

EAST SHORE UNITED METHODIST CHURCH
23002 lakeshore boulevard
Euclid, Ohio 44123



SAFE SANCTUARY GUIDELINES

Originally approved by Administrative Council January 23, 2007
Revised and approved by Administrative Council August 26, 2014
Reviewed and Revised by Administrative Council June 20, 2023

TABLE OF CONTENTS

INTRODUCTION	3
DEFINITION	6
SAFE SANCTUARY GUIDELINES	8
Selection & Screening	8
Supervision of Children & Youth	9
Supervision of Classroom Activities	10
Open Door Policy	
Sign-in/Sign-out Procedure	
Rest Room Policy	
Record Retention	
Supervision of Non-Classroom Activities	11
Special Rules for Supervision of Specific Activities	
Trip and Retreat Supervision	
Technology/Media Guidelines	12
Providing Transportation for Church Events	12
Response by Church Workers to Injuries and Accidents	13
Response by Church Workers to Allegations of Abuse	13
Education of Persons Who Work with Children and Youth	15
Renewal Training	16
Congregation Education	
FORMS	
Acknowledgement by Persons Designated to Provide Transportation	19
Application to Work/Volunteer with Children and Youth	21
Interview Guidelines	25
Sample Interview Questions	26
Written Record of Contact with a Reference of an Applicant	27
Event Permission/Medical Release/Participant's Contract	28
Incident Report	29
Report of Suspected Incident of Child Abuse	30
Authorization and Request for Criminal Record Check	32
Authorization to Pick Up Child from Activity	33
Media Release Form	34
Parent Permission for "Self-Transportation to/from Church Events	35
EMERGENCY INFORMATION & RESOURCES	36

INTRODUCTION

“People were bringing little children to Jesus for him to place his hands on them, but the disciples rebuked them. When Jesus saw this, he was indignant. He said to them, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these. Truly I tell you, anyone who will not receive the kingdom of God like a little child will never enter it.” And he took the children in his arms, placed his hands on them and blessed them.” Mark 10:13-16 (NIV)

Our church strives to provide “Safe Sanctuary” for all God’s children. We are seeking ways to improve and better implement “Safe Sanctuary” guidelines to protect our children, youth and adults in order to make our congregation a safe place where everyone may experience the abiding love of God and fellowship within the community of faith. This includes children’s check in/out procedures, training and background checks for those working with children and youth, and procedures that guide the interaction of children, youth and adults.

As much as we do not like to think about abusive and hurtful things happening in the church, it is clear that it is our duty as the Church to guard and protect the children, youth, adults, church staff, and volunteers who participate in our ministries.

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that “...children must be protected from economic, physical and sexual exploitation, and abuse.”

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation in their churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse. ⁶ It is important that the policy and guidelines you adopt are followed. This document is offered as a guideline from which to work. Consult with your church attorney and insurance carrier as to what policy, guidelines, and exceptions apply at your church. God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of

faith where children and adults grow safe and strong. (From The Book of Resolutions of the United Methodist Church - 1996. [pp. 384-386])

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child abuse in our annual conference.

PURPOSE

The purpose of Safe Sanctuary Guidelines of the East Shore Church United Methodist is to;

1. Provide a procedure specifically designed to protect children, youth, older adults, other vulnerable adults, church staff and volunteers associated with the ministries of the church.
2. Establish appropriate ways of responding to alleged, reported, or suspected incidents of abuse.
3. Be in a compassionate ministry with all affected persons -- the alleged victim, the alleged victim's family, the accused, the accused's family, and the church family.

We hereby resolve to put into practice the procedures set forth herein with the intent to;

1. Safeguard the children, youth, older adults and other vulnerable adults of our church from abuse and neglect.
2. Respond to all allegations in a fair and compassionate manner.
3. Protect church staff and volunteers from potential false allegations of abuse.
4. Limit the extent of our church's legal risk and liability.
5. Strengthen our Christian educational children's, youth, older adult and other vulnerable adult ministries.

STATEMENT OF COVENANT

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our children, youth and adults, as well as all of the workers with children, youth and adults. We will follow reasonable safety measures in the selection and recruitment of workers. We will implement prudent operational procedures in our programs and events. We will educate all of our workers with children, youth and adults regarding the use of appropriate policies and methods. We will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law. We will be prepared to respond to media inquiries in the event that an incident occurs.

REVIEW OF GUIDELINES

These guidelines and forms will be reviewed and updated by an appointed task group minimally every three years. Any changes are to be presented to the Administrative Council for their approval.

CONCLUSION

In all of our ministries with children, youth and adults, this congregation is committed to demonstrating the love of Jesus Christ so that each person will be "...surrounded by steadfast love...established in the faith, and confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, United Methodist Hymnal, p. 44)

In response to the above guidelines East Shore United Methodist Church appointed a task group to develop our own guidelines for reducing the risk and prevention of abuse in the church. This task group is to be commended for the excellent work they did. The guidelines were presented to the Administrative Council for formal approval on January 23, 2007 and were unanimously approved.

There is no record of the names of those participating on the original task group. On May 29, 2014, a task group was formed to review and update these guidelines. Those members were: Barbara Lomasney, Diane Misich, Garry Shy and Rev. Dr. Jan Yandell.

On June 20, 2023, a task group was convened with the specific purpose of comprehensively examining and revising these guidelines. Those members were: Zackary Golden and Rev. Dr. Armando Arellano.

DEFINITIONS

Abuse – The infliction of physical pain or injury or the willful deprivation of services necessary to maintain mental and physical health, by a caregiver or other person.

Adult - a person at least 18 years of age and at least 5 years older than those being supervised.

Caregiver – An individual who has responsibility for the care of a vulnerable person as a result of a family relationship, or who has assumed that responsibility voluntarily, by contract, or as a result of the ties of friendship.

Child or Minor - a person under 18 years of age.

Children - shall be used to indicate students from birth through grade 5.

Youth - shall be used to indicate students 6th through 12th grade.

Youth Helper - shall be used to indicate youth 12 years to 17 years of age.

Occasional Volunteer - is any volunteer from inside/outside the church who works with children, youth, older adults or other vulnerable adults and does not meet the criteria of a regular volunteer.

Regular Volunteer - is any volunteer from inside/outside the church who functions routinely in a relationship involving children, youth, older adults or other vulnerable adults.

Older Adult - is defined as any individual age 75 or older.

Other Vulnerable Adult - is defined as any adult who is developmentally disabled and may also include but is not limited to persons in hospice care, prison inmates, probated offenders or those who are homeless.

Child Abuse - consists of any of the following:

1. Engaging in any sexual activity with a child as defined under Chapter 2907 of the Ohio Revised Code; or
2. Endangering a child, as defined under Section 2919.22 of the Ohio Revised Code**;
or
3. Denial, as means of punishment, of proper or necessary subsistence, education, medical care, or other care necessary to a child for the child's health; or
4. Use of restraint procedures on a child that cause injury or pain; or
5. Administration of prescription drugs to a child without the written approval and ongoing supervision of a licensed physician; or
6. Providing alcoholic beverages or controlled substances to a child; or
7. Commission of any intentional act that results in any injury or death to a child; or

8. Infliction of physical or mental injury that threatens to harm a child's health, welfare, or safety.

** in its present form, this law defines "child endangerment" to include any of the following: (1) abuse; or (2) torture or cruel abuse; or (3) corporal punishment or other physical discipline (e.g. such as spankings) or prolonged cruel restraint, which is excessive under the circumstances, and which could likely physically injure the child; or (4) repeated, uncalled-for discipline which, if continued, would seriously impair the child's mental health or development; or (5) involving the child in any obscene, sexually-oriented, or nudity-oriented activity or conduct.

Emotional Abuse – The intentional or reckless infliction of emotional or mental anguish, or the use of a physical or chemical restraint, medication or isolation as punishment or as a substitute for treatment or care of any vulnerable person.

Exploitation – The expenditure, diminution, or use of the property, assets or resources of a vulnerable person without the express voluntary consent of that person or his or her legally-authorized representative.

Financial Exploitation – The use of deception, intimidation, undue influence, force or threat of force to obtain or exert unauthorized control over a vulnerable person's property, with the intent to deprive the vulnerable person of that property.

Neglect – The failure of a caregiver or other person to provide food, shelter, clothing, medical services, medication or health care for a vulnerable person.

Ritual Abuse – regular intentional physical, sexual, or psychological violations of a vulnerable person to appeal to a higher authority of power
Staff Person – Any person employed by the church.

Volunteer – A person eighteen (18) years of age or older who assists in conducting activities for vulnerable persons.

Vulnerable Person– Any child or youth, as well as any adult whose behavior indicates that he or she is mentally or emotionally incapable of adequately caring for himself or herself and his or her interests without adverse consequences to himself or herself or others, or who, because of physical or mental impairment, is unable to protect himself or herself from abuse, neglect, exploitation, sexual abuse, or emotional abuse by others.

Safe Sanctuary - a policy and guidelines developed to protect our vulnerable persons in order to make our congregation a safe place where everyone may experience the abiding love of God and fellowship within the community of faith. This includes children's check in/out procedures, training and background checks for those working with vulnerable persons, and procedures that guide the interaction of children, youth and adults.

SAFE SANCTUARY GUIDELINES

East Shore United Methodist Church

Euclid, OH

SELECTION AND SCREENING OF CHURCH STAFF AND VOLUNTEERS

Although our Christian concern for children, youth, older adults and other vulnerable adults leads us to be saddened when any form of abuse takes place anywhere, our major policy need is to be certain that abuse does not occur within the framework of any East Shore United Methodist Church program or ministry with children, youth, older adults and other vulnerable adults. This policy is intended to help our congregation make East Shore United Methodist Church a truly safe and caring place.

In an effort to create a safe environment within our church, each church staff person and volunteer who works with the church's children's, youth, older adult and other vulnerable adult programs, on or beyond the church grounds, will be screened and will be trained on safe sanctuary issues.

The procedure for selecting and screening is as follows:

1. Each person being considered to work with children, youth, older adults and other vulnerable adults in any church program, whether as a volunteer or paid staff person, must fill out an application form complete with references and authorization of a criminal background check, complete Protect My Ministry training and East Shore Safe Sanctuary training and sign a Safe Sanctuaries Participation Covenant.
2. Before placing the applicant in a position of responsibility, the pastor, church staff member, or designated lay person(s) responsible for the ministry will review the written application and determine if the applicant will be interviewed

Indications that an interview should take place are any of the following:

- A. The person is a newcomer to East Shore Church United Methodist Church.
- B. The person wants to work alone.
- C. The person has indicated that he/she has been charged with a crime against children, youth, older adults or other vulnerable adults. (Persons who have been previously convicted or pleaded guilty or no contest to a crime against children, youth, older adults or other vulnerable adults will NOT be placed in a position involving access to these individuals.
- D. Upon checking references, issues are raised which require clarification.

Interviews will follow the interview guidelines approved with these Safe Sanctuary Guidelines, and be conducted by the pastor, church staff member and/or designated

laypersons. It is suggested that interviews be conducted by at least two individuals. The results of the interview, especially when sensitive areas have been discussed, should be kept confidential and only disclosed to those persons requiring this information in order to make a decision as to whether the applicant should be accepted as a volunteer or paid staff member. (Persons who have been previously convicted or plead “guilty” or “no contest” to a crime against children, youth, older adults or other vulnerable adults will not be placed in a position involving access to these individuals.)

3. When an interview is conducted, the pastor, church staff member or lay person responsible for the ministry should contact the three references provided on the application form. A written record of such contact will be retained with the application form. A designated form has been approved with these Safe Sanctuary Guidelines.

4. Each paid staff person must be fingerprinted and shall authorize the church to conduct a criminal records check. An appropriate authorization form will be completed at the time of service from the Euclid Police Department.

5. Each regular volunteer shall authorize the church to conduct a criminal records check. An appropriate authorization form was approved with these Safe Sanctuary Guidelines.

6. On the first day of participation as a volunteer or paid staff member with either children, youth, older adults or other vulnerable adults, each individual will sign the East Shore Covenant of Participation that will include a statement that they have read, understand, and agree to abide by pages 1-15 of the East Shore Church Safe Sanctuary Guidelines.

In the unfortunate situation where it has been determined that an applicant should not work with children, youth, older adults or other vulnerable adults the church needs to handle such a decision in a legal, confidential manner which is sensitive to that person. Notification will be given by the pastor and one other person in a face-to-face meeting.

All records, forms and reports will become a part of the employee’s confidential personnel file. All volunteers’ records, forms and reports will be kept on confidential file by the Safe Sanctuary Administrator at the local church.

SUPERVISION OF CHILDREN AND YOUTH

While recognizing the important role of youth volunteers in children’s and youth ministries, all activities involving children and youth will be supervised by at least one person who is at least 18 years of age and at least five years older than those who they are supervising.

SUPERVISION OF VULNERABLE PERSONS

Supervision of Classroom Activities - Two-Adult Rule

It is preferable that at least two adults be present for all classroom activities involving children and youth. When two adults are not available, a designated person will periodically check the rooms and be aware of the children/youth's whereabouts if they leave the classroom area. Even when two adults are available per classroom, it is advisable to have periodic classroom checks. While recognizing the important role of youth volunteers in children/youth ministries, and in an effort to assure a safe environment, all activities involving children and youth will be supervised by at least one person who is at least 18 years of age and at least five years older than those whom they are supervising.

Open Door Policy

Parents, volunteers, or staff of the church may visit and observe the program at any time. Windows on doors to classrooms shall not be covered as to restrict view into the classroom.

Sign-In/Sign-Out Procedure

It is suggested that attendance be taken for all activities and classes.

Persons responsible for children who are infant through grade three, will sign in their child and indicate the pre-authorized person(s) to whom the child may be signed out for both Sunday school and other children's activities. Students fourth through sixth grade also need to be picked up by a designated person. Parents will be asked to fill out a form listing who is allowed to pick up their child/children from class.

No child should ever be left unattended.

Rest Room Guidelines

When using the restroom, vulnerable persons will be accompanied by an adult to and from the restroom. Before any vulnerable person enters the restroom, the adult will enter the restroom to make sure that it is safe. If assistance is required, the adult will assist the individual with the door propped open so that a second screened adult can visually monitor the assisting adult. It is recommended that two adults be present when assistance will be required in the restroom. When restrooms are directly accessible to vulnerable persons where activities are taking place and not accessible to the general public, vulnerable persons can be allowed to utilize the restroom alone.

Record Retention

All children's and youth activities should have a written record of the names of participants and supervisors. Records shall be kept for 25 years.

SUPERVISION OF NON-CLASSROOM ACTIVITIES

With the exception of the circumstances identified under Special Rules for Supervision of Specific Activities, at least two adults will be present for all non-classroom activities involving children/youth.

Special Rules for Supervision of Specific Activities

1. Youth Counseling: In instances of youth counseling where circumstances dictate that counseling is most effective on a one-on-one basis, a church staff person or volunteer may meet individually with a child or youth with the awareness and previous consent of that individual's parent or legal guardian. Exceptions to consent may be made for emergencies.

2. Dismissal from Group Events: In group events, it may be inevitable that one child or youth's transportation from the event arrives after all other children/youth's transportation has arrived. In those circumstances, a child/youth may unavoidably be in the individual presence of an adult. Because this circumstance may be simply unavoidable, the general rule which requires the presence of two adults is suspended and the adult is responsible for exercising his/her best judgment for the child or youth's well-being.

Trip and Retreat Supervision

There shall be at least two adults present for all trips, retreats, and other times children/youth gather at or away from the church building. (Please note that at least three adults are preferable so that in the event of an emergency, there will be adequate supervision.)

There shall be at least one adult of each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more adults present will be of the same gender as the children/youth.

In situations where two adults are not available per room where children/youth are staying overnight, then no adult should stay alone in a specific room with the children/youth. In those circumstances where adults are not staying in the rooms with children/youth, special measures should be taken to assure the children/youth's safety and supervision, such as adult hall monitors, "taping" doors, and periodic room checks by two adults of the same gender as those being checked. Parents should be made aware of housing accommodations.

Permission slips, including permission for emergency medical care, shall be carried by the person in charge of each trip and/or retreat. The activity leader will be responsible for medications. Appropriate permission slips have been approved with these Safe Sanctuary Guidelines.

TECHNOLOGY/MEDIA GUIDELINES

An adult will monitor children and youth who use the Internet during a church-sponsored event. All computers within the church will be equipped with a filter to protect them from accessing inappropriate websites or material.

Use of photographs in any publication or on any website or bulletin board maintained by the church or its groups will not include any identifying features such as, but not limited to, the name, name tags, name on clothing or name of school on clothing. A signed release form will be required to use any photograph for publicity. A release form has been approved with these safe sanctuary guidelines.

Advance parental permission is required to communicate with group members by email, cell phone, messaging or texting. If communicating via email, the sender will use the Bcc option (blind carbon copy) so that each recipient sees only his or her address when a message is received.

In regard to an abuse situation, any contact with the media will be handled by the district superintendent. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments prior to the conclusion of the investigation would be premature.

GUIDELINES FOR PROVIDING TRANSPORTATION FOR CHURCH EVENTS

1. Driver must be known to the designated leader of the event.
2. Driver must be at least 21 years old.
3. Driver must have a valid state driver's license for the vehicle being operated.
4. Driver must have proof of insurance.
5. Driver must be accompanied by at least two children or youth.
6. Seatbelts must be worn by all passengers.
7. Drivers and passengers must follow all state traffic laws.
8. Driver must have read and signed an acknowledgment form indicating that the Safe Sanctuary Guidelines have been read and will be followed.

9. Special circumstances allow a 16-18 year old person to transport himself or herself to and from events with written permission of parent or guardian. There are to be no other passengers in the vehicle with the exception of the driver's siblings with parent/guardian approval. Appropriate permission form approved with these Safe Sanctuary Guidelines.

RESPONSE BY CHURCH WORKERS TO INJURIES AND ACCIDENTS

In order to assure proper attention was given to an injury or accident, an incident report must be completed by the adult supervisor within 24 hours of the incident whenever an activity participant is injured. Appropriate form attached to these Safe Sanctuary Guidelines.

RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE

As caring Christians, we are committed to protect and advocate for children, youth, older adults and other vulnerable adults participating in the life of the church. The Church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention, regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place. If abuse is suspected by, observed by or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the pastor. (If the accused is the pastor, see information below). Be prepared to do the following:

- **IMMEDIATELY** notify the proper authorities (Children Services Board, the county department of human services exercising the children services function [Cuyahoga County Division of Children and Family Services at 216-431-4500], a local law enforcement agency in the county in which the child resides or in which the suspected abuse occurred [Euclid Police Department at 216-731-1234.] This is a requirement of the law. (Reference section 2151.421 of The Ohio Revised Code). Reports of older adult or other vulnerable adult abuse should be made to adult protective services [Cuyahoga County Division of Senior & Adult Services at 216-420-6700]). DSAS is the mandated provider of adult protective services in Cuyahoga County. The intent of the adult protective services is to protect and assist adults 60+ who may be victims of

abuse, neglect, self-neglect and/or financial exploitation. APS is mandated by the Ohio Revised Code (Section 5101.60 and 5101.71). Allegations of abuse concerning vulnerable adults 18+ are investigated on a voluntary basis. Do not attempt an investigation. This should be left to professionals who are familiar with these cases.

- Simultaneously, where children and youth are involved, notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does/do not wish the incident to be reported.
- Note: If one or both of the parents is the alleged abuser, contact the proper authorities. Follow their advice about notification of the parents. *Please note: many steps should be done simultaneously.*
- Take any allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority. Respond in a positive and supportive manner to the alleged victim and the victim's family.
- After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the legal counsel, the church's insurance company, and the district superintendent. The district superintendent will report the allegation to the bishop's office. Do not try to handle this without professional assistance. If the accused is a clergy member of an annual conference, elder, deacon, local pastor, or diaconal minister, provisions of Paragraph 358 and Paragraphs 2623-2629 of *The Book of Discipline of The United Methodist Church* must be followed.
- A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. (See attached form). The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink to prevent it from being changed. The church must also file a copy of the report with the bishop's office of the East Ohio Conference, where it shall remain confidential.
- Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth, older adults or other vulnerable adults.
- Once the proper authorities have been contacted and the safety of the child, youth, older adult or other vulnerable adult is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties until

the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

- Any contact with the media should be handled by a pre-determined spokesperson. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.
- These guidelines will be maintained and enforced by the Staff-Parish Relations Committee.

EDUCATION OF PERSONS WHO WORK WITH CHILDREN AND YOUTH

The church shall provide regularly scheduled training focused on issues of safe sanctuaries for those working with children, youth, older adults and other vulnerable adults. Attendance at this training or a district or conference sponsored training session shall be required of all adults and youth helpers who will have direct contact with children, youth, older adults and other vulnerable adults in the church's ministry.

The content of the training sessions may include:

1. The definition and recognition of abuse.
2. The church's policies on reporting abuse and appropriate forms.
3. The purposes of the Safe Sanctuary Guidelines for children, youth, older adults and other vulnerable adults and for church staff/volunteer workers.
4. The meaning and importance of confidentiality.
5. The maintenance of a positive learning classroom environment, including appropriate discipline and age-level characteristics.
6. The appropriate behavior for teachers and leaders.

Attendance records from training events will be kept for future reference.

RENEWAL TRAINING

The church will provide renewal trainings regularly for persons three years after their original training. Attendance at this training shall be required of all paid staff and regular volunteers.

Training must include review of guidelines and forms.

CONGREGATION EDUCATION

1. The front sign should read “We are a Safe Sanctuary Church.”
2. Bulletins should read “We are a Safe Sanctuary Church” and contain dates that training will be offered.
3. *The SHARE* should read “We are a Safe Sanctuary Church”, contain dates that training will be offered and articles explaining safe sanctuary guidelines.
4. Verbal announcements should be made in worship and in meetings periodically.

FORMS

**ACKNOWLEDGMENT BY PERSONS DESIGNATED TO PROVIDE
TRANSPORTATION TO OR FROM CHURCH EVENTS
FOR EAST SHORE CHURCH**

Are you at least 21 years old? _____ Do you have a valid driver's license? _____

Driver's License Number: _____

Insurance Company & Policy Number: _____

As required by East Shore Church United Methodist Child Protection Policy and Procedures, I acknowledge that I have read and will abide by the excerpt of the policy below.

Signature of driver _____ Date _____

Print the following:

Full name _____

Address _____

Phone numbers _____

Excerpt from Child Protection Policy for East Shore Church:

Trip and Retreat Supervision

There shall be at least two adults present for all trips, retreats, and other times children/youth gather at or away from the church building. (Please note that at least three adults are preferable so that in the event of an emergency, there will be adequate supervision.)

There shall be at least one adult of each gender present at co-ed overnight events. At single gender overnight events, at least one of the two or more adults present will be of the same gender as the children/youth.

In situations where two adults are not available per room where children/youth are staying overnight, then no adult should stay alone in a specific room with the children/youth. In those circumstances where adults are not staying in the rooms with children/youth, special measures should be taken to assure the children/youth's safety and supervision, such as adult hall monitors, "taping" doors, and periodic room checks by two adults of the same gender as those being checked. Parents should be made aware of housing accommodations.

Permission slips, including permission for emergency medical care, shall be carried by the person in charge of each trip and/or retreat. (See form on page 17).

Rules for providing transportation for church events:

- Driver must be known to the designated leader of the event;*
- Driver must be at least 21 years old;*
- Driver must have a valid state driver's license for the vehicle being operated;*
- Driver must have proof of insurance;*
- Driver must be accompanied by at least two children or youth; and*

(Page 1 of 2)

- *Driver must have read and signed an acknowledgment form indicating that the policy has been read and will be followed.*
- *Seatbelts must be worn by all passengers.*
- *Drivers and passengers must follow all state traffic laws.*
- *Driver must have read and signed an acknowledgment form indicating that the Safe Sanctuary Guidelines have been read and will be followed.*
- *Special circumstances allow a 16-18 year old person to transport himself or herself to and from events with written permission of parent or guardian. There are to be no other passengers in the vehicle. Appropriate permission form approved with these Safe Sanctuary Guidelines.*

EAST SHORE CHURCH UNITED METHODIST APPLICATION TO WORK/VOLUNTEER WITH CHILDREN AND/OR YOUTH

All three pages of this application are to be completed by all persons (volunteer or paid) who desire to work with children or youth in our church's ministries. This application form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and for those who work with them.

PERSONAL INFORMATION

Date _____

Name (Last, First, Middle) _____

Former Name (if applicable) _____

Present Address _____

City, State, Zip _____

Home phone _____ Other phone numbers _____

How long have you lived at the above address? _____

If less than one year, provide all previous addresses for the past five years: _____

1. Please indicate the type of youth or children's work you prefer: _____

2. Why do you want to serve in this position? _____

3. Please indicate the date you would be available to begin: _____

4. What is the minimum length of commitment you can make? _____

5. Our church has an open door policy which means that a parent, volunteer, or church staff can visit/observe at anytime. Are you comfortable with this atmosphere? _____

6. Our church encourages the use of two teachers/leaders for all children/youth activities. Are you comfortable with team teaching? Yes No

7. Do you understand that staff and volunteers are expected to participate in periodic training events? Yes No

8. Have you ever been accused of, arrested for, charged with, convicted of, or pleaded guilty or no contest to a crime against children or other persons?
 No Yes (If yes, please explain -- attach a separate page, if necessary)

9. Have you ever committed any act of child abuse or sexual misconduct against a minor? No Yes (explain)

CHURCH HISTORY AND PRIOR CHILD/YOUTH WORK

1. How long have you been attending East Shore Church? _____

2. Of what church are you a member? _____

3. List (names and addresses) of other churches you have attended regularly during the past ten years: (Please use the back of this application if you require more space.)

4. List all previous church work involving children/youth (list each church's name and address, type of work performed, and dates): _____

5. List all previous non-church work involving children/youth (list each organization's name and address, type of work performed, and dates): _____

6. List any gifts, callings, training, education, or other factors that have prepared you for working with children or youth: _____

REFERENCES

Please list three persons who have known you for at least three years and who are familiar with your character, particularly as it relates to supervision of children and youth. None of the references may be a relative.

1. Name _____
Address _____
Daytime phone (_____) Evening phone (_____)
Length of time you have known reference _____
Relationship to reference _____

2. Name _____
Address _____
Daytime phone (_____) Evening phone (_____)
Length of time you have known reference _____
Relationship to reference _____

3. Name _____
Address _____
Daytime phone (_____) Evening phone (_____)
Length of time you have known reference _____
Relationship to reference _____

APPLICANT’S AUTHORIZATION AND RELEASE

The information contained in this application is correct and complete to the best of my knowledge. I, _____ authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with children or youth. In consideration of the receipt and evaluation of this application by East Shore Church United Methodist, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization. I waive my right to see any information received for the purpose of this application.

Should my application be accepted, I agree to abide by pages 1-9 of the East Shore Church - United Methodist Child Protection Policy and Procedures and will live by the understanding that, as a person of authority, it is my responsibility to avoid inappropriate behavior with any children or youth in my care. I further state that **I HAVE CAREFULLY READ THE FOREGOING AUTHORIZATION AND RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN IT AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understand.

Applicant’s signature _____ Date _____

INTERVIEW GUIDELINES

Goals of the interview:

1. Work from the application form and fill in any gaps in the application form.
2. Open paths for further discussion on the part of the applicant.
3. Observe how the applicant conducts self in the process.
4. Keep a written record of the applicant's responses to the interview questions.

In conducting an interview, the interviewer should be aware when "red flags" are raised concerning the applicant. These "flags" are indicators of issues which must be explored further to be assured that all information is collected concerning a prospective employee/volunteer. Some of these "flags" include:

Many addresses or churches attended over a short period of time.

This could indicate that a person is trying to be anonymous. But it could also indicate that they are a college student who moved a lot to keep rent low.

Wants to work with only one age group.

If someone would like to work with only one specific age group, it could indicate that person has targeted that age group for molestation. Or it could mean that is the age group for which they were trained and experience has shown that they do not work as well with other ages. Also be aware of those who seem overly committed to one age group. For example, someone who simultaneously leads a scout troop, coaches little league, serves as a Big Brother and now wants to teach Sunday school may be neglecting their own age appropriate peer relationships in order to cultivate potential victims.

Does not want/need/like close supervision.

The interview may indicate that the person does not like to be closely supervised. This might raise questions about motivation for applying for this work.

The interviewer needs to be able to explore issues as they arise during the interview and depart from the set of prepared questions to do so. It is helpful, therefore, if interviewers prepare ahead of time for the interview by:

1. Reading the application form and
2. Noting areas for further exploration

SAMPLE INTERVIEW QUESTIONS

1. Why are you interested in being associated with our church?
2. How would you describe yourself?
3. When you heard about this position, what appealed to you the most?
4. What specific skills do you bring to this position?
5. With what age group and sex do you prefer to work? Why?
Please give examples of your work with this age group.
6. If you are trained for a certain age group, are you willing to work with other age groups or sex?
7. What kinds of programs or activities would you be willing to lead, supervise or conduct?
If trained would you be willing to conduct other activities?
8. What do you feel are chief indicators of a successful program or activity?
9. Give a specific example of how you overcame a difficulty in job, school or family.
10. Give an example of how you overcame a problem with a youngster other than your own.
11. How were you disciplined as a child? How would/do you discipline?
12. Under what supervision style do you work best?
13. In what types of activities or recreation do you participate?
14. What were your favorite subjects in school?
15. What would you like to tell us that hasn't been covered?
16. What questions do you have about our congregation?
17. Other questions to raise regarding information given on the information form?

One might conclude the interview with one or two hypothetical situations which are typical in your church and ask the applicant how they would respond in that situation.

**WRITTEN RECORD OF CONTACT WITH A REFERENCE OF AN
APPLICANT FOR CHILDREN/YOUTH WORK**

(COMPLETE ONE FORM FOR EACH REFERENCE CONTACTED) CONFIDENTIAL

1. Name of applicant _____

2. Individual, church or organization contacted (if a church or organization, identify both the church or organization and minister or person contacted) _____

3. Date(s) and time(s) of contact(s) _____

4. Person contacting the reference _____

5. Method of contact (e.g. telephone, personal conversation, letter [please attach]) _____

6. Summary of conversation (summarize the reference's remarks concerning the applicant's fitness and suitability for youth or children's work) _____

Your signature _____

Position _____

Date _____

EAST SHORE CHURCH UNITED METHODIST EVENT PERMISSION SLIP
23002 Lakeshore Blvd. Euclid, OH 44123 - Office: 216-261-1688

Outing: _____ Date: _____
Times: _____ Location: _____ Phone: _____

Adult Leaders who will be present: _____
(Parent/Guardian keep this portion & return lower portion to the church)

To Whom It May Concern: _____ (name of child/youth) has my
permission to go with the _____ (name of group) on the following event
_____ (event) at _____ (location of event)
on _____ (date of event) at _____ (start time.)

(Parent/Guardian Signature and date signed) _____

Phone number in case of emergency: _____

Where parent(s)/guardian may be reached during the event: _____

Alternate contact in case parent(s)/guardian cannot be reached: _____

Medical/Health Information:

Allergies, medication, hay fever, insect bites, asthma, food, other: _____

Other pertinent health history information: _____

Does your child have any conditions that would prevent him/her from fully participating in
this program? Yes/No If yes, please explain: (specific activities/foods to avoid)

List any medication (prescription & over-the-counter) to be taken during the event which will
be kept & dispensed by a designated leader during the event: _____

Preferred Doctor Phone _____

Preferred Dentist Phone _____

Preferred Eye Doctor Phone _____

Preferred Hospital _____ Phone _____

EMERGENCY MEDICAL AUTHORIZATION

I give my consent for emergency medical treatment by a certified first aid provider. In the
event that additional treatment is needed, the staff of the Emergency Room of the hospital
listed above, or one closest to the event location, has my permission to treat my child/youth.

Parent/Guardian Signature _____ (Date) _____

Parent/Guardian Name (print) Address _____

Phone (home) (_____) (Work) (_____) (Cell) (_____)

Hospitalization Plan and Group # _____

EAST SHORE CHURCH UNITED METHODIST INCIDENT REPORT

This form is to be completed by the adult supervisor whenever an incident (for example: injury, accident, etc.) occurs. A copy is then to be given to a child's/youth's parent/guardian and the pastor. The church must also keep a copy of the completed form.

Name of class or activity _____

Adult supervisor(s) _____

Name of injured _____

Birth date _____ Age _____

Parents/Legal Guardian (if child) _____

Address & Home Phone _____

Date and time of incident _____

Description of incident:

1. Describe the incident (use the back of page if necessary):
2. Where in the facility did it happen?
3. What area of the body was injured?
4. What was the individual doing when the incident happened?
5. How did the incident happen?
6. Give the names of adults supervising the activity at the time of the incident:
7. Give the name(s) of any other witnesses to the incident:
8. How did the individual respond after the incident?
9. Was first aid given or some other action taken? () Yes () No
If yes, by whom? _____ Describe:

Who notified the parent/guardian and when?

Name: _____ Time: _____

Date of Report: ____/____/____

Signature of person completing the form: _____

Signature of parent/guardian: _____

Signature of East Shore staff: _____

**EAST SHORE CHURCH UNITED METHODIST
REPORT OF SUSPECTED INCIDENT OF CHILD/YOUTH ABUSE**

1. Name of person (paid or volunteer) observing or receiving disclosure of abuse: _____

2. Name, if known, of accused abuser _____

Relationship, if known _____

3. Victim's name, age and date of birth _____

4. Date/location of initial conversation with or report from victim: _____

5. Victim's statement (please give your detailed summary): _____

6. Notification of pastor (include pastor's name, date, time and summary of report) _____

7. Notification of victim's parent/guardian (include date, time, name of parent/guardian contacted, and summary) _____

(Page one of two-page report)

**AUTHORIZATION AND REQUEST FOR A CRIMINAL RECORDS CHECK
EAST SHORE CHURCH UNITED METHODIST**

I, _____, hereby authorize East Shore Church to request Protect My Ministry to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release Protect My Ministry from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant: _____ Date _____

Print applicant's full name: _____

Print all other names that have been used by applicant (if any): _____

Date of birth: _____ Place of birth: _____

Driver's license number: _____ State issuing license: _____

License expiration date: _____

Request sent electronically to Protect My Ministry at protectmyministry.com

NOTE: The Euclid Police Department has their own request form for fingerprinting for those that require that form of background check.



Social Security Number (required for Protect My Ministry background check; will be detached and shredded following its use.) _____

**EAST SHORE CHURCH UNITED METHODIST
AUTHORIZATION TO PICK UP CHILD FROM CLASS
23002 Lakeshore Blvd. Euclid, OH 44123 - Office: 216-261-1688**

To Whom It May Concern: _____ (*name of child*) has my
permission to go be released from class to _____

(*name of persons authorized to pick up child*).

(Parent/Guardian Signature and date signed) _____

**EAST SHORE CHURCH UNITED METHODIST
AUTHORIZATION TO PICK UP CHILD FROM CLASS
23002 Lakeshore Blvd. Euclid, OH 44123 - Office: 216-261-1688**

To Whom It May Concern: _____ (*name of child*) has my
permission to go be released from class to _____

(*name of persons authorized to pick up child*).

(Parent/Guardian Signature and date signed) _____

MEDIA RELEASE FORM

The East Shore Church United Methodist Safe Sanctuary Guidelines state that the "Use of photographs in any publication or on any website or bulletin board maintained by the church or its groups will not include any identifying features such as, but not limited to, the name, name tags, name on clothing or name of school on clothing. A signed release form will be required to use any photograph for publicity." In accordance with this statement, please complete and sign this form.

Family Name _____

First Name of each family member:

Please select one of the following options:

- I hereby authorize East Shore Church United Methodist to use pictures on any bulletin board within the church building, in church publications and on the church website.

- I hereby authorize East Shore Church United Methodist to use pictures on any bulletin board within the church building and in church publications.

- I hereby authorize East Shore Church United Methodist to use my pictures on any bulletin board within the church building.

- I do not wish to have my pictures used for any church publicity.

Parent/Guardian Signature

Date

PARENT PERMISSION FOR “SELF TRANSPORTATION” TO/FROM CHURCH EVENT

Name of Youth Driver: _____

Date: _____ Event: _____

Signature of Parent or Guardian _____

There are to be no passengers with the above-named driver to or from this event.

Exempted sibling: _____

PARENT PERMISSION FOR “SELF TRANSPORTATION” TO/FROM CHURCH EVENT

Name of Youth Driver: _____

Date: _____ Event: _____

Signature of Parent or Guardian _____

There are to be no passengers with the above-named driver to or from this event.

Exempted sibling: _____

**EAST SHORE UNITED METHODIST CHURCH
EMERGENCY INFORMATION**

Church Office: 216-261-1688

**Pastor in Charge
Rev. Dr. Armando Arellano 440-813-1415 cell**

**NAME, ADDRESS, PHONE OF LOCAL CHURCH ATTORNEY
To Be Determined**

**NORTH COAST DISTRICT SUPERINTENDENT (District Office)
Rev. Bruce Hitchcock 216-441-4527 office**

**EAST OHIO CONFERENCE AREA CENTER
8800 Cleveland Avenue NW, North Canton, OH 44720, 800-831-3972 office**

LOCAL CHURCH INSURER: Brotherhood Mutual

**CUYAHOGA COUNTY DIVISION OF CHILDREN AND FAMILY SERVICES
Jane Edna Hunter Building, 3955 Euclid Avenue, Cleveland, OH 44115
216-431-4500 office**

**CUYAHOGA COUNTY DIVISION OF SENIOR AND ADULT SERVICES
Elder Abuse Hotline: 216-420-6700 office**

**LOCAL LAW ENFORCEMENT AGENCY
Euclid Police Department: 545 E. 222nd Street, Euclid, OH 44123,
216-731-1234 office**

**DESIGNATED MEDIA SPOKESPERSON
Rick Wolcott, Director of Communications for the East Ohio Conference of the
United Methodist Church 800-831-3972 or 330-499-3972 ext. 118**

RESOURCES

**EAST OHIO CONFERENCE OF UMC SAFE SANCTUARY POLICY & GUIDELINES
LINK: <http://www.eocumc.com/safe-sanctuaries/>**

**CHILD WELFARE INFORMATION GATEWAY
LINK: <https://www.childwelfare.gov/>**

**OHIO DEPARTMENT OF JOB AND FAMILY SERVICES
LINK: <https://jfs.ohio.gov/>
(Information last updated on August 26, 2025)**