

SAFE BOUNDARIES POLICY



Christ the King Lutheran Church

Policy for the Protection of All People from Abuse

Updated March, 2019



SAFE BOUNDARIES POLICY

Policy for the Protection of Children & Youth from Abuse
Christ the King Lutheran Church, New Brighton, MN

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INTRODUCTION

For the sake of the witness to the Gospel of Jesus Christ, we are intentional, open and clear about the integrity and standard of conduct to which our congregation is called and to which its leaders are held accountable. This document is intended to provide policies for a "Safe Boundaries" for children and youth in congregational life and will be reviewed/updated on a regular basis.

Theological / Biblical Framework

Children are a blessing and a gift from the Lord. Psalm 127:3 (CEV)

For members in our congregations, creating safe boundaries for children, youth and their families affirms our Baptism into the priesthood of believers.

Directly from the Affirmation of Baptism, Evangelical Lutheran Worship page 236:

"You have made public profession of your faith. Do you intend to continue in the covenant God made with you in holy baptism: to live among God's faithful people, to hear the word of God and to share in the Lord's supper, to proclaim the good news of God in Christ through word and deed, to serve all people, following the example of Jesus, and to strive for justice and peace in all the earth?"

As the church, we bear witness to God's grace in our lives that comes to us through Holy Baptism. As we work together for the well-being of children, youth and their families, we ultimately invite people to receive the Sacrament of Holy Baptism as their situations allow.

Scriptures for Reflection:

Deuteronomy 6:4-9 The Shema

Mark 10:13-16 Jesus blesses the children

Mark 9:33-37 Who is the greatest?

Mark 4:35-5:1 Jesus stills a storm.

There are many other scriptures in both the Old and New Testament that give the responsibility for care of all children to the adults, parents, grandparents, God-parents, etc. Every congregation is called to be a place of hope and healing for people of all ages in their community.

Acknowledgements

This policy is written to increase our capacity to care for our children and youth.

Resources used to create this document include:

Southwestern MN Synod Safe Havens Guidelines

Northminster Presbyterian Church, Peoria, IL Safe Boundaries Policy

Safe boundaries for Children, ELCA

The Boy Scouts in America

The Girl Scouts in America

The Episcopal Church – Safeguarding God's Children

Guidelines for a Safe Boundaries Congregation – First Edition and Second Edition

DEFINITIONS

Relationships among people are at the foundation of Christian ministry and, as such, are central to the life of the church. Defining healthy and safe relationships through guidelines, 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.

Children and Youth

A child is defined as anyone under the age of 12 years old.

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.

Church Personnel

For the purposes of these guidelines, the following are included in the definition of Church Personnel when they are functioning in their respective roles for the church:

1. All Rostered leadership whether stipendiary, non-stipendiary, who are engaged in ministry or service to the church.
2. All paid personnel whether employed in areas of ministry or other kinds of services by the synod, congregations, schools, camps or other agencies. For example: Pre-schools, Theater Groups, Choirs, and Day Camps.
3. Those who contract their services to the church, its congregations, schools or other agencies.
4. Volunteers, including any persons who enters into or offers him or herself for a church related service, or who actually assists with or performs a service, whether or not they have been selected or assigned to do so. Volunteers include members of advisory boards, committees, etc. For example: Adults serving as sponsors at youth gatherings, as drivers, at camp, in Sunday school classrooms, etc.

Two Categories of Church Personnel

For the purposes of this policy, the following are included in the definition of Church Personnel who **Regularly** work with and are around children or youth:

- All clergy whether stipendiary, non-stipendiary, who are engaged in ministry or service to the church.
- All persons who supervise or assist with supervising children or youth in ministries, programs or activities more often than occasionally, such as Children, Youth & Family (CYF) paid-staff, volunteer Sunday School Superintendents, the VBS Leadership Team, etc.
- All persons who provide transportation to children or youth without other adults in the vehicle more than occasionally.

For the purposes of this policy, the following are included in the definition of Church Personnel who **Occasionally** work with and are around children or youth:

- Sunday School Teachers, mid-week CYF program volunteers. Youth Group volunteers.
- All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who have keys giving them access to the buildings on the grounds.
- All persons who supervise or assist with supervising children or youth in ministries, programs or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation of the Christmas Pageant, teaching one “unit” for rotation Sunday School, serving as a substitute Confirmation mentor, etc.)
- All persons who provide transportation to children or youth without other adults in the vehicle infrequently, generally no more than three times a year. (i.e. driving to camp, synod gatherings, service projects, etc.)
- All persons who work or assist in the nursery four or fewer times a year, whether on an emergency basis or otherwise.
- Adults who participate in overnight activities with children or youth once or twice a year.

Definitions of Abuse

Child Neglect: Omission of the child's basic needs, physical, environmental, emotional and nutritional, that are necessary for a child's well being, or the failure to protect a child or youth from harm.

Emotional Abuse: Verbal or nonverbal violence toward a child that diminishes a child's sense of dignity, identity, or self-worth. Verbal abuse is very common and affects every person at some point in their lives; some more than others. It can be a very devastating form of abuse when the person experiences the attacks frequently. Emotional abuse is mental or emotional injury to a child or youth that results in an observable and/or material impairment in the child or youth's growth, development or psychological functioning.

Physical Abuse: Physical violence toward a child. Physical abuse is non-accidental injury, which is intentionally inflicted upon a child or youth. Often it is the transference of adult anger.

Sexual Abuse or Sexual Molestation: Any sexual contact or interaction with a child by an adult or an older youth. These acts may range from touching of the penis, vagina, buttocks, or breast/chest area to sexual intercourse. This includes any activity meant to arouse or gratify the sexual desires of the adult, child or youth.

Sexual abuse perpetrated by another child or youth is any contact or activity of a sexual nature that occurs between a child or youth and another child or youth when there is no consent, when consent is not possible, or when one child or youth has power over the other child or youth. This includes any activity meant to arouse or gratify the sexual desires of any of the children or youth.

Unlike physical abuse of a child, which may be accidental, child sexual abuse is a premeditated act. Child molesters defy the stereotypes we have created. It is not easy to identify these individuals. Note: Children with handicaps often become target for all kinds of abuse. Vulnerability to sexual abuse is increased due to physical or mental conditions perceived by the abuser to increase the child's helplessness.

Drug & Alcohol Abuse: Children or youth that show up at church under the influence of alcohol or drugs, who bring these substances with them on church retreats, camp or other activities or those who are reported by peers to be intoxicated may need help to stop dangerous behavior.

Economic Exploitation: Economic exploitation is the deliberate use of a child or youth for money or power. This includes forcing a child to work, using someone against their will or using another person's labor without offering them adequate compensation.

Bullying: Bullying happens when someone hurts or scares another person on purpose. Usually, bullying happens over and over. Bullying also can happen online or electronically. Cyber-bullying is when children, teens, or adults bully each other using the Internet, mobile phones or other cyber technology.

CODE OF CONDUCT OF CHURCH PERSONNEL

Relationships in ministry should, ideally, always be experienced as caring and without intention to do harm or allow harm to occur. This code of behavior is recommended to help the church create safe environments for children and youth and for those who minister with them.

All Church Personnel

- Church Personnel understand that the church will not tolerate abuse of children and youth, and agree to comply in spirit and in action with this position.
- Church Personnel agree to not physically, sexually or emotionally abuse or neglect a child or youth.
- Church Personnel agree to not consume or be under the influence of alcohol or illegal drugs while participating with children or youth activities and events.
- Church Personnel will respond to children and youth with respect, consideration and equal treatment, regardless of sex, race, religion, sexual orientation, culture or socioeconomic status. Church Personnel should serve as a positive role model for children and youth by maintaining an attitude of respect, patience, and maturity. They should avoid even the appearance of favoritism or impropriety.
- Church Personnel agree to comply with the congregation's local policies for general conduct with children and youth.
- In the event that Church Personnel observe any inappropriate behaviors or possible policy violations with children or youth, Church Personnel agree to report their observations to the church leadership or their immediate supervisor.
- All Church Personnel acknowledge their obligation and responsibility to protect children and youth and understand there may be legal requirements to report known or suspected abuse of children or youth to appropriate church leaders and state authorities in accordance with these policies.
- Persons who have pled guilty or been convicted of charges of sexual abuse, pornography, rape or physical abuse will not be allowed to work with children, youth, or vulnerable adults.
- Persons who have been convicted of misdemeanors, but no violent crimes and NOT SEX OR ABUSE RELATED, will not automatically be disqualified from serving with children, youth, or vulnerable adults. They may, at the discretion of the Director of Operations, need to meet with the Pastor who will consider each case on an individual basis.
- Follow and ensure the **"Two Adult Rule."** Two adults will be present during activities involving children, youth, or vulnerable adults. This provision is also met when a supervisor/director is present in the building and makes unannounced visits to the classroom, or if off campus to the sleeping rooms, unless prior written permission is given from the parent or legal guardian. (E.g. Sunday School Superintendent patrols halls and observes classes each Sunday, or supervisor "checking-in" to each sleeping room).

- Leadership for all overnight events/activities or those requiring travel off church property events generally requires adults from both genders in order to take place. A valid exception would be a “same gender” function where adults of the “same gender” are more appropriate.
- Leadership on overnight activities agree to not sleep in the same bed of a child or youth, with the exception of a parent/legal guardian relationship.
- The staff person responsible for a church related event is required to receive image release forms signed by parents or guardians of all minors participating in the event.
- Interaction with children or youth outside of church sponsored events:
 - As a representative of Christ the King, when attending community events to develop relationships with children or youth, the volunteer should attempt to communicate with parents how they know the child or youth.
 - Volunteers are not allowed to video or take pictures of children or youth at non-church sponsored events without the permission of the parents or guardians.
 - Digital communication via email or social networking websites (i.e. Facebook, Instagram, Twitter, Snapchat, YouTube, etc.) shall be done in a manner reflective of the mission and values of this policy and the ministries of Christ the King.
- Volunteers and staff members shall reflect the mission and values of Christ the King on public websites (i.e. Facebook, Twitter, YouTube, etc.). Volunteers must receive approval by their supervising staff member prior to uploading all digital media from a church sponsored event, because of confidentiality issues with some children or youth.
- In keeping with the spirit of the church, first aid can be administered to program participants when necessity requires it. This policy item is in no way a substitute for professional administration of care. If the situation is life threatening, any person with reasonable knowledge should make appropriate contact with emergency medical resources and take action to sustain the victim until trained personnel arrive on the scene. In the case of minor cuts, scrapes or other injuries, leaders, church staff and volunteers should attempt to identify the most knowledgeable resources present to assist the victim. Use of generally available materials in First Aid kits serve to guide these practices.
- In the event a program participant, leader or volunteer is injured during a Christ the King sponsored program activity or such injury occurs on Christ the King property, an Accident Report Form should be completed as soon as possible. Information to complete the form should be obtained as quickly as possible and provided to the Director of Operations upon completion of the form. This action helps identify pro-active steps that may be taken to avoid or minimize future accidents.
- The leader for a group of youth or children must be 21 years of age or older or five years older than the oldest member of the group. In cases where the age of the leader is less than 21, another adult must be present on the premises and serve as a defined Supervisor.

Pastor Supervising the Directors of Children, Youth & Family Ministries

The Pastor supervising the Directors of Children, Youth and Family Ministries of Christ the King or his/her assign will be designated as the Safe Boundaries leader and be responsible to coordinate the church's abuse prevention program and have the following responsibilities:

- o Be responsible for oversight of annual training of the staff and volunteers that work with children, youth, or vulnerable adults.
- o Ensure that awareness training is provided annually to the Christ the King congregation.
- o Ensure that all appropriate training and authorization forms for leaders, volunteers and participants are collected and reviewed. He or she is responsible to communicate notices of cancellation to all affected parties if such requirements are not completed. This may include notification of ineligibility for individuals that have not completed the appropriate Safe Boundaries process.
- o Ensure that upon completion of annual training for volunteers and staff, that appropriate records are transferred to the Director of Operations in accordance with the church's Confidentiality Policy and Safe Boundaries Policy.
- o Evaluate the content of the *Safe Boundaries Policy* every two years, submitting updates to Personnel Committee and Council for approval.
- o Attend Personnel Committee meetings as scheduled by the chairperson of the committee in order to provide regular visibility to the program and benefit from appropriate personnel issues as necessary.
- o Provide an annual written report to the Personnel Committee which summarizes the effectiveness of current policies and documents the result of changes that may have been made to procedures and policies.

The Director of Operations

- o Check personal references, driving records, and criminal records of all staff members.
- o Check driving records, and criminal records of all Regular and Occasional volunteers.
- o Audit the confidential records for volunteers and staff on an annual basis to ensure that the records are maintained and updated.

Director of Operations (cont.)

- o Retain confidential records in a secure location and ensure that adequate processes are in place to implement the Policies of the church.
- o Receives Incident Reports from anyone filing a complaint.
- o Contacts Legal Counsel upon receiving an Incident Report.
- o With prior consent of the church's Legal Counsel, contact appropriate State Child Protection Service in event of a charge being filed, but in any case, as required by law.
- o With prior consent of the church's Legal Counsel, Director of Operations notifies and generates a report to the Synod.
- o With prior consent of the church's Legal Counsel, Director of Operations contacts the church's insurance carrier.

Lead Pastor

- o Is encouraged to make random visits to church schoolrooms and activities.
- o With prior consent of the church's Legal Counsel, the Lead Pastor contacts the parents of children or youth identified on an Incident Report form. At their discretion, appropriate resources from outside agencies may be referenced or brought in to assist in this process.
- o Maintain a reciprocal relationship with a local church to provide pastoral support for any person alleged to have committed abusive behavior.

Parents/Guardians

- o Provide written permission for children, youth, or vulnerable adults to attend overnight events/activities or those requiring travel off church property. A signed emergency medical release must also be on file for each person participating in the event/activity.
- o Make random visits to church schoolrooms and activities.
- o Provide permission or waiver of said for image publication.

SCREENING & SELECTION

Any and all Church Personnel who **Regularly** work with or around children or youth should be screened and selected utilizing at least the following:

1. A standard application completed by the applicant that includes an authorization for the release of information to conduct background checks and the code of conduct (pg. 9-10).
2. Criminal records check in any state where the applicant has resided during the past seven (7) years, and other states, if any, as determined by the church. This check is to be updated every five (5) years.
3. Sexual offender registry check in any state where the applicant has resided during the past seven (7) years. This check is to be updated every 5 years.
4. Individual interview with the applicant conducted by appropriate Church Personnel based on the purpose of the position. For example, the Associate Pastor of Children, Youth and Family Ministries can interview those serving as sponsors, the Director of Worship and Music can interview the Children's Choir Director, the Pastoral Call Committee will interview the Pastor, the Pastor may do primary interviews for Church personnel, all based on the design of individual congregations or organizations.
5. Reference checks of persons outside of the congregation or organization who know the applicant, preferably who know how the applicant works with children.
6. Driving or Motor Vehicle records check if the person may be transporting children or youth.

Any and all Church Personnel who **Occasionally** Work With or Around Children or Youth should be screened and selected utilizing at least the following:

1. A standard application completed by the applicant that includes an acknowledgement for the release of information to conduct background checks and the code of conduct (pg. 9-10).
2. Individual interview with the applicant.
3. Driving or Motor Vehicle records check if the person will be transporting children or youth.
4. Adults who participate in overnight activities with children or youth once or twice a year may also be subject to criminal record and sexual offender registry checks.

Volunteer Application Policy

All information gathered about an applicant should be carefully reviewed and evaluated to make a determination, in consultation with others as necessary, of whether or not it is appropriate for the applicant to work with children or youth. Church Personnel who work with or around children or youth should have a personnel file that is kept where other church records are kept.

New Community Members: It is recommended that a person be a regular participant in the life of the congregation for a minimum of 6 months, and preferably 1 year before being invited to work with children and youth.

Education and Training Requirements

Child abuse prevention education and training is required for all Church Personnel who **Regularly** work with or are around children or youth before they start their ministry with children or youth, a portion of which should be completed prior to the start their ministry and the rest of the training within three months of starting.

Church Personnel who are responsible for screening, selection and supervision of others, such as the Pastors and Directors of Youth and Family Ministry, the Director of Worship and Music or the Director of the Children's Choir are encouraged to seek out additional specialized education and training in screening, selection and monitoring.

Child abuse awareness education and training is recommended for all Church Personnel who **Occasionally** work with or are around children or youth before they start their ministry with children or youth.

DESIRABLE AND UNDESIRABLE BEHAVIORS

Christian ministries are committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our church Personnel from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows Church Personnel to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. The following guidelines are to be carefully followed by all Church Personnel working around or with children or youth.

Appropriate and Inappropriate 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. Preferred hugs are side-to-side hugs, one-arm hugs and a-frame hugs.
- Pats on the shoulder or back
- Handshakes
- "High-Fives" and hand slapping
- Verbal praise
- Touching hands, faces, shoulders and arms of children or youth
- Arms around shoulders
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for huddles with small children
- Holding hands during prayer
- Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian communities.)

The following forms of affection are considered inappropriate with children and youth in ministry settings 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, in and of themselves, sexual abuse. The determination of the relative appropriateness of these behaviors will be at the discretion of the direct supervisor.

- Inappropriate or lengthy embraces

- Kisses on the mouth
- Holding children over three years old on the lap, without allowing child to come and go on their own
- Any sexualized touching; 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
- Touching knees or legs of children or youth
- Wrestling with children or youth
- Tickling children or youth
- 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 or physical contact
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing," or "You look really hot in those jeans"
- Snapping bras or giving 'wedgies' or similar touch of underwear
- Giving inappropriate gifts or money to individual children or youth
- Private meals with individual children or youth, not in a public predetermined location
- Private email or written communications with children or youth outside the context of our ministries
- Private scheduled meetings, outings or events just with child or youth outside the context of our ministries

Other Inappropriate Behaviors

Inappropriate behaviors and interactions can be detected and stopped. Some behavior may be inherently harmful to children or youth or are the types used by child molesters to groom children, youth and their parents, or may create the conditions where abuse can occur more easily. Furthermore, some behaviors and interactions are potentially harmful to children or youth in and of themselves. Examples include, but are not limited to:

1. Using, possessing, distributing or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while serving as sponsors, participating or assisting with programs or activities specifically for children or youth.
2. Dating or becoming romantically involved with a child or youth.
3. Having sexual contact with a child or youth.
4. Youth or children left unsupervised or given an inappropriate amount of responsibility.

5. Adults sharing inappropriate jokes, stories or personal confessions with children or youth. This includes conversations about their own sexual activities, 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.
6. Dancing, games, skits, or jokes that make fun of a person's gender, ethnicity, socio-economic reality or sexual orientation.
7. Possessing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program.
8. Using the Internet to view or download any sexually oriented materials on church property or in the presence of children or youth.
9. Giving gifts or sending special or private emails or other communications to only certain children/youth. Outside of an appropriate mentoring relationship.
10. Transporting children or youth alone without prior parental consent.
11. Leaving one adult alone with one child or youth at any time without prior parental consent. (Even when waiting for a parent who is running late to pick up the child or youth.)
12. Asking a youth to transport another youth or child. (Youth transporting youth should only be done with parental permission.)
13. Adults meeting alone with a youth or child in a private location, including a Sunday School room, a home, hotel room or cabin.
14. Programs for infants and children under six years old should have procedures to ensure that children are released only to their parents or legal guardians or those designated by them.
15. Sleeping in the same bed, sleeping bags, tents, hotel rooms or other rooms with children or youth unless the adult is an immediate family member of all children or youth in the tent, hotel room or other room. It is preferred that even immediate family members have their own rooms. It is acceptable to have multiple adults sleeping with multiple children or youth participating in one open space such as a church basement or camp lodge.
16. Dressing, undressing, bathing, or showering in the presence of children or youth unless unavoidable.
17. 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 force may only be used to stop a behavior that may cause immediate harm to the individual or to a child, youth or others.
18. Using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management
19. Participating in our allowing others to conduct any hazing activities relating to children's or youth ministry or camp activities.

MONITORING AND SUPERVISION OF PROGRAMS

The monitoring and supervision of programs and activities involving children or youth is important for safeguarding children and youth and involves several aspects. Structural guidelines or standards for the programs and activities for children and youth can provide a system for managing this supervision. These include such things as clarity on who approves new programs, how many adults need to be present and the like. In addition to setting structural guidelines the church leaders should make sure the guidelines are followed. Programs and activities have to be monitored and supervised to do that.

Examples include, but are not limited to:

1. Every program for children and youth should have established ratios for adults and children. Compliance with these established ratios is required at all times, including activities that occur off church premises. When both boys and girls are participating, male and female adult presence is preferred. (1:6 is recommended)
2. Existing programs (more than two years old) should be monitored for safety so that there is no assumption that care is taken to supervise programs as leadership is handed from one person or team to another over time.
3. Church Personnel should not be alone with a child or youth or multiple children or youth where other adults cannot easily observe them. This includes hotel rooms, classrooms, offices, etc. One-to-one conversations with children or youth should be held in an open or public or other place where private conversations are possible but occur in full view of others.
4. Church Personnel over the age of 21 should directly supervise Church Personnel under the age of 18 and be physically present during all activities. This includes day camps, youth gatherings, outdoor ministry events, field trips, etc.
5. Church Personnel should develop new programs for children and youth within the vision, mission and values of our congregation. Development of new activities should include plans to provide and adhere to this Safe boundaries Policy for children or youth.
6. Each program will consider age-appropriate procedures to ensure the safety of children and youth using restrooms and showers or baths.
7. When supervising or assisting private activities such as dressing, showering or diapering infants or children, church Personnel should remain in an area observable by other adults or work in pairs.
8. Signed Permission to Participate forms (including Emergency contact information and consent for treatment) should be required for all activities.

ACTION PLANS

Consequences

Any violation of this policy may result in removal of supervisory responsibilities and/or involvement with children and youth ministries. Employed staff may be subject to disciplinary action, including termination.

Confidentiality

When a youth asks if you can keep a secret, you should tell them that you are not able to make that commitment. Assure them that you care about them and that you want to hear what they have to say. This includes abuse, suicide threats or information regarding crimes.

Action Plan When Abuse is Suspected

1. Document your concerns (Appendix C).
2. Share concerns with supervisor, pastor or board chair.
3. Report confirmed abuse to legal authorities (as documented in Appendix D).
4. Continue to love and support the child or youth and seek to have appropriate follow up care by you or others in church.
5. Work in coordination with a partner church to provide pastoral support for 'alleged abuser.'

Action Plan for Known Sexual & Physical Abuse

1. Give Affirmation & Hope
 - Praise the youth for having the courage to come forward.
 - Give hope through your willingness to listen, understand and care for them.
2. Give Assurance.
 - I love you and I will accept you no matter what.
 - God loves you no matter what.
 - You can be totally honest.
 - Please don't be afraid to tell the whole story.
 - Don't be afraid to admit your fears or present your perspective.
 - I promise to listen and to do everything I can to understand you and help you. (Only say this if you intend to follow through.)
3. Assist the child or youth in facing the Issue. If this is a sexual abuse issue, this is a conversation that needs to be heard by more than one Church Personnel, if possible. Encourage the child or youth to talk with another adult, preferably of the same gender. This is for your protection, as well as the child or youth, if questions of further sexual abuse arise.
4. It is important for the child or youth to understand they have been abused. Even if the child entered the relationship willingly, a sexual relationship between an adult and a child or youth is abusive.

5. Encourage the child or youth to get professional help. Assist them or have someone in the church assist them in connecting with a professional counselor. Work with a parent or parents to make a plan for recovery. If they are in immediate harm in their home, assist them in temporary shelter.
6. Acknowledge your responsibility to document the abuse and to share this information with the authorities.
7. Continue to be part of the healing of the child or youth as appropriate.

REPORTING INAPPROPRIATE BEHAVIOR: POLICY VIOLATIONS OR ABUSE

1. When Church Personnel observe any inappropriate behaviors, behaviors that are inconsistent with the policy they should promptly report their observations.
2. Such inappropriate behaviors or possible policy violations that relate to interactions with children or youth should be reported in one of the following ways:
 - a) A telephone call, email, or meeting with the immediate supervisor of that person,
 - b) A telephone call, email, or meeting with the pastor or other leader in authority,
 - c) A telephone call, email, or meeting with the church council president, organizational or agency board president,
 - d) A telephone call, meeting, or email to the synod bishop, or assistants to the bishop.
3. All reports of inappropriate behavior or policy violations with children or youth need to be taken seriously.

Reporting Abuse

1. Church Personnel may be legally required to report known or suspected abuse of children or youth to the appropriate state authorities.
2. Failure to report suspected abuse of children or youth may be a crime. Reports may be made confidentially or anonymously. Every state provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. Simply stated, "in good faith" means that the person submitting the report believes what he or she is reporting to be true.
3. In addition to reporting to the state authorities, Church Personnel are to report any suspected or known abuse of children or youth that may have been perpetrated by Church Personnel directly to the pastor, organizational or council president so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve rostered Church Personnel should be reported to the Bishop or Assistants to the Bishop through a telephone call, or meeting.

Appendix A: Guidelines for Calling the Child Abuse Hotline

Mandated reporters and other persons should call the Hotline when they have reasonable cause to suspect that a child has been abused or neglected. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

Criteria needed for a child abuse or neglect investigation

- The alleged victim is a child under the age of 18.
- The alleged perpetrator is a parent, guardian, foster parent, relative caregiver, paramour, or any individual residing in the same home or any person responsible for the child's welfare at the time of the alleged abuse or neglect.
- There is a specific incident of abuse or neglect or a specific set of circumstances involving suspected abuse or neglect.
- There is demonstrated harm to the child or a substantial risk of physical or sexual injury to the child.

Information the reporter should have ready to give to the Hotline

- Names, birth dates (or approximate ages), races, genders, etc. for all adult and child subjects.
- Addresses for all victims and perpetrators, including current location.
- Information about the siblings or other family members, if available.
- Specific information about the abusive incident or the circumstances contributing to risk of harm—for example, when the incident occurred, the extent of the injuries, how the child says it happened, and any other pertinent information.

If this information is not readily available, the reporter should not delay a call to the hotline.

Ramsey Human Services Child Abuse Hotline

651-266-4500

The Hotline operates 24 hours per day, 365 days a year. The Hotline is less busy in the early morning hours, and reporters may be able to get through more quickly during these times. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information.

Appendix B: Volunteer Application

Name _____ Date: _____

Address: _____

Date of Birth _____

Daytime Phone _____ Evening Phone _____

How long have you been a member/attender of Christ the King Church?

Can you make a one-year commitment to this volunteer role? Yes/No

Do you have a valid Driver's License? Yes/No

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

In caring for children, we believe it is our responsibility to seek adult staff that is able to provide healthy, safe and nurturing relationship. Please answer the following questions accordingly. Answering yes to any questions will not automatically disqualify a volunteer from working with children. Any special concerns can be discussed individually with the pastoral staff.

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)? Yes/No

If yes, please explain: _____

Your response to the following question is optional: Have you had an experience in your life that you feel would impede your volunteer work with children and youth? If so, do you feel comfortable explaining? Yes/No

Would you like to speak to the pastor regarding this experience? Yes/No

References:

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

1) Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

2) Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Relationship to Applicant: _____

Signature of Applicant:

Date:

Appendix C: Incident Report Form

Date of Incident _____ Time of Incident _____

Name of Child/Youth involved _____

(A separate form should be completed for each child involved in order to keep the information confidential)

Address of Child/Youth _____

Phone Number of Child/Youth _____

Name of Parent/Guardian _____

Location of Incident _____

Name of person(s) who witnessed the incident

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

Please describe incident as seen/heard and actions taken

Any additional relevant information, please document

Signature of person completing this form:

Date:

Upon completion of this form, immediate contact should be made with a church staff member who is responsible for Children, Youth and Family Ministries and/or Pastoral Care. This form should be given to staff member responsible for the program and should be filed with the Director of Operations. This form may be used to report any suspicion of abuse as well as an accident.

Appendix D: Response Plan

Day since Complaint	Document	Primary Person	Secondary Person
Day #1	Incident Report Form	Director of Operations Receives Incident Report form from whomever hears or witnesses the complaint	Lead Pastor receives Incident Report form if Director of Operations identified in report
	Contact Legal Counsel	Director of Operations contacts Legal Counsel to notify them of incident and get approval for further notifications	Lead Pastor contacts Legal Counsel to notify them of incident and get approval for further notifications if Director of Operations identified in report
		Copy of Incident Report form filed with chair of Personnel Committee	Copy of form filed with other member of Personnel Committee if chair is identified in report
		Director of Operations and person filing the Incident Report form contact appropriate State agencies if approved by Legal Counsel	Lead Pastor and person filing Incident Report form contact appropriate State agencies if approved by Legal Counsel in the event that the Director of Operations is identified in Incident Report

After initial contact with State or local agencies	Contact with parents or family of vulnerable adults	Senior Pastor and person filing report make contact with parent if approved by Legal Counsel	Associate Pastor is backup if Senior Pastor is identified as perpetrator in Incident Report
If State or local officials file charges	Contact with Media	Church Legal Counsel addresses or composes official response	Alternate Legal Counsel addresses media if so advised by normal Legal Counsel
	Written Internal Incident Analysis	Abuse Prevention and Response Team creates report	
		Personnel Committee receives written report monthly	
Day #3: If abuse on church property or staff members cited	Written report to Synod Sexual Misconduct Response Coordination Team	Director of Operations generates report	Lead Pastor generates report if Director of Operations identified in report
		Copy of report sent to Chair of Personnel Committee within 48 hours of Synod report filing	Copy to other member of Personnel Committee if Chair is identified in report
Day #14 (or before) If charges filed with State agency	Communications to congregation	Church Legal Advisor approves any communication in advance	
		Communication delivered by Abuse Prevention and Response Team designate	

Appendix E: Volunteer Covenant Form

The Congregation of Christ the King Lutheran Church is committed to providing a safe and secure environment for all children, youth and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a sanctuary for all who would enter and as a place in which all people can experience the love of God through relationships with others.

In keeping with the covenant of baptism, we have committed ourselves and our resources to the nurturing of our children. We understand that children and youth cannot grow in faith and in wisdom when they are frightened, distrustful, anxious, or depressed. They cannot learn to love and trust God when those who represent God to them are unloving and untrustworthy. We promise our children and youth that we will provide the structure, education, and the policies that will keep them safe from harm and abuse. In that context, we will screen volunteers, train them, and ask that they abide by the policies of our church

As a volunteer working with children in this congregation, I agree to observe and abide by all church policies regarding working in ministries with children and youth, to observe the "Two Adult Rule" at all times, to participate in training and education events provided by the church related to my volunteer assignment, and to report promptly abusive or inappropriate behavior to the church staff or church member who supervises my work.

Signature of Applicant

Print Full Name

Date
