

Goshen United Methodist Church
2020 Safe Sanctuaries Policy and Procedures

Biblical Foundation: So in everything, do to others what you would have them do to you, for this sums up the Law and the Prophets. Matthew 7:12 NIV

Introduction:

This policy sets forth:

- Our understanding and commitment to maintain a safe and secure environment for all people, especially children, youth and vulnerable adults, who enter Goshen UMC and other venues where our ministries convene;
- Procedures for expectations of behavior for staff and volunteers; and
- Reporting procedures and guidelines for responding when there is an allegation of inappropriate conduct.

Goshen UMC will post this policy in the Narthex, where it is accessible and in a legible form. Any program guide or handbook related to children, youth, or vulnerable adults shall also include a written statement of or reference to the policy. The policy will be published at least two times a year in the Goshen UMC newsletter, church bulletin and/or website.

Definitions

It is important to have a common understanding of key terms in this policy. Refer to the end of this document to review the definitions of these terms.

Statement of the Goshen United Methodist Church Safe Sanctuary Policy & Procedures

Goshen United Methodist Church's (Goshen UMC) has established and implemented this Safe Sanctuary Policy and Procedures (SSPP) to demonstrate our absolute and unwavering commitment to ensure no harm comes to children and youth under the age of 18, or adults who cannot care for themselves while they are in our care and ministry. All staff and volunteers and outside vendors who work with children, youth and vulnerable adults shall consistently implement this policy at all times. This policy also ensures the safe being of every adult so they can worship and participate in church activities free of any emotional or physical stress.

The SSPP document is comprised of three major areas; all of which align to State of Maryland Law and the policies and procedures of the United Methodist Church and the Baltimore-Washington Conference (BWC).

- Abuse of a Child, Youth, and/or Vulnerable Adult
- Sexual Abuse, Misconduct and Harassment
- General Procedures for Implementation of the Safe Sanctuary Policy

Safe Sanctuary Policy and Procedures

I. Abuse of a Child, Youth, and/or Vulnerable Adult

Abuse of a child, youth, and/or vulnerable adult will not be tolerated at a Goshen UMC event or any ministries of the church and may result in legal consequences or dismissal from the position.

- A. A member of staff or a volunteer for Goshen UMC who observes or suspects that abuse of a child, youth, or vulnerable adult has occurred must immediately report such observed or suspected abuse to the church or ministry official designated for receiving such reports, and any required report in compliance with Maryland Statutes, Family Law Article 5-704, 5-705) (hereafter referred to as Maryland FLA) (Attachment A).

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- B. The staff or volunteer ministry leader must immediately have an incident report filled out with all available details. The form shall be given to the Pastor or Chairperson of the Staff Pastor Parrish Relations Committee to respond to the action, which should be taken.
- C. Reports of observed or suspected abuse may be made orally and/or in writing to a church official and such official shall document the report in writing if it is made orally.
 - 1. The Pastor and Chairperson for Staff Pastor Parish Relations Committee (SPRC) shall be the designated person to receive reports of alleged abuse of children, youth or vulnerable adults and all such reports shall be promptly submitted to this person, and the report required by Section 07.02.07 of the CODE OF MARYLAND REGULATIONS shall be made in a timely manner.
 - 2. In the absence of such designation, the primary on-site supervisor shall receive any such report, and shall document it if the report is received orally. Upon receipt of abuse reports they will be kept confidential in a file cabinet in the administrative office.
 - 3. In the event that any of those persons is implicated, at least two current members of the Staff Parish Relations Committee must be notified within 24 hours.
 - 4. In addition to the report required by Item 1 above, any person who observes or suspects abuse of a child, youth, and/or vulnerable adult shall report it to the following hotline phone number (240-777-4417) available 24 hours per day, 7 days a week or to their local law enforcement agency.
 - 5. It is very important that all parties be sensitive to the alleged victim and his or her family as well as to the accused. Pastoral care should be available to all in the time of crisis. Referrals will be made, as appropriate, to local and county agencies for supportive services to the child, families, and legal guardians of the victims.

II. Sexual Abuse, Misconduct, or Harassment

Sexual harassment, sexual misconduct, and sexual abuse all violate the integrity of the individuals involved and are prohibited in our congregation and ministries. No person has the right to violate a person physically or emotionally. Anyone who violates this policy will be held accountable for his or her actions according to the church and civil laws.

- A. When any church member, ministry participant, staff member or clergy person observes or hears of any inappropriate sexualized behavior occurring on church premises or in connection with any church ministry or sanctioned church activity (regardless of location), it is to be reported immediately to the pastor and the chairperson of the staff pastor parish relations committee.
 - 1. Duty to Report: Any church member, ministry leader/participant, staff member or clergy person who observes or is informed that a crime may have been committed (e.g. rape, minor involved, sexual abuse or any other law which may have been violated) has the responsibility to call the police immediately and inform the Pastor and chairperson of the SPRC.
 - 2. The only exception to this duty to report is if the information was conveyed to the clergy person in a privileged communication that would be protected from disclosure by the clergy-penitent privilege. In this case, the clergy person shall consult with the district superintendent about whether reporting is appropriate.
- B. When the Pastor or SPRC chairperson receives a report of sexual abuse, misconduct, or harassment, either church-related or civil, he or she is to contact the district superintendent immediately (within in no

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more than eight hours). The district superintendent will provide direction on how to handle the situation immediately, including the protocol for investigation and response to the report.

1. All reports are to be documented by the church leadership and superintendent in writing and copies are to be submitted to the Bishop's office within seven days of the actions taken.
 - a. Reports involving a clergy person, the district superintendent will involve the Bishop and other appropriate people to conduct the investigation and determine the course of action to be taken.
 - b. Reports involving a clergy person's immediate family member or anyone living in the clergy person's household shall be reported within eight hours to the district superintendent to determine the actions to be taken.
 - c. Reports involving a layperson or non-clergy staff person, the SPRC will review the situation and determine if participation of the alleged offender is prohibited. If it is a paid staff person, a determination is to be made as to whether the person is suspended.
 - d. It must also be determined if a "buddy system" needs to be implemented while the investigation takes place. The buddy system provides an individual with another church person who will be present with the individual while the individual is on church property or participating in church ministries off the church premises.

2. All complaints will be treated as allegations pending investigation, with the understanding of presumed Innocence while simultaneously taking the appropriate steps to keep people safe from abuse.
 - a. Depending on the circumstances, decisions will be made in collaboration with the Pastor, SPRC, law enforcement personnel, district superintendent and other expert consultants whether pertinent information needs to be shared with the congregation while the allegations are investigated. If allegations are proven to be true, a report approved by the district superintendent will be given to the congregation and will provide further direction.
 - b. The superintendent will present reports of misconduct to the SPRC. (e.g. reports involving clergy or members of the clergy's immediate family).
 - c. The district superintendent will submit the original complaint against a layperson, which will remain in the church file.

3. Response to Allegations of Abuse
 - a. The Pastor or Chairperson of the Staff Relations Committee shall communicate the complaint consistent with the requirements of the Baltimore-Washington Conference of the United Methodist Church.
 - i. An investigations committee consisting of the Pastor, and two other church officers of his appointing, is responsible for investigating any report of inappropriate behavior.
 - ii. If any of these three persons are the subject of the inquiry, the District Superintendent will be notified immediately.
 - iii. All investigations are considered confidential.
 - iv. The committee should act as a team, especially during interviews, so that a statement made to the pastor while investigating an incident is not considered to be a legally privileged communication.
 - b. Any person named as an alleged offender in a complaint shall immediately be required to cease any contact with children or youth through Goshen UMC activities. The person shall be treated with dignity and support.
 - c. In the case of staff, the Pastor, in consultation with the Staff Pastor Parrish Relations Committee, shall determine the extent to which employment and compensation should be continued during the investigation.

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- d. The alleged offender may resume activities with youth and children at such time as the District Superintendent, Guide, Pastor, or the Staff Pastor Parrish Relations Committee (depending on paid or volunteer staff) shall deem it appropriate.
4. If any complaint comes to the attention of the media, then only the Pastor, Guide, District Superintendent can release information to the media. The District Superintendent and the Pastor will appoint a spokesman for the church.
5. The Pastor or Chairperson of the Trustee Committee shall communicate the complaint to the insurance carrier providing liability insurance for Goshen IJMC as soon as he or she has received the complaint.

C. Plan for Caring After Abuse

"The District Superintendent, when appropriate, shall provide referral options for counseling, arrange for reconciliation, and arrange for pastoral care and support to any individuals or family members victimized by sexual harassment, abuse or misconduct." (BWC Sexual Misconduct Policy and Procedure, December 2011)

III. General Procedures for Implementation of the Safe Sanctuary Policy

A. Recruitment, screening, and hiring procedures for all volunteer and paid staff

1. Every paid staff member and all volunteer staff who have direct contact with and supervise children, youth, and vulnerable adults are required to have a background check and submit all required documents.
2. People interested in working with our children, youth, and/or vulnerable adults as a volunteer or in a paid position are required to have six months of active involvement in the church before they work with this population. Church involvement can include Bible Study, worship, or other ministries that help them to be known in the congregation. They are not required to be members of the church.
3. Background Checks
 - a. The Pastor or the Chairperson of Staff Pastor Parrish Relations Committee (SPRC), if designated by the Pastor, are the only people authorized to conduct background checks and relay information as needed. The background check will be done by an outside agency.
 - b. Every adult paid and volunteer staff will be subjected to a background check every 5 years.
 - c. Information revealed through background checks is confidential.
 - d. If any "flags" appear as a result of the background check or references, all references will be contacted and interviewed with more detailed questions by the Pastor or Chair of the SPRC, if authorized by the Pastor.
 - e. An adult with a history of child or sexual abuse is not automatically excluded from being considered for the position. A case-by-case decision may be considered by the Pastor and approved by the District Superintendent.
 - i. SPRC will review the Sex offenders' registry twice a year for their staff and volunteers who work with youth and children's ministries. The registry of sex offenders for Maryland is www.dpscs.state.md.us/onlineservs/registry-listings.shtml.
 - ii. See Section 2d for specific procedures for the supervision of registered sex offenders.

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4. Staff and volunteers will submit the documents and information stated below.
 - a. Submit a staff/volunteer application for-m
 - b. Complete a background check authorization form
 - c. Provide the applicant's Social Security Number, birthdate, and home address
 - d. Submit Laity Sexual Misconduct Questionnaire (Attachment B)
 - e. List three personal references with current contact information
 - f. Submit emergency contact information in case of medical or other urgent care situations
5. Personal Reference Checks
 - a. The Pastor or the Chairperson of Staff Pastor Parrish Relations Committee (SPRC), if designated by the Pastor, will follow up on the personal references and relay information as needed.
6. Staff and volunteers must attend mandatory annual training sessions on the Safe Sanctuary Policy and Procedures, legal mandates for reporting and documenting abuse and sexual misconduct.
7. Storage and Handling of Forms and Data
 - a. All personnel forms and confidential information will be maintained in a secure location under the supervision of the Pastor.
 - b. All emergency contact information for staff, children, and youth will be accessible to designated church leaders for use in emergency situations.

B. General Procedures and Practices for Safe Ministry

1. Supervision
 - a. "Two Adult Rule" - No fewer than two adults, unrelated by blood or marriage, shall be present during any church-sponsored program, event, or ministry involving children or youth.
 - b. A maximum ratio of children/youth for everyone adult is required.
 - c. Age Requirements
 - i. Volunteer or paid staff must be 21 years or older.
 - ii. Any leader under the age of 21 years must have another unrelated adult over the age of 21.
 - iii. Any adult who supervises activities for youth and children shall be at least five years older than the oldest child or youth.
 - iv. If an adult is less than five years older, they may participate as a helper.
 - d. Windows must be in all doors where children and youth meet or doors are kept fully open. An exception would be pastoral counseling where a closed door is appropriate to ensure confidentiality. Precautions to ensure safety would include having people in the vicinity, but not within hearing distance of the session.
 - e. Restroom Usage
 - i. Preschool-aged children must be escorted to the restroom at all times, preferably by a parent/guardian.
 - ii. Elementary-aged children should be encouraged to use the restroom prior to the activity and encouraged to remain in the sanctuary during the service, unless accompanied by the parent/guardian or another responsible adult
 - iii. If involved in a church-sponsored activity, the supervising church leader will designate an adult to escort the child to the restroom.

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f. Children and Youth Events

Anything considered illegal under civil law and criminal law in the state of Maryland is illegal for children and youth participants at Goshen UMC. This includes but is not restricted to the use of tobacco, drugs, alcohol and possession of weapons or firearms.

- i. Participation in activities is contingent on all participants being cooperative, behaving, and willfully following all rules and procedures.
 - Group leaders exercise the authority to determine a person continuation in church events.
 - Supervision will remain at all times if a person is excluded from an activity.
- ii. Emergency contact information including names of parents/guardians, telephone numbers, allergies or other pertinent medical information, or other pertinent information must be kept in an accessible location at all times. The leader of the ministry or a designee will have this information with them while children are participating in church-sponsored activities.
- iii. Parents are expected to communicate to children and youth that the program leaders and volunteers are acting with the authority of that parent.
- iv. Parents must ensure the child/youth is in the presence of the adult-in-charge prior to leaving the church site and the child/youth is picked up by the designated ending time of the activity.
- v. Parents must receive advance notice in writing stating details of any event or activity in which their child/children will be participating.
- vi. Written parental permission is required prior to the child/youth's participation in the activity.
 - Leaders of children/youth ministries may request parents to provide single "blanket" permission for standard activities.
- vii. Sign-in sheets must be used for pre-school/nursery school age children.
- viii. Children/youth who have reached the confirmation age of 12 years have individual responsibilities for the safety of themselves and all other participants.
 - Youth are responsible for his/her own behavior.
 - Youth are also to be trained on what is inappropriate behavior between individuals of the same sex, the opposite sex, and between youth and adults.
 - Youth should contact the leaders of the ministry, pastor or a parent/guardian if anything inappropriate is done to them.
 - A minimum of two volunteers/staff must remain at the event until all children/youth are in the custody of a parent or approved designee.
- ix. Travel/Housing
 - All event participants and staff will adhere to established and communicated curfews and general rules/procedures.
 - During overnight trips, the same gender adult must provide supervision of youth. (e.g. male adults with male youth and female adults with female youth)
 - No child or youth shall be housed alone with an adult or share a bed with an adult.
 - Visitation between males and females in hotel rooms or living quarters is prohibited unless directly supervised in a group setting by the group's responsible

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adult. (e.g. devotional or groups discussion times) o Co-ed rooming is only permitted for family units or married couples who do not have the responsibility of supervising other youth.

2. Medical
 - a. First aid supplies will be available on site in a designated location
 - b. Group leaders will have copies of and access to children, youth, and adult participants' emergency information at all times. The originals are to be filed in a designated location at the church.
 - c. In the event of an accident, injury or medical emergency, a written report will be completed and submitted to the Pastor.

3. Cyberspace and Social Media Guidelines: Social Media is comprised of a variety of online activities and anything posted remains accessible, even if it has been deleted. Sexual and professional boundaries can be violated in cyberspace. Messages that contain threatening, obscene, offensive, vulgar, profane, pornographic, racist, sexist, hurtful, tactless, demeaning, libelous, defamatory, sexually explicit, sexual innuendo, and the like, even though no harm or hurt is intended, are inappropriate and, depending on the circumstances, may constitute sexual misconduct. Care should be taken to be wisely selective about sites visited, and messages that are posted online. Ministry leaders should know that because this type of communication can impact the ministry setting, it may be included in supervisory and disciplinary processes.

4. Procedures for Users of Goshen UMC

All Safe Sanctuary Policies and Procedures apply to any community organization using the Goshen UMC facilities when children, youth, or vulnerable adults are involved.

5. Procedures for Supervision of Registered Sex Offenders
 - a. Addendum to Safe Sanctuary Policies (Attachment C)
 - b. Covenant Letter for Registered Sex (Attachment D)
 - c. Procedures for Review and Certification of Policy and Procedures
 - i. Periodic Review of Policy and Procedures
 - a) As recommended by the BWC, the Safe Sanctuary Policy and Procedures will be reviewed, at a minimum, every two years to ensure they are in compliance with any new laws, expectations of the UM Church and the BWC.
 - b) The original Goshen UMC Safe Sanctuary Policy was adopted on July 29, 2008.
 - c) Due to the implementation of the Safe Sanctuary Addendum and the two-year minimum revision expectation, the SPRC will revise the current policy and present the revisions to the Trustees and then the Administrative Board for approval.
 - d) Date Policy Modified/Approved by SPRC: **09/22/2020**
 - e) Date reviewed and approved by the Administrative Board: **09/23/2020**
 - f) Effective Date of Implementation of the Revised Policy: **12/01/2020**
 - ii. Certification Process of Development and Use of Policy at the Charge Conference
The Pastor and SPRC will certify each year at Charge Conference that Goshen United Methodist Church is in compliance with the BWC Safe Sanctuary Policies and Procedures for local churches.

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Glossary of Terms

Abuse: Physical, emotional, mental, sexual, or other kinds of abuse directed at, or observed, or occurring with or to, a Child, Youth or Vulnerable Adult, including the definition of "Abuse" set forth in the CODE OF MARYLAND REGULATIONS, Section 07.02.07.

Adult: An adult is a person of 18 years of age or older. An 18-year-old still in high school or a recent high school graduate during the summer following the senior year is a youth for church purposes.

Adult Event: A meeting, class, or activity designed specifically for persons over the age of eighteen.

Background Investigation: Use of a qualified risk assessment service to evaluate the criminal history as well as any other relevant background information of Staff and Volunteers.

Child: A child is a person of less than 18 years of age or an adult with diminished mental capacity who is appropriately placed in programs for youth or children.

Child Care/Nursery: The room specifically available for children to gather while a parent attends an adult event.

Children's Event: A meeting, class, or activity designed specifically for children from birth through the fifth grade.

Designated Attendant: an adult member of the congregations who has been approved and selected to accompany a registered sex offender when the person is on church grounds and/or attending or participating in church activities (regardless of location).

Event: An event is a meeting, class, or other activity that appears on the GUMC Calendar. An event will typically begin at GUMC and end at GUMC, although participants may travel to other locations. Transportation to and from GUMC is the responsibility of parents.

Outside Vendors: Parties or agencies hired to perform services onsite.

Pastor: The Ordained Elder appointed by the Bishop of the Baltimore-Washington Conference to serve Goshen United Methodist Church as the lead pastor.

Registrant: A convicted registered sex offender; the term describes persons with a primary sexual interest in prepubescent children aged 13 or younger or whose victims may include minors as old as 17 years of age or even adults.

Responsible Adult: An adult who is responsible for the care of children and youth at a church sponsored event.

Sexual Abuse: Unwanted advance of a sexual nature and includes physical contact, verbal communication, exposing sexual body parts or physical gestures of a sexual nature.

Sexual Misconduct: Sexual physical contact between (a) any person of actual or perceived authority or responsibility and (b) another individual, even if both consent to the behavior.

Sexual Harassment: A continuum of behaviors (based on sexual interest or sexual communication) that intimidate, demean, humiliate, or coerce and can create a hostile working, learning, or worshipping environment.

Staff Member: An individual on the payroll of Goshen UMC via contract or salary agreement.

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Unattended Child: A child that is not in the direct line of sight at all times of the parent/ guardian or their designated attendee.

Volunteer: An Adult who has completed the volunteer application process, has been approved for service, and successfully completed Safe Sanctuary Training.

Vulnerable Adult: A person age 18 or older who is mentally, physically or psychologically challenged and is unable to make responsible legal decisions about his or her welfare.

Youth: A child between the school grades of 6-12. Note, the church usually promotes in August, so a recent graduate, even if 18 years of age who has not yet started college or other post-high school plans is considered a youth.

Youth Event: A meeting, class, or activity designed specifically for persons in grade six through high school.

TITLE 07 DEPARTMENT OF HUMAN SERVICES

Subtitle 02 SOCIAL SERVICES ADMINISTRATION

Chapter 07 Child Protective Services— Investigation of Child Abuse and Neglect

Authority: Criminal Law Article, 3-601, 3-602, and 3-602.1; Family Law Article, Title 5, Subtitle 7; Human Services Article, "1-202 and 4-207; Annotated Code of Maryland Chs. 398 and 399, Acts of 2011 (Agency Note: 42 U.S.C. 45 CFR \1340.20)

.04 Reporting Child Abuse or Neglect.

A. Individuals who are not mandated reporters and have reason to believe that a child has been abused or neglected shall immediately notify a local law enforcement agency or a local department by any available means.

B. A mandated reporter shall report suspected child abuse or neglect that occurred in Maryland:

(1) By oral report immediately after the contact or event that revealed the suspected child abuse or neglect to the local department or law enforcement agency in the jurisdiction where the suspected child abuse or neglect occurred; and

(2) By written report within 48 hours of the contact or event that revealed the suspected child abuse or neglect to the local department and the State's Attorney's Office in the jurisdiction where the suspected child abuse or neglect occurred.

C. A mandated reporter shall report suspected child abuse or neglect that occurred outside of Maryland to any local department in accordance with Family Law Article, 55-705. I, Annotated Code of Maryland.

D. Upon request, a local department shall provide a mandated reporter with a supply of forms created by the Administration that the mandated reporter may use in making a written report.

E. An employee of a local department shall immediately forward any report of suspected child abuse or neglect received in the course of employment, however communicated, to CPS to screen the report.

F. A reporter shall include in a report of suspected child abuse or neglect as much of the following information that is available:

- (1) The names and home addresses of the alleged victim, the alleged victim's parents, and any other individual responsible for the alleged victim's care;
- (2) The present location of the alleged victim;
- (3) The alleged victim's age;

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- (4) The names and ages of other children in the alleged victim's home or in the care of the alleged maltreater;
 - (5) The specific nature and extent of injury, sexual conduct, or failure to provide proper care and attention;
 - (6) Previous child abuse or neglect of the alleged victim or by the alleged maltreater;
 - (7) Other information that might be of assistance to the local department in determining:
 - (a) The cause of injury or of a failure to provide proper care and attention;
 - (b) The identity of individuals responsible for the alleged child abuse or neglect; and
 - (c) The safety of the alleged victim and risk of future maltreatment; and
 - (8) In the case of suspected child abuse or neglect involving a mental injury:
 - (a) A description of the substantial impairment of the child's mental or psychological ability to function;
 - (b) An explanation of why the reporter believes the mental injury is attributable to maltreatment;
 - (c) Any observations or knowledge about the intent or recklessness of the alleged maltreater in causing a mental injury.
- G. The failure or inability of a reporter to provide the information in of this regulation will not be grounds for screening out the report unless the information provided is insufficient to allow the local department to locate or identify the alleged victim.
- H. An individual is not required to report suspected child abuse or neglect in violation of:
- (1) The attorney-client privilege under Courts and Judicial Proceedings Article, 59-108, Annotated Code of Maryland including communications:
 - (a) In confidence by a client to the client's attorney, relating to the representation of the client, or
 - (b) That would violate a constitutional right to assistance of counsel; or
 - (2) The privilege in Courts and Judicial Proceedings Article, 9-111, Annotated Code of Maryland, pertaining to communications to a minister of the gospel, clergyman, priest, or rabbi of an established religion received in a professional capacity' under circumstances where the professional is bound to maintain the confidentiality of that communication under canon law, religious doctrine, or practice.



Laity Sexual Misconduct Questionnaire

Baltimore-Washington Conference – Church Conference 2020



*To be completed and signed by all persons who are to work with children and youth within the ministry of this congregation.
Please check the appropriate box. If more space is needed, please use an additional piece of paper*

Name:		
Date :		
YES	NO	1. Have you ever filled out this questionnaire for this church or agency? <ul style="list-style-type: none"> • If NO (or unsure) please answer questions 3 - 9 below. Then sign and return this form. • If YES, please give the date: _____ and answer question #2
YES	NO NOT SURE	2. If you answered “YES” to Question #1, have any answers changed since you filled out that copy? <ul style="list-style-type: none"> • If NO, please sign and return this form. • If YES OR NOT SURE, please answer questions 3 - 9 below
YES	NO	3. Have you ever been accused, in a written and signed statement of sexual misconduct with a child or a youth?
YES	NO	4. Have you ever been accused in a written and signed statement of sexual misconduct with an adult?
YES	NO	5. Have you ever been dismissed from any position, volunteer or salaried, because of accusations of sexual misconduct on your part?
YES	NO	6. Have you ever resigned from any position, volunteer or salaried, because of an accusation of sexual misconduct on your part, or to avoid being dismissed because of an accusation of sexual misconduct on your part?
		If your response to any of the foregoing questions (2 through 5) is “yes”, please provide all details regarding each accusation of sexual misconduct that has been made with respect to you, including a description of the alleged conduct, the name of the person who made the accusation, the date of the alleged misconduct, and the name of your employer at the time of the alleged misconduct. Please attach explanation.
YES	NO	7.a Have accusations of sexual misconduct on your part ever resulted in civil or criminal court proceedings at any level (e.g. indictment, arrest, trial, etc.)? If yes, please provide the complete details of those proceedings (including dates, circumstances, the jurisdiction where the proceedings occurred, the nature of the accusations, and the result of the proceedings). Provide explanation below or attach additional document.
YES	NO	7.b Have accusations of sexual misconduct against you resulted in civil or criminal court proceeding on more than one occasion? If so, please provide the same details with respect to each such proceeding. Please attach explanation.
YES	NO	8 Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of young people? Please attach explanation.

COMPLETED FORM TO BE KEPT ON FILE AT THE LOCAL CHURCH – DO NOT SUBMIT TO CONFERENCE.

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Laity Sexual Misconduct Questionnaire

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	<p>9 Please provide three adult references (names, addresses, phone numbers) of persons who are not related to you by blood, marriage or other family relationship and are not employed or supervised by you, who can to the best of their ability, provide statements in support of your good behavior and clean record in regard to sexual misconduct with children, youth and adults.</p>	
	Name 1 :	
	Address :	
	City, State Zip :	
	Phone :	
	Name 2 :	
	Address :	
	City, State Zip :	
	Phone :	
	Name 3 :	
	Address :	
	City, State Zip :	
	Phone :	
<p>I verify that the answers I have provided on this Questionnaire are true and accurate to the best of my ability. I understand false answers, as well as the failure to sign this Response Form, will result in my being denied the position for which I am being considered.</p>		
	Signature:	
	Printed Name:	
	Date :	

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Attachment C

Addendum to Safe Sanctuary Policies

Maryland, the District of Columbia and West Virginia all maintain registries of sex offenders, which attempt to list all persons residing anywhere in those jurisdictions who have been convicted by a court of law of any of a very wide variety of sexual offenses. The registry in all three jurisdictions is available for public review and may be searched online at (1) <http://www.dpscs.state.md.us/sorSearch>, for Maryland; (2) <http://sexoffender.dc.gov> for the District of Columbia; and (3) <https://apps.wv.gov/StatePolice/SexOffender/Forms> for West Virginia. Contrary to popular belief, these Sex Offender Registries are not limited to listing convicted "pedophiles," which, strictly speaking, describes persons with a primary sexual interest in prepubescent children aged 13 or younger. Rather, the Registries include sex offenders whose victims, depending on the crime, may include minors as old as 17 years of age or even adults.

From time to time, a local church pastor or church leader learns that a member, or any person who regularly frequents church premises for worship or other reasons, is a registered sex offender. When that happens, and even while resolutely affirming every person's need to be part of a faith community and receive redemption, we hold in balance the imperative to do all we can to keep all our parishioners safe, especially (but not only) our children and youth. To that end, in striving to maintain an environment of love and safety for all, we believe the congregation's process for responding to such information should include the following components:

1. Maintenance of List: The Staff Parish Relations Committee should establish and maintain a list of registered sex offenders who are members of the church, attend worship or are otherwise known to visit the church premises (buildings or grounds) on one or more occasions. The pastor and the chair of the SPRC will ensure that this list is updated in the following manner:
 - a. at least twice a year, by making a reasonably delineated geographical and name searches of the online version of the registry maintained for the jurisdiction in which the church is located, and
 - b. whenever it is brought to the attention of the pastor or the SPRC that another church member or visitor has become a registered sex offender.

A current copy of the list will be delivered to the District Superintendent as soon as it is first prepared and whenever the list is updated.

2. Meeting and Covenant with the Registrant: Upon learning that a member or visitor is a registered sex offender, the pastor and the Chair Of the SPRC chair, or another member of the SPRC designated by the Chair, will have an in-person meeting with the registered person (Registrant) and another adult of the Registrant's choosing to discuss the procedures the congregation will follow in order to allow the Registrant to continue to participate in the life of the congregation or visit the church premises for any purpose. During that meeting, the pastor and SPRC representative will:
 - a. indicate that they have been made aware of the person's name on the registry;

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- b. summarize the congregation's principles and guidelines in such situations as outlined here and in the attached "Covenant Letter";
 - c. explain and emphasize the importance of the "Designated Attendant" policy (as described below), both for the safety and well-being of the church community, and the well-being of the Registrant as well;
 - d. provide the Registrant with a Covenant Letter, signed by the pastor and the SPRC Chair, substantially in the form attached hereto; and
 - e. explain that the Covenant Letter must be counter-signed (in front of a witness), dated and returned to the pastor before the Registrant can be allowed to return to the church premises,
3. "Designated Attendants": Registrants should not be allowed in any church building or anywhere on church grounds, unless they are accompanied by an adult member of the congregation that has been approved by the SPRC to serve as a Designated Attendant for registered sex offenders.
 - a. A list Of Designated Attendants for registered sex offenders shall be maintained by the Chair of the SPRC.
 - b. Each Registrant shall be given the names and telephone numbers of two or more Designated Attendants they can contact to accompany them when they visit the church.
 - c. A Designated Attendant must be present to meet the Registrant in the church parking lot, or at another safe and well-lighted outdoor location, when the Registrant arrives at the church's property. The Designated Attendant must physically accompany the Registrant at all times while the is within any church buildings or anywhere on church grounds.
 - d. It is the Registrant's responsibility to arrange to have a Designated Attendant present when they arrive at the church property. If a Designated Attendant does not appear for any reason, the Registrant may not enter any church building and may not stay on the church grounds.
 - e. No person that is related to the Registrant by birth. adoption or marriage may serve as their Designated Attendant.
 - f. The SPRC will have the responsibility of securing designated attendants for others. In the event that a time arises and no buddy is available, the person may not stay on the grounds of the church buildings.
 - g. The Designated Attendant requirement must remain in place for as long as the Registrant remains on the Sex Offenders Registry.
4. Exceptions: There should be no exceptions to these policies and procedures except on a case-by-case basis, and then only if (a) written approval is obtained from both the pastor and the SPRC, and (b) advance written notice of the exception, and an explanation of the reasons therefor, is provided to the District Superintendent fourteen (14) days before the proposed exception is to go into effect and the District Superintendent thereafter indicates in writing that there is no objection to allowing the exception.

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District Superintendents must:

1. Maintain copies of each congregation's list of registered sex offenders.
2. Provide all congregations with clear instructions and guidance on preparing their lists of registered sex offenders, updating them bi-annual, and providing a current list to the District Superintendent every January.
3. Provide regional training for clergy and Staff Parish Relations Committees in 2012 and ask congregations to review the DVD every year.
4. In 2012, review the safe sanctuary policies of the congregation and introduce this practice as an addendum that congregations can add to their policies.

Covenant Letter for Registered Sex Offender

Dear _____:

It has come to our attention that you are listed on the Sex Offender Registry for **[Maryland]** **[the District of Columbia]** **[West Virginia]**. As a church family, we affirm every person's need to be part of a faith community such as ours, but we hold in balance the imperative to all we can to keep all our parishioners safe in body and spirit.

Under these circumstances, your participation in the life of the [insert name] United Methodist Church, or your presence on church premises, requires that a written and binding covenant be made — between you and the church — to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, we are hopeful that the pastor, the staff, and the congregation can be of assistance to you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers.

The terms of the covenant are as follows:

1. Any time you are on the campus of the church, you must be accompanied by a "Designated Attendant." There will be at least two people who will be available to act as a Designated Attendant for you. The names and telephone numbers of those who have agreed to act as a Designated Attendant are listed at the bottom of this letter. You should make contact with one of them prior to coming to the campus on each occasion. One of these Designated Attendants must be present to meet you [at your car in the church parking lot] [insert other safe, well-lighted location well outside any church building] and be in your company at all times while you are on the campus of the church. This includes accompanying you to the restroom. The Designated Attendant will accompany you to your car at the time you leave the campus.
2. You cannot serve in any positions of leadership or teaching until further notice.
3. You agree to allow the pastor or his designee to contact any law enforcement, probation officer or other governmental official — but not your attorney or any health care provider - in order to request or obtain information that the pastor believes may be of assistance in ministering to you or to the congregation or others in the church community. By signing this letter you agree that the law enforcement, probation officer or other governmental official may share any information with the pastor or his designee, and you release that person and their organization or employer from any liability as a result of releasing this information. This authorization and release specifically include, without limitation, any information, written or verbal, the law enforcement, probation officer or other governmental official has obtained concerning medical, psychological and psychiatric conditions or treatment.

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4. You agree to meet and consult with the pastor upon his request for the purpose of providing assistance to you or for the protection and security of the congregation or others in the church community.
5. You understand and agree that the pastor and SPRC must keep other church staff and members apprised of your status and the guidelines agreed upon.

We trust you understand the reasons for these requirements. If so, and if you are committed to keeping this covenant, please sign and date this letter in the space provided below. If you cannot or are unwilling to do so, we regret that we cannot allow you to visit church premises again for any reason.

Please know that we are praying for you and for ourselves as we locate and follow an appropriate path for moving forward in faith. We look forward to what God will do in your life and in the lives of all members of this congregation and those who seek to participate in its ministries.

Sincerely,

Pastor

Chair, Staff Parish Relations
Committee

The Designated Attendants to be called any time you plan to come to the campus of the church are:

- | | |
|----------|---------------|
| 1. _____ | Tel no. _____ |
| 2. _____ | Tel no. _____ |
| 3. _____ | Tel no. _____ |

I have read the above letter and agree to abide by the mandatory guidelines contained in the letter.

Witness: _____ Date: _____
Name