

**SAFE SANCTUARY - RISK MANAGEMENT POLICY FOR CHILDREN AND YOUTH
ST. JAMES UNITED METHODIST CHURCH**

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**SAFE SANCTUARY - RISK MANAGEMENT POLICY FOR CHILDREN AND YOUTH
ST. JAMES UNITED METHODIST CHURCH**

Purpose

The purpose for establishing this Safe Sanctuary - Risk Management Policy is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all children and youth God has entrusted to our care. The Safe Sanctuary Policy is put in place to protect our children and youth and our volunteers and staff.

Scope

St. James United Methodist Church affirms that all children and youth have the right to safe sanctuary. Therefore, St. James United Methodist Church is determined to provide an environment in which these persons are safe from neglect or abuse while on church premises or participating in the church's sponsored activities. The scope of this policy and its provisions will apply to all volunteer leaders and laity, who are in supervisory positions with children and youth in events sponsored by St. James United Methodist Church. Please refer to St. James United Methodist Church Personnel Policies for policies related to clergy and paid staff. Groups who are permitted to use the facilities of St. James United Methodist Church shall agree in writing to comply with the Safe Sanctuary – Risk Management Policy while on the premises of St. James United Methodist Church. If the group includes children or youth, the adult leaders of the group shall either be certified as set forth in this policy or shall present satisfactory evidence to the Safe Sanctuary Committee that the leaders have been certified in another program in which equivalent requirements regarding the safety of children, youth, and other vulnerable persons have been implemented or have completed an approved safe sanctuary training program.

Covenant Statement

St. James United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth, as well as all leaders. We will follow specific guidelines when recruiting and selecting volunteer leaders and we will train our leaders of children and youth about our procedures and policies.

I. Definitions used within this document

- A. **Child** means a person under the age of eighteen (18) years. (Arkansas § 9-30-103)

- B. **Child abuse** is any non-accidental physical injury, mental injury, sexual abuse, or sexual exploitation inflicted by those legally responsible for the care and maintenance of the child, or an injury, which is at variance with the history given. The term encompasses both acts and omissions. (Arkansas § 9-30-103)
 - Neglect refers to failure to provide, by those legally responsible for:
 - 1. the care and maintenance of the child and the proper or necessary support;
 - 2. Education, as required by law; or
 - 3. Medical, surgical, or any other care necessary for his well-being; or
 - 4. Any maltreatment of the child.
- The term includes both acts and omissions. (Arkansas § 9-30-103)

- C. **Physical Abuse** is any deliberate act that is specifically intended to inflict bodily harm to a person.

- D. **Sexual Abuse** is any sexual contact or sexually explicit language, gestures, or images by a staff person or volunteer with, or directed to, a participant.

- E. **Staff** includes any clergy person or any paid employee of St. James United Methodist Church, who is charged with the care and supervision of a child or youth at an event sponsored by St. James United Methodist Church.
- F. **Clergy** in The United Methodist Church are individuals who serve as commissioned ministers, deacons, elders, and local pastors under appointment of a bishop (full- and part-time), who hold membership in an annual conference, and who are commissioned, ordained, or licensed. (§ 140)
- G. **Volunteer** is any unpaid worker who has the responsibility for the care and supervision of a child or youth at an event sponsored by St. James United Methodist Church.
- H. **Leaders** are those persons charged with the care and supervision of children and youth. Leaders include both paid and volunteer staff, clergy and laity.
- I. **Participants** are children or youth who are registered, enrolled, attending or otherwise participating in an event or activity sponsored by St. James United Methodist Church.
- J. **Events** include all events involving children or youth, which are officially sponsored and funded in whole or in part by St. James United Methodist Church, and which are planned and implemented by persons officially representing St. James United Methodist Church. This includes events both within and outside the boundaries of St. James United Methodist Church.

II. St. James United Methodist Church Safe Sanctuaries Committee

- A. **Committee Members.** The St. James United Methodist Church Safe Sanctuaries Committee, referred to as COMMITTEE, comprised of eight members, will be elected by Charge Conference. It will include both paid staff members and members of the congregation as follows: Director of Youth Ministries, Director of Children's Ministries, Director of Nursery Ministries, Church Administrator, four members of the congregation. A clergy member will serve as an ex-officio member.
- B. **Policy Review.** The Committee will be responsible for reviewing and updating procedures for the final approval by the Senior Pastor and Administrative Board. Said procedures will be reviewed on an annual basis.
- C. **Confidentiality of Records.** Where screening reports and/or forms are required, program staff members will be responsible for having the applicant complete the appropriate forms; then receive, process and review them. After processing, the reports/forms, including applications, reference checks, background checks and any other related items, will be kept in locked storage under the care of the Church Administrator. The Church Administrator will ensure the confidential, safe keeping of these records.
Access to these records will be limited to the Committee, St. James clergy, LIFE Director, Learning Center Director, Music Director, and any other persons who, in the Sr. Pastor's sole discretion, are needed to complete the determination of whether a person is fit to serve as a leader, including but not limited to, law enforcement officers, mental health professionals, and legal advisers. Certified Leader and Disapproved Leader files will be kept indefinitely from the date of application.
- D. **Approval of Certification.** Upon completion of the paperwork, favorable background and reference checks, personal interview and mandatory training, a leader will be certified to serve in St. James United Methodist Church events for children and youth. Certification is for a period of three (3) years. If a person has already completed this

screening for conference or district, the Committee will accept that screening report; however, the Committee reserves the right to request a more recent or more comprehensive background check.

The Safe Sanctuary Committee will keep a current list of certified leaders.

E. Disapproval of Certification. During the application period, if any reports raise questions about the suitability of the prospective leader the following course of action will be taken:

1. The program staff member responsible for the application will notify the Committee.
2. After careful review of all documents, the Committee, along with the Senior Pastor will confer and a decision of “approved” or “disapproved” certification will be made by a majority vote of all members of the current committee. Disapproved status and a determination of unsuitability to serve will be given for the following reasons:
 - a. Persons having prior criminal conviction(s);
 - b. Persons with unfavorable reference check(s), as determined by an act or course of conduct that reflects present unfitness or lack of temperament for the particular position.
3. The Committee will notify the applicant of the determination.

F. Revocation of Certification. If a complaint or complaints have been filed against a certified leader the following action will take place:

1. The leader will immediately be suspended and disallowed contact with children or youth until an investigation takes place.
2. The Committee will investigate the complaint or complaints.
3. The Committee and Senior Pastor will confer and make a determination by a majority vote of all members of the current committee:
 - a. If the Committee, in its discretion, has determined that the complaint or complaints have sufficient merit, certification will be revoked. Persons who have a “revoked certification” status will not be allowed to assist or otherwise be involved with St. James’ children and/or youth unless and until the Committee has determined that the leader has been rehabilitated or can offer leadership in a way that does not place children or youth in danger (e.g., the leader may be permitted to teach in a Sunday School or other setting within the church provided that the Committee or the pastor charged with that ministry area has put in place sufficient measures to reasonably protect the children or youth).
 - b. If the Committee, in its discretion, has determined that the complaint or complaints have no merit, suspension will be revoked and leader will be allowed to continue working with children or youth as a certified leader.

III. Leader Selection Guidelines (Recruiting/Screening/Hiring)

Leader selection guidelines provide for the safety of the participants.

A. Standards for Leaders

In order to be approved as a leader, persons must:

1. Be 18 years of age or older at the time of the event;
2. Undergo background checks by submitting a completed Leader Application Packet;
3. Interview with the staff person in charge of the event/program;

4. Have satisfactory references and no unresolved record from previous activities indicating that the person is unfit to be a leader;
 5. Be at least four years older than the participants with whom they work. This does not apply to paid staff.
 6. Be a member of St. James United Methodist Church for a minimum of six months prior to the event. This does not apply to paid staff or leaders of outside groups.
- B. **Leader Application Packet-Informed Consent.** Prior to acceptance as a leader for a St. James United Methodist Church event, the program staff person in charge of the event will direct each prospective leader to complete a Leader Application Packet. It will include *Leader Application Form*, an *Authorization and Request for a Criminal Records Check* form and three *Volunteer Worker Reference Forms*. By completing these forms, the applicant will give St. James United Methodist Church staff and/or the Committee permission to perform the necessary investigations to complete the review of the applicant. This procedure will also apply to persons currently serving as leaders.
- C. **Personal Interview.** Either prior to or after the Leader Application Packet has been received and processed, the program staff person in charge of an event/program will conduct a personal interview with each prospective leader.
- D. **Criminal Background Check.** Prior to acceptance as a leader, the program staff person in charge of an event/program will direct each prospective leader to submit a completed *Authorization and Request for a Criminal Records Check* form, as a part of the Leader Application Packet. The program staff person requesting the background check will receive and conduct the required checks for each applicant.
- E. **Reference Checks.** Prior to acceptance as a leader, the program staff person in charge of an event/program will direct each prospective leader to provide completed *Volunteer Worker Reference* forms from three (3) different persons. The three references will include a reference from the applicant's minister, a personal reference, and a reference from a non-related person who has known the applicant for more than two (2) years. The program staff person will receive and conduct the required reference checks for each applicant.
- F. **Six-month Attendance Rule.** Persons who desire to lead children or youth will be required to be a member of St. James United Methodist Church for at least six months prior to submitting a Leader Application Packet requesting "Leader Certification." Those who have been a member for less than six months may serve as a "helper" alongside a certified leader. This does not apply to paid staff or outside group leaders.
- G. **Participation Covenant.** Upon certification as a leader by the Committee, the leader will be required to complete a *St. James United Methodist Church Safe Sanctuary Covenant Form*.
- H. **Probationary Period with Performance Review.** To be determined by each ministry area

IV. Leader Training

Ministry groups will be responsible for providing all training required by the Committee. Mandatory training for all leaders will include but not be limited to information contained in the, *Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church* and *Safe Sanctuaries for Youth: Reducing the Risk of Abuse in Youth Ministries* by Joy Thornburg Melton, published by Discipleship Resources of the United Methodist Church, or such other training material determined by the Committee to be appropriate.

Upon certification, leaders will participate in all required training programs as developed by the Committee.

V. Operating Procedures

St. James United Methodist Church will adhere to the following procedures.

- A. **Two-Adult Rule.** There must be at least two unrelated adults present at all times during an event sponsored by St. James United Methodist Church, in which children or youth are present. Learning Center and L.I.F.E Directors and/or Assistant Directors may serve as the second adult. As needed, staff may individually counsel with youth with parent's advance written permission (see F below.)
- B. **Open-Door Counseling.** During counseling of children or youth, doors may be closed if there is an unobstructed window viewing into the room. If there is no window, the door must remain open for the entire counseling session.
- C. **Windows in All Classroom Doors.** It is recommended that all rooms used for children or youth have a window in the door or to the side of the door or contain a dutch door. All windows viewing into rooms used for children or youth must remain unobstructed at all times. No room decorations or signs are permitted to cover door windows.
- D. **Bathroom Procedures.** Only certified volunteer leaders and paid staff members are permitted to assist young children in the bathroom.
- E. **Roving Superintendent/Extra Helper.** At times when it may be impossible to adhere to the two-adult rule, a roving superintendent may be used to move in and out of rooms, alternating time in each classroom with only one adult.
- F. **Advance Notice to Parents.** Parents will be given advance notice and full information regarding events in which their children will participate. In the event that a leader will be alone with children (ie-youth counseling), the parents will be notified and will be required to give written permission in advance for their child's participation.

VI. Response by Church Workers to Allegations of Abuse

As caring Christians, we are committed to protect and advocate for children/youth participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. We believe it is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons including the victim, the accused and their families , providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

Any volunteer or staff member with reasonable cause to suspect child maltreatment, or who observes a child being subjected to conditions or circumstances that would reasonably result in child maltreatment, shall do the following:

- A. Ensure the protection of and tend to the immediate needs of the child, as the situation requires.

- B. IMMEDIATELY report this to the supervisor/director. If the alleged abuser is the supervisor/director, the report shall be made to that person's supervisor. If the alleged abuser is clergy, the District Superintendent and/or Bishop shall be notified.
 - C. IMMEDIATELY complete the "Report of Suspected Incident of Abuse/Neglect."
 - D. IMMEDIATELY, with the supervisor/director present and by referring to details of the "Report of Suspected Incident of Abuse/Neglect," notify the Arkansas Child Abuse Hotline at 1-800-482-5964. Reporting by the person who suspects the abuse is a requirement of the law for certain persons listed in the Arkansas statute, but is permitted and encouraged for all volunteers. (Note: Do not attempt an investigation. This should be left to the professionals who are charged with this duty)
 - E. IMMEDIATELY, the supervisor/director will notify the Senior Pastor. If the Senior Pastor is the accused party, the supervisor/director will notify the Executive Pastor.
 - F. The Pastor or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of parents.
 - G. After having reported the suspected abuse to the Senior Pastor, the incident is to be reported to the church's attorney, the church's insurance company and the district superintendent. The District Superintendent will report the allegation to the Bishop's Office. If the accused is clergy (deacon or elder,) member of an annual conference, local pastor or diaconal minister, provisions of Paragraph 359 and Paragraph 2702 of The Book of Discipline of The United Methodist Church must be followed.
 - H. A list of emergency numbers will be available to the staff at all times.
 - I. If the accused is working with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth.
 - J. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer of the church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, the Senior Pastor and/or the SPRC will determine if the accused shall be temporarily relieved of their duties and if their income shall be suspended, until the allegations are cleared or substantiated.
- Any media should be handled by a spokesperson approved by the Senior pastor, who will be responsible for communication if media makes an inquiry.
- K. A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed. The church must also file a copy of the report with the bishop's office where it shall remain confidential.

Appendix 1

Contents:

1. Leader Application Form
2. Authorization and Request for a Criminal Records Check
3. St. James United Methodist Church Safe Sanctuary Covenant
4. Reference Form
5. Report of Suspected Incident of Abuse/Neglect
6. Small Group Acknowledgment and Consent

VOLUNTEER LEADER APPLICATION FORM

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212*

NAME: _____ M F BIRTHDATE: ____/____/____

ADDRESS: _____ CITY: _____ STATE: _____

Zip: _____ Home Phone: _____ Business Phone: _____

E-MAIL: _____

STATEMENT OF DISCLOSURE

St. James United Methodist Church cares about the children, youth and adults with disabilities in our programs and activities, and desires to ensure their safety while they are in our care. Because we care, we ask each person who provides supervision and/or leadership to complete the following background information.

1. Have you ever been convicted of any crime against children or any other persons?..... **Yes No**
2. Have you ever been found in any dependency action to have sexually assaulted or exploited any minor or to have abused any minor?..... **Yes No**
3. Have you ever been found by a court in a domestic relations proceeding to have sexually abused or exploited any minor, or to have abused any minor?..... **Yes No**
4. Have you been convicted of the possession, use, or sale of drugs within the last seven years?..... **Yes No**
5. Have you been released from incarceration for a conviction of the possession, use, or sale of drugs within the last seven years?..... **Yes No**
6. Within the past 30 days, have you abused alcohol, legal, or illegal drugs?..... **Yes No**
7. Has your driver's license been suspended or revoked within the last seven years?..... **Yes No**
8. Have you ever been convicted of crimes relating to financial exploitation where the victim has been a vulnerable adult?..... **Yes No**
9. Have you ever been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult?..... **Yes No**
10. Have you ever been licensed by a board that licenses businesses/professions?..... **Yes No**
If yes, what board or agency _____
11. Have you ever been found by a board that licenses businesses/professions, or any other disciplinary board, to have sexually or physically abused or exploited any minor or developmentally disabled adult?..... **Yes No**
12. Have you ever been found by that licensing board, or any other disciplinary board to have abused, or financially exploited any vulnerable adult?..... **Yes No**

SIGNATURE

DATE

REFERENCES

All references must be 18 years of age or older.

No reference may be a member of your immediate family (parents, siblings, spouse, stepparents, grandparents etc).

1. This reference **SHOULD** be the pastor or a member of the program staff of the church in which you are or were formerly a church member. * ***If this reference is not from a pastor or member of the program staff of the church, please explain why.***

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ E-MAIL: _____

2. This reference should be someone who has known you for **TWO YEARS** or more, He/She may be a teacher, employer, classmate, etc.

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ E-MAIL: _____

3. This reference should be someone who has known you for **TWO YEARS** or more, He/She may be a teacher, employer, classmate, etc.

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____ E-MAIL: _____

Please note any matters, other than those addressed in the Leader Application Form, that will help us ensure optimum matching of your service with ministries with children or youth.

SAFE SANCTUARY COVENANT
St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212

The congregation at St. James United Methodist Church is committed to providing a safe and secure environment for all children, youth, staff and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) shall be allowed to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor, who desires to volunteer in some capacity to work with children or youth, is encouraged to discuss his/her willingness with one of the church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteer shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

As a volunteer or staff member in this congregation, do you agree to:

1. Observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. If a volunteer, abide by the six-month rule before beginning an assignment? Yes No
3. Observe the "Two-Adult Rule" at all times? Yes No
4. Participate in training and educational events provided by the church related to your volunteer assignment? Yes No
5. Promptly report abusive or inappropriate behavior to your supervisor? Yes No
6. Discuss with the minister of this congregation your experience, if any, as a survivor of child abuse? Yes No
7. Inform a minister of this congregation if you've ever been convicted of child abuse?
 Yes No

I certify that I have read the St. James United Methodist Church Safe Sanctuary – Risk Management guidelines and I agree to abide by the policies set forth. I understand that a violation on any of these guidelines can lead to my immediate termination as a Safe Sanctuary leader.

SIGNATURE

DATE

OUTSIDE GROUP LEADER ACKNOWLEDGMENT FORM

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212*

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

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) shall be allowed to work with children or youth in any church-sponsored activity.
2. The "Two-Adult Rule" shall be observed at all times so that no adult is ever alone with children or youth.
3. Adult leaders shall immediately report to the St. James staff person responsible for booking their event, any behavior that seems abusive or inappropriate, and then take additional steps as outlined in this response procedure in Section VI above.

As an Outside Group Leader at St. James United Methodist Church, do you agree to:

1. Observe and abide by all church policies regarding working in ministries with children and youth? Yes No
2. Observe the "Two-Adult Rule" at all times? Yes No
3. Promptly report abusive or inappropriate behavior to the St. James staff person? Yes No
4. Inform a minister of this congregation if you've ever been convicted of child abuse? Yes No

I certify that I have read the St. James United Methodist Church Safe Sanctuary – Risk Management guidelines and I agree to abide by the policies set forth.

SIGNATURE

DATE

REFERENCE FORM

LEADER REFERENCE FORM – SAFE SANCTUARIES PROGRAM

CONFIDENTIAL INFORMATION
ST JAMES UNITED METHODIST CHURCH

APPLICANT NAME: _____

The individual named above has applied to work as a leader with children or youth at St. James United Methodist Church events. Please complete this form as it relates to this person, their character, and their qualifications to work in such settings. *The pastor or program staff person completing this form **should not be a relative** of the individual for whom the form is being completed.*

PLEASE COMPLETE THE INFORMATION BELOW AND RATE THE APPLICANT IN THE CATEGORIES LISTED:

I HAVE KNOWN THE APPLICANT FOR:

_____ 2 YEARS; _____ 2-5 YEARS; _____ 5-10 YEARS; _____ MORE THAN 10 YEARS.

	EXCELLENT	GOOD	POOR	DON'T KNOW
PERSONAL HABITS				
CHARACTER				
MORAL				
ATTITUDE				
COMPASSION FOR THOSE IN NEED				
RESPONSIBLE TO COMPLETE COMMITMENTS				
EMOTIONAL STABILITY				
CHRISTIAN MATURITY				
ABILITY TO RELATE TO YOUTH (12 TO 18 YRS. OLD)				
ABILITY TO RELATE TO CHILDREN (UNDER 12 YRS. OLD)				
ABILITY TO RELATE TO ADULTS WITH DISABILITIES				
RECEPTIVITY TO CONSTRUCTIVE CRITICISM				
HEALTH				

If you were in our position, would you affirm this person as a volunteer with children and youth?

- I would with no reservations
- I would with some reservation;
- I would not recommend this applicant

PLEASE PRINT

REFERENCE NAME _____ POSITION _____

E-MAIL _____

ADDRESS: _____ CITY: _____ ST: _____ ZIP _____

HOME PHONE: _____ WORK PHONE: _____

SIGNATURE _____

DATE _____

Please return the completed form to:

*Safe Sanctuaries Committee
St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212*

REPORT OF SUSPECTED INCIDENT OF ABUSE/NEGLECT
St. James United Methodist Church

321 Pleasant Valley Drive
Little Rock, Arkansas 72212-3199

Name of paid/volunteer worker observing or receiving disclosure of incident: _____

Name of alleged victim _____	Age _____	DOB _____
Parents/Legal Guardian _____		
Address _____		Phone _____
Other people living in the home		
Name _____	DOB _____	
Name _____	DOB _____	
Name _____	DOB _____	
Name _____	DOB _____	

Name of alleged Offender _____	Age _____	DOB _____
Parents/Legal Guardian (if applicable) _____		
Address _____		Phone _____

Incident Date _____	Incident Place _____
Victim Statement and/or description of Victim's Behavior _____	

Description of Incident _____	

Arkansas Child Abuse Hotline 1-800-482-5964

Name of person who called _____ Date _____ Time _____

Name of intake officer at the hotline who took the call _____

Comments _____

Reported to Senior Pastor by _____ Date _____ Time _____

Copy of this report given to _____

Additional Comments/Information _____

Signature of person completing this form

Date

Small Group Acknowledgement and Consent

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212-3199*

I, _____, the parent or guardian of _____, hereby acknowledge and give my permission for _____, to participate in small group meetings conducted by St. James United Methodist Church's Youth Department. I understand that the small group meetings will consist of several youth and only one adult leader. I further understand that small group meetings will be conducted in rooms located in the youth area of St. James United Methodist Church and that the partitions and doors to the meeting rooms will be closed to ensure privacy and encourage open communication among the participants.

Parent/Guardian Signature

Date

Children's Small Group Acknowledgement and Consent

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212-3199*

I, _____, the parent or guardian of
_____, hereby acknowledge and
give my permission for _____, to
participate in small group meetings conducted by St. James United
Methodist Church's Children's Department. I understand that the
small group meetings will consist of several children and only one
adult leader. I further understand that small group meetings will be
conducted in rooms located in the children's area of St. James United
Methodist Church and that the doors to the meeting rooms will be
closed to ensure privacy and encourage open communication among
the participants.

Parent/Guardian Signature

Date

Children and Youth Volunteer Acknowledgement and Consent

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212-3199*

I, _____, the parent or guardian of
_____, hereby acknowledge and
give my permission for _____, to volunteer
at St. James United Methodist Church. I understand that when
volunteering my child may be alone with one adult leader. I further
understand that volunteer hours will take place in the offices and
rooms located in St. James United Methodist Church.

Parent/Guardian Signature

Date

Children with Special Needs Acknowledgement and Consent

*St. James United Methodist Church
321 Pleasant Valley Drive
Little Rock, Arkansas 72212-3199*

I, _____, the parent or guardian of
_____, hereby acknowledge and
give my permission for _____, to
participate in small group meetings conducted by St. James United
Methodist Church. I understand that due to my child's special needs
there may arise occasions for my child to be alone with an adult. I
also understand that should this need arise my child will be in open
public area of St. James United Methodist Church.

Parent/Guardian Signature

Date