

Eden United Church of Christ Safe Congregation Program Policies & Procedures



Approved by Church Council May 5, 2009

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**Eden United Church of Christ
21455 Birch Street
Hayward, CA 94541
(510) 582-9533**

These policies and procedures were developed by the Eden United Church of Christ Church Council for the wellbeing of our congregation and persons who seek the ministry of our community. They are reviewed and updated regularly. To ascertain whether this copy is the most current in force, contact the Senior Minister or the moderator of the church. Other organizations that may choose to adopt or adapt these policies for their purposes do so at their own risk; they should seek a qualified legal review of them before adapting or adopting them to another setting.

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- Volunteer Application & Disclosure Form (Att. 5)
- Covenant for Adult Volunteers and Staff Working with Children and Youth (Att. 6)
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- Confidential Volunteer Screening Consent Form (Att. 8)
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Eden United Church of Christ

Safe Congregation Program Mission Statement

In recognition of the spiritual and public trust given this faith community, Eden United Church of Christ (Eden UCC) is committed to being a true sanctuary, both nurturing and protecting all participants in its activities, including members and visitors. Worship of God requires openness, trust, intimacy, vulnerability, and a safe, supportive community. Recognizing the many intentional and unintentional ways that we may harm ourselves and others, we commit ourselves to maintaining policies and procedures to create a safe environment for all who participate in our programs. Accordingly, Church Council, on behalf of the congregation, hereby establishes policies, screens and trains staff and volunteers, and educates the congregation in the following areas:

- Sexual misconduct and physical abuse, including legal reporting requirements
- Other forms of harassment (based on race, age, sexual orientation, gender identity, socioeconomic status, or physical ability)
- Accessibility for all people
- Emergency response and disaster planning

These procedures will be reviewed annually (or as prudence merits) by Church Council to correspond with changes in civil law and progress toward addressing these policies in our congregational community.

Policy Prohibiting Abuse, Exploitation, and Harassment

As a community of Christian faith, Eden United Church of Christ (Eden UCC) is committed to creating and maintaining programs, facilities, and a community in which members, friends, staff, and volunteers can worship, learn, and work together in an atmosphere free from all forms of discrimination, harassment, exploitation, or intimidation. All persons associated with Eden UCC should be aware that the church is strongly opposed to sexual exploitation and sexual harassment and that such behavior is prohibited by church policy. Also prohibited is discrimination, harassment, physical and emotional abuse, exploitation, or intimidation based on race, age, sexual orientation, gender identity, socioeconomic status, or mental or physical abilities. It is the intention of the church to take action to prevent and correct behavior which is contrary to this policy and, if necessary, to discipline those persons who violate this policy in accordance with both this policy and applicable laws.

Definitions

Adult: A person 18 years old or older.

Vulnerable Adult: Any person over 18 years of age with diminished physical, mental, or emotional capacities. This includes anyone who by California law is deemed vulnerable to elder or dependent adult abuse, as well as anyone who is under extreme stress and less able to advocate for themselves.

Clergy: Any called minister of the church.

Diaconal care: The ministry of prayer and presence and/or service offered by church members on behalf of the congregation for the benefit of a person or family in need. Some examples of diaconal care include the following: visiting persons in the hospital and/or at home who are ill, infirmed, and/or bereaved; visiting families with a new baby or who are welcoming an adopted or foster child into the family; providing occasional meals or assisting with occasional household chores; offering companionship, prayer, devotions, and/or religious literature; reading aloud; delivering worship materials, flowers, cards, and/or remembrances from the church; and/or administering the sacraments. At Eden Church, diaconal care is normally offered by persons participating in our Congregational Care Ministry and/or our Caring Circle, and who serve with the knowledge and blessing, and under the supervision of, the Senior Minister.

Keeper of Records: The Keeper of Records, a designated Eden staff member, documents and monitors volunteers' and staff's completion of the Safe Congregation training process.

Minor: Any child from 0 to 18 years old.

- Infants (1 to 12 months old)
- Toddlers (12 to 36 months old)
- Preschoolers (3 to 5 years old)
- Children (5 to 12 years old or Kindergarten through 5th grade)
- Youth (12 to 18 years old or 6th through 12th grade)

Response Team: A Response Team is comprised of no fewer than three members, to include at least one male and one female. It is called together by the Senior Minister and the moderator and/or vice moderator, or Church Council for the purpose of dealing with a complaint of discrimination, harassment, physical and emotional abuse, exploitation, or intimidation based on race, age, sexual orientation, gender identity, socioeconomic status, or mental or physical abilities.

Screening Committee: A screening committee comprised of the Education, Spiritual Life, and Outreach Coordinator and the Senior Minister (and up to two other church leaders designated by Church Council) will interview applicants, complete reference checks, and will make a final determination as to the suitability and placement of volunteer applicants.

Staff: Any person employed by the church.

Types of Abuse:

Physical abuse: The deliberate, non-accidental physical injury including willful cruelty or unjustifiable punishment.

Emotional abuse: Maltreatment of a minor or vulnerable adult which elicits low self-esteem, undue fear, anxiety, or shame, or other damage to a person's well-being caused by such acts as angry fault finding, humiliating and/or belittling a person for mistakes or failures, and deliberate inattention to someone's emotional needs. Emotional abuse causes mental or emotional injury that results in an observable and material impairment in a person's growth, development, or psychological functioning.

Neglect: Failure to provide food, clothing, shelter, health care, psychological nurturing, education, supervision, or other basic necessities. This includes failure to protect a minor or vulnerable adult from harm.

Sexual abuse: Any sexual activity with a minor or vulnerable adult which is meant to arouse or gratify the sexual desires of the abuser. The abuser may be an adult, an adolescent, or another child. Sexual abuse may be violent or non-violent. All sexual abuse is an exploitation of a person's vulnerability and powerlessness in which the abuser is fully responsible for the action.

Financial abuse: Taking advantage of the vulnerability of an adult by deliberate misplacement, exploitation, or wrongful temporary or permanent use, of the person's belongings or funds.

Sexual harassment: Use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal, or the creation of an intimidating, hostile, or offensive environment through verbal or physical conduct of a sexual nature. Sexual harassment involves repeated or coercive sexual advances toward another person contrary to her or his wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. California law protects staff from harassment related to race, color, religion, gender, national origin, age, disability, or sexual orientation. In matters of employment, staff should refer to the Eden UCC Personnel Policies.

Visitors: Adults who observe a church school class, or church-sponsored children's/youth program or outing a maximum of three times annually.

Volunteer: Unpaid people involved in a ministry, activity, or service at Eden UCC, on or the church's behalf.

Primary Volunteers: Adult volunteers who, in the normal course of their duties, are in a regular supervisory capacity, including anyone who leads overnight activities with minors and/or who provides transportation to minors or vulnerable adults without other adults in the vehicle. At least one primary volunteer is required to be at all events where children, youth, or vulnerable adults are present.

Secondary Volunteers: Volunteers who assist with supervising children or youth in ministries, programs, or activities, generally no more than four times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation for the Christmas pageant, or teaching one “unit” of Sunday School for a month). Secondary volunteers *always* work with a primary volunteer or staff person present.

Secondary volunteers also include:

- Adults who provide transportation to children or youth, without other adults in the vehicle infrequently, generally no more than four times a year.
- Adults who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
- Adults who participate in overnight activities with children or youth once or twice a year.
- Teens, of the appropriate age, who are assistants in the Infant, Toddler, Pre-schoolers, or Middle School class.

Secondary volunteers also include youth (any volunteer at least fourteen (14) years old or older, but under the age of eighteen [18], enlisted to assist with the care of children). They are not expected to be alone with children or youth in their care.

Screening Practices

To protect our children, youth, and vulnerable adults from potential victimization, and in compliance with state and federal law, Eden United Church of Christ reserves the right to screen **all** church members and visitors using the National Sexual Offender Public Registry (www.nsopr.gov). Staff and applicants for primary volunteer positions with vulnerable populations will be asked to participate in a background check through Volunteer SelectPlus (<https://volunteer.fadv.com/pub/>) or may be asked to be screened by LiveScan (<http://ag.ca.gov/fingerprints/publications/contact.htm>).

All adults who have regular contact with children, youth, and vulnerable adults must have been a church member for six (6) months or associated with the church for one (1) year. Potential volunteers shall fill out a Volunteer Information Form and give it to the Senior Minister (who will store the confidential information in a locked file).

To assure a match between the volunteer task and the potential volunteer's skills and experience, the **direct supervisor** (usually either the Music Director, Associate Minister, or the Senior Minister) of the program area in which the applicant has interest will:

1. check at least two of the potential volunteer's references, and
2. conduct an interview with the applicant after reviewing the Information Form.

Reference checks and interviews will be conducted by the leader of the program in which the applicant will work or by others persons on the screening committee. A team of interviewers may be used. During the screening process, potential volunteers must provide photo identification, such as a driver's license, as a check against the use of pseudonyms.

Referees may include employers, former pastors or ministers, and persons who have supervised applicants in church work previously. Those persons may be suggested by applicants on their Information Form or selected by the assigned interviewer(s). The reference checks can be done by phone, mail, or in person.

Standard questions for the reference check and applicant interviews can be developed by each program supervisor. Notes of the results of the interviews should be provided to the Senior Minister by the program supervisor and kept in the pastor's locked files, along with the Information Form. This information will only be released to authorized persons with a demonstrated need to know. A separate file will be maintained on each volunteer. The Senior Minister and the direct supervisor will make decisions regarding fitness to serve as a primary volunteer.

Before beginning his or her work with vulnerable populations, the potential volunteer must indicate understanding and compliance with this policy and sign the Personal Safety Covenant and, if appropriate, the Driver Authorization Form. Also, to help ensure the safety of youth while participating in mission and service projects, fellowship retreats and camps, and other youth activities, staff and primary volunteers

are required to maintain current certification in basic First-Aid and CPR. The clergy will also be trained in First-Aid/CPR. The church shall provide First-Aid and CPR workshops or pay the costs for training to ensure that staff and primary volunteers working with youth and vulnerable adults are certified in First-Aid and CPR. Nursery staff are also required to have First-Aid Training and infant and toddler CPR. Others volunteering in the nursery, with children and youth, and with vulnerable adults are also encouraged to obtain First-Aid and CPR certification.

While the church is waiting for background information and references, applicants may begin working with minors or vulnerable adults in secondary volunteer positions, but only in closely supervised settings. Failure to receive satisfactory responses in a timely manner may result in dismissal from or withdrawal of approval for volunteering in church programs.

A screening committee will do the interviewing and reference checks. The Senior Minister will review the results of the criminal background checks. The information gathered will be protected from dissemination, except for the committee's final judgment about whether the volunteer can work in the suggested position. Final authority for determining the level and nature of a volunteer's involvement with children, youth, and vulnerable adults shall be the decision of the screening committee. All screening records shall be secured in a locked file kept by the Senior Minister with access permitted only to approved personnel (e.g., the screening committee, the moderator, and the vice moderator.)

Disqualification for Ministry or Volunteer Service with Children, Youth, and Vulnerable Adults

Individuals who are registered sex offenders, have a history of sexual misconduct, or who have been convicted of physical or sexual abuse shall not work or be allowed to volunteer with children, youth, or vulnerable adults or minister to them in any way.

Training Standards

To help ensure the safety of everyone while participating in activities of Eden UCC, **Clergy, Staff, and Primary Volunteers** will be required to receive training to help them gain an appreciation for maintaining a safe congregation. This training will help volunteers understand and apply the church policies, prevent abuse, identify abuse if they see signs of it, and respond appropriately.

Training standards for **Clergy, Staff, and Primary Volunteers**:

1. Eden Church will provide child abuse awareness information and reporting responsibilities before they begin their service.
2. During their first year of work with minors or vulnerable adults, participate in three hours of Safe Congregation training to include child abuse awareness and mandated-reporter responsibilities. These requirements may be satisfied by attendance at an Eden-sponsored Safe Congregation workshop, or a related training sponsored by Kyros or Northern California Nevada Conference of the United Church of Christ.
3. Maintain current certification in basic First-Aid and CPR certification. The church shall provide a yearly workshop on these topics or pay the costs for training.
4. Renew their First-Aid and CPR training at an interval recommended by the training organization.
5. All clergy and any staff working with or around children must complete training in the legal mandates for reporting suspected child abuse. The California State training for mandated reporters is located on-line at <http://mandatedreporterca.com/training/generaltraining.htm> (or link through the www.kyros.org website under Resources for child abuse prevention).

Training Standards for **Secondary Volunteers**:

1. Eden Church will provide child abuse awareness information and reporting responsibilities before they begin their service.
2. Three hours of Safe Congregation Training is strongly recommended for all parents and secondary volunteers during their first year of work with children, youth, or vulnerable adults, which may include an Eden-sponsored workshop, on-line mandated reporter training, or a related training sponsored by Kyros or Northern California Nevada Conference of the United Church of Christ.

At least one primary volunteer who has completed a certificate program in mandated-reporter training and at least one person trained in First-Aid, CPR, and emergency response must be present at each church event.

The Keeper of Records documents and monitors volunteers' and staff's completion of the Safe Congregation training process.

Safe Practices for Ministry

General Safety

A copy of Eden UCC's Safe Congregation policy and a First-Aid kit with instructions will be kept in any area where minors and vulnerable adults are present. An escape plan and the location of the fire extinguisher must be posted near each classroom door. Cell phone, phone, or intercom access must be available in those areas or nearby (unimpeded by a locked door).

Minimum Age Requirements

Because we believe that people under the age of 18 cannot be expected to have developed the maturity and judgment needed to be fully responsible for peers or persons younger than they, Eden UCC will not permit individuals or groups of persons under age 18 to be solely responsible for younger youth or children, including infants. Either the Senior Minister, staff member, or primary volunteer must be available and on site in a supervisory capacity for all activities with children and youth. In determining guidelines for the age, number, and gender of staff and volunteers to support an event, the context of the event, the location of childcare setting relative to the event, access to telephones (or TTY for deaf and hard of hearing) to call for help, the number of people needed to get children or vulnerable adults to safety in the event of an emergency evacuation, and whether the event will be held overnight or several nights should be taken into account by lead planners.

Child or Youth	Staff/Primary Volunteer	Secondary Volunteer
Infants, Toddlers, & Preschoolers*	18 yrs	14 yrs
Church School (K – 5th graders)	21 yrs	14 yrs
6 th – 8th graders (middle schoolers)	21 yrs	18 yrs
9 th – 12th graders (high schoolers)	25 yrs	21 yrs
<i>* Middle School students may also serve as additional volunteers in the Loving Arms Nursery</i>		

Recommended Ratios

Whenever possible, the following minimum ratios will be used in all events involving children and youth: (determine what ratios are prudent and achievable)

Age of Child or Youth	Number of Volunteer or Staff	to	Number of Child/Youth
Infants (1 to 12 months)	1		2
Toddlers (13 to 36 months)	1		3
Preschoolers (3 to 5 years)	1		5
Church School (K - 5th grade)	1		10
6th – 12th graders	1		10

No minor or vulnerable adult will be left unsupervised after a church activity.

The Two-Adult Rule

Whenever feasible a minor will *not* be in the primary care of only one adult. The two-adult rule is our goal when working with youth. Situations in which an adult is completely alone with one or more youth are to be avoided. Ideally at least two approved adults (preferably male and female) will supervise activities. This policy has four purposes: It provides for more than one adult to help ensure the appropriate levels of supervision, it protects adults from unfounded allegations, and it lessens the possibility of an adult becoming a “guru” who thrives on the dependency of minors as well as an adult having undue influence over an individual. It also provides coverage for the group when there is an emergency situation or need to work with a minor separately from the group.

At least one approved primary volunteer, and ideally a secondary helper (*not in the same family* is recommended by insurance companies), should be present at all times during a church-sponsored class, meeting, event or ministry when children or youth are involved. If no second adult can help or be in the immediate vicinity, the activity/class will be cancelled or a roving supervisor will repeatedly, randomly, monitor the room. At least one primary volunteer or a paid youth childcare worker must be present with children younger than Kindergarteners. See guidelines under recommended ratios for volunteer/staff and child/youth care.

Youth over the age of 14 may assist a primary volunteer in supervising children’s activities; however, such assistance does not alter the recommendation that at least two adults be present.

Involvement of Parents and Guardians

Parent/guardian permission shall be obtained in advance for involvement in church sponsored overnights, off-site or special events whenever a child or youth will be spending time outside of the direct supervision of his/her parent/guardian.

When planning an event for youth and children that will require adult drivers and/or adult chaperones, it is recommended to provide three weeks advanced notice to a member of the Eden staff and the potential adult volunteers. Such notice is important to give the adults enough planning time and for the organizers to ensure the roster of volunteers is completely filled. The event will not be able to proceed without sufficient adult driver and/or chaperone duties confirmed.

Only assigned volunteers may be in the nursery, with the exception of nursing mothers and parents called to the room to calm an upset child.

Visibility

All staff members, volunteers, and the youth and children themselves are expected to model nurturing and respectful behavior. All rooms used as gathering places for children and youth will be visually accessible so that volunteers and staff are easily observable by other adults and there is no isolation or secrecy. Visibility is especially important when supervising or assisting private activities such as dressing and showering children or diapering infants. When children or youth are present, windows may not be covered and doors may not be blocked. If there is no window in the meeting room’s door, the door must remain open whenever children are present. All

unnecessary adjacent rooms and closets should be locked. Activities should never take place in private rooms, offices or isolated parts of a building.

Bathroom Protocol

For a child and/or vulnerable individual needing to go to the bathroom and who requires assistance, the following will apply:

- If the child and/or vulnerable individual needs assistance getting to a bathroom, an adult will accompany her/him to the door of the bathroom. The adult will wait outside the bathroom for the person to exit the bathroom and accompany him/her back to the program area from which they came.
- If the child and/or vulnerable individual needs assistance in the bathroom the following will apply:
 1. If a child: a parent/guardian needs to be contacted to take such child to and from the bathroom.
 2. If a child, and a parent/guardian is not available: then a second adult must be present with the adult who is assisting the child and/or vulnerable individual.

Primary volunteers will make random visits to all classrooms and periodically check the bathrooms that are being used by children and youth during Eden UCC functions.

Registration & Check-out Procedures

A parent/guardian will complete a registration form for each child using the nursery services or attending a church-sponsored children or youth outreach program (e.g., SAAM Camp or MMM). A child will be released only to the person who dropped him/her off, unless otherwise instructed by the person who leaves the child. Permission slips will be available for parents or guardians to sign, authorizing alternate options for the release of the child(ren). Under no circumstances will a child be released from the nursery or the outreach program to a person under the age of 18.

Transportation

Any church-sponsored event requiring driving will always be within the limits and recommendations of the church's insurance policy. All drivers must complete an Authorized Driver Form, attach proof of insurance, and a copy of a valid driver's license to ensure all minors and vulnerable adults are safely transported to and from church-sponsored activities. Drivers must be 25 or older if they are to drive other passengers under the age of 18. When driving children or youth, it is recommended that two unrelated adults ride in each vehicle. One adult volunteer driver is acceptable as long as there are two or more youth in the car. A minor may be alone in a car with a church volunteer or staff member as long as the minor's parents have given permission. Children may travel alone with their custodial parent or guardian without any forms.

To aid an adult volunteer driver in the event of an emergency, the driver should maintain possession of the permission form of every passenger in the car at all times. The authorized driver policy applies to transportation to and from the destination. Getting to and from the point of origin (Eden Church) is outside of the policy.

Off-site Activities

Whenever children or youth will be off campus, a permission form specific to each event shall be signed by his/her parent/guardian. If, during the off-site event, the children or youth will be in the direct supervision of his/her parent/guardian at all times, no permission form is required. The leaders of off-site activities must have a list of participants' names and permission forms with them at all times, so that the leaders have permission to treat a child, youth, or dependent adult if they are injured or become sick during the off-campus event.

Overnight Activities

It is never appropriate for an adult chaperone who is not a family member to share a bed with a youth. Males and females attending events must not share private sleeping quarters. It is permissible for all children and youth to share open air sleeping areas or a large recreation hall as long as chaperones of both genders are present. Males and females should have separate access to bathroom facilities when possible. Visitors participating in overnight activities must be pre-registered and pre-screened by a member of the Screening Committee using the Meagan's Law Registered Sex Offender (RSO) protocol.

Informal Contact (Independent of Church Activities)

Informal contact refers to phone calls, text messaging, on-line communication, letters, or face-to-face contact between an adult volunteer and a minor that is not connected to official church activities. The church recognizes that informal contact between volunteers and youth frequently occurs. However, volunteers should seek permission of a custodial parent or guardian before having informal contact with their child. The volunteer should clearly let the custodial parent or guardian know the nature of the contact and that it is not part of church activity. Custodial parents or guardians are responsible for monitoring this informal contact.

Behavior and Dress

Staff and primary volunteers are responsible for defining, modeling, and enforcing appropriate behavior and dress specific to the event. These issues will be included in the annual Safe Congregation training.

Gifts

Gifts can easily be misinterpreted. Those working with youth are generally discouraged from giving personal gifts to youth. When the giving of personal gifts is anticipated, the volunteer must first notify the minor's parent or guardian and Senior Minister. Gifts given to groups of young people such as graduation presents or awards of participation are appropriate.

Romantic Involvement

No volunteer or staff member working with youth or vulnerable adults is allowed to date or become romantically involved with any recipient of his or her ministry.

Getting Help: Reporting Procedures, Privacy, and Confidentiality

Protecting an individual's privacy has limits. Volunteers must tell a clergy person if a minor discusses harming himself/herself or another, committing a crime, or being abused. Questions about such cases or other issues of confidentiality must be discussed promptly with the pastor. If the Senior Minister is unavailable, then the incident must be reported to one or more of the following people: Associate Minister, the moderator; the vice moderator; or the Education, Spiritual Life, and Outreach Coordinator. Conferring with the Senior Minister or a designated representative of the church on sensitive issues is **not** considered breaking a confidence; these individuals will protect the confidential nature of the discussion, as will civil authorities if the Senior Minister or other representative is mandated by law to report the situation to them.

Pastoral Care and Counseling

The pastoral staff encourages anyone in the congregation to ask for spiritual guidance and emotional support whenever the need arises, and offers **pastoral care** whenever there are life crises such as death, illness, divorce, loss of job, or any other transition or circumstance that is causing distress. This pastoral care includes prayer, direction, and encouragement offered to individuals or families in our congregation who are struggling spiritually, physically, or emotionally for any reason. A program staff person or lay volunteer may also provide **diaconal care** on behalf of the church, but should do so under the supervision of the Senior Minister.

The pastors on our staff do not offer ongoing **psychotherapeutic or in-depth pastoral counseling**. They may, however, assist members and friends with referrals to psychologists, psychiatrists, marriage and family therapists, pastoral counselors, or spiritual directors outside of the congregation. The normative professional practice for clergy in parish settings, such as Eden Church, is to meet on a short-term basis (three sessions or fewer regarding a particular situation, e.g., life transition, health crisis, spiritual concern, etc.) for the purposes of offering advice, support, and referrals as needed to external professional resource persons.

Pastors will maintain **confidentiality** about their pastoral care sessions unless someone is at risk of harming him/herself or someone else; then in compliance with denominational standards and state law, community intervention specialists and/or protective services will be contacted.

Pastors and other staff will never receive **compensation** for pastoral care or counseling extended to congregants.

For pastoral care of **minors**, team counseling is preferable whenever possible. A male/female team is generally appropriate for counseling either gender. If team counseling is not feasible, parental permission shall be obtained before a pastor, director or volunteer can meet privately with a child or youth. Prior permission may be granted by parents to cover a particular time period (i.e. a school year) for their child to receive pastoral care from a particular pastor. Another adult must be notified of the

* For example, a member of Eden's Caring Circle or Congregational Care Team.

** Diaconal care may include delivering a meal or flowers, providing a ride to church or a doctor's appointment, or making a hospital or home visit to a person who is ill, grieving, house-bound, or welcoming a new child into the home.

location of the meeting and persons involved. If possible, female adults will counsel female youths and males counsel males.

Pastoral care of minors should be done in a public place where private conversations are possible but occur in full view of others, thereby guarding carefully to avoid seclusion. At any session, the door of the room used should remain open for the entire session—or the pastor, director, and responsible adult should be easily visible through the door's window. If necessary, one-on-one meetings may also be in an openly visible, public area, such as the courtyard or a coffee shop. One-on-one pastoral care sessions shall not be conducted in a private residence without an adult family member present.

Volunteers should not meet with youth more than three times to discuss the same issue, because they are not prepared or supported for long-term counseling or formal therapy. Adult leaders are encouraged to refer youth or vulnerable adults who they suspect have a serious need for counseling to professionals in the community. Questions about appropriate referrals should be discussed promptly with the primary volunteer; Education, Spiritual Life, Outreach Coordinator; or the pastor.

One-to-one programs (like mentorships) shall not be sponsored by Eden UCC. Persons interested in one-to-one programs will be referred to agencies skilled in the supervision of such programs, such as Big Brothers/Big Sisters.

Supervision

Communication

Volunteers must meet regularly with program leaders, who in turn must meet periodically with the pastor to discuss any issues regarding these guidelines. Appropriate topics that must be discussed include problems, accountability, policy clarification, personal feelings, or other issues that may interfere with safety at Eden UCC. That open communication also includes a periodic review with each volunteer regarding satisfaction and success in his/her volunteer assignment.

Policy Compliance

Church staff will supervise church activities on an ongoing basis and may make unannounced visits into classes or other program sites from time to time, to assure policy compliance.

Primary volunteers will carefully supervise the secondary volunteers, minors and any other adults involved with the activities for which that primary volunteer is responsible.

All church participants should be aware of unsupervised children, risky situations, and other issues that might prevent Eden UCC from being a safe place to worship and thrive.

The church moderator is responsible for having a periodic audit performed on or before June 15, September 15, and January 15 (or as prudence merits) to help to ensure that all staff/volunteers who work with minors or vulnerable adults are compliant with this policy and that the policy itself is working effectively. The audit will include a random sampling of records to check for such policy compliance and effectiveness.

Specific Acts and Omissions in Violation of the Policy

The following acts or omissions are violations of this Policy, will not be tolerated or accepted during any activity or program, and are to be immediately reported to the designated program staff after the safety of any person involved has been assured:

1. Verbally abusive language such as belittling, derogatory name-calling, bullying or harassment.
2. Any direct observations or evidence of sexual activity in the presence of or in association with a minor or vulnerable adult. Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor or vulnerable adult.
3. Sexual advances or sexual activity of any kind between any person and a minor, or any person and a vulnerable adult.
4. Physically abusive behavior or infliction of bodily injury to a minor or vulnerable adult.
5. Mental or emotional injury to a minor or vulnerable adult caused or exacerbated by a volunteer or staff member.
6. Physical neglect of a minor or vulnerable adult, including failure to provide adequate supervision in relation to the activities of Eden UCC.

7. The presence or possession of obscene or pornographic materials at any function of Eden UCC.
8. The presence, possession, or being under the influence of any illegal or illicit drugs.
9. Consumption of beer, wine, and/or alcoholic beverages, other than communion wine, or being under the influence of beer, wine, and/or alcoholic beverages and/or intoxicated while leading or participating in a Eden UCC activity designed to primarily serve children, youth, or vulnerable adults. (N.b., church members and friends may elect to serve wine or champagne at wedding receptions and private parties held on the church campus, but may only do so under the terms and conditions of the policies and rental agreements set forth by the Eden Church Board of Trustees.)

The Senior Minister, in consultation with the program staff, the moderator, and vice moderator, will determine appropriate response to any policy violations by volunteers. Response may include training, temporary leave from the position, reassignment, suspension, or expulsion.

Response and Reporting Procedure

Volunteers and staff associated with Eden UCC's ministry must contact the Senior Minister if they suspect that a child, youth or vulnerable adult is at risk of physical/sexual abuse and/or neglect. No one should hesitate or fear reprisal for reporting a concern if he/she witnesses, suspects, experiences, or hears about situations involving abuse, harassment, or exploitation.

Volunteers and staff should contact appropriate church leaders if they are concerned about a safety issue such as a hazardous sidewalk.

All concerns and allegations shall be taken seriously and receive some type of immediate response, according to church policy.

Information about the concern, observation, or allegation can be given to the Senior Minister; Associate Minister; other staff member, or a member of Church Council. An individual with a complaint or allegation may be asked to complete a written report describing the basis for his/her concern.

The complainant[s] need not be the victim of the inappropriate behavior, but instead may be an observer or someone who has been told information by a victim. Any person or group bringing a harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

Whoever is first told must report the information to the appropriate leader or committee for resolution. The initial recipient of the complaint should *not* attempt to act as an investigator of the complaint or concern. If further investigation is required, it should be done under the direction of the Pastor and/or moderator.

No church staff member or volunteer should confront the suspected abuser or suggest any suspicion of child abuse to the child or youth in question. Any suspicion of abuse must be relayed to the Senior Minister as soon as possible. If the Senior Minister is unavailable any suspicion should be communicated confidentially to the Associate Minister; the moderator; or the vice moderator. No other third party will be told any details of any reported matter, unless that person has a legal, business or pastoral reason to be informed of the results of any investigation, or any actions taken in response to such investigation.

If the concern relates to suspected abuse of a minor or vulnerable adult, protective services (and other specialists if appropriate) must be contacted.

Clergy and staff who have direct responsibilities for children and youth are mandated reporters of suspected abuse; however *every* person who has reason to suspect abuse of our children, youth or vulnerable adults should consider it his/her duty to comply with the reporting process in the State of California. Clergy are also mandated by California law to alert authorities of any suspicions of abuse of vulnerable

adults. Any reporting must be done regardless of whether the suspected abuser is part of our congregation.

A report of suspected abuse must be made within 24 hours after a person has reasonable suspicion of possible current or future abuse. The mandated reporter should not investigate the concern nor determine the person responsible for the abuse or neglect, only be able to explain the cause for the concern. Any person who intends to file a report with civil authorities should alert the Pastor and/or moderator, who may assist in making the report.

Some mandated reporters find that it is helpful to make notes before calling Alameda County Child Protective Services (CPS). The written information about individuals involved and the description of the incident will be of value in making the oral report on the phone and can then be easily transferred to a mandated reporting form ("Report of Suspected Child Abuse") that must be sent to CPS within 36 hours. Full cooperation must be given to civil authorities.

Alameda County Sheriff's Office, Eden Township, Patrol Services, Watch Commander: (510) 667-7721
Eden Township, Community Policy & Problem Solving: (510) 667-7770
Eden Township Substation: https://www.alamedacountysheriff.org/les_ets.php

Alameda County Child Protective Services (CPS): (510) 259-1800
https://alamedasocialservices.org/public/services/children_and_family/responding.cfm

Alameda County Adult Protective Services (APS): 1-866-225-5277
https://alamedasocialservices.org/public/services/elders_and_disabled_adults/protective_services.cfm
www.co.alameda.ca.us/assistance/adult/APS.shtml

Often pastors are advised that any contact with individuals involved may interfere with the investigation. The Pastor's objective will be to encourage candor, cooperation with CPS, and maintenance of church relationships through the ensuing process. The pastor may speak with the individuals involved in an alleged incident after a report has been made only if civil authorities allow such communication. Individuals who are under investigation for suspected abuse will not be permitted to provide any ministry to vulnerable people within the church community until the concern is resolved. The Pastor and moderator will consult the church's insurance provider for guidance in assessing and determining the best course of action in response to allegations of abuse.

When the alleged abuse occurs within the ministries of Eden UCC, whether the alleged perpetrator is a staff member or lay person, the Pastor or moderator must report the situation to the Church Council and church insurance provider immediately. The Pastor or moderator must also notify the denominational authorities as soon as allegations of abuse are received and keep those authorities aware of the congregation's actions throughout the process, up to and including the final resolution of the situation.

- *If the concern relates to situations internal to the church (such as abuse on the campus, sexual harassment, inappropriate behavior by a volunteer, or other serious complaint) and if the situation cannot be resolved informally, the Pastor and moderator, or Church Council may appoint an ad hoc Response Team.*

A Response Team's purpose is to facilitate appropriate response to any concern or allegation. That may include:

- investigating the complaint (in a manner that does not interfere with civil proceedings)
- suggesting remedies to the leadership
- offering pastoral care (which may include referrals) to anyone affected by the complaint (victims, families, respondent, the whole congregation)
- monitoring the leadership's cooperation with law enforcement, the media, and insurance carriers, while maintaining confidentiality as much as possible

A Response Team with no fewer than three members, at least one male and one female, will be called together by the Senior Minister and/or moderator and/or vice moderator, or Church Council. The Team will familiarize itself with the terms of the Safe Congregation Policy and will follow the procedures of Eden UCC for dealing with a complaint of discrimination, harassment, physical and emotional abuse, exploitation, or intimidation based on race, age, sexual orientation, gender identity, socioeconomic status, mental or physical abilities.

If a volunteer or staff person is accused of inappropriate behavior, his or her immediate supervisor should be contacted and the accused may be placed on leave or suspended until an investigation is complete. However, the accused shall not be confronted until the safety of the minor or vulnerable adult is secured. If the accused is a paid employee, the Senior Minister and/or the moderator will decide whether or not he or she will be placed on paid leave or suspended without pay until the allegations are cleared or substantiated.

The Response Team will institute formal proceedings which shall include the following steps:

1. The Response Team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment, including the respondent (the subject of the complaint), and from others who may have pertinent information. The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.
2. The Response Team shall keep the Senior Minister, moderator, and vice moderator apprised of ongoing steps and actions taken. If the Senior Minister, moderator, or vice moderator is the subject of the complaint, the Response Team shall notify a third person who is also an officer of the church and is not the subject of the complaint. NOTE: If a clergyperson is the subject of the

complaint, the matter will be immediately reported to the Conference Minister or the Chairperson of the Committee on Ministry, Section B, of the Northern California Nevada Conference of the United Church of Christ. The Conference Office contact information is:

NCNC UCC Conference Office
Chairperson of the Committee on Ministry, Section B
401 Roland Way, Suite 260
Oakland, CA 94621-2034
(510) 247-8990

The Rev. Diane Weilbe
(510) 247-8995
diane@ncncucc.org

3. Situations must be handled forthrightly with due respect for individual privacy and confidentiality. Adequate care must be shown for the well-being of the complainant, respondent, families involved, and congregation. That care includes informing those involved in the situation of the steps being taken, and keeping them advised of the status of the response process. No complainants should be blamed in any way, nor should their stories be minimized.
4. The Senior Minister, or his/her designee, is the only person(s) authorized to make statements to representatives of the media. It is important that the church, in any public statement, emphasizes its position on abuse, its concern for the victim(s), and the steps taken to address the issue and to provide a safe environment.
5. Church Council or its designee shall make determinations and take actions appropriate to resolve the matter. These may include:
 - a. Finding that exploitation, abuse or harassment did not occur. Then steps must be taken to restore the individual's credibility.
 - b. Finding that exploitation, abuse or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly. Such action may include one or more of the following:
 - i. A formal reprimand, with defined expectations for changed behavior;
 - ii. Recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - iii. Probationary standing, with the terms of the probation clearly defined;
 - iv. Dismissal from employment or authorized volunteer leadership position, and, in extreme cases, terminating affiliation with, or membership in, the church;
 - v. Notifying appropriate agencies, credentialing bodies, and/or legal authorities if necessary.
6. The decision of Church Council will be the final resolution of the matter. The matter will not be reconsidered on its merits. Any appeal by the complainant or

respondent shall be limited to whether the procedures of this policy were followed. If the Church Council determines that the procedures of this policy were not followed, it will convene a new Response Team.

7. A written summary of the Response Team's proceedings will be maintained and protected from anyone without a right or need to know as defined by civil law and/or Eden Church policy.

Accessibility Standards

Eden UCC welcomes people of all abilities into the life and ministry of the church. We work toward dismantling the barriers that may otherwise deter persons with disabilities from participation in worship and church events. To that end, we will maintain the following standards and continue to evaluate accessibility from various perspectives, making adjustments and additions as indicated.

Removing Barriers to Mobility

- Accessible parking spaces
- Curb cuts in sidewalks
- Ramps at entrances
- International accessibility signs posted
- Accessible rest rooms
- Accessible water fountains
- Accessible elevators
- Wide aisles in sanctuary and meeting rooms
- Shortened pews to accommodate wheelchairs in worship venues
- Lift to chancel area in the sanctuary

Removing Barriers to the Senses

- Worship services and meetings interpreted in American Sign Language (ASL) upon request
- Assisted listening devices available for worship
- Large print bulletins available for worship
- Use of odoriferous materials will be limited during worship
- Be attentive and aware of ways that multi-sensory elements utilized in meetings and worship services may affect participants, including kinesthetic, auditory, visual, tactile, olfactory, and gustatory elements
- Persons with allergies and sensitivities are invited to participate in determining needs and establishing standards for accessibility.

Emergency Response & Disaster Planning

Eden United Church of Christ recognizes its responsibility to the congregation and community in the event of medical emergencies, other types of emergencies, and natural disasters. After receiving training from appropriate agencies, we developed standards and procedures for response to a medical emergency in the sanctuary and alternative worship spaces (see page 25).

Eden UCC also addresses these topics by preparing for medical emergencies among members and visitors. All adult members and friends of Eden UCC are encouraged to keep current emergency medical information forms on file with the church for themselves and for dependent adults and/or children in their care. These forms are maintained by the Eden staff and are kept in a binder in the ushers' Church Council or at the appropriate program site (see Attachment 9).

Local First Aid and CPR trainings are regularly publicized, and are held annually at the church. Ushers, staff, and program leaders are informed about congregants who are medically trained and able to assist in emergencies.

An AED (Automated External Defibrillator) is stored in the inner narthex, near the East entrance to the Sanctuary) and the Community Room. The equipment is maintained in accordance with manufacturer's guidelines by the Eden Church Board of Trustees. All staff and volunteers who are required to participate in CPR training receive training in the operation of the AED.

Fire safety equipment and emergency evacuation maps are posted prominently throughout the campus for use by first responders and to guide employees, members, and visitors safely to the nearest exit.

Procedures for Medical Emergency in the Sanctuary and Alternate Worship Spaces

To attend to the needs of the ill person and to keep the congregation safe, while protecting the liability of Eden Church.

A list of people with medical training will be posted in the ushers' Church Council, in the sanctuary, and in any alternate worship spaces.

1. ***Two designated people only*** (one usher and one with medical or first aid training) approach the ill person to confer with the ill person and any family present, and to offer support and first aid.
 - ***One usher stands near the ill person***; other on-duty ushers remain near exit doors. Ushers in the congregation who are not on duty remain alert to assist in the evacuation of the sanctuary or alternate worship space.
 - ***The congregation stays seated, keeping the space around the ill person open and aisles and doorways clear, until advised by worship leader or EMTs.***
2. ***The usher calls 911, retrieves the ill person's emergency contact card*** from the usher's Church Council to present a copy of the card to the EMTs, and calls the ill person's emergency contact, if that person isn't present.
 - After making the call, usher returns, notifies worship/program leader of emergency details, and then stays near the ill person until the person exits the worship space.
 - One usher stands at the worship space entrance to guide EMTs to patient.
3. A question may arise about the need for a patient to be transported to the Emergency Room. **The patient or their Medical Power of Attorney, or a parent or guardian, if a minor, can refuse treatment or refuse transport to the hospital in the ambulance.** The ill or injured person or the responsible party may also request that the patient be transported by car. This decision must be stated clearly to the EMTs, who may require that the patient or responsible party sign a form indicating that ambulance transport has been refused.
4. ***The worship leader and/or program leader assesses whether to continue*** worship or program, and indicates the decision to the worship team and congregation.

If the worship or program leader suspends the service,

5. If worship leader indicates for congregation to leave the worship space, **ushers will invite people row-by-row to leave, from back to front, always keeping aisle closest to ill or injured person clear.** Members of the congregation who need assistance exiting the worship space should wait until all others have left, or until there is clear access to an exit, and then the ushers or a companion will assist them out of the area.
6. The congregation should exit the Sanctuary through the north (back) doors or the west doors (next to Pioneer Chapel) to leave the church office and hallways clear for emergency personnel, ushers, and the ministers. In the event of inclement weather, congregants should travel to Oliver Hall by way of the West Wing and the Jensen Room. For alternate worship spaces, the congregation will likewise exit from the opposite side of the main entrance, in order to leave the hallways clear for emergency personnel, ushers, and the ministers.
7. One usher stands at the back of the worship space and directs the congregation to Oliver Hall or an alternate gathering place; one usher maintains a clear hallway to the church office; and one usher maintains the narthex clear. One usher remains with the ill person.

CONDITIONS CONSIDERED SERIOUS INJURY/ILLNESS

- No breathing
- No pulse
- Difficulty breathing
- Shock
- Anaphylactic shock/sudden hives
- Choking
- Unconsciousness or reduced response, even temporary
- Stroke
- Eye injuries
- Fractures
- Head injury, with even momentary unconsciousness
- Heavy bleeding
- Penetrating wounds
- Seizures
- Heat exhaustion
- Chest pain
- Fever combined with a rash or uncommon behavior
- Coughing up or vomiting blood

Signs of stroke

- Ask person to raise arms one at a time—any difficulty on one side of body
- Ask person name, day, place—any difficulty in understanding or answering
- Any difficulty seeing
- Any difficulty with balance or walking

Convicted Sex Offenders in the Congregation: Balancing Radical Hospitality with Sanctuary

A Registered Sex Offender is any person who has been convicted of a sexual offense and is now required to register his/her whereabouts with local law enforcement. Megan's Law allows the public to have information about the whereabouts of Registered Sex Offenders and the information about particular high-risk offenders is easily accessible via www.meganslaw.ca.gov. This policy also covers anyone who was convicted on a sexual abuse charge, even if the names of these persons does not appear on the on-line registry, and anyone who may not be required to register because they pled down their offense to a misdemeanor.

Eden is a welcoming church that both nurtures and protects its members and visitors. In the event that a known sex offender is a visitor, constituent, or member in the life of the congregation, the following policy will be used. The purpose of this policy is designed to avoid temptation, not to punish the convicted sex offender.

1. If the convicted sexual offense involves a member of the congregation, the Registered Sex Offender may be asked to leave the membership.
2. There will be consultation among the Ministerial Relations Committee (MRC), appropriate staff, and key volunteers about the specific policy regarding the Registered Sex Offender.
3. The Senior Minister, chair of MRC, and the moderator (and others as thought appropriate) will meet with the convicted sex offender to inform him or her of the specifics of the Safe Congregation Policy and to present him or her with the opportunity to enter into a behavioral covenant with the congregation.
4. The Senior Minister, chair of the MRC, and the moderator may enter into a behavioral covenant (on behalf of the congregation) with each convicted sex offender. This covenant will document the convicted sex offender's conviction and will outline the policy specific to his or her conviction history and be attentive to the safety needs of Eden Church.
5. The convicted sex offender may be restricted from access to the church campus and may be barred from all congregational activities if he or she refuses to sign the covenant, if he or she refuses to comply with its stipulations, or if in the judgment of the pastor, the convicted sex offender's behavior threatens the safety of any member of Eden Church.
6. The convicted sex offender's participation in worship may be limited to exclude positions of authority, or assumed authority, such as ushering or any position of real or assumed authority over children or dependent adults.
7. There will be consultation with congregants who need to know (families of children or youth, etc.) about the status of the convicted sex offender and the congregation's policy and covenants regarding this person (and potentially the spouse/partner).
8. The convicted sex offender may be offered counseling and support by staff and/or volunteers in the congregation. He or she may also be given information

about supportive services and counseling outside the congregation.

9. The spouse or significant other of the offender may also be asked to enter into and sign a behavioral covenant.
10. The congregation may make any other provisions deemed necessary to appropriately protect and care for members of the congregation.

Eden United Church of Christ Summary Chart*

Roles and Responsibilities

	Eden UCC Staff (Including Clergy)	Primary Volunteers	Secondary Volunteers	Visitors	Youth
Authorized to interact one-on-one with children & other vulnerable individuals and to take them on off-site trips and overnights.	X	X			
Authorized to interact with children on site or on offsite trips, so long as an adult with a higher level of responsibility is also present.			X		
Authorized to interact with children only in the same location as an adult of a higher level of responsibility.				X	X

Screening and Training Standards

	Eden UCC Staff (Including Clergy)	Primary Volunteers	Secondary Volunteers	Visitors	Youth
Completed Safe Congregation training including child abuse awareness and mandated reporter responsibilities.	X	X			
Received child abuse awareness information and reporting responsibilities.			X		
Holds current CPR, First Aid, and Emergency Response training.	X	X			
Completed Volunteer Application Form.		X	X		
Signed Covenant.	X	X	X		
Passed Criminal record check.	X	X	X		
Registered sex offender review complete.	X	X	X		

* This chart is intended as a quick reference guide. For complete policies please read the entire Safe Congregation policy, with specific focus on the sections entitled "Definitions, Screening Practices, and Training Standards."

Eden United Church of Christ
Parent Permission & Medical/Liability Release Form
Top portion to be filled out by activity coordinator(s)

Activity/Event: _____

Location: _____

Date: ____ / ____ / ____ to ____ / ____ / ____ Cost: _____

Depart Location: _____ Time: _____

Return Location: _____ Time: _____

Transportation: _____

Staff/Primary Volunteer(s) _____

This form below must be completed and returned by: (date) _____

Student's Name _____ Date of Birth _____

Address _____ Zip Code _____

Parent/Guardian Name(s) _____ Home Phone _____

Cell Phone _____ Work Phone _____

Email address _____

Medical Insurance Carrier _____ Policy or ID # _____

Doctor's Name _____ Phone _____

Dentist's Name _____ Phone _____

Medications taken regularly _____

Condition/reason for above medications _____

Allergies _____

Other health or behavioral concerns _____

Emergency Contact (if parent is unavailable):

Name _____ Phone _____

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR:

I (We), the parent(s) of the above-mentioned child, do hereby authorize Eden United Church of Christ staff, teachers, and volunteers as agents for the undersigned to consent to any necessary emergency medical treatment. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required. I understand that every effort will be made to contact me and/or the above-named physician if my child needs emergency medical treatment.

I also give permission for my child to participate in scheduled Church School or Youth Group activities and to be transported to and from these activities in private vehicles. I realize that church insurance begins where the individual's health and accident insurance policy terminates. It is only valid when other insurance has been extended to its limits.

This authorization is given pursuant to the provisions of section 25.8 of the Civil Code of California. This authorization shall remain in effect for 2 years from the date signed, unless sooner revoked in writing to said agents.

I agree that Eden United Church of Christ will not be held liable for damages, losses, or injuries to person or property that may occur. I understand that I am signing for the minor listed above.

Parent/Guardian Signature _____ Date _____

Nursery Information Card

Dear Families,

Welcome to Eden Church! In order to best serve you and your child, we would like to keep some information on file in the nursery for the paid childcare staff and Safe Congregation volunteers. Please take a few moments to fill out this information card before leaving your child.

Although we realize you won't be leaving the campus while your child is in our care, we would appreciate having your contact information. All information will be kept confidential and used only in case of a campus emergency or to notify you about church policies or events that pertain to you and your family.

If you have any questions about our childcare or any of Eden's programs for children and youth, please feel free to ask our childcare staff or contact me at pepper@edenucc.com.

I look forward to getting to know you and your family. Thank you!

Blessings,

The Rev. Pepper Swanson
Associate Minister

Eden UCC Nursery
Child Information

Name _____ Gender: _____ Date of Birth _____

Parent/Guardian Names _____

Address _____ Zip Code _____

Phone _____ E-Mail _____

Cell Phone _____

(Please keep it on "vibrate" so that we may reach you if your child needs you.)

Allergies (foods, environmental, etc.) _____

Medications _____

Special needs or concerns _____

Best ways to comfort child _____

(Feel free to write any additional information on the back of the card.)

Parent/Guardian signature _____ Date _____

Publicity Release Form*

On occasion Eden Church takes photographs or makes audio or videotape recording of children and/or adults involved in church activities. Such photographs, audio, or video records may be used by staff and participants to remember the activities and the participants. In addition, such photographs and audio/visual recordings may be used in Eden's newsletter, *Chimes*, external publications or advertising materials to let others know about our ministry.

_____ I consent

_____ I do not consent

to the use of any such audio or visual record of the child named below, to be used, distributed, or displayed as agents of the church see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

Publicity Authorization will be in effect (date) _____, to (date) _____

Child's Name _____ Date of Birth _____

Address _____ Zip Code _____

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name Printed _____ Date _____

*Disclaimer: News organizations may hear of our activities or events, and our church may invite or allow them to photograph or record our events for news reporting on special interest features. Eden church is not responsible for the content of these publications.

Eden United Church of Christ Volunteer Application & Disclosure Form

This form is being used to help Eden United Church of Christ provide a safe and secure environment for children, youth, vulnerable individuals, and volunteers who participate in Eden UCC activities, programs, and events. It is to be completed by all volunteers for any position involving the supervision or custody of children and youth or interaction with vulnerable adults, such as the frail elderly or disabled persons.

The information obtained from this form is for the use of Eden United Church of Christ only. The confidential information requested in this form will be screened only by the Senior Minister. Relevant issues may also be discussed in confidence with the Associate Minister and with senior program staff if necessary.

NON-CONFIDENTIAL INFORMATION

Date: _____

Name: _____
 Last First Middle

Address: _____ Zip: _____

Home Phone: (____) _____ Work/Cell Phone: (____) _____

Email: _____

Emergency Contact Information

Name: _____

Address: _____ Zip: _____

Home Phone: (____) _____ Work/Cell Phone: (____) _____

Check and complete one of the following:

I have been a member of this church since _____

I have been a friend of this church since _____

Employment History

List below all present and past employment, starting with your most recent employer (last 5 years is sufficient).

Company Name & Address	From Mo./Yr.	To Mo./Yr	Position Title	Person to Contact for Reference	Reason for Leaving
1.					
2.					
3.					

Special Certifications (e.g., CPR, Medical, etc.): _____

1. List (name and city) other churches you have attended regularly during the past five years:

2. List any past or present community affiliations (other than church):

3. List all previous church work involving children, youth, or vulnerable individuals (church name and city, type of work performed, dates):

4. List all previous non-church work involving children, youth, or vulnerable individuals (organization's name and city, type of work performed, dates):

Attachment 5, p. 3

5. List any talents, training, or education that equip you for work with children, youth, or vulnerable individuals:

6. List your reasons for wanting to volunteer:

7. What age group do you prefer to work with? _____

8. Are you willing to work with other age groups? _____

9. List previous residences for last five years:

<u>Address</u>	<u>City</u>	<u>State</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Personal References:

List below three persons not related to you who have knowledge of your character or work performance within the last three years.

Name	Address	Phone Number	Relationship	Occupation	# Years Acquainted

CONFIDENTIAL INFORMATION

The confidential portion of this form will initially be screened by the Senior Minister. Relevant issues may also be discussed in confidence with the Education, Spiritual Life, and Outreach Coordinator and with senior program staff if necessary.

Driver's License # or California ID Card: _____

State: _____ Expiration date: _____

With respect to your driving record, have you ever had your license suspended or revoked due to reckless driving, driving while intoxicated, driving under the influence of illegal drugs, and/or for any other reason?

Yes _____ No _____

Have you ever been refused participation in any other youth programs or has your application to volunteer for any other youth programs (whether or not church-related) been denied?

Yes _____ No _____

If yes, please explain below:

Have you ever been convicted of a criminal offense (felony or serious misdemeanor), or do you currently have a criminal charge pending, or are you released on bail or on your own recognizance, or available for work through a work furlough or work release program?

Yes _____ No _____

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

Have you ever been accused of, arrested for, pleaded guilty to, or convicted of a crime involving child abuse or sexual misconduct, including, but not limited to, sexual abuse or molestation?

Yes _____ No _____

If yes, please explain below:

Attachment 5, p. 5

Have you ever had a civil lawsuit filed against you alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse, or financial misconduct?

Yes _____ No _____

If yes, please explain below:

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes _____ No _____

If yes, please explain below:

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize Eden UCC and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

Eden UCC authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Eden UCC and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Eden UCC will share with me information it has gathered about me, if I request it to do so.

Attachment 5, p. 6

I acknowledge my receipt and understanding of the Eden UCC Safe Congregation Policies and Procedures.

Print name: _____

Signature: _____ Date: _____

For Eden UCC use

- Sex Offender Registry (*www.nsopr.gov*) review performed on _____
- Criminal record and background check via *VolunteerSelectPlus* completed on _____
- Church membership for 6 mos. or association for 1 year confirmed on _____
- Covenant for Working with Children and Youth signed on _____
- Personal interview conducted by staff on _____
- Reference inquiries completed on _____
- Safe Congregation awareness training and policy orientation performed on _____
- (Optional) Volunteer Transportation Agreement completed on _____

**Eden United Church of Christ
Covenant for Adult Volunteers and Staff
Working with Children and Youth**

Please read carefully, sign one copy, and return it to the Education, Spiritual Life, and Outreach Coordinator or to the Church Office. Keep the second copy for your personal reference.

In order to provide a safe and supportive environment for children, youth, and the adults who work with them, to provide a strong and healthy volunteer environment at Eden UCC, and to minimize the possibilities of child abuse occurring in connection with Eden UCC programs and activities, I agree that while I am working with children and youth for Eden UCC, I will:

1. Follow Eden UCC's Safe Congregation Policies & Procedures and keep a copy for my personal reference.
2. Serve as a model of Christian behavior, encouraging inclusiveness, kindness, forgiveness, patience, courtesy, tact, compassion, and maturity.
3. Treat all children, youth, volunteers, and staff with respect and consideration.
4. Treat all children and youth equally, regardless of race, sex, ethnicity, physical ability, mental ability, economic status, sexual orientation, or gender identity.
5. Use positive techniques of guidance such as redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism.
6. Refrain from any behavior that could be considered abusive to children, including:
 - ◆ Physical abuse - striking, spanking, shaking, slapping, pushing
 - ◆ Verbal abuse - humiliation, degradation, threats
 - ◆ Sexual abuse - inappropriate touch, sexualized behavior or language
 - ◆ Mental abuse - shaming, withholding love, cruelty
 - ◆ Neglect - withholding food, water, basic care
7. Release a child grade 5 or lower only to his/her parent or guardian unless specifically instructed otherwise by the parent or guardian.
8. Assure that every attempt has been made to have 2 adults present in each room occupied by children or youth at all times. If circumstances are such that only one adult is present, assure that I remain in view of others at all times via a window in the door or an open door.
9. Conduct or supervise private activities, such as diapering or toileting, with another adult present or where I will be visible to others.
10. Check the restroom or ask another volunteer or staff member to do so in order to assure that the room is not occupied by suspicious or unknown individuals before allowing a child under grade six to use the restroom.

Attachment 6, p. 2

11. If a child needs assistance using the restroom, summon the child's parent or a second screened and trained adult to help.
12. Have age appropriate expectations.
13. Place the emotional and physical safety and well-being of the children and youth as the highest priority.
14. Maintain my boundaries as an adult, agreeing not to enter into inappropriate conversations with the children and youth, especially those regarding church business or conflicts of opinions with church staff, volunteers, parents, or youth.
15. Not use profanity, tell inappropriate jokes/stories, or share intimate details of my personal life in the presence of children or youth.
16. Not initiate, participate in, or encourage physical or intimate contact with children or youth. Physical contact such as wrestling, horseplay, or other high body contact games is generally not appropriate activity.
17. Not date, have an intimate relationship with, or otherwise fraternize with a child or youth.
18. Not touch a child or youth in a sexual or inappropriate manner or in a manner that could be construed as sexual or inappropriate.
19. Avoid wearing inappropriate clothing (e.g., offensive language or images on shirt or other clothing, pants that show underwear, bare midriff, revealing blouses).
20. Not use, possess, or be under the influence of alcohol or illegal drugs when working with children or youth. Any time that I am scheduled to work with children or youth, if I am under the influence of alcohol, any illegal substance, or any prescription or over-the-counter drug which impairs my ability to work safely with children or youth, I will call and inform the staff that I cannot work, and no questions will be asked.
21. Not smoke or use tobacco products in the presence of children or youth.
22. Inform the Senior Minister, moderator, vice moderator, or Associate Minister if I believe there is any reason I should not be charged with the care of children or youth, including any physical or psychological condition.
23. Be aware of the health of children and youth, noting any fever, bumps, bruises, burns, etc., and report any concerns I have, including suspected abuse, as directed in the Safe Congregation Policies & Procedures.
24. Cooperate fully in any investigation of child abuse.
25. Attend training sessions offered by Eden UCC.
26. Abide by the authority of the church staff, which has overall responsibility for children and youth activities, programs, and events.

I understand that if I violate this covenant, I may be dismissed from an activity by decision of the program leader and/or from future participation or leadership by decision of the program leader and the Authorized Minister(s).

Print Name

Signature

Date

**Eden United Church of Christ
Authorized Driver Form**

Date: _____

Name: _____
Last First Middle

Address: _____ Zip: _____

Home Phone: (____) _____ Work/Cell Phone: (____) _____

Driver's License #: _____

State: _____ Expiration date: _____

Vehicle Make: _____ Model: _____ Year: _____

Vehicle License Plate: _____

Auto Insurance Carrier: _____

Policy #: _____ Expiration date: _____

Vehicle is in safe operating condition: Yes _____ No _____

Vehicles that are not in safe operating condition may not be used to provide transportation for Eden United Church of Christ.

1. I volunteer to drive my personal vehicle for Eden United Church of Christ. I agree that as a condition of my volunteering, I will read and comply with Eden UCC's Safe Congregation Policies and Procedures.
2. I agree that I will not provide transportation for Eden United Church of Christ while under the influence of prescription or over-the-counter medication which may impair my ability to safely operate a motor vehicle, or under the influence of alcohol and/or illegal drugs. I also agree that I will not smoke while providing transportation for Eden United Church of Christ.
3. I understand that no uninsured vehicle may be used to provide transportation for Eden United Church of Christ. I verify that I maintain at least the minimum limits of automobile liability insurance as prescribed under the California Financial Responsibility Laws for the above vehicle. Attached is a copy of the Certificate of Insurance from my insurance carrier or a photocopy of the portion of the automobile policy that shows the vehicle being driven, the policy limits, and policy period.

Attachment 7, p. 2

4. I understand that in accordance with California law, in the event of an accident, my automobile liability insurance is primary; Eden UCC's insurance is secondary. The insurance of Eden UCC becomes effective once the policy limits of my policy are exhausted. I will be responsible for paying any deductible or other costs required by my automobile insurance policy and agree not to look to Eden United Church of Christ for reimbursement for such amounts. I agree that I will be solely responsible for any medical, hospital or other costs arising out of any bodily injury I sustain through my voluntary provision of transportation for the church.
5. I will indemnify and hold harmless Eden United Church of Christ, its directors, officers, clergy, employees, and volunteers from any and all liability, claims, damages, costs and expenses, including attorney's fees, resulting from my voluntary provision of transportation for the Church, except for claims arising from the willful misconduct of Eden United Church of Christ.

By my signature below, I acknowledge that I have received a copy of this Release, which I have read and understand. I accept and assume all risks, hazards and dangers involved in my voluntary provision of transportation for Eden UCC.

Signature: _____ Date: _____

For Eden UCC use

Copy of DMV license received: _____

Copy of insurance received: _____

Annual Updates

Current	Date	Staff Initials
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	
<input type="checkbox"/>	_____	

**Eden United Church of Christ
Safe Congregation Program
Confidential Volunteer Screening**

In recognition of the spiritual and public trust given this faith community, Eden United Church of Christ is committed to being a true sanctuary, both nurturing and protecting its members, other participants, and visitors. To this end, we request that volunteers who work with children, youth, and other vulnerable individuals participate in a background screening program.

Please provide the following information, which will be submitted for background screening via the *VolunteerSelectPlus* web site (<http://www.volunteerselectplus.com/>). The information you provide will be kept confidential, accessible only to the Senior Minister. The results obtained from the screening will be shared with senior program staff to the extent necessary for maintaining our Safe Congregation Policies & Procedures.

Thank you for your participation in these measures to help ensure the safety of our church family and community.

Name _____ Date of Birth _____

Social Security Number ____ - ____ - _____

Driver License Number _____ State Issued _____

Street Address _____

City _____ Zip Code _____

Phone Number(s) _____

I hereby grant permission for Eden UCC to submit my name and identifying information for background screening via *VolunteerSelectPlus*.

Signature _____ Date _____

Eden United Church of Christ Emergency Health Information Form

Household: _____ Address: _____

Home Telephone: _____

Medical Plan (Insurance Co.): _____ Plan Number: _____

Secondary Coverage: _____ Plan Number: _____

Household Member	Birth date	Medical Plan & ID	Work/Cell Ph	Address/email

Primary Doctor: _____ Telephone: _____

Specialist Doctor: _____ Telephone: _____

Preferred Hospital: _____

Advance Directives: _____ on file at Eden UCC.

People to contact in event of an emergency *Check POA if person has a Medical Power of Attorney*

	Telephone numbers: indicate Home, Work, Cell, Pager						POA

List people from Eden UCC that you want to be notified or to accompany you in event of an emergency:

Medications Taken

Note allergies to medications under Health Conditions on reverse

Household Member	Medication	Dosage	How Often/When Taken?

Health Conditions that emergency personnel should be made aware of:

Household Member	Condition (<i>chronic illness, food/drug allergies, ongoing medical treatment, etc.</i>)

Additional Comments:

I authorize Eden United Church of Christ to obtain medical care for me and the members of my household listed on this card in case of an emergency:

Date: _____ Signature: _____

Date Updated or Confirmed				