

Creating Sanctuary

**Making our Church a
Safe Place**



**9300 Jason Ave. N.E.
Monticello, MN 55362**

Creating Sanctuary

Making our Church a Safe Place

Luke 18:16 *“But Jesus called the children to him and said, “Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these.””*

Matthew 18:10 *“See that you do not look down on one of these little ones. For I tell you that their angels in heaven always see the face of my Father in heaven.”*

Mission Statement: Since the beginning of time, God’s church has been a sanctuary for His children. Our mission at Resurrection Lutheran Church is to ensure that His house remain a sanctuary for everyone who comes to us, and that they feel protected, cared for, educated, nurtured and respected in every activity we sponsor.

As a Christian congregation, we recognize that abusive behavior, toward children and adults, has become a serious problem in our society, invading our homes, our schools and even our churches. It is the goal of Resurrection Lutheran Church to protect our members, and particularly the children entrusted to our care, from the occurrence of such abuse, and to protect our staff and volunteers from the injuries that accompany unfounded accusations of abuse by others.

It is our intent to implement this policy through the development and implementation of procedures designed to educate our staff and volunteers to all aspects of this problem and to provide our children with high quality care-givers and educators who are equipped with the resources to prevent, identify and report suspected abuse of those entrusted to our care.

CREATING SANCTUARY POLICY

It is the policy of Resurrection Lutheran Church in Monticello to provide a safe environment for the children, youth, volunteers and staff of our church. Ministry to our children and youth is deeply valued and to that end, procedures will be followed to protect them from physical and sexual abuse in our church.

The procedures to be followed will serve Resurrection Lutheran Church in two additional areas of concern:

1. To protect church staff and volunteers from potential allegations of child abuse.
2. To limit the extent of Resurrection's legal risk and liability due to child abuse.

Child sexual abuse is any sexual activity with a child in any setting. The abuser may be an adult, an adolescent, or another child. Child sexual abuse may be violent or non-violent. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially or developmentally ready.

Child sexual abuse may include actual or threatened touching or non-touching behavior. Types of child sexual abuse include the following: fondling; oral, genital or anal penetration; intercourse; forcible rape; verbal comments; pornographic pictures; obscene phone calls; exhibitionism; allowing children to view sexual activity.

Physical abuse means any physical or mental injury or threatened injury to a child other than by accidental means or any physical or mental injury that cannot reasonably be explained by the child's history of injuries.

Resurrection Lutheran Church shall provide and require procedures in four areas:

1. Volunteer Selection
2. Volunteer Supervision
3. Reporting Obligations
4. Response to Allegations

All references to "children and youth" in the following procedures refer to children under the age of 18.

Because the legal and social environment of our society is turbulent and changing rapidly, it shall be our policy to monitor this external environment in light of our mission and ministry to our children and youth on a regular basis. As a Christian body, we shall be proactive in reviewing our policies and procedures to make changes when necessary to provide a safe environment for the children, youth, and volunteers of our church.

Staff and volunteers working with children will be required to have background checks every three years as well as doing a Creating Sanctuary Refresher Course every year.

CREATING SANCTUARY: VOLUNTEER SELECTION

1. All church volunteers who mentor or supervise children and youth are required to be members of Resurrection Lutheran Church for a minimum of three (3) months before they can be involved in our children or youth programs or activities. During the three (3) month waiting period, new members may serve with a trained leader or director.
2. Any person who volunteers or seeks to be employed by Resurrection Lutheran Church and who has, may have or seeks to have access to a child under the age of 18 to whom Resurrection Lutheran Church provides care, education, training, instruction or recreation, shall truthfully complete, date and sign an “Application for Volunteers with Children or Youth,” as found in Appendix A.
3. The failure to complete, date and sign these documents or any other document necessary to process the authorization will be considered as a withdrawal of the application for the position under consideration.
4. A record of contact with references identified by the applicant shall be maintained in a confidential file, designated by the Lead Pastor, and shall contain information about each contact, as found in Appendix B. It should be noted that references will be checked by a member of the ministry area involved with the position under consideration, not by the Lead Pastor.
5. Persons who have only occasional contact with children or youth (i.e. activity sponsors, special event chaperones, VBS teachers and helpers) will need only to complete a modified application as found in Appendix C.
6. Resurrection Lutheran Church will request a background records check on Pathfinders, Cross Training, Student Leadership and Life Together mentors, to determine whether the applicant is the subject of any reported conviction for background check crimes, under the provisions of the Child Protection Background Check Act.

The applicant shall be informed he/she has the right to:

- Be informed by Resurrection of the response of the “Protect My Ministry” background records check and to obtain from Resurrection a copy of the background records check report.
 - Obtain from the “Protect My Ministry” Service any record that forms the basis for the report.
 - Be informed by Resurrection Lutheran Church if the application has been denied because of the response from “Protect My Ministry” Service.
 - Challenge the accuracy and completeness of any information contained in the background check report or record by appealing to “Protect My Ministry” Service.
 - The applicant has the right not to be required to pay the cost of the background records check
7. Only authorized representatives, approved by the Lead Pastor may review the information contained in the response of “Protect My Ministry” Service.

8. Persons who are known to have committed or are known to have been accused or under investigation for previous acts of sexual misconduct or other abuse are strictly prohibited from serving in ministry to children and youth, but may be encouraged to serve in other ministries where they have no contact with minors. In cases where a person has been accused of abuse, which is later determined to be unfounded, the Lead Pastor will have discretion as to whether or not the applicant should work with minors.
9. Some crimes would not be automatic disqualifiers, because they would not necessarily suggest a risk of child abuse or molestation. Some property offenses would be included in this list, particularly if the offense occurred a long time ago and the individual has a long history of impeccable behavior.
10. Individuals applying for higher risk positions (overnights, camps, largely unsupervised positions) must be interviewed by proper church leaders in addition to having a background check completed. A written record of the interview will be kept in their Creating Sanctuary file.
11. Teenage Volunteers
We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage volunteers:
 - Must be at least age 14
 - Must be screened as specified above
 - Must be under the supervision of an adult and must never be left alone with children.
12. See Child and Youth Volunteer Application Requirements Chart on following page.

The adoption of these procedures is not intended and shall not be construed to create, expand or otherwise modify any rights, duties, limitations or obligations beyond the scope of those set forth in Minnesota Child Protection Background Check Act.

Summary of Resurrection's Child and Youth Volunteer's Requirements

VOLUNTEER	Application for Occasional Volunteers	Application Form	Background Checks	Ministry Covenant	Code of Conduct	P&P Overview & Checklist for Overnight/Late Night Events	Interview
Vacation Bible School Leaders and helpers	YES	NO	NO	NO	NO	NO	YES
Occasional Nursery Volunteer	YES	NO	NO	NO	NO	NO	YES
Pathfinder Leaders (Sunday School)	NO	YES	YES	YES	NO	NO	NO
Confirmation Small Group Leaders	NO	YES	YES	YES	YES	NO	NO
Adult High School Mentors	NO	YES	YES	YES	YES	NO	NO
Regular/Sub Paid Nursery Volunteers	NO	YES	YES	NO	NO	NO	NO
Employees	NO	YES	YES	NO	NO	NO	NO
Overnight/Late Night Event Leaders and helpers	NO	YES	YES	YES	NO	YES	NO
Student Peer Leaders	NO	YES	NO	YES	NO	NO	NO

CREATING SANCTUARY: VOLUNTEER SUPERVISION

1. Whenever possible it is recommended that two adult supervisors shall be present during any church activity involving individual contact with children or youth under the age of 18. Preferably, one of these adults will be a parent or someone over 21 years of age. (Example: Assisting a child to or in a restroom, giving a ride to a child) Being alone with a child is strongly discouraged. If a meeting of a child and only one adult is ever a necessity, it should occur in an open, public place, such as a restaurant, with other people in the room.
2. Children should have written parental permission for involvement in church sponsored programs or activities.
3. Volunteers should be instructed that sexual contact with minors or other abuse can lead to a felony conviction and imprisonment in a state penitentiary. Volunteers should also be instructed that the

church insurance policy may not provide them with a legal defense of sexual misconduct or other abuse charges or pay any portion of a jury verdict assessed against them because of such conduct.

4. If possible, windows should be installed on all doors to classrooms or other areas used by minors. The Children, Youth & Family Director will make random visits to all classrooms and frequently visit areas that are isolated from view.
5. Supervision of children should be provided before and after the event until all children are in the custody of parents or legal guardians or have left the premises. Children fourth grade and under should be released from the program to their parents or appointed guardians. Exceptions to this policy will only be considered if parents sign a release waiver.
6. All adult mentors and supervisors of children and youth overnight activities must complete an application (Appendix A), Policy Overview (Appendix D or E) and be approved in advance by the Children & Family Ministry Director, Youth & Family Director or other director as assigned. A background check must be performed.
7. Church nursery procedures must clearly describe how the child and the child's parent or guardian will be identified, and will ensure children can only be released to their authorized parent or guardian.
8. Volunteer training will consist of:
 - Viewing "Reducing the Risk" video
 - Reading the Creating Sanctuary Policy
 - Verbal or video training on abuse and reporting procedures
 - Support in filling out the Application and Background Check Authorization
9. Church volunteers and staff should be trained to identify inappropriate behavior with children or youth. They will be encouraged to warn each other when questionable behavior is displayed. Questionable behaviors, such as giving massages, kissing and inappropriate touching, should be reported to the proper supervising staff person.
10. Two adults will supervise restroom visits when the child is unable to handle restroom procedures by themselves. Students capable of handling restroom procedures second grade and under will have an adult escort them to the restroom door.
11. Leaders who would like a student to run an errand (i.e. get supplies, deliver a message) can do so if they send two students together.

CREATING SANCTUARY: REPORTING OBLIGATIONS

An effective reporting procedure enhances the effort to protect children. Ordinarily, child molesters will not remain in a ministry where volunteers are trained to identify symptoms of child abuse and are encouraged to report suspicious behavior. Child abusers thrive on secrecy and are more likely to commit criminal acts in organizations where they go unnoticed.

Reporting reflects caring for children and youth. Church volunteers and staff should be alert to the physical signs of sexual and other forms of abuse, as well as to behavioral and verbal signs that a victim may exhibit. Some of the more common signs are:

- Lacerations, welts, and bruises
- Withdrawal from activities & friends
- Injuries inadequately treated
- Evidence of poor overall care
- Extreme wariness of physical contact
- Overtly sexualized conduct
- Behaviors and speech which are not in sync with that of peers

These are only warning signs and may not prove abuse.

1. All paid employees engaged in the care and instruction of our children and youth at Resurrection Lutheran Church shall report known or reasonably suspected cases of child abuse within 24 hours to Children & Family Ministry Director, Youth & Family Ministry Director or Lead Pastor who will report the suspected abuse to the local authorities. Member of the clergy and paid staff working with children and youth are mandated to report such allegations to the authorities for investigation.
2. Volunteers are required to report suspected cases within 24 hours to the Children & Family Ministry Director, Youth & Family Director and/or Lead Pastor. Volunteers may also report cases directly to the authorities (although volunteers are not mandated reporters). Reports should be documented in writing (Appendix F).

The State of Minnesota requires that those providing professional care or service to children or youth must make a verbal report within 24 hours and a written report within 72 hours following the allegation. All cases involving an allegation of sexual or other forms of abuse must be reported to the:

Wright County Sheriff's Department 763-682-1162

- Anyone who is required to report and fails to do so is guilty of a misdemeanor.
- There is immunity from criminal and civil liability if the report is made in good faith

CREATING SANCTUARY: RESPONDING TO ALLEGATIONS OF ABUSE

1. All records of volunteers' applications, references and screening forms should be on file, up-to-date and locked, but accessible to the Lead Pastor or Congregational Council President. All reports of actual or suspected abuse and all records documenting investigations and other disciplinary responses relating to staff or volunteers will also be kept in a locked file accessible only to the Lead Pastor or Congregational Council President.
2. The Lead Pastor, or Congregational Council President, shall be the specific spokesperson for Resurrection Lutheran Church. This person shall address the media and congregation regarding the allegation of abuse. Care for the privacy and confidentiality of all involved shall be safeguarded.

3. All efforts in handling the allegation of abuse shall be documented in writing by the Lead Pastor or Congregational Council President.
4. The Lead Pastor or Congregational Council President shall report the allegation of abuse to Resurrection's insurance company, church attorney, and denominational officials.
5. An in-depth investigation shall be left to county or state professionals who are familiar with these cases.
6. The Lead Pastor, or Congregational Council President, shall take all allegations seriously and shall notify the parents, except where prohibited by law (e.g. when the accused is a family member of the victim or living with a family member) and give pastoral support to the alleged victim and victim's family.
7. The Lead Pastor, or Congregational Council President, shall treat the accused with dignity and support. If the accused is a church employee, that person shall be relieved temporarily of duties and the church Council will determine whether or not to maintain his/her income for a portion of the investigation period, but not to exceed one (1) year.



Appendix A

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

**CREATING SANCTUARY
Making Our Church a Safe Place
Application for Volunteers with Children or Youth**

Ministry to our children and youth is deeply valued at Resurrection Lutheran Church. To help Resurrection provide a safe and secure environment for children and youth, we ask volunteers to complete this information. Only those people responsible for filling the positions in our church for which you are applying will view this application.

Personal Information

Today's Date: _____ Name: _____

In what position do you desire to serve in our children's/youth ministry? _____

Address: _____

City: _____ County _____ State _____ Zip: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: _____ Birthdate (month and day only) _____

If you have lived at your current address less than seven years, provide information on all addresses during that period.

Address _____ City _____ County _____ State _____ Zip _____

Address _____ City _____ County _____ State _____ Zip _____

Address _____ City _____ County _____ State _____ Zip _____

1. How long have you attended Resurrection? _____ years _____ months
2. Are you a member of Resurrection?
 - Yes If yes, please indicate how long you have been a member; _____ years _____ months
 - No
3. Why do you want to serve in this ministry?

4. Are you 18 years of age or older? Yes No

5. Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation? Yes No If yes, please explain, _____

6. Are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration. Yes No If yes, please explain, _____

Driving Information

Driver's License Number: _____ State of issue _____

Expiration date: _____ Birthdate: _____

Type of license:

operators commercial chauffeur other (please specify) _____

Do you have any restrictions on your driver's license?

Yes No If yes, please explain, _____

Have you been involved in any motor vehicle accidents while driving during the past five years?

Yes No If yes, please list this question and describe each accident on a separate sheet.

Have you ever been convicted of any moving violations during the past five years?

Yes No If yes, please list this question and describe each conviction on a separate sheet.

Do you carry liability insurance on your automobile?

Yes If yes, please identify the insurance company. _____

No If no, do not drive as a volunteer. All volunteer drivers must have liability insurance coverage.

****PERSONAL CONFIDENTIAL QUESTIONS ARE FOUND ON THE ATTACHED SHEET. PLEASE COMPLETE AND PLACE SHEET IN THE ATTACHED ENVELOPE AND CLIP TO APPLICATION.**

References

List two references from places of employment or prior volunteer service, especially regarding previous work with other youth-serving organizations. References must meet the following criteria: must be over age 18; must not be a relative; must have seen you work with minors and be able to speak to your ability to serve young people; and must have known you for at least one year.

A. Name: _____ How do you know this person? _____

Length of time you've know this person ____ Address: _____ City _____ State: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: _____

B. Name: _____ How do you know this person? _____

Length of time you've know this person ____ Address: _____ City _____ State: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: _____

List at least two references from with Resurrection. References must meet the following criteria: must be over age 18; must not be a relative; must have seen you work with minors and be able to speak to your ability to serve young people; and must have known you for at least one year.

A. Name: _____ How do you know this person? _____

Length of time you've know this person ____ Address: _____ City _____ State: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: _____

B. Name: _____ How do you know this person? _____

Length of time you've know this person ____ Address: _____ City _____ State: _____

Home Phone: () _____ Work: () _____ Cell: () _____

Email: _____

List all churches you have attended or in which you have been involved in the last five years.

Name: _____ City: _____

Attended from (dates) _____

Name: _____ City: _____

Attended from (dates) _____

Name: _____ City: _____

Attended from (dates) _____

Authorization and Release of Liability

I hereby represent and warrant that the information contained in this screening application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information that they may have regarding my character and fitness for work with children or youth. In consideration of the release of this information, I release, Resurrection Lutheran Church, acquit and forever discharge the any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, as well as their heirs, executors, administrators, successors and assigns, and all other persons, firms, corporations, associations or partnerships or any other entity connected therewith of and from any and all claims, actions, causes of action, demands, obligations, liens, rights, damages, costs, expense and/or compensation, of any nature whatsoever which I, would now have or which may hereafter accrue on account of, or in any way growing out of, any and all known or unknown, foreseen and unforeseen injuries and/or damages and the consequences thereof, resulting from , or to result from, the release of the requested information. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEROF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding release which I have read and understand. A facsimile or photocopy of this authorization shall be as valid as the original.

I have read Resurrection Lutheran Church's policies on "Creating Sanctuary."

I (check one of the following two options): waive do not waive

any right that I may have to inspect any information provided about me by any person or organization described above. I have read and understand the above provisions, and agree to them.

If my application is accepted, I agree to abide by the policies of Resurrection Lutheran Church and to act with Christian conduct in the performance of my services on behalf of the church.

Applicant's Signature: _____ Date: _____

If you are under 18 years of age, a parent or guardian's signature is required.

Parent/Guardian Signature: _____ Date: _____



Appendix A-1

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

CONFIDENTIAL QUESTIONS

(For Lead Pastor’s Eyes Only)

1. Have you ever been arrested for, convicted of or pleaded guilty to a sexual behavior or child abuse crime or any felony?

If yes, please explain. _____

2. Were you a victim of abuse or molestation while a minor?

_____ **YES**

_____ **NO**

If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the Lead Pastor rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children and youth work.

Upon completion of this page, enclose it in the envelope provided and labeled “For Lead Pastor’s Eyes Only” and seal it. No one other than the Lead Pastor will see this sheet.



Appendix A-2

Resurrection Lutheran Church 9300 Jason Ave. NE Monticello, MN 55362

**Creating Sanctuary
Authorization for Background Records Check**

This form authorizes Resurrection Lutheran Church to obtain background information and must be completed by the applicant. Resurrection Lutheran must keep this completed form on file for at least two years after requesting a background check.

I, the undersigned applicant (also known as ‘consumer’), authorizes Resurrection Lutheran church through its independent contractor, Servant Keeper, to procure background information (also known as “consumer report and/or investigative consumer report”) about me. This report may include my driving history, including any traffic citations, a social security number verification, present and former addresses, criminal and civil history/records and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Resurrection Lutheran Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

I understand that I have the right not to be required either directly or indirectly to pay the cost of the background check.

I understand my rights listed above and agree to a background check.

Signature: _____ Date: _____

Identifying information for background information agency (also known as “Consumer Reporting Agency”)

Print Name: _____

Other Names used (alias, maiden, nickname): _____

Current Address: _____
Street/PO Box City State Zip Code County Dates

Former Address: _____
Street/PO Box City State Zip Code County Dates

Social Security Number: _____ Daytime Phone Number: _____

Driver’s License: _____ State of Issuance: _____

Date of Birth: _____ Gender: _____



Appendix B

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

CREATING SANCTUARY

REFERENCE CHECK for Volunteers in Child & Youth Ministry

(Those with a need to know will only review this form)

Applicant Name: _____

Reference Name: _____

Date of Contact: _____

Method of Contact and Contact Information:

Telephone: _____

E-mail: _____

Other: _____

Reference Check Type (check one):

Former Employer

Personal

Former Volunteer

Other Organization (please specify): _____

How long have you know the applicant? Under which circumstances?

What is your knowledge of this person's work with children/youth?

How would you describe this person's manner of interacting with children/youth?

Based on your observation, is this person reliable and dependable?

Would you feel comfortable with this person being alone with a small group of children/youth for a period of time? Why or why not?

Do you have any concerns we should know about regarding this person's ability to work with children/youth?

Were you ever made aware of circumstances in which this person's care of children/youth was called into question or criticized? If yes, please describe the circumstances.

Were you ever made aware of any criminal or civil investigations or actions taken against this person? If yes, please describe the circumstances.

Do you recommend this person to work with children/youth? Why or why not?

Is this person eligible to work with your organization's children again in the future? If no, why not?



Signed (person checking reference): _____

Printed Name: _____ Date: _____

Appendix C

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

CREATING SANCTUARY

Confidential Application for Occasional Volunteers with Children or Youth

Ministry to our children and youth is deeply valued at Resurrection Lutheran Church. To help us provide a safe and secure environment for children and youth, we ask volunteers to complete this information.

1. Church volunteers who have been convicted of either child sexual abuse or physical abuse should not volunteer service for any Resurrection Lutheran Church sponsored activity or program for children or youth.
 2. All church volunteers who mentor or supervise children and youth are required to be members of Resurrection Lutheran Church for a minimum of three (3) months before they can be involved in our children or youth programs or activities. During the three (3) month waiting period, new members may serve with a trained mentor or supervisor.
 3. Church volunteers should observe the “two adult” rule. This requires that volunteers are never alone with an individual child or youth without an adult partner.
 4. Church volunteers should *immediately* report any behaviors that seem abusive or inappropriate to the Children & Family Ministry Director or Youth & Family Ministry Director.
-

Please Answer Each Question. Your Response Will Be Kept Confidential.

1. As a church volunteer, do you agree to observe all Resurrection’s policies regarding working with children and youth?

YES _____ NO _____

2. Have you ever been arrested for, convicted of or pleaded guilty to a sexual behavior or child abuse crime or any felony?

YES _____ NO _____

If YES, please describe fully on back of this sheet or on another sheet to be attached.

3. What youth or children’s program are you volunteering for? _____

4. I have read the above policy and agree to observe the safeguards listed.



Signature _____

Date _____

Address _____

City, State, Zip _____

Print Name _____

Phone Number _____

Appendix D

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

Overnight Retreats

Policy and Procedure Overview and Check List for Adult Volunteers

This volunteer behavior standards document is to be read, initialed and signed by adult volunteers every time they participate on a Lock-in (Out) that is sponsored and supported by the Youth and Family Ministry at RLC.

Name of Adult Volunteer _____

Name of Retreat: _____

- ____ Volunteer has participated in and completed Creating Sanctuary.
- ____ Volunteer has been reminded that sexual contact with minors or other abuse can lead to a felony conviction and imprisonment in a state penitentiary. Volunteers have also been reminded that the church’s insurance policy may not provide them with a legal defense of sexual misconduct or other abuse charges or pay any portion of a jury verdict assessed against them because of such conduct.
- ____ Volunteer has agreed to and will abide by the following safety precautions and behavior standards:
 - 1) All verbal or nonverbal sexual behavior with any student is inappropriate.
 - 2) Dating or going out with any student is forbidden by an adult volunteer.
 - 3) Long drawn-out full body hugs, massages, and/or affectionate kisses are forbidden between adult volunteers and students. Adult volunteers are not to allow students to sit on their laps even if a student initiates it. Discretion must be used in dealing with students, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders, a pat on the back and high-fives are usually welcomed and appreciated by students.
 - 4) Sexual gestures or overtures a student makes to a volunteer will be reported to the Director of Youth and Family Ministry. If the Director of Youth and Family Ministry is not present a report should be made to the point leader of the event who will then report it to the Director so that a discussion can be held with the student.
 - 5) Adult volunteers will not place themselves in a situation where they are alone with a student of the opposite sex.

- 6) If a student needs to talk privately with an adult leader they may do so in an area where they can be seen. Private one-to-one conversations between adult volunteer leaders and students of the opposite sex are forbidden.
 - 7) Driving alone with a student of the opposite sex is to be avoided at all times.
- ____ Volunteer drivers have been reminded and agree to the following safe driving standards:
 - 1) Must be at least 21 years old
 - 2) Every person must have a seat (no sitting on the floor or on the laps of other people) and have a seatbelt on at all times when the vehicle is in motion.
 - 3) No doors are to be opened when the vehicle is moving. All doors should remain locked. No body parts should protrude out the windows.
 - 4) No one is to leave the vehicle when it is stopped in traffic or at a traffic signal (Chinese fire drills or similar stunts are forbidden).
 - 5) No passenger should hinder or physically distract the driver of the vehicle while it is in motion.
 - 6) When the vehicle is stops, no passenger may exit until either the engine is turned off or the driver gives specific verbal permission.
 - 7) Nothing (or nobody) is to be thrown out of the vehicle at any time.
 - 8) All traffic laws (including speed limit) must be obeyed and followed at all times.
 - ____ Volunteer has been reminded that they are responsible to do their part to help enforce the light's out rule. Once youth are in the cabins/tents for the night, they are not to leave the cabins/tents for any reason. This is true also for Adult leaders.
 - ____ Volunteer has been reminded that all suspicions of child or sexual abuse must be reported to the Director of Youth and Family Ministry who will then properly follow the procedures mandated to him/her as stated by law.
 - ____ Volunteer has been reminded that any knowledge or suspicion of any youth ministry staff- volunteered or paid- having an inappropriate relationship with a student must be reported promptly to the Director of Youth and Family Ministry. If the person in question is the Director, the report should be made to his/her supervisor.

I certify that the above statements have been read and explained to me and that I agree to abide by the standards set forth in this document. As an adult volunteer I will do my part in keeping students safe and to protect the integrity of the Youth and Family Ministry and the reputation of Resurrection Lutheran Church. It has also been explained to me that discipline procedures will be enforced if I choose to break trust by violating any of the above standards.

Signature _____

Date _____



Appendix E

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

All Night/Late Night Events

Policy and Procedure Overview and Check List for Adult Volunteers

This volunteer behavior standards document is to be read, initialed and signed by adult volunteers every time they participate on a Lock-in (Out) that is sponsored and supported by the Youth and Family Ministry at RLC.

Name of Adult Volunteer _____

Name of Lock-In (Out): _____

- ____ Volunteer has participated in and completed Creating Sanctuary **and or** has **signed a Confidential Application for Occasional Workers with Children or Youth**
- ____ Volunteer has been reminded that sexual contact with minors or other abuse can lead to a felony conviction and imprisonment in a state penitentiary. Volunteers have also been reminded that the church's insurance policy may not provide them with a legal defense of sexual misconduct or other abuse charges or pay any portion of a jury verdict assessed against them because of such conduct.
- ____ Volunteer has agreed to and will abide by the following safety precautions and behavior standards:
 - 1) All verbal or nonverbal sexual behavior with any student is inappropriate.
 - 2) Dating or going out with any student is forbidden by an adult volunteer.
 - 3) Long drawn-out full body hugs, massages, and/or affectionate kisses are forbidden between adult volunteers and students. Adult volunteers are not to allow students to sit on their laps even if a student initiates it. Discretion must be used in dealing with students, especially regarding physical contact. Innocent behavior can be misinterpreted. A hug around the shoulders, a pat on the back and high-fives are usually welcomed and appreciated by students.
 - 4) Sexual gestures or overtures a student makes to a volunteer will be reported to the Director of Youth and Family Ministry. If the Director of Youth and Family Ministry is not present a report should be made to the point leader of the event who will then report it to the Director so that a discussion can be held with the student.
 - 5) Adult volunteers will not place themselves in a situation where they are alone with a student of the opposite sex.

- 6) If a student needs to talk privately with an adult leader they may do so in an area where they can be seen.
Private one-to-one conversations between adult volunteer leaders and students of the opposite sex are forbidden.
- 7) Driving alone with a student of the opposite sex is to be avoided at all times.
- ____ Volunteer drivers have been reminded and agree to the following safe driving standards:
 - 1) Must be at least 21 years old
 - 2) Every person must have a seat (no sitting on the floor or on the laps of other people) and have a seatbelt on at all times when the vehicle is in motion.
 - 3) No doors are to be opened when the vehicle is moving. All doors should remain locked. No body parts should protrude out the windows.
 - 4) No one is to leave the vehicle when it is stopped in traffic or at a traffic signal (Chinese fire drills or similar stunts are forbidden).
 - 5) No passenger should hinder or physically distract the driver of the vehicle while it is in motion.
 - 6) When the vehicle is stops, no passenger may exit until either the engine is turned off or the driver gives specific verbal permission.
 - 7) Nothing (or nobody) is to be thrown out of the vehicle at any time.
 - 8) All traffic laws (including speed limit) must be obeyed and followed at all times.
- ____ Volunteer has been reminded that during this event, there will be no policy enforced regarding light's out. However in the case of students who want to sleep, designated sleeping areas are assigned for both boys and girls. The girls sleeping area is off limits to adult male volunteers and the boys sleeping area is off limits to female adult volunteers.
- ____ Volunteer has been reminded that all suspicions of child or sexual abuse must be reported to the Director of Youth and Family Ministry who will then properly follow the procedures mandated to him/her as stated by law.
- ____ Volunteer has been reminded that any knowledge or suspicion of any youth ministry staff- volunteered or paid- having an inappropriate relationship with a student must be reported promptly to the Director of Youth and Family Ministry. If the person in question is the Director, the report should be made to his/her supervisor.

I certify that the above statements have been read and explained to me and that I agree to abide by the standards set forth in this document. As an adult volunteer I will do my part in keeping students safe and to protect the integrity of the Youth and Family Ministry and the reputation of Resurrection Lutheran Church. It has also been explained to me that discipline procedures will be enforced if I choose to break trust by violating any of the above standards.

Signature _____

Date _____



Appendix F

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

REPORT OF SEXUAL ABUSE, HARASSMENT, OR OTHER CHILD ABUSES

Name of Alleged Victim _____ **Age** _____ **Report Date** _____

Name of Parent/Guardian _____

Address _____ **City** _____ **Zip** _____

Alleged Perpetrator(s) _____

Witness(es) _____

Date of Incident _____ **Location** _____

Description of Incident _____

I have reported this incident to: _____

THE ABOVE INFORMATION IS FREELY PROVIDED AND IS TRUE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: _____

Relationship, if different from alleged victim _____

For confidentiality, give this form to the Children & Family or Youth & Family Ministry Director

FOR OFFICE USE ONLY: RECEIVED BY _____



DATE _____ **TITLE** _____

Appendix G

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

**CREATING SANCTUARY
Abuse Prevention Training Record**

Name _____ **Date** _____

Position Applied For: _____

- 1. This Position Requires:** A. _____ **Full Application**
B. _____ **Occasional Volunteer Application**

A. Full Application Requirements:

Instructor Signature	Date	
_____	_____	1. View "Reducing the Risk" Video
_____	_____	2. Read Creating Sanctuary Policy
_____	_____	3. Trained on Abuse and Reporting
_____	_____	4. Reference Checks Completed
_____	_____	5. Background Check Done

B. Occasional Volunteer Requirements:

C&F Director/Y&F Director Signature	Date	
_____	_____	1. Occasional Volunteer Application
_____	_____	2. Interview



- _____ 3. Pathfinder Ministry Covenant
- _____ 4. Quest Ministry Covenant
- _____ 5. Cross Training Ministry Covenant
- _____ 6. Ministry Code of Conduct

Appendix H

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

Interview Form

Applicant: _____ **Position/Activity:** _____

Note to interviewer: The purpose of this brief interview is to ensure the applicant has read and understood the Creating Sanctuary Policy, has thought about how it will affect their area of ministry, and has made plans to insure that abuse will not occur in the event they are supervising. The italicized notations listed in parentheses will give reference locations from the Policy which will answer the questions asked if review is necessary. Make notes as the interview takes place and place the interview form, signed and dated by you, in the applicant's file.

- 1. What is child sexual abuse (pg 3, para3-5) and what are some signs of abuse? (pg 9, para 1)**

 - 2. How do you see you are obligated by the Creating Sanctuary Policy in your position?**

 - 3. How do you plan to insure that the youth you are supervising aren't subjected to abuse?**

 - 4. What are your obligations when you suspect abuse has occurred outside the church environment in a youth under your supervision? (pgs 8-9)**
-

5. What are your questions and concern regarding the Policy, abuse, reporting, or anything else you would like answered or clarified?

Interviewer: _____ Date: _____ Position: _____

Appendix I

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362



Pathfinders Ministry Covenant
Expectations for Volunteers in
Children and Family Ministry

1. Together with the faith community at Resurrection Lutheran Church, I profess faith in Jesus Christ as my Lord and Savior, and seek to help teach the scriptures, provide instruction in the faith, nurture children's spiritual growth and help prepare them to be followers of Christ.
2. I will do my part to keep the children entrusted to me as well as myself safe when volunteering within the children, youth and family ministry
3. I will do my part to protect the integrity and reputation of Resurrection Lutheran Church and the Children, Youth and Family Ministry by following procedures and living up to safety expectations.
4. I promise to support the ministry and leadership of Resurrection Lutheran Church.
5. I promise to uphold RLC's Loyalty Policy in times of conflict and complaint.
6. I promise to be a resourceful, inspired, motivated and committed team player.
7. I promise to bring a cheerful, motivated, spirit-filled attitude to my ministry duties.
8. I commit to excellence by being on time to my teaching or service.
9. I commit to prepare in advance so as to be ready and effective when I arrive for my ministry activity.
10. I will pray for and with the children at opportune times.
11. I will model the priority of worshiping on a regular basis.

12. I will attend the Creating Sanctuary Class offered by RLC.
13. I will offer suggestion and ways to improve the ministry area.
14. I will find my replacement when needing to be absent and to communicate with the Ministry Director and fellow team members when the need occurs.

Signed _____ Date: _____



Appendix J

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362



Quest Ministry Covenant ***Expectations for Volunteers in*** ***Children and Family Ministry***

1. Together with the faith community at Resurrection Lutheran Church, I profess faith in Jesus Christ as my Lord and Savior, and seek to help teach the scriptures, provide instruction in the faith, nurture children's spiritual growth and help prepare them to be followers of Christ.
2. I will do my part to keep the children entrusted to me as well as myself safe when volunteering within the children, youth and family ministry
3. I will do my part to protect the integrity and reputation of Resurrection Lutheran Church and the Children, Youth and Family Ministry by following procedures and living up to safety expectations.
4. I promise to support the ministry and leadership of Resurrection Lutheran Church.
5. I promise to uphold RLC's Loyalty Policy in times of conflict and complaint.
6. I promise to be a resourceful, inspired, motivated and committed team player.
7. I promise to bring a cheerful, motivated, spirit-filled attitude to my ministry duties.
8. I commit to excellence by being on time to my teaching or service.
9. I commit to prepare in advance so as to be ready and effective when I arrive for my ministry activity.
10. I will pray for and with the children at opportune times.

11. I will model the priority of worshiping on a regular basis.
12. I will attend the Creating Sanctuary Class offered by RLC.
13. I will offer suggestion and ways to improve the ministry area.
14. I will find my replacement when needing to be absent and to communicate with the Ministry Director and fellow team members when the need occurs.

Signed _____ Date:



Appendix K

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362



Cross Training Ministry Covenant ***Expectations for Volunteers in*** ***Youth and Family Ministry***

1. Together with the faith community at Resurrection Lutheran Church, I profess faith in Jesus Christ as my Lord and Savior, and seek to help teach the Scriptures, provide instruction in the faith, nurture children's spiritual growth and help prepare them to be followers of Christ.
2. I will do my part to keep the children entrusted to me as well as myself safe when volunteering within the children, youth and family ministry
3. I will do my part to protect the integrity and reputation of Resurrection Lutheran Church and the Children, Youth and Family Ministry by following procedures and living up to safety expectations.
4. I promise to support the ministry and leadership of Resurrection Lutheran Church.
5. I promise to uphold RLC's Loyalty Policy in times of conflict and complaint.
6. I promise to be a resourceful, inspired, motivated and committed team player.
7. I promise to bring a cheerful, motivated, spirit-filled attitude to my ministry duties.
8. I commit to excellence by being on time to my teaching or service.
9. I commit to prepare in advance so as to be ready and effective when I arrive for my ministry activity.
10. I will pray for and with the children at opportune times.
11. I will model the priority of worshiping on a regular basis.

12. I will attend the Creating Sanctuary Class offered by RLC.
13. I will offer suggestions and ways to improve the ministry area.
14. I will find my replacement when needing to be absent and to communicate with the Ministry Director and fellow team members when the need occurs.

Signed _____ Date: _____



Appendix L

Resurrection Lutheran Church 9300 Jason Ave. N.E. Monticello, MN 55362

Code of Conduct

Adults Working and Serving in Volunteer and Leadership Roles within the Youth and Family Ministry Program at RLC

- All adults working with youth as Small Group Leaders will actively participate in the 2 hour Creating Sanctuary Course and abide by all of RLC's Safe Child Policies.
- Any verbal or nonverbal sexual behavior with any student is inappropriate.
- Discretion must be used in dealing with all students, especially regarding physical contact. Innocent behavior can be misinterpreted. Volunteer leaders should avoid and refrain from giving students long drawn out full body hugs, massaging students and giving students affectionate kisses. Any display of affection should be made in a public setting in front of other group members. High-fives, shoulder hugs and pats on the shoulder or back are appropriate signs of affection and are usually welcome by students.
- "Buddy systems" should be used by volunteer leaders whenever possible, but especially when working with student of the opposite sex.
- Driving alone with a student should be avoided whenever possible, especially with the opposite sex.
- All suspicion of child or sexual abuse must be reported to the Youth and Family Ministry Director, who will follow the Creating Sanctuary Policies in the reporting Process.
- Promoting or teaching an ideology or religious view that contradicts main stream Christianity is inappropriate.
- Using illegal drugs, abusing legal drugs and drinking alcohol in the presence of minors is prohibited during Youth and Family Ministry events.
- Our words are powerful and must be used to build students up. Put downs, and other words that can cause hurt are not to be used by volunteer leaders.
- All adults who volunteer to help drive students during youth events or to and from youth events will uphold and abide by our Safe Driving Policies.
- All adults who volunteer to help lead or chaperone Lock-Ins or on Weekend Retreats will uphold and abide by the Policies we have in place for those types of events.

- All adults volunteering in the Youth and Family Ministry will commit to Team Unity by addressing complaints appropriately as outlined within RLC's Loyalty Policy.

As an adult volunteer I will do my part to keep students safe and to protect the integrity of the Youth and Family Ministry and the reputation of Resurrection Lutheran Church. I understand that discipline procedures will be enforced if I choose to break trust by violating any of the above safety standards.

Signature _____

Date _____