

Working Draft XII  
Safe Church Policy  
The Congregational Church of Weston, United Church of Christ  
February 12, 2012

**Safe Church Covenant**

As the gathered members of the Christian community of faith referred to as The Congregational Church of Weston, United Church of Christ, we pledge to conduct our ministry of the Gospel in ways that assure the safety, well being, and spiritual growth of all our members. To protect our children and youth, as well as those who work with them, we will follow all recommended safety procedures in their recruitment, selection and training. We will implement prudent operational standards for all programs and events. We will educate all of those who serve here, volunteer and compensated, regarding the use of all appropriate policies and methods. We will have and follow a clearly defined procedure for reporting any suspected incident of abuse, as we also conform to state law and all other regulatory mandates. We will do so out of deep care and concern for the welfare of each and every person who is served by, and who seeks to serve, the ministries of our Church, as all seek to follow the example of the compassionate Christ.

**Policy Prohibiting Abuse, Exploitation and Harassment**

As a community of Christian Faith, the Congregational Church of Weston is committed to create and maintain programs and facilities in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation, intimidation, or environmental risk. All persons associated with The Congregational Church of Weston, United Church of Christ (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. It is the intention of the Church to take action in an attempt to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

**Ministerial and Staff Conduct**

Consistent with our understanding of the Protestant traditions, all Authorized Pastors, employees, elected and appointed lay leaders, teachers, and authorized volunteers are ministers to the congregation.

It is important that every minister of the church be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of The Congregational Church of Weston, UCC to encourage its ministers to nurture safety within ministerial relationships by being attentive to self-care,

education, maintaining appropriate boundaries, and to the importance of referring those in need to supportive and helpful resources.

Sexual Exploitation or Sexual Harassment (as defined on page (3) three) by members or other participants engaged in ministry on behalf of The Congregational Church of Weston, UCC is unethical behavior and will not be tolerated within this congregation.

### **Requirements for Commencing and Continuing Ministry**

- Before beginning their duties, all ministers will submit a volunteer application form.
- Before beginning their duties, all ministers will be interviewed to assess the suitability of their character and qualifications for the position they seek.
- The church will conduct a registered sex offender and criminal record review for each minister by searching their name on the Department of Justice website at [www.nsopr.gov](http://www.nsopr.gov). The CORI/SORI review will be repeated on a biennial basis for all ministers.
- Authorized Pastors of this church will attend all boundary workshops required by the Metropolitan Boston Association Massachusetts Conference United Church of Christ.

### **Additional Requirements for Child and Youth Ministry**

The Congregational Church of Weston (UCC) is committed to provide a safe and healthy environment in which young people can learn about and grow in Christian Faith.

In order to promote this, we have established the following guidelines in addition to the general requirements for ministry to the church.

- We expect that those who regularly volunteer to work with minors will have been members of The Congregational Church of Weston, UCC for at least six months or, if not members, regularly and frequently associated with The Congregational Church of Weston, UCC for at least a year.
- All volunteers who regularly work with children and youth will complete and submit a volunteer application form.
- Before beginning their duties, all prospective employees and volunteers will undergo a background check, including but not necessarily limited to inquiries of references and a criminal history verification.
- All volunteers and employees who regularly work with children and youth will receive orientation regarding safe church policy and procedures.

- It is the policy of this church to provide adequate supervision and safeguards for child and youth activities. In situations where participants are not readily visible to each other, there will be no fewer than two unrelated adults present with children. Youth over the age of 13 may assist in supervising children and youth activities; however, such assistance does not alter the requirements that at least two unrelated adults be present.
- Written consent of one parent or guardian or a minor will be required for all activities off the church property, and any overnight activities (see permission release form pg 14).

## **Definitions**

**Minister:** a person authorized by the church to carry out its ministry. Ministers include elected or appointed leaders of the church, employees, and volunteers, as well as Authorized Ministers.

**Authorized Pastor:** a person who holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ or region of the Christian Church (Disciples of Christ). An Authorized Minister is one type of minister within the meaning of this policy.

**Ministerial Relationship:** the relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Sexual Exploitation:** sexual activity or contact (not limited to sexual intercourse) in which a Minister engaged in ministerial relationship with another takes advantage of the vulnerability of the person being served by causing or allowing that person to engage in sexual behavior with the Minister.

**Sexual Harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any Church activity.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, including:

- Written contact, such as sexually suggestive or obscene letters, notes, messages, text messages, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual contact including but not limited to sexual intercourse; and,
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, program, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the Church. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

### **Procedures for Handling Complaints of Sexual Exploitation or Harassment**

I. A subcommittee of the Safe Church Committee with no less than two members, one male and one female, will be established each year in preparation for the possibility of hearing complaints under this policy. The subcommittee, hereinafter referred to as "The Response Team", will be familiar with the terms of this policy, as well as the established procedures of the church for dealing with a complaint. The Moderator, or an appointee determined by the Moderator, will serve as the communications liaison with the public and the media about the case.

II. Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment:

- A. The complainant can attempt to resolve the matter directly with the respondent, (the individual accused of sexual exploitation or harassment).
- B. The complainant can report the incident to the Safe Church Committee or Authorized Pastor, in an effort to resolve the matter in confidence. In each incidence an incident form is to be created.
- C. The complainant may request that The Congregational Church of Weston's Safe Church Response Team institute formal proceedings which shall include the following steps:
  - 1. The Congregational Church of Weston Safe Church Response Team shall advise the Safe Church Committee, the Authorized Pastor, and the Moderator of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the Authorized Pastor or Moderator is the subject of the complaint, this notice requirement shall not apply as to that person. In such a case it is the responsibility of the Safe Church Committee Response Team to contact the Associate Conference Minister for the Metropolitan Boston Association of the UCC.
  - 2. The Congregational Church of Weston Safe Church Response Team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, such as qualified professional consultants, and present such information to the safe Church Committee, Authorized Pastor, Moderator, or an appropriate subcommittee thereof; and determine whether the person under investigation will continue in their present position.
- D. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior.
- E. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.
- F. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

III. The Congregational Church of Weston Safe Church Response Team, or an appropriate subcommittee thereof, shall make determinations and actions appropriate to resolve the matter. These may include:

- A. finding that sexual exploitation 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:
    - 1. a formal reprimand, with defined expectations for changed behavior;
    - 2. recommending psychological or psychiatric assessment, counseling and/or treatment;
    - 3. probationary standing, with the terms of the probation clearly defined;
    - 4. dismissal from employment or authorized volunteer position by, affiliation with, or membership in, the Church;
    - 5. notification of state or local authorities, and denominational legal office as appropriate;
    - 6. seek the advice of legal counsel or others to advise it in performing its functions.
  
  - B. finding that sexual exploitation or harassment did not occur;
    - 1. In the incident of a formal report/complaint, The Congregational Church of Weston Safe Church Response Team will consult with the denominational office of legal counsel and law enforcement as mandated or as deemed appropriate and then take steps as advised;
    - 2. The Congregational Church of Weston Safe Church Response Team may choose to continue to function as a response team to determine the planned course or may elect to act in conjunction with the Authorized Pastor, or Moderator, an appropriate subcommittee, or legal counsel to resolve the matter;
    - 3. Formal notification of those who “need to know” and thus were previously notified of the investigation;
    - 4. Pastoral care will be offered for parties involved.
- IV. A written summary of The Congregational Church of Weston Safe Church Response Team proceedings in such cases will be maintained. If after consultation, the complainant or respondent is not satisfied with the disposition of the matter by The Congregational Church of Weston Safe Church Response Team, he or she has the right to appeal to the Moderator, or to the Vice Moderator if the Moderator is the subject of any such complaint, who shall refer the matter to the Church Council. The subject of any such appeal to The Congregational Church of Weston Church Council shall be limited solely to whether the procedures of this policy were followed. Any person who is dismissed or suspended based on complaints of sexual exploitation or harassment should have the right to appeal to the Metropolitan Boston Association UCC, or another court, who will determine if the Congregational Church of Weston was arbitrary and capricious in suspending or, dismissing a or complainant or respondent. The matter will not be reconsidered on the merits, and the decision of the governing Church Council will be the final resolution of the matter. If the Church Council determines that the procedures of this policy were not followed, it will refer the matter back to The Congregational Church of Weston Safe Church

Response Team to complete the processing of the complaint in accordance with these procedures.

### **Child Abuse**

Apart from any legal requirements, The Congregational Church of Weston, UCC, will make a report to appropriate authorities, including but not limited to the Massachusetts State Department of Children and Family Services, if at anytime The Church has reasonable cause to believe that a minor may be an abused or neglected child. Any minister of the Church who becomes aware of facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Safe Church Committee or Authorized Pastor so that The Church may take appropriate action in a timely manner. The Massachusetts Child At Risk Hotline currently is: 800-792-5200.

### **Clergy/Additional Report Considerations for Authorized Pastors**

Apart from any disposition or the matter by the church, all allegations of inappropriate behavior, which call into question the fitness for ministry of any Authorized Pastor, will promptly be forwarded to the Church and Ministry Committee of the Metropolitan Boston Association of the United Church of Christ.

The Metropolitan Boston Association of the UCC. should be contacted at the regional Waltham office, 230 Second Avenue, Suite #110, Waltham, MA 02451-1124. Phone: (781) -890-1444. Fax: (781) 890-1777. Email: mba.bos@verizon.net.

**Key Policy Permission Form (2/12)**  
The Congregational Church of Weston, United Church of Christ

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please check all that apply:

I am a member of The Congregational Church of Weston, UCC and am receiving a key for the following purpose(s)

\_\_\_\_\_.

I am not a member of The Congregational Church of Weston and am receiving a key for the following purpose(s): \_\_\_\_\_

Please initial each box to indicate your understanding and compliance with conditions set forth.

I acknowledge the receipt of key (s) # \_\_\_\_\_ and agree that I will not lend this key to anyone else. I will not duplicate this key for any reason. I will not tag or otherwise identify this key as providing access to The Congregational Church of Weston, UCC. I will be entirely responsible for the security of this key and will return it when I no longer have the responsibility for the above named purpose or when it is requested.

\_\_\_\_\_ Initials

In receiving this key, I acknowledge that I am an agent of The Congregation Church of Weston, UCC and agree to abide by all policies and procedures regarding the use of all buildings and properties of The Congregational Church of Weston, UCC.

\_\_\_\_\_ Initials

I understand that, as a key holder, I am required to report child abuse and neglect as defined and set forth by the Department of Social Services. If I have reasonable cause to believe, or have been told, that abuse and/or neglect of a child or youth has occurred in any of the Congregational Church of Weston, UCC's buildings and/or properties, I am required to file an Incident Report Form. Failure to do so may result in my loss of privilege to be a key holder.

\_\_\_\_\_ Initials

I will not be alone in any rooms of The Congregational Church of Weston, UCC building and/or properties with a child or youth other than my own at unauthorized times.

\_\_\_\_\_ Initials

I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder.

Key Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Issued by: \_\_\_\_\_

Original to be on file at The Congregational Church of Weston, UCC. A copy of this form will be held by the key holder.



**Youth Photo Permission Release Form**

The Congregational Church of Weston, United Church of Christ

130 Newton Street Weston, MA 02493

Child's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please check all that apply:

I am a member of The Congregational Church of Weston, UCC and my child is participating in The Congregational Church of Weston, UCC programs and I give permission for my child's photo to appear in the press, broadcast, or electronic media:

Guardian's Signature \_\_\_\_\_.

I am not a member of The Congregational Church of Weston, UCC but my child is participating in a The Congregational Church of Weston, UCC program and I give permission for my child's photo to appear in the press, broadcast, or electronic media:

Guardian's Signature \_\_\_\_\_.

I do not give permission for my child's photo to appear in the press, broadcast, or electronic media:

Guardian's Signature \_\_\_\_\_.

## **Child and Youth Supervision Policy**

The Congregational Church of Weston, United Church of Christ

130 Newton Street Weston, MA 02493

### Child & Youth Supervision Policy

At all church gatherings, aside from worship and classrooms, on or off-site, with participants under the age of 18, The Congregational Church of Weston, UCC, requires that a minimum of two adult supervisors be present to supervise children and youth.

When children of both genders are present, then it is necessary to have both male and female supervisors present.

When group size exceeds (8) there shall be a group ratio of (1) adult per (8) children.

## **Alcohol Policy**

The Congregational Church of Weston, United Church of Christ

130 Newton Street Weston, MA 02493

(2/08)

### Alcohol Policy

Unless under a private renters/facility contract (weddings, family reunions etc), alcohol is not permitted at any official calendar events at The Congregational Church of Weston with participants under the age of 21 present, including gatherings in private homes (meetings, potlucks spontaneous or planned).

For proposed events at which participants are ages 21+, the serving of alcoholic beverages will be at the discretion of the Church Council.

Note: The Alcohol Policy does not apply to the use of wine as a communion element while under review by Deacons.



**Health History** (please check all that apply)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Frequent colds                               | <input type="checkbox"/> Seizure disorders         | <input type="checkbox"/> Physical disability             |
| <input type="checkbox"/> Appliances (retainers, contact lenses, etc.) |  |  |
| <input type="checkbox"/> Stomach upsets                               | <input type="checkbox"/> Diabetes                  | <input type="checkbox"/> Mental disability               |
| <input type="checkbox"/> Asthma                                       | <input type="checkbox"/> Vision/hearing impairment | <input type="checkbox"/> Emotional/behavioral disability |
| <input type="checkbox"/> Sleep disturbances                           | <input type="checkbox"/> Motion sickness           |  |
| <input type="checkbox"/> Other _____                                  |  |  |
| <input type="checkbox"/> Allergies _____                              |  |  |

If any of the above is checked, please give important details;

\_\_\_\_\_

Date of last Tetanus shot \_\_\_\_\_

**Medication**

Is your son/daughter taking a prescription or non-prescription medication?  yes  no

If yes, please answer the following:

1. Medication \_\_\_\_\_

Dosage and Frequency of dosage \_\_\_\_\_

2. Medication \_\_\_\_\_

Dosage and Frequency of dosage \_\_\_\_\_

3. Medication \_\_\_\_\_

Dosage and Frequency of dosage \_\_\_\_\_

Can your son/daughter be expected to take the right amount of medication at the proper time?  yes  no

If the answer is no, arrangements must be made with the adult in charge.

I give my child permission to administer his/her own medications  yes

\_\_\_\_\_

Signature of parent/guardian

Confidential

**Insurance**

Youth's insurance carrier and policy number \_\_\_\_\_

Name of primary insured \_\_\_\_\_

**Other pertinent information** \_\_\_\_\_

**STATEMENT OF CONSENT**

I, the undersigned, parent/legal guardian of \_\_\_\_\_ do hereby consent to any x-ray exam, anesthetic, medical diagnosis or treatment and hospital services that may be rendered to said minor, under the general or specific instructions of

\_\_\_\_\_  
(name of youth's physician) or, if unavailable, two on-call physicians at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment and is given to encourage those persons who have temporary custody of my child, in my absence, and said physician to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

This consent will remain effective until the \_\_\_\_ day of \_\_\_\_\_(year).  
delivered to said persons entrusted with the care, custody and control of said minor child. I understand that any and all medical expenses incurred are my responsibility and that there is not medical insurance coverage provided by The Massachusetts Conference of the United Church of Christ.

\_\_\_\_\_  
Signature of parent/guardian Date

Signature of parent/guardian indicates permission for the named youth to participate in the stated event: \_\_\_\_\_ Date: \_\_\_\_\_.

**Trip Specific Permission**

My son/daughter \_\_\_\_\_ is sixteen years old or older and has permission to operate power tools under supervision of an adult during the workcamp experience \_\_\_\_.

Permission to swim \_\_\_\_\_.

Other \_\_\_\_\_  
Permission is granted by \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian Date \_\_\_\_\_

NO ONE UNDER THE AGE OF SIXTEEN WILL BE ALLOWED TO OPERATE POWER TOOLS. ONLY THOSE WITH A SIGNED PERMISSION FORM WILL BE ALLOWED TO OPERATE POWER TOOLS.

**CONFIDENTIAL VOLUNTEER & EMPLOYEE APPLICATION &  
DISCLOSURE FORM TO WORK WITH CHILDREN AND YOUTH**  
THE CONGREGATIONAL CHURCH OF WESTON, UCC

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE \_\_\_\_\_  
EMAIL: \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
EMERGENCY CONTACT PERSON: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
VALID DRIVER'S LICENSE NUMBER \_\_\_\_\_

Applying for the Position of: \_\_\_\_\_

I have been a member of this Church since \_\_\_\_\_  
I have been a friend of this Church since \_\_\_\_\_

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**CORI/SORI CHECK**

(Within the past year/by whom)? \_\_\_\_\_

Do you have auto liability insurance? (List policy limits and name of carrier).

\_\_\_\_\_

Are you a trained First Responder? \_\_\_\_\_

Are you a state mandated reporter? \_\_\_\_\_

Do you have updated CPR/First Aid Certification (within the last 2 years)

\_\_\_\_\_

CURRENT OCCUPATION: \_\_\_\_\_

EMPLOYER(S), ADDRESS, EMAIL/TEL:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREVIOUS WORK-RELATED EXPERIENCE:

\_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_

**CHILDREN & YOUTH VOLUNTEERS**

Have you volunteered before with children/youth? When/Where?

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Have you been involved in teaching or leading youth in religious or other classrooms?  
Please give details:

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Why would you like to serve as a volunteer with children and/or youth?

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What qualities do you have that would help you work with children and/or youth?

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CONFIDENTIAL

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NAME \_\_\_\_\_

BACKGROUND

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 provide a brief explanation:*

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I have never been convicted of, nor pled guilty or no contest to, a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)? [Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor conviction for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state]

True \_\_\_\_\_ Not True \_\_\_\_\_ *If not true; please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The Church will not deny a position to any applicant solely because the person has been convicted of a crime. The Church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.*

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With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True \_\_\_\_\_ Not True \_\_\_\_\_

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NAME \_\_\_\_\_

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I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct, abduction or attempted abduction; physical abuse; child abuse; or financial misconduct.

True \_\_\_\_\_ Not True \_\_\_\_\_

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; abduction; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

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True \_\_\_\_\_ Not True \_\_\_\_\_ If not true, give a short explanation of the lawsuit. (Please indicate the date, nature and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: Please list three personal references (people who are not related to you by blood or marriage) and provide complete address and phone information for each. References are confidential.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone/Evening Phone/Cell Phone \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Reference: \_\_\_\_\_

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2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Daytime Phone/Evening Phone/Cell Phone \_\_\_\_\_  
Email: \_\_\_\_\_  
Relationship to Reference: \_\_\_\_\_

**Safe Church Covenant**  
**The Congregational Church of Weston, UCC**

As the gathered members of the Christian community of faith, The Congregational Church of Weston, United Church of Christ, we pledge to conduct our ministry of the Gospel in ways that assure the safety, well being, and spiritual growth of all our members. To protect our children and youth, as well as those who work with them, we will follow recommended safety procedures in their recruitment, selection and training. We will implement prudent operational standards for all programs and events. We will educate those who serve here, volunteer and compensated, regarding the use of appropriate policies and methods. We will have and follow a clearly defined procedure for reporting any suspected incident of abuse, as we also conform to state law and other regulatory mandates. We will do so out of deep care and concern for the welfare of each and every person who is served by, and who seeks to serve, the ministries of our Church, as all seek to follow the example of the compassionate Christ. (voted annual meeting 2/12)

Covenantal Agreement

The covenants between persons seeking employment or 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 matter of material misrepresentation or material 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, employees, and the church they seek to serve. To that end, I authorize The Congregational Church of Weston, UCC or it's agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all 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.

The Congregational Church of Weston, UCC authorized volunteer and employee 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 the Congregational Church of Weston 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 The Congregational Church of Weston, UCC will share with me information it has gathered about me, if I request it to do so.

This Covenant is signed by all volunteers and employees regularly working with youth at the Congregational Church of Weston

I acknowledge my receipt and understanding of The Congregational Church of Weston, UCC Covenant and Safe Church Policies and give permission for a CORI/SORI check:

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(Print Name & Sign) \_\_\_\_\_ Date \_\_\_\_\_

Applicants Under 18 Parent/Guardian

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Print Name & Sign) \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Sex Offender Registry ([www.nsopr.gov](http://www.nsopr.gov)) review performed on \_\_\_\_\_

By: \_\_\_\_\_ Position \_\_\_\_\_

Criminal History Verification together with Fair Credit Reporting Act notices performed on \_\_\_\_\_/\_\_\_\_\_

By: \_\_\_\_\_ Position \_\_\_\_\_

Personal Interview conducted by staff on \_\_\_\_\_

References inquiries completed on \_\_\_\_\_

Church Membership for Six Months or association for 1 year confirmed on \_\_\_\_\_

Additionally, if considered for employment:

Received by Safe Church  
Response Team Member  
(initial/date) \_\_\_\_\_

Confidential

**Incident Report Form**  
The Congregational Church of Weston, UCC

(Please print all information)

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

Location of Incident \_\_\_\_\_

Parties Involved \_\_\_\_\_

Name of Injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of Injured: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian for Minors: \_\_\_\_\_

Name/Phone of Person(s) who witnessed the incident:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Incident Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was First Aid Administered? Describe:

\_\_\_\_\_  
\_\_\_\_\_

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This Report was completed by \_\_\_\_\_ Date \_\_\_\_\_  
Received by Safe Church  
Response Team Member  
(initial/date) \_\_\_\_\_

Confidential

**Accident Report Form**  
The Congregational Church of Weston, UCC

(Please print all information)

Date of Accident \_\_\_\_\_ Time of Accident \_\_\_\_\_  
Location of Accident \_\_\_\_\_

Parties Involved \_\_\_\_\_  
\_\_\_\_\_

Name of Injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of Injured: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian for Minors: \_\_\_\_\_

- Name/Phone of Person(s) who witnessed the incident:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

Accident Description:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Was First Aid Administered? Describe:  
\_\_\_\_\_  
\_\_\_\_\_

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This Report was completed by \_\_\_\_\_ Date \_\_\_\_\_

The Congregational Church of Weston Safe Church Policies

### **Bullying Prevention and Intervention**

The Congregational Church of Weston does not tolerate bullying. All incidents should be brought to the attention of the teacher, staff, or to the Safe Church chair/committee and when necessary documented and/or resolved immediately.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof directed at a target\* that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) places the target in reasonable fear of harm to himself/herself or of damage to his/her property; (iii) creates a hostile environment\* at school for the target; (iv) infringes on the rights of the target at a school/community program; or (v) materially and substantially disrupts the education process or the orderly operation of a classroom/school/program. Bullying includes cyberbullying\*.

Cyberbullying is bullying through the use of technology or any electronic device.

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

Target is a student against whom bullying, cyberbullying, or retaliation is directed.

### **Consequences and Support in Responding to Reports**

There is no one prescribed response to verified acts of bullying. Actions may be age appropriate, concrete, and immediate. Because of the legal requirements regarding the confidentiality of student records, the Congregational Church of Weston cannot report specific information to the target's parent or guardian about disciplinary action taken. Actions may be accompanied by the referral to counseling or other therapeutic support.

### **Best Practices in Bullying Prevention**

The word "discipline" comes from the same root as the word "disciple" and means "to teach." We are most likely to succeed in helping young people change their aggressive behavior when we use the principles of good teaching in our discipline interventions. We can ask questions instead of statements whenever possible so youth learn to think about their own goals and behaviors and how this relates to others.

© Stan Davis, <http://www.stopbullyingnow.com> , 2005  
based on *Schools Where Everyone Belongs*, Research Press

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The Congregational Church of Weston, United Church of Christ  
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**Working Draft XII (2/12/2012)**

# **Safe Church Policy**

**The Congregational Church of Weston  
United Church of Christ**

**February 12, 2012**