

# Safe Sanctuary Policy

## First United Methodist Church

### Maumelle, Arkansas

Latest Revisions approved by act of Administrative Board in October, 2021

Section	Page
I. Purpose.....	2
II. Scope.....	3
III. Qualifications for those working with children, youth, & vulnerable adults	4
IV. Application Process.....	6
V. Supervision & Operating Procedures.....	7
VI. Personal Interaction & Communication.....	12
VII. Social Media.....	12
VIII. Incident Response & Reporting.....	13
IX. Facility Use by External Groups.....	14
X. Policy Review.....	14
XI. Participation of Registered Sex Offenders and Persons Accused of a Sexually Related Crime in the Life of the Congregation.....	15
XII. Appendices.....	18
 Forms	 Page
Safe Sanctuary Covenant Agreement.....	20
Limited Access Covenant for Persons Accused of a Sexually Related Crime.....	21
Limited Access Covenant for Registered Sex Offenders.....	22

I. Purpose

A. **The purpose of this policy is to address the safety of all children, youth, and vulnerable adults at church-sponsored events and non-church related events scheduled on the property of First United Methodist Church of Maumelle.** These policies are intended to:

1. Help prevent the opportunity for the occurrence and/or the appearance of abuse or neglect of children and youth (birth – 18 years old), and vulnerable adults at church- sponsored events or events on the property of First United Methodist Church of Maumelle.
2. Help protect workers from false accusations and/or suspicions of abuse or neglect of children and youth (birth - 18 years old) and vulnerable adults at church-sponsored events or events on the property of First United Methodist Church of Maumelle.
3. Define proper procedures for timely reporting of an incident or suspicion of abuse or neglect.

B. The policy is not based on a lack of trust in workers or volunteers, but is intended to protect children, youth, vulnerable adults, employees, volunteers, and the entire church body from the devastating effects of abuse, neglect, or allegations of such acts.

C. This policy reflects our congregation's commitment to preserving the church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others.

## II. Scope

- A. **This policy applies to anyone who is working with children, youth, and vulnerable adults at an event or program sponsored and scheduled by FUMC Maumelle for children, youth, and vulnerable adults whether on campus or away from campus and for events not related to the church but held on church property.**
1. The terms 'child' or 'children and youth' refer to person's birth to 18 years old.
  2. The term 'vulnerable adult' refers to adults with significant mental deficits, who may be unable to protect him or herself from significant exploitation due to mental incompetence, or whose mental capacity has significantly diminished due to dementia.
  3. The term 'worker' applies to clergy, staff, employees, volunteers or anyone working with children or vulnerable adults on behalf of FUMC Maumelle or employees, volunteers or anyone working with children, youth, or vulnerable adults on church property.
  4. The events and programs covered by this policy will typically occur within Children's Ministries, Student Ministries, and Older Adult/Care Team Ministries but the policy is not limited to just those areas.
  5. Example events and programs include, but are not limited to, the following: nursery care, Sunday School, Vacation Bible School, confirmation, student ministries youth group, retreats, camps, Bible studies, mission trips/projects, Madhouse, and any event or program sponsored and scheduled by FUMC Maumelle, where children, youth, or vulnerable adults are present, whether on campus or away from campus.
  6. Visitation of vulnerable adults in institutions, hospitals and in homes are treated not as events but as "Individual Conferences".
- B. This policy applies to our tuition-based Day School programs sponsored by the church. The **Day School must also comply with licensing requirements of certain state agencies**. Therefore, whenever the licensing requirements of those agencies and this policy are in conflict, the licensing requirements of those agencies shall prevail.
- C. **This policy does not apply to small group gatherings that meet within private homes**. The church does not have control over what happens in private homes and will not be held liable for incidents occurring in private homes.
- D. **This policy does not address procedures for having a registered sex offender within the general congregation**.
- E. **This policy does not address the peer-to-peer interaction of children, youth, and vulnerable adults**. However, is recommended that the Student Ministries adopt a policy for all youth (6th-12th grade) who wish to participate in Student Ministries events and activities.

III. Qualifications for those working with children, youth, and vulnerable adults.

Following is a table of the qualifications for those working with children, youth, and vulnerable adults at events sponsored and scheduled by FUMC Maumelle. **These are minimum qualifications from a safety standpoint.**

If a needed volunteer is not able to satisfy these requirements in time, then the director can seek approval from the pastor to go ahead and utilize the volunteer while the application process continues.

As mentioned above, these are minimum qualifications from a safety standpoint. The ministries that serve children, youth, and vulnerable adults may place additional constraints and guidelines as deemed appropriate for various reasons. For example, while it is allowed for a safe sanctuary certified 12 year old to help with a VBS class of first graders, we might not want 12 year olds helping with children's 1st grade Sunday school, because they should be in a middle school/youth Sunday school class of their own.

Another example might be that while we do not require *adult* volunteers to be a member of our church because we do not feel this is a safety factor, the director of Children's Ministries could require that a Sunday school teacher be a member or at least a professed Christian because this would be ideal for the content taught.

Qualifications for those working with children, youth, and vulnerable adults.

	<b>If an Adult working with children and youth</b>	<b>If a Youth working with children</b>	<b>Adults working with vulnerable adults.</b>
<b>Age</b> <i>(Minimum age to volunteer may vary per event/activity)</i>	19 and up or a high school graduate	12-18	19 and up
<b>Age Difference</b> <i>(how much older than the children/youth under their supervision/care)</i>	+4 years	+4 years	N/A
<b>FUMC Maumelle Member</b>	Not required	Member or confirmed.	Not required
<b>Application Turned In</b> <i>See Appendix B</i>	Yes	Yes	Yes
<b>Background Check(s) Passed</b> <i>See Appendix C</i>	Yes	---	Yes
<b>Driver's License and Proof of insurance (if driving)</b>	Yes, must also be at least 25.	---	Yes, must also be at least 25.
<b>References Checked Out</b> <i>(3 unrelated adults, known &gt;1 year)</i>	Yes	Yes	Yes
<b>Interview (formal or informal)</b> <i>(determine sufficient moral character and heart)</i>	Yes	Yes	Yes
<b>Safe Sanctuary Training</b> <i>See Appendix D</i>	Yes	Yes	N/A
<b>Covenant Agreement Signed</b> <i>See Appendix E</i>	Yes	Yes	Yes

#### IV. Application Process

##### A. Applicant Responsibility

1. Fill out application.
2. Fill out consent/background check forms (adults).
3. Provide driver's license and proof of insurance, if driving.
4. Take safe sanctuary training (children and youth only).
5. Sign covenant agreement.

##### B. Director Responsibility

1. Process application and forms.
  - a) Ensure confidentiality and security of all forms!
  - b) Submit background check(s).
  - c) Check references.
  - d) Store application and forms in the designated, secure location.
2. Conduct interview (formal or informal).
3. Make approval decision based on above steps.
4. If approved,
  - a) Provide safe sanctuary training and covenant agreement form.
  - b) Verify all requirements are met.
  - c) Provide additional task training as needed.

##### C. Confidentiality

##### **1. The church will keep confidential all information received in the application process.**

- a) Information will be stored in a locked location in the church.
- b) Access to information is afforded to the church administrator for official church purposes only.
- c) Documents should be shredded as soon as they have served their purpose and are no longer needed.

## V. Supervision & Operating Procedures

### A. Supervision Guidelines

1. An employee of the church or designated adult leader must attend and **assume responsibility for compliance with this policy at every church-sponsored event** for children, youth, and vulnerable adults.
2. If an event is not in compliance with this policy, then the event must be **altered to achieve compliance or the event cancelled**.
3. It is also strongly encouraged that at least one worker who is trained and certified in **First Aid/CPR** be present at all events. We recommend that the director of Children's Ministries, Student Ministries, and Older Adults /Care Team Ministries are certified in First Aid/CPR, if they are not already, or appoint a designee to be certified.
4. Anytime children or youth are gathered for an event, **at least two adults should be present**. The presence of two adults is required for events where vulnerable adults are present without oversight from their family or caregivers.  
\*FUMC reserves the right to substitute one adult and a camera when appropriate. Further we reserve the right to use an adult floater and open doors to classrooms when appropriate. The floater should frequently stop by and be in earshot. (NEEDS TO BE VOTED ON AND ADDED IN 2021)
5. **No child/youth or vulnerable adults should be left alone** or allowed to wander alone at any time at events.
6. Children, youth, and vulnerable adults should be **limited to supervised areas**.
7. **An adult worker should never be left alone with only one child/youth**. This includes the scenario of an adult worker and a youth volunteer.
8. **Youth volunteers must be supervised by an adult at all times** and should never be left alone with children.
9. It is best to **operate with available line of sight or visibility** to other adults or volunteers

### B. General Operating Procedures

1. Directors should **publish event check-in time, start time and check- out/end time along with the designated check-in location**.
  - a) The church cannot be expected to provide safe sanctuary conditions before the stated check-in time for an event.
  - b) The church is not expected to provide safe sanctuary conditions for a child, youth, or vulnerable adult until they have been checked-in, and their presence made known to the supervising adults.
  - c) Once an event has started, safe sanctuary conditions will be

maintained until all children and youth have been checked-out/picked up.

2. **Check-in is mandatory for all youth and children's events.** Checkout is highly recommended unless it is not feasible.
  - a) Volunteers must check-in and checkout on a dated volunteer log sheet.
    - (1) Name, Time Checked-In / Out
  - b) Parents or guardians of nursery, PreK, and elementary children must check-in their children and checkout their children.
    - (1) Child's Name, Class, Parent Contact #, Time Checked-In/Out
  - c) Youth must check-in when they arrive and checkout when they leave.
    - (1) Student's Name, Grade, Parent Contact #, Time Checked-In/Out
    - (2) Youth may only check-in themselves, not anyone else.
  - d) Check-in/out logs should all be dated, archived, and saved for 7 years.
3. **Head counts for small groups are highly recommended** at each transition time or location.
4. Within the building, **all closet, unoccupied classrooms, and closed off space doors should remain locked at all times when they are not in- use.**
  - a) Keeps children from hiding.
  - b) Keeps children from sneaking into or being pulled into unsupervised areas.
  - c) Keeps youth from finding seclusion with the opposite gender.
5. All **classrooms should have visibility from the hallway.** For nursery, PreK, and younger elementary, this could mean a hallway window or top half door open. For older elementary and youth this could mean a hallway window, top half door open, or full door open.
6. If a child requires a **diaper change**, they should be taken to the nursery where a certified nursery worker will change the diaper. Parents may change the diapers of their own children
7. If a child or youth needs to leave the group to go to the **bathroom**, water fountain, etc.,
  - a) An adult must always remain with the main group.
  - b) A floater or helper shall escort the child to the bathroom/water fountain/etc. The older the child, the farther distance the floater/helper can stay away, but should still be able to see that the child has entered the bathroom or reached the destination and



should know once the student has left the bathroom/destination to make sure they return to the group.

- c) The bathroom door to the hallway shall remain open (unless it allows a look into a private area of the bathroom) and the floater/helper shall remain outside.
  - d) If an older child should need assistance, ask another adult to be nearby and leave the stall door ajar while you assist the child.
8. Any parent or guardian may attend and observe events at any time, unannounced.

#### C. Lock-Ins

- 1. Only church sponsored lock-ins allowed.
- 2. No lock-ins for children younger than 6th grade.
- 3. Lock-ins should not mix middle school and high school students.
- 4. Youth must have written parental consent, release of liability, and a medical release form.
- 5. It is highly recommended that youth sign a code of conduct form to be able to participate.
- 6. Director of Student Ministries plus at least one adult church member should be included in the chaperones. Adult: Youth ratio guidelines apply.
- 7. Director of Student Ministries should use good judgment about the maturity level of a group when determining if a lock-in for a particular group is a good idea or not.

#### D. Off-Campus Outings

- 1. Drivers must be at least 25 years old, with valid driver's license and proof of insurance.
  - a) Persons convicted of any offense pertaining to driving while intoxicated or impaired within 5 years are not allowed to transport children during/to/from church-sponsored events.
- 2. Youth/Children/Vulnerable adults must have written parental/guardian consent, release of liability, and a medical release form.
- 3. There must be access to a phone when away from campus.
- 4. Church-owned vehicles are insured.
- 5. When traveling, all seats in the vehicle should be visible from the outside of the vehicle.
- 6. Number of people transported must be limited to the number of working seat belts, and everyone must wear their seatbelt.
- 7. Children under the age of six or who weigh less than 60 pounds must be restrained in a safety seat.

#### E. Overnight Outings

- 1. Youth must have written parental consent, release of liability, and a medical release form.
- 2. Overnight outings for vulnerable adults will not be sanctioned

without the presence of a guardian or a caregiver chosen by their guardian.

3. Separate sleeping quarters are required for each gender.
4. Each sleeping area should have at least one adult and at least two youth, same gender.
5. Adult and youth will not occupy the same bedding (unless parent/child).
6. Adult and youth volunteers are expected to act and dress appropriately. This includes but is not limited to changing clothes behind closed doors, wearing appropriate sleeping attire and swimwear.

F. Individual Conferences (including visitation of vulnerable adults)

1. Adults should conduct one-one-one conferences or meetings between an employee, mentor, or leader and a child/youth in an environment that allows visibility.
2. If possible, the parent or another adult should have knowledge of the meeting and whereabouts.
3. In certain cases, such as confirmation mentoring, a parent may give the mentor permission to operate more freely than described in this policy, but appropriate behavior and boundaries should always be observed.
4. In institutional or in-home visitation of vulnerable adults, all visits are reported at the Congregational Care team meeting. Any sign-in sheets required by the institution should be completed. Open communication with family or caregivers is vital for good boundaries.

G. Goal Ratios

	Worker(s) : Child/Youth Ratios
Nursery	2 : 12 Minimum 2 workers, at least 1 being an adult.
PreK/Elem Large Group	2 : 24 Minimum 2 workers, at least 1 being an adult.
PreK/Elem Small Group	2 : 16 Minimum 2 workers, at least 1 being an adult.
VBS	2 : 20 Minimum 2 workers, at least 1 being an adult.
<b>YOUTH</b>	
Social Time	Middle School 1 adult : 7 Youth High School 1 adult :10 Youth
Large Group	Middle School 1 adult : 7 Youth High School 1 adult :10 Youth
Small Group	Middle School 1 adult : 7 Youth High School 1 adult :10 Youth
Travel (per vehicle)	Middle School 1 adult : 7 Youth High School 1 adult :10 Youth Minimum: 2 Adults
Overnight lodging (per sleeping area)	2 adult : 2-7 Same gender. Minimum 2 children/youth.
Mentor/Counseling	1 adult : 1 Same gender preferred. Must be in sight of another adult

## VI. Personal Interaction/Communication

### A. Physical and Emotional Boundaries

1. Understand and respect appropriate physical boundaries.
  - a) **Use common sense.** While it might be ok for a small child to sit in your lap or give hugs, this kind of behavior is not appropriate for older children.
2. Maintain appropriate emotional boundaries.
  - a) Do not allow a younger person or vulnerable adult to become too attached.
  - b) Be careful of where conversations might lead and avoid inappropriate talk. **Be especially careful with email, texting, social media, etc.**
  - c) Allow space to come between you and the child or vulnerable adult if anything is in question.
  - d) Set boundaries on the frequency and length of visits to vulnerable adults. It is rare that visitation should occur more frequently than every three weeks, and visits should be limited to around an hour.
  - e) Unrelated staff/volunteers are barred from receiving sizeable gifts from vulnerable adults. Sizeable gifts from any homebound individual, including those who are mentally competent, should not be accepted.
  - f) Escalate to director for assistance if needed.

### B. Appropriate Discipline with children and youth

1. **Physical discipline is never an appropriate action.**
2. Make sure that children/youth are aware that appropriate behavior is expected at all events.
3. If there is a problem, use
  - a) Gentle reminders.
  - b) Time-outs may be effective, with necessary supervision.
  - c) Call in someone who knows the child to help.
  - d) Make the parent aware of ongoing problems.
  - e) For serious offenses, the appropriate response will be to send the child home immediately. Make the event director aware of the situation, and they will help make the proper decisions and arrangements.

## VII. Social Media

### A. **Do not post pictures of any identifiable minors or vulnerable adults** related to church-sponsored events on any public internet or social media site.

### B. Exceptions:

1. Staff may post with written permission from parents, without personally identifiable information. Parents/family should understand posted comments might share identifying information. Parents should also

- understand that pedophiles seek out church social media sites.
2. Posting of pictures is allowed within a closed/private group where members are specifically invited or approved. E.g. Facebook private group for confirmation parents and mentors.

## VIII. Incident Reporting & Response

### A. Reporting.

1. Any adult volunteer is considered **a mandatory reporter** of suspected abuse or neglect.
2. When a leader or volunteer has reasonable cause to suspect that a child, youth, or vulnerable adult is being abused or neglected, they should **immediately contact the appropriate director or pastor**. A written report should follow the initial report.
3. The **pastor will immediately report the incident to the child abuse hotline (1.800.482.5964, or elder abuse hotline, 1-800-677-1116). This is a requirement of the law.** In certain situations, the police must be notified immediately.
4. The **pastor shall also report the incident to the district superintendent.**
5. All persons with any information related to the alleged abuse or neglect shall **maintain the confidentiality** of such information, communicating about the incident with no one except the appropriate regulatory or law enforcement authorities, the appropriate director or pastor, and/or other persons deemed appropriate by the church administrator.
6. **Do not discuss anything with the media.** Should the report come to the attention of the media, a response, if any, shall come from the pastor or designee. No one else should give out any information. Simply state that all inquiries should be made to the church spokesperson.
7. For more details, see <http://arumc.org/safe-sanctuaries/responding-to-suspected-maltreatment/>

### B. Response.

1. **Do not attempt an investigation.** This should be left to the professionals.
2. The **person suspected of abuse or neglect should be removed with dignity from further contact with any children, youth, or vulnerable adults** until an appropriate investigation has taken place.
3. Unless the person suspected of abuse or neglect is the parent, the **pastor, along with the reporting adult, shall notify the parents or guardians of the child or youth or family members of vulnerable adults** allegedly abused or neglected. In the case where the person suspected is the parent, let the police determine when to call the parent.
4. All efforts at handling the incident will be **documented in writing**, including dates and times.

5. As it applies to accused employees, SPRC, in cooperation with the pastor and authorities, should assemble a response team and develop specific recommendations that are appropriate for each case.

IX. Facility Use by External Groups

- A. Any organization or group that includes children, youth, or vulnerable adults not connected with the church that wishes to use the facilities of the church **must comply with this policy**.
- B. They must agree in writing that they will comply with such policy while the organization or group is utilizing church facilities.
- C. They must agree in writing to **release the church and its members and staff from liability in case of an accident or other allegations**.

X. Policy Review

- A. This policy is posted on the church website.
- B. This policy should be **reviewed annually** by the Administrative Board, and modified if deemed necessary.
  1. Solicit feedback from at least the directors of Children's Ministries, Student Ministries, and Older Adults/Care Team Ministries since they must abide by this policy daily.
- C. The working committee should include at least 4 members, and should consult with staff or key volunteers in Children's, Youth, and Care ministries.
- D. Any policy changes must be approved by the Board of Trustees and then finally by Administrative Council.
- E. Questions and information that might be helpful to the future development of the policy.
  1. <http://kidz.arumc.org/wp-content/uploads/2011/01/A-Checklist-for-Creating-Your-Own-Safe-Sanctuary.pdf>
  2. <http://kidz.arumc.org/new-safe-sanctuaries-videos/>

XI. Participation of Registered Sex Offenders and Persons Accused of a Sexually Related Crime in the Life of the Congregation

- A. It is possible that a registered sex offender or a person accused of a sexually related crime may desire to attend and perhaps unite in membership with First United Methodist Church of Maumelle. While not all such individuals pose a risk to others, First United Methodist Church of Maumelle has decided to err on the side of safety and to protect the most vulnerable in our community of faith. Therefore, First United Methodist Church of Maumelle establishes these guidelines:
1. All registered sex offenders and persons accused of a sexually related crime are required to make that status known to the pastor of First United Methodist Church of Maumelle. This information is not confidential and will be shared by the pastor with anyone he/she deems necessary.
  2. Registered sex offenders and persons accused of a sexually related crime must sign a Limited Access Covenant when meeting with the pastor.
  3. Anyone who is a registered sex offender or a person accused of a sexually related crime will always be in the company of an Accountability Partner while on the property of First United Methodist Church of Maumelle, while attending an event sponsored by First United Methodist Church of Maumelle or while representing First United Methodist Church of Maumelle in any capacity. It is the responsibility of the registered sex offender to schedule the presence of an Accountability Partner when needed. Registered sex offenders and persons accused of a sexually related crime may not work in any volunteer or paid capacity with our children and youth ministry programs.
- B. Sex offenders are required to register in Arkansas. Details on the Sex Offender Registration Act of 1997 can be found in Arkansas Code Annotated §12-12-901 — 12-12-920. All registered sex offenders in the State of Arkansas are required to submit to assessment by the Sex Offender Screening & Risk Assessment Program coordinated by the Arkansas Department of Correction, with each offender assigned a risk level based on the results of the assessment.

Based on information obtained from the risk assessment program, offenders are assigned one of the following levels:

Level 4: Sexually Violent Predator.

Level 3: High Risk

Level 2: Moderate Risk

Level 1: Low Risk

**Moderate Risk, High Risk, & Sexually Violent Predator**

The safety of children is paramount for First United Methodist Church of Maumelle. Children are integrated into and involved in all aspects of worship services, church-sponsored activities, and church-affiliated events. Likewise, it is imperative that parents or guardians know that their children will be protected while at church sanctioned events. Due to the presence and participation of so many children—in conjunction with limited resources available to appropriately monitor an offender's activities while they are at church or church-affiliated events and activities—sex offenders who have been assigned Level 2 (Moderate Risk), Level 3 (High Risk), and

Level 4 (Sexually Violent Predator) are prohibited from membership and/or attending worship services, church-sponsored activities, and church-affiliated events. There are no exemptions to this policy.

For the avoidance of doubt, whether or not a registered sex offender is already a member or frequent guest of the church at the time of an assessment conducted by the Sex Offender Screening & Risk Assessment Program will not exempt the offender from this policy. Existing church members or guests who are later found to be assessed at Level 2 (Moderate Risk), Level 3 (High Risk), and Level 4 (Sexually Violent Predator) will likewise be prohibited from attending worship services, church-sponsored activities, and church-affiliated events.

### **Low Risk**

Sex offenders who have been assigned Level 1 (Low Risk) may attend worship services and certain church events, though with restrictions. Sex offenders who are Level 1 (Low Risk) may apply for church membership. Sex offenders who are Level 1 (Low Risk) are prohibited from serving in any leadership role within the church, including as a part-time, full-time, or contracted employee. Sex offenders who are Level 1 (Low Risk) are prohibited from attending, volunteering, and/or participating in any church-affiliated events and activities that are designed for or likely to involve children. Church-affiliated events and activities that are designed for or likely to involve children include, but are not limited to, intergenerational church activities and group outings (e.g., ice skating, baseball games, hiking, etc.).

Sex offenders who are assigned Level 1 (Low Risk) will be required to have an Accountability Partner at worship and any other church events that are not designed for and/or likely to involve children, as it is possible and even likely that one or more children will be present at any such event. The Accountability Partner must agree to a criminal background check and sign a written document agreeing to his or her role in monitoring the sex offender. The Accountability Partner will escort sex offender who is assigned Level 1 (Low Risk) at all times on the church campus or while in attendance at church sponsored events. In the company of the Accountability Partner, sex offenders who are assigned Level 1 (Low Risk) will be permitted to attend worship services, participate in fellowship time between services with other adults, attend and participate in adult-only meetings at the church with or without children in the building.

At a minimum, the church's Senior Pastor, Director of Student Ministries, and Director of Children's Ministries will be informed of the identify of any sex offenders who are assigned Level 1 (Low Risk) and who are either members or frequent guests of the church; these parish staff may inform, on a need-to-know basis, additional church staff and select volunteers of the identity of the offender and the offender's Accountability Partner on a need-to-know basis to ensure appropriate monitoring of the offender, including the offender's compliance with this policy.

Sex offenders who are assigned Level 1 (Low Risk) shall notify the Senior Pastor within 24 hours of being contacted by any law enforcement agencies regarding new criminal charges and/or allegations of child maltreatment. Any failure to abide by this requirement may—at the Senior Pastor's sole discretion—preclude sex offenders who



are assigned Level 1 (Low Risk) from entering onto church property or attending church-sponsored events altogether.

## XII. Appendices

### A. Appendix A - Definitions

1. Child/Children- Arkansas code defines a child as being any person under eighteen (18) years of age.
2. Child Abuse - any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted by those legally responsible for the care and maintenance of the child, or an injury that is at variance with the history given. The term encompasses both acts and omissions.
3. Child Maltreatment - the Arkansas Child Maltreatment Act defines "child maltreatment" as "abuse, sexual abuse, neglect, sexual exploitation or abandonment". Ark. Code Ann. 12-18-103.
  - a) See <http://arumc.org/safe-sanctuaries/arkansas-law/> for more details.
4. Clergy - individuals in the UMC who serve either full-time or part-time as commissioned ministers, deacons, elders, and local pastors under appointment of an annual conference bishop, and who are commissioned, ordained, or licensed.
5. Directors - refers to Director of Children's Ministries and/or Director of Student Ministries. Could also refer to the Nursery Director, if that is not the same person as the Director of Children's Ministries.
6. Employee (or staff) - any person (lay or clergy) employed by the church. Does not include independent contractors.
7. Event - any activity sponsored and scheduled by First United Methodist Church of Maumelle.
8. Leader - any employee or volunteer is designated as and agrees to serve as the primary responsible person for ensuring the safety of children, youth, and vulnerable adults during a specific church sponsored event or program. In most cases, the leader will be the person primarily responsible for conducting the program and/or class session.
9. Member - a member of FUMC Maumelle.
10. Pastor - the senior pastor, associate pastor, or other clergy person assigned by the Bishop of the Arkansas Conference to serve at the church.
11. Volunteer - any person helping with children, youth, and vulnerable adults at a church sponsored event or program that is not an employee.
  - a) Adult Volunteer - over the age of 18, or a high school graduate.
  - b) Youth Volunteer - age 18 or under.

- B. Appendix B - Application to work with children/youth
- C. Appendix C - Background Check
  - 1. Arkansas Maltreatment Registry
  - 2. Criminal Background Check - every 3 years.
  - 3. <http://arumc.org/safe-sanctuaries/background-check-forms/>
- D. Appendix D - Annual Training
  - 1. For now, directors should provide safe sanctuary training for their volunteers.
  - 2. This should at least include providing and/or reviewing a copy of this policy.
  - 3. In the future, it would be nice to have online training/certification.
  - 4. It is recommended that this policy be posted on the church website. This will allow volunteers to refer to the policy as needed. This will also allow parents to be aware of what is expected.
- E. Appendix E - Safe Sanctuary Covenant Agreement
  - 1. See next page for an example...

# Safe Sanctuary Covenant Agreement

First United Methodist Church  
Maumelle, Arkansas

\_\_\_\_ I acknowledge receipt of the FUMC - Maumelle Safe Sanctuary Policy document on the date shown below. *(Initial in the blank)*

\_\_\_\_ I have read and understand each provision in this policy. I understand these policies are in place to protect the children, FUMC Maumelle and myself. *(Initial in the blank)*

\_\_\_\_ I agree to comply with each provision. *(Initial in the blank)*

\_\_\_\_ I agree that if put into a situation that does not comply with the policy, I will bring this to the attention of the director immediately, so the situation can be corrected and brought into compliance. *(Initial in the blank)*

\_\_\_\_ I also understand that as a FUMC Maumelle volunteer with children and/or youth, land/Or vulnerable adults, I will be required to sign this or a revised policy on an annual basis. *(Initial in the blank)*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Age: \_\_\_\_\_

Print Name (First Middle Last) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Area of Ministry: Nursery // Children // Youth // Older Adults // Care Team // Other: \_\_\_\_\_

# First United Methodist Church of Maumelle

Maumelle, Arkansas

## **Limited Access Covenant for Persons Accused of a Sexually Related Crime**

A serious complaint or allegation, now under review, has been made about you to a pastor or staff person of (name of church). While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known only to the pastors, your Accountability Partner and the ministers to families with children and youth.

Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised intergenerational events.

You will be assigned an accountability partner who will escort you at all times you are on the church campus or while in attendance at church sponsored events.

Avoid all contact with children and youth on congregation property or congregation-sponsored events. This includes the following:

- Please do not talk with children or youth.
- Please do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events,
- driving or otherwise transporting children and/or youth.

If a child or youth in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.

Please remain in the presence of your Accountability Partner at all times. I have reviewed this covenant and agree to abide by its provisions.

I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property. Upon resolution of the charges against me, I will meet with the pastor for a review of this covenant and my behavior which lead to the initial accusations.

_____ Signature	_____ Date
_____ Pastor	_____ Date
_____ Witness	_____ Date

# First United Methodist Church of Maumelle

Maumelle, Arkansas

## Limited Access Covenant for Registered Sex Offenders

First United Methodist Church of Maumelle affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations.

Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised intergenerational events.

You will be assigned an accountability partner who will escort you at all times you are on the church campus or while in attendance at church sponsored events.

You understand that you will not be allowed to volunteer or chaperone events for children and youth, including children's religious education classes, talks with children/youth during worship, youth group, children's and youth activities during intergenerational events, and driving children and youth.

The following activities checked "Yes" are activities that we feel are appropriate for your participation.

1. **Worship services** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
2. **Fellowship Time between services** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
3. **Access to restroom or shower** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
4. **Adult meetings with children in building** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
5. **Adult meetings without children in building** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
6. **Have a key to the building** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
7. **Intergenerational church activities** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
8. **Intergenerational group outings such as ice skating, baseball games, etc**  
\_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
9. **Alone in building with minister or other staff** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
10. **Access to church computer** \_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
11. **Social activities in other member's homes with children present**  
\_\_\_No \_\_\_Yes \_\_\_With Accountability Partner
12. Other:

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property. I understand that this covenant will be reviewed regularly every six months and will remain for an indefinite period.

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Signature

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Date

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Pastor

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Date

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Witness

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Date