants.
- Adults need to be aware of, and sensitive to, the special and differing needs and preferences of each individual concerning personal space and privacy in relationship to contact.

Cyber Safety Considerations:

There is no such thing as privacy in cyberspace. Consider anything and everything on the Internet as public information.

- Receive parental permission for photographs; posting or transmitting of photographs; use of emails, texting, or cell phones; and sharing of names or contact information of the participant.
- Never post personal information online such as full name, address, and phone number.

- Limit individual communications online with children, youth, and vulnerable adults. Save all confidential communications.
- Use sound judgment when communicating through Social Media. Following this guideline might be useful:
 1. Is it helpful?
 2. Is it constructive?
 3. Is it to glorify God?

Appendix and Forms:

#1 Jennifer Lundsford Act for North Carolina

#2 Registered Sex Offender

#3 Criminal Records Check Consent Form

#4 Acknowledgement Form

Christ Moravian Church Form # 1
Safe Sanctuary Policy for Children, Youth, and Vulnerable Adults
In Response to the Jessica Lundsford Act for North Carolina

1. We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In compliance with North Carolina law a registered sex offender who wishes to be part of a church community should expect to have conditions placed on his/her participation.
2. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. N.C. General Statute § 14-208. 17(a) (2008).
3. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to: youth activities, Vacation Bible School, Sunday school, church nursery, or other children and youth activities.
 - If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the appropriate law enforcement officials.
4. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care or supervision of minors. N.C. General Statute § 14-208.18(a) (2) (2008).
5. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday school classrooms and playground. N.C. General Statute § 14-208.18(a) (1) (2008)
6. While on church property, a registered sex offender must be accompanied by an unrelated, same gender adult covenant partner provided by the church.
7. A registered sex offender should identify himself/herself as a registered sex offender to the pastor or vice chair of the Leadership Board.
8. A registered sex offender who wishes to be part of our church community shall read and sign a Church Participation Covenant Statement. The pastor and the vice-chair of the Church Board will also sign this document. The signed document will be kept on file in the church office.

Christ Moravian Church Form #2
Registered Sex Offender
Church Participation Covenant Statement

The congregation of Christ Moravian Church is committed to providing a safe and secure environment for all children, youth, and vulnerable adults. In compliance with N.C. General Statutes §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.
2. While on church property, I will be accompanied by an unrelated, same-gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.
3. I will not be permitted to work/volunteer with children or youth in any church-sponsored activity. N.C. General Statute § 14-208.17 (2008)
4. I will not be in attendance at any event where children or youth are the primary audience. These events include, but are not limited to: Christ Moravian youth activities, Vacation Bible School, Sunday school, church nursery, or other children and youth activities. N.C. General Statute § 14-208.18 (a) (3) (2008) If I attend such an event, I will be told to leave and a report will be made to law enforcement officials.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. N.C. General Statute § 14-208.18 (a) (2) (2008)
6. I will not be in any area of the property designated for the use, care or supervision of children or youth. N.C. General Statute § 14-208.18 (a) (1) (2008) these areas include, but are not limited to: the church nursery, preschool classrooms children's Sunday school classrooms and playground.

Offender Signature _____

Pastor Signature _____

Vice Chair Signature _____

Covenant Partner Signature _____

Christ Moravian Church Form #3
Safe Sanctuary Policy Statement

Date: _____

Name: _____

Date of Birth: ____/____/____

Gender: Male _____ Female _____

Address: _____

City: _____ State: _____

Zip Code _____

Phone: (____) _____

Email: _____

I understand that due to my activities and involvement with the children, youth, and vulnerable adults at Christ Moravian Church, a national criminal background check and sexual offender check will be completed on me. I have never been convicted of child abuse as an adult or juvenile, nor has such a conviction been expunged _____(initials). I consent to a national criminal background check _____(initials).

Print Name: _____

Signature: _____

Return this form to the Christ Moravian Safe Sanctuary Committee

Christ Moravian Church Form #4
Safe Sanctuary Policy Statement
Acknowledgement Form

Name: _____

Address: _____

City: _____ State _____ Zip Code _____

Phone: (_____) _____

Email: _____

The congregation of Christ Moravian Church is committed to providing a safe and secure environment for all children, youth, vulnerable adults, staff, and volunteers who participate in the ministries and activities sponsored by the church. Safe Sanctuary reflects our commitment to preserve this church as a holy place of safety and protection for all. I acknowledge that I have received, read and agree to comply with the Safe Sanctuary Policy Statement of Christ Moravian Church. I understand that failure to do so could result in dismissal from my responsibilities with the children, youth, and vulnerable adults of the church.

Print Name: _____

Signature: _____