

**Evangelical United Church of Christ
Webster Groves, Missouri**

**Safe Church Policy and Procedures Concerning Abuse Prevention
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Policy Prohibiting Abuse, Exploitation and Harassment

Statement of Policy

As a community of Christian faith, Evangelical United Church of Christ 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 Evangelical United Church of Christ 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 and responsibility 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 Conduct

Relationships among people are at the foundation of Christian ministry and as such are central to the life of Evangelical United Church of Christ. Defining healthy and safe relationships through policies and codes of conduct is not meant, in any way, to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in more clearly defining behaviors and practices that allow the church to more fully demonstrate its love and compassion for children and youth in sincere and genuine relationships.

All persons engaged in the ministry of Evangelical United Church of Christ (authorized ministers, employees, elected and appointed lay leaders, and authorized volunteers) are ministers to the congregation.

It is important that every minister to 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 Evangelical United Church of Christ to encourage its ministers to nurture safety within ministerial relationships by being attentive to self-care, education, maintenance of appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual exploitation or sexual harassment of parishioners or others by anyone engaged in ministry on behalf of Evangelical United Church of Christ is unethical behavior and will not be tolerated within this congregation.

Ministerial Code of Conduct with Children and Youth

Evangelical United Church of Christ is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. Relationships in child and youth ministries should always be experienced as caring and without intention to do harm or allow for the occurrence of harm.

All ministers of our children and youth ministries must:

- Agree to do their best to prevent abuse and neglect among children and youth involved in church activities and services.
- Agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- Comply with the policies for general conduct with children and youth as defined in these policies and procedures.
- Comply with guidelines for appropriate affection (Exhibit F).
- Agree to immediately report any observations of inappropriate displays of behaviors or possible policy violations with children or youth to the People Team leader.
- Acknowledge their obligation and responsibility to protect children and youth and agree to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.
- Understand that the church will not tolerate abuse of children and youth and agree to comply in spirit and in action with this position.
- Understand that as a minister of the church, they must report to the Child Abuse/Neglect Hotline if they have reasonable cause to believe that a minor may be an abused or neglected child.

Definitions

Minister: A person authorized by the church to carry out its ministry. Ministers include Governing Body leaders of the church, employees, and volunteers, as well as authorized ministers.

Authorized Minister: A person holding ordained ministerial standing or commissioned or licensed by 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.*

Children and Youth: Child is defined as anyone under the age of 12 years. A youth is defined as anyone who is at least 12 years old, but not yet 18 years old. A youth may also be an individual who is 18 years old or older, but still in high school.

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 a 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, 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, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, or sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, or coercing 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, 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 Prohibiting Abuse, Exploitation and Harassment

Commencing and Continuing Ministry

Requirements for Authorized Minister, Employees and Governing Body Leaders

- Before beginning their duties, all Governing Body leaders will submit an authorized volunteer application/disclosure form (Exhibit A).
- Authorized ministers and employees will complete an employment application (Exhibit B) and employment disclosure form (Exhibit C).
- Prior to being presented as a nominee to the congregation, Governing Body leaders will be personally interviewed by a member of the People Team to assess the suitability of their character and qualifications for the position they seek.
- Candidates being considered for paid employment will be personally interviewed by an interview team to assess the suitability of their character and qualifications for the position they seek.
- Prior to extending an employment offer, reference checks will be completed with current and previous employers.
- Before beginning their duties, all prospective employees will undergo a background check, including but not necessarily limited to, inquiries of references and criminal history verification by a third-party vendor. Criminal records check will be completed in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church.

Additional Requirements for Ministry with Vulnerable Persons, Child and Youth

Evangelical United Church of Christ is committed to providing a safe and healthy environment in which young people can learn about and experience God's love. In order to promote this, we have established the following guidelines, in addition to the general requirements, for ministers who **regularly work** with children and youth as well as those working with vulnerable persons of the church. This includes, but is not limited to, teachers, chaperones for overnight stays, employees, youth leaders, nursery assistants, shepherd assistants, and members of the care partners circle.

- We expect that those who volunteer to work with minors will have been members of Evangelical United Church of Christ for at least six months or, if not members, regularly and frequently associated with Evangelical United Church of Christ for at least a year (12 consecutive months).
- Before beginning their duties, all employees, authorized ministers, and ministers working regularly with vulnerable persons, children and youth will submit an authorized children and youth volunteer application/disclosure form (Exhibit D).
- The church will conduct a registered sex offender review for employees, authorized ministers, and ministers working regularly with vulnerable persons, children and youth by searching their names on the Department of Justice website at www.nsopr.gov. Searches will be completed for any state where the applicant has resided during the past seven (7) years. This registered sex offender review will be repeated on an annual basis.
- Prior to a minister transporting children or youth, we will ask to see a valid driver's license and insurance card.

Requirements for Transferring Ministers

- Ministers who transfer within the United Church of Christ of Missouri and apply for or are asked to or who do undertake a minister position are required to undergo the same requirements outlined in the above section (Commencing and Continuing Ministry). This requirement may be met through a transfer of a copy of their personnel file to Evangelical United Church of Christ.

Education and Training

- Child abuse prevention education and training is required for all ministers who regularly work with or around children or youth before they start their work with children or youth or, if that is not possible, these ministers must complete child abuse awareness training before they start their work and fulfill the rest of the training within three months of starting.
- All ministers and employees who occasionally work with children and youth will receive orientation regarding safe church policy and procedures.
- Authorized ministers of the church will attend all boundary workshops required by UCC Mid-South Conference or will attend at least one workshop on this topic every three years, whichever is more frequent.
- Ministers working with vulnerable persons (e.g., care partners) will receive an orientation on best practices in addition to an orientation regarding safe church policy and procedures.

Monitoring and Supervision

Program Requirements

- Every program for children and youth must have established ratios for adults and children. Compliance with the established ratio is required at all times, including activities that occur off church premises.
- Ministers need to collaborate with the Community and Worship Teams when developing new activities for children and youth to ensure the plan for a new activity includes adequate adult supervision.
- An up-to-date list of approved congregation-sponsored programs for children and youth will be maintained in the church office or other place where church records are kept.
- Each program will develop age-appropriate procedures to ensure the safety of children and youth using restrooms.
- Each program will have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
- Written consent of one parent or guardian of a minor will be required for all activities off the church property, transportation, and any overnight activities.
- Transportation will only be provided from church to off-site activities and back, and all cars must have no fewer than three individuals.
- Youth, parents, and leaders must sign covenants every year (Exhibit E).

Minister Supervision and Behavioral Requirements

- Other than authorized ministers, ministers are prohibited from being alone with a child or youth or multiple children or youth where other adults cannot easily observe them.

Minister Supervision and Behavioral Requirements (continued)

- Ministers over the age of 21 must directly supervise ministers under the age of 18 and be physically present during all activities in which an under-18 minister presides.
- Other than relationships with authorized ministers, every ministerial relationship involving youth should have no fewer than three individuals present at any given time.
- 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 twelve may assist an unrelated adult in supervising activities for children; however, such assistance does not alter the requirement that at least two unrelated adults be present.
- When supervising or assisting private activities such as dressing, showering or diapering infants or children, ministers will remain in an area observable by other adults or work in pairs.
- While participating in or assisting with programs or activities, ministers are prohibited from the using, possessing, distributing, or being under the influence of alcohol or illegal drugs, or the misuse of legal drugs.
- Ministers will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socio-economic status.
- Ministers are prohibited from dating or becoming romantically involved with a child or youth.
- Ministers are prohibited from having sexual contact with a child or youth.
- Ministers are prohibited from possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth except expressly permitted as part of a pre-authorized educational program.
- Ministers are prohibited from using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
- Ministers are prohibited from discussing their own sexual activities, including dreams and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the Internet, with children or youth.
- Ministers are prohibited from sleeping in the same beds and sleeping bags unless the adult is an immediate family member of the child. With parental permission, ministers may share tents, hotel rooms or other rooms with children or youth. All sleeping arrangements must have no fewer than three individuals. It is acceptable to have multiple adults sleep with all the children or youth participating in one open space such as a church basement or camp lodge.
- Ministers are prohibited from dressing, undressing, bathing, or showering in the presence of children or youth.
- Ministers are prohibited from using physical punishment in any way for behavior management of children and youth. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force. Physical restraint may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
- Ministers are prohibited from using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management.
- Ministers are prohibited from participating in or allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

Counseling Requirements for Authorized Ministers and Other Ministers

- The counselor should be visible (e.g., glass door or window) when alone with one person during a counseling session.
- Another staff member must know about a counseling session and preferably be on site.
- After four to six counseling sessions, the counselor needs to make a referral or enter into professional supervision.
- Counselors with professional credentials may conduct more than six counseling sessions as long as they enter into professional supervision.

Responding to Problems

There are three different types of responses based on the nature of the problem. We need to (1) report and respond to inappropriate behavior and policy violations, (2) report suspected abuse of children or youth, and (3) investigate and take appropriate action for sexual harassment complaints. Each situation is taken very seriously and has a specified approach for handling, which is outlined below.

(1) Reporting and Responding to Inappropriate Behaviors or Policy Violations

When a minister observes any inappropriate behaviors, behaviors that are inconsistent with the Guidelines for Appropriate Affection (Exhibit F), or which may violate any policy or provision of the *Evangelical United Church of Christ's Safe Church Policy and Procedures Concerning Abuse Prevention* the minister must:

- Report their observations either to a staff supervisor (e.g., Director of Educational Programs, Directors of Music, Director of Children's Choir or Director of Youth Ministry), an authorized minister or the current People Team leader.
- Report the incident by telephone or in a face-to-face meeting within 24 hours of the observed behavior. A Confidential Notice of Concern (Exhibit G) must be completed by the observer/reporter. The Confidential Notice of Concern must be reviewed and signed by two of the following leaders: staff supervisor, authorized minister, or People Team leader; and then forwarded to the People Team leader.
- Recognize that all reports of inappropriate behavior and policy violations will be taken seriously and treated confidentially. Each report will be investigated by the People Team leader and appropriate staff and recommendations will be made to resolve the matter, including any consequences that may be deemed necessary.
- Understand that the Governing Body will determine if notification of the Missouri Mid-South Conference is warranted.

(2) Reporting Suspected Abuse or Neglect of Children or Youth

Each member of Evangelical United Church of Christ – as well as each member of the wider community – has a social responsibility for the safety of children and youth. Ministers of children and youth have a **state-mandated** responsibility to report to appropriate authorities if at any time they have reasonable cause to believe that a minor may be an abused or neglected child.

In accordance with Missouri Reporting Requirement (210.115.1 RSMo), if any minister or other person responsible for the care, custody and control of a child or youth (mandated reporter) has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report or cause a report to be made to the Child Abuse/Neglect Hotline (1-800-669-8689).

- In addition to reporting to the state authorities, the minister is required to report any known or suspected abuse or neglect to an authorized minister or the current the People Team leader so that immediate and proper steps may be taken to ensure the safety of alleged victims and all children and youth in the congregation. A Confidential Notice of Concern must be completed by the observer. The Confidential Notice of Concern must be reviewed and signed by two of the following leaders: staff supervisor, authorized minister, or People Team leader; and then forwarded to the People Team leader.

The law provides immunity from civil and criminal liability for persons required to report suspected abuse/neglect provided the report is made in good faith and without malice. Failure to report is a crime for “mandated reporters.” It is also a crime to intentionally file a false report.

Definitions

Abuse: Any physical injury, sexual abuse or emotional abuse inflicted on a child or youth other than by accidental means by those responsible for the child’s care, custody, and control or by any other person. (Discipline, including spanking, administered in a reasonable manner, by the child’s parent or legal guardian, shall not be construed as abuse.)

Neglect: Failure to provide, by those responsible for the care, custody and control of the child or youth, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child’s well-being.

Mandated Reporter: Anyone who is responsible for the care, custody and control of a child or youth, including, but not limited to, the parents or guardian of the child, other members of the child’s household, or those exercising supervision over a child or youth for any part of a 24-hour day.

Reasonable cause to suspect: a standard of reasonable suspicion, rather than conclusive proof.

(3) Procedures for Handling Complaints of Sexual Exploitation or Harassment

All Situations

A ministry circle of the People Team 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 ministry circle 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.

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

- The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
- The complainant can report the incident to an authorized minister, in an effort to resolve the matter informally.
- If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:
 1. The Response Team shall advise the authorized minister and Governing Body president of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the authorized minister or president is the subject of the complaint, this notice requirement shall not apply as to that person.
 2. The 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 People Team.

3. The People Team shall make determinations and take 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:
 - (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 position by, affiliation with, or membership in, the church.
 - b. finding that sexual exploitation or harassment did not occur.
 4. The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.
- A written summary of the People Team proceedings in such cases will be maintained in a locked cabinet in the church office.
 - 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. At any time the church may initiate or proceed with the formal complaint process.
 - 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.
 - 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.
 - If the complainant or respondent is not satisfied with the disposition of the matter by the People Team he or she has the right to appeal to the Governing Body president, or to the secretariat if the president is the subject of the complaint, who shall refer the matter to the Governing Body. The subject of any such appeal to the Governing Body shall be limited solely to whether the procedures of this policy were followed. The matter will not be reconsidered on the merits and the decision of the Governing Body will be the final resolution of the matter. If the Governing Body determines that the procedures of this policy were not followed, it will refer the matter back to the People Team to complete the processing of the complaint in accordance with these procedures.

Situations involving Clergy

Apart from any disposition of the matter by the church, all allegations of behavior which call into question the fitness for ministry of any authorized minister will promptly be forwarded to the Church & Ministry Committee of the Mid-South Conference of the United Church of Christ.

Roles and Responsibilities

Policy and Procedures

- The People Team is responsible for the oversight of the policy and procedures to ensure adherence, answer questions, and review/update annually.

Application and Screening Process

Paperwork

- As part of the Governing Body on-boarding process, the People Team will ensure newly elected Governing Body leaders will complete an authorized volunteer application/disclosure form (Exhibit A).
- The People Team will request applicants being considered for employment to complete an employment application (Exhibit B) and employment disclosure form (Exhibit C).
- All paperwork will be maintained in a confidential, locked file in the office administrator's office.

Interviews

- Prior to being presented as a nominee to the congregation, lay leaders will be personally interviewed by a member of the People Team to assess the suitability of their character and qualifications for the position they seek.
- The People Team will review applications for employment, conduct phone screens, and coordinate the team interview process.
- A Search Committee will be formed to screen and select authorized ministers.

Reference and Background Checks

- The People team will check references for candidates being considered for employment and authorized ministers. The registered sex offender review will be repeated on an annual basis for those regularly working with children, youth, and vulnerable persons.
- The office administrator will conduct background checks, which include registered sex offender review, through the Family Care Safety Registry for those who **regularly** work with children, youth, and vulnerable persons of the church.

Education and Training

- As part of new employee and Governing Body on-boarding process, the People Team will provide a copy of the Safe Church Policy and Procedures and review it in the session.
- A training circle of the People Team will conduct training for staff and volunteers who regularly work with children, youth and vulnerable persons.

Monitoring and Supervision

- The Community and Worship Teams are responsible for ensuring program requirements are followed at all times and reviewed as needed.
- All lay leadership, employees, and authorized ministers are responsible for the adherence of minister supervision and behavioral requirements. The congregation empowers these individuals to take appropriate actions as necessary.

Responding to Problems

- The People Team will ensure Confidential Notice of Concern forms are completed and confidentially maintained in the church office.
- The People Team will establish a Response Team in August of each year.

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 Evangelical United Church of Christ 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.

Evangelical United Church of Christ 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 Evangelical United Church of Christ 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 Evangelical United Church of Christ will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Evangelical United Church of Christ Safe Church Policy.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18)

DATE

(Exhibit B)

**Evangelical United Church of Christ
Employment Application**

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this church?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

REFERENCES	
<i>Please list three professional references.</i>	
Full Name	Relationship
Company	Phone ()
Address	
Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

(Exhibit C)

**Evangelical United Church of Christ
Employment Disclosure Form**

The Evangelical United Church of Christ is committed to protecting children and other vulnerable individuals from sexual and physical abuse. Have you ever been convicted of a crime involving sexual or physical abuse of any kind? (Exclude convictions that have been sealed, expunged, pardoned, or legally eradicated, a misdemeanor conviction for which probation was completed and the case was dismissed, or an offense about which inquiry is not permissible in this state.)

Yes No

If yes, 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.

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 related to allegations of actual or attempted sexual, physical and/or child abuse.

True Not True

If not true, give a short explanation. (Please indicate the date of termination, name, address, and telephone number of employer or volunteer supervisor, and nature of the incidents(s).)

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.

The covenants between persons seeking employment or sanctioned 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 given in this Employment Disclosure Form and/or during interview(s) may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill, regardless of when the misrepresentation or omission is discovered. 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 employees or volunteers and the church they seek to serve. To that end, I authorize Evangelical United Church of Christ and/or its agents to make inquiries regarding 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 and character.

Evangelical United Church of Christ's hiring and authorized volunteer recruitment process involves the distribution of information regarding applicants with those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize Evangelical United Church of Christ and its agents to circulate distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes. I understand that Evangelical United Church of Christ will share with me information it has gathered about me, if I so request.

(Signature)

(Date)

Q True

Q 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.)

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; physical abuse; child abuse; or financial misconduct.

Q True

Q Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid drivers' license?

Q Yes

Q No

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.

Q True

Q Not True

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?

Q Yes

Q No

If yes, please provide a brief explanation.

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 Evangelical United Church of Christ 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.

Evangelical United Church of Christ 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 Evangelical United Church of Christ and/or its agents to circulate distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Evangelical United Church of Christ will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the Evangelical United Church of Christ Safe Church Policy.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18)

DATE

- Sex Offender Registry (www.nsopr.gov) review performed on _____
- Personal interview conducted by staff on _____
- Background Check completed on _____
- Church membership for 6 mos. or association for 1 year confirmed on _____
- Safe church awareness training and policy orientation performed on _____

(Exhibit E)

Covenants

**THE EVANGELICAL UNITED CHURCH OF CHRIST
204 East Lockwood Avenue
Webster Groves, Missouri 63119**

COVENANT FOR YOUTH OVER 12 YEARS OF AGE

(This covenant must be signed by any minor over 12 years of age intending to participate in any programming event at The Evangelical United Church of Christ, as well as by the parent/guardian of the youth.)

Because God calls us to be a community of faith and leaders in Christ's church, I covenant with God, all members of The Evangelical United Church of Christ and Evangelical United Church of Christ sponsored groups to conduct our life together in a manner that promotes a community of faith.

1. Committed to the well being of the community, I will participate fully in all activities I attend, treating all people with dignity and respect.
2. Practicing responsible stewardship, I will respect the property of all people and use the facilities made available to me with care.
3. Tobacco, alcohol and illicit drugs are not allowed at EUCC youth events and I will honor this rule.
4. Respecting diverse sexual expressions and identities, I will refrain from sexual activity during youth events and abide by the rules of the group in terms of sleeping arrangements during overnight events.
5. Accepting responsibility for my own behavior, I will abide by the "two for one" rule, never traveling alone and not allowing myself to be alone with an adult or other staff member out of public view.
6. I will expect, demand and contribute to a safe and healthy environment at all youth functions.

VIOLATION OF THIS COVENANT COULD MEAN RETURNING HOME FROM AN EVENT AT MY OWN EXPENSE, BEFORE THE EVENT'S CONCLUSION AND MY DISMISSAL FROM THAT EVANGELICAL UNITED CHURCH OF CHRIST SPONSORED GROUP.

Participant Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

A signed copy of this covenant will be kept in the Church's confidential files.

form amended 10/12/08

THE EVANGELICAL UNITED CHURCH OF CHRIST
204 East Lockwood Avenue
Webster Groves, Missouri 63119

COVENANT FOR PARENT/GUARDIAN OF YOUTH OVER 12 YEARS OF AGE

(This covenant must be signed by the parent/guardian of any minor over 12 years of age intending to participate in any programming event at The Evangelical United Church of Christ.)

Because God calls us to be a community of faith and leaders in Christ's church, I covenant with God, all members of The Evangelical United Church of Christ and Evangelical United Church of Christ sponsored groups to conduct our life together in a manner that promotes a community of faith.

As a parent or guardian of children and youth involved in church-related activities, I agree:

- § to check that there are at least two adult leaders for an event before I drop off my young person.
- § to check that I am not leaving a single child/youth with the adult leaders when I pick up my young person from an event.
- § that I will be responsible for costs incurred if my child/youth must be returned home because of inappropriate behavior.
- § to be aware of the safety of all children left in the care of adults for a church-related event.
- § to ensure that my child/youth is participating in a church-sponsored event and that I am fully aware of details and plans for the event before allowing my child/youth to participate.
- § to participate in some degree in at least one church-sponsored activity for children and youth during the program year.
- § to assist in enabling my child/youth to honor the covenant of behavior and to abide by rules of a church-sponsored activity.
- § To drop off and pick up my young person at the church for any event which requires driving to an off-site location.

Parent's Signature: _____ Date: _____

A signed copy of this covenant will be kept in the Church's confidential files.

EUCC Youth Group Covenant

I, _____, promise to abide by these rules while active in the youth group of Evangelical United Church of Christ.

1. I will be mindful of my actions and behavior, and maintain an atmosphere that is welcoming to all, regardless of race, gender, social class, sexual orientation, or political views. I will not be rude, aggressive, or hurtful to anyone in this group, and I will treat others with the utmost consideration.
2. I understand that all discussion within the group must remain in the group to promote honesty and openness within it. If there is anything said that indicates serious harm could occur to any member of the group, the group leaders will discuss this matter with the member in question before sharing it with an outsider who can help. The situation must be very serious for the leaders to go to an outsider.
3. I will not indulge in any illegal or unsafe activities. This includes drugs, alcohol, sexual activity, hazing, violence, theft or any other activity that the leaders deem unsafe. If I violate this rule, I understand that not only will my parent or guardian be notified but it might result in expulsion from the group.
4. While meeting, I will turn off or silence any phones/media players, etc., unless there is a specific reason why I should not. Possible reasons include parent contact, emergency situations, and if the group situation allows such devices.
5. I will also abide by any activity-specific rules which will be explained before the activity.
6. I will try my best to enjoy myself despite all these rules, and remember that they exist for a reason.
7. Did I catch that about being considerate of others in the group? Am I sure?

I have read and understand all of the above.

Signed: _____ Date: _____

(Exhibit F)

Guidelines for Appropriate Affection

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. Some positive and appropriate forms of affection are listed below:

- brief hugs
- pats on the shoulder or back
- handshakes and hand slapping
- verbal praise
- touching hands, faces, shoulders and arms of children and youth
- arms around shoulders
- holding hands while walking with small children
- sitting beside small children
- kneeling or bending down for hugs with small children
- holding hands during prayer
- pats on the head when culturally appropriate

The following forms of affection are considered inappropriate with children and youth in ministry setting because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be considered sexual abuse. These forms include:

- inappropriate or lengthy embraces
- kisses on the mouth
- touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers
- showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
- occupying a bed with a child or youth who is not an immediate family member
- touching the upper legs of children or youth
- wrestling with children or youth
- tickling children or youth
- giving piggyback rides
- any type of massage given by a child or youth to an adult
- any type of massage given by an adult to a child or youth
- any form of unwanted affection
- commenting or complimenting with an alluring tone about physique or body development
- snapping bras or giving wedgies or similar touch of underwear whether or not it is covered by other clothing
- giving gifts or money to individual children or youth
- having private meals with individual children or youth

(Exhibit G)

Confidential Notice of Concern

After an observer has made a report of an inappropriate behavior, policy violation, or suspected abuse of children or youth to an authorized minister, staff supervisor, or People Team leader, the observer must complete the Notice of Concern. The Confidential Notice of Concern must be reviewed and signed by two of the following leaders: staff supervisor, authorized minister, or People Team leader; and then forwarded to the People Team leader. This form will be maintained in a confidential file in the church office.

All reports will be taken seriously and treated confidentially. Each report will be kept confidential (only those who need to know) and investigated by the People Team leader and appropriate staff and recommendations will be made to resolve the matter, including any consequences that may be deemed necessary.

Please reference Safe Church Policy and Procedures Concerning Abuse Prevention – Responding to Problems for more details.

Individual(s) of concern: _____

Date of occurrence: _____

Time of occurrence: _____

Type of concern:

- Inappropriate behavior with a child, youth or vulnerable person
- Policy violation with a child, youth, or vulnerable person
- Suspected abuse or neglect of children or youth
- Other concern: _____

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present, and who was notified? If reported to the state, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring? Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Signature of Observer: _____

This notice of concern as been reviewed by the following:

Two Signatures Required: _____
