

**SAFE SANCTUARY POLICY**  
**VINEVILLE UNITED METHODIST CHURCH**

## I. INTRODUCTION:

1. When the crowd tried to keep the children away from Jesus, he was quick to respond "Let the children come to me." Jesus taught that children were to be included and provided for within the community of faith. Today, the church may be the only place where some children find the unconditional love and care they so desperately need to grow and thrive. As Christians, we must take our responsibilities to our children very seriously. We fail in our responsibilities if we neglect to take adequate precautions against abuse in our churches. It is unlikely that we can completely prevent child abuse in every situation, but it is possible for us to greatly reduce the risk by following a thorough practical policy of prevention.

This policy attempts to do just that for Vineville United Methodist Church children and youth ministries.

This policy has a threefold purpose: First, to protect the children that come to us; second, to protect our Church Staff and Volunteers from potential allegations of abuse; third, to limit the extent of legal liability of our church.

In covenant with all United Methodist congregations, we adopt this policy for the protection of children and prevention of abuse in our church. As a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the church workers and volunteers.

We will follow reasonable safety measures in the selection and recruitment of workers and volunteers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers and volunteers with children and youth regarding the use of all appropriate policies and methods (including first aid and discipline); we will establish a clearly defined procedure for reporting a suspected incident of abuse that conforms to State law; we will be prepared to respond to media inquiries if an incident of allegation occurs.

This Safe Sanctuary Policy is a "living document" and as such, will need to be revised periodically. The Staff-Parish Relations Committee is charged with the annual review of this policy and accompanying procedures. Revisions will be presented by the Church Staff to this Committee for approval. Periodic changes made at the Conference level pertaining to Safe Sanctuary may be reflected in this local church document. These policies may be modified or withdrawn by Vineville United Methodist Church at any time.

This policy applies to all programs that are considered a ministry of Vineville United Methodist Church. In all our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each person will be "...surrounded by steadfast love, established in the faith, and confirmed and strengthened in the way that leads to eternal life." (Baptismal Covenant II, UMH p. 44)

## II. SELECTION AND SCREENING OF STAFF AND VOLUNTEERS:

1. Definitions – "Volunteer" means any person 18 years of age or older who assists in the conduct of children or youth activities under the supervision of a staff person and who will have regular and direct contact with or control over children and/or youth. A person is deemed to have regular and direct contact with children or youth if the individual is in any leadership or supervisory role such as a teacher, chaperone, driver, counselor, music leader or worship leader. A "Helper" means anyone under the age of 18 years old who assists a Volunteer or Staff member in the conduct of any church activity. Helpers are exempt from the screening provisions of this

policy but are required to be directly supervised by a qualified Volunteer or Church Staff member. A "Worker" means any Church Staff Member or Volunteer.

## 2. Volunteer Screening Procedures-

a. Prior to consideration for a position, any volunteer candidate who may be assigned to work with children or youth shall complete and return a Volunteer Application (Form 1), a Covenant Statement (Form 2), and an Authorization and Request for Criminal Records Check (Form 3).

b. The Application and Covenant Statement shall be carefully reviewed by the Youth Director, Children's Director or other Church Staff leader in the area where the applicant will be working.

c. If the applicant appears to be appropriate for the ministry work, then at least two of the references will be checked to confirm the information provided on the application. The Reference Response Information Form (Form 4) will be used to conduct and record the results of these interviews.

d. A background check will be conducted by a VUMC selected contact agency and will include a check of the Georgia Statewide Criminal Records and Nationwide Sex Offender Records, a Nationwide Criminal Database check, a Residency History check and a Motor Vehicles Records check.

e. Should VUMC have sufficient reason to believe that an applicant poses a threat to children or youth, and/or has any prior history of physical or sexual abuse directed against another person, then such applicant shall be immediately removed from consideration for assignment as a VUMC Volunteer.

f. Prior to beginning work as a volunteer, the applicant must complete appropriate Safe Sanctuary training as designated by the appropriate Church Staff leader.

g. All completed forms and background check materials are considered "Confidential Materials" and will be maintained in a locked file cabinet by the Church Administrator. Access to these materials will be granted by the Senior Minister. A copy of the results will be furnished to the applicant upon request.

3. Drivers who volunteer to drive for scheduled church youth/children activities will be designated by the Children's or Youth Director. Persons who volunteer to drive vehicles for the conduct of church children /youth activities must complete an "Auto Safety" form (Form 5) prior to departure. This form will be maintained as described above. Drivers must be 18 years of age, will be insured, have the appropriate number of seat belts, and have a valid driver's license.

## 4. Employee Screening Procedures-

a. All persons applying for an employee position with children or youth will submit a VUMC "Children or Youth Employee Application" (Form 6), a Covenant Statement (Form 2), and an Authorization and Request for Criminal Records Check regardless of position being considered.

b. The Application and Covenant Statement shall be carefully reviewed by the Staff Parish Committee and appropriate church Staff members to determine applicant's qualifications.

c. If the applicant appears to be qualified and appropriate for further consideration, at least two of the references will be checked to confirm the information provided on the application. The Reference Response Information Form (Form 4) will be used to conduct and record the results of the interviews.

- d. A personal interview is not required for every applicant but should be conducted for those the Staff Parish Committee is seriously considering after reviewing their applications and references.
- e. A background check will be conducted by a contract agency and will include a check of the Georgia Statewide Criminal Records and nationwide Sex Offender records, a nationwide Criminal Database check, a Residency History check and a Motor vehicles Records check.
- f. Should the Staff Parish Committee have sufficient reason to believe that an applicant poses a threat to children or youth, and/or has any prior history of physical or sexual abuse directed against another person, then such applicant shall be immediately removed from consideration for employment.
- g. Prior to beginning employment, the new employee must complete appropriate Safe Sanctuary training as directed by the Senior Minister.
- h. All completed forms and background check materials are considered "Confidential Materials" and will be maintained in a locked file cabinet by the Church administrator. Access to these materials will be granted by the Senior Minister. A copy of the results will be furnished to the applicant upon request.

#### 5. Employee/Volunteer Worker updates-

- a. This policy and related procedures shall be reviewed annually by all church employees and volunteers.
- b. Church employees and volunteers working in any capacity with children or youth at VUMC shall update their initial employment application information (Form 1 or 6) every three years. The Church Administrator is charged with the responsibility of ensuring this task is accomplished during the first month of each year.
- c. Formal background records checks shall be conducted as deemed appropriate by the Staff Parish Committee.

### III. PROCEDURES FOR SAFE MINISTRY WITH CHILDREN AND YOUTH AT VUMC:

1. There should always be at least two workers present at all times for any church sponsored program, event, or ministry involving children or youth. When the "two adult rule" is not feasible, a "roamer" (aka "Shepherd") will periodically check into rooms and situations where only one supervising adult is present with youth or children. An example of such a situation would be a Sunday morning when a second teacher is unavailable.
2. All events for children or youth will be open door whenever possible. This means that workers, parents, and church members have a right to observe any activity if they are able to do so without disrupting the activity. Each room or space set aside for children or youth use shall have an observation window in the door or wall or the door shall be left open at all times.
3. During any counseling session with children or youth, the door of the room used should remain open for the entire session unless there is visibility from the outside through an observation window. Ideally, the session will be conducted at a time when others are nearby, even if they are not in listening distance.
  - a. All formal counseling sessions shall be conducted with parental consent and shall be conducted either by an ordained member of staff or under the supervision and support of an ordained member of staff.
  - b. Should it become known that a professional counselor is involved, church staff should immediately withdraw from the situation and defer to the professional counselor.

4. Corporal punishment or the threat of corporal punishment (hitting, spanking, or any form of punishment involving pain) is prohibited at Vineville United Methodist Church. Workers should consult their supervisors regarding behavior problems.

5. When entering the Church, parents/guardians should accompany children below the sixth grade level to the designated children's activity area. No child should be left in any church area that is unattended or without proper adult supervision. Any child below the sixth grade level will not be sent to find his/her parents or guardians, or released to await transportation. Workers are to release these children only to parents, guardians, or persons specifically authorized to pick up the child.

6. Volunteers or Staff working in any facet of the Children or Youth Ministries must be at least eighteen years of age. Any person serving as a "Helper" must work under direct Adult Staff supervision at all times.

7. Any church employee or volunteer must be at least five years older than the children/youth group with which he/she is scheduled to work.

8. Parents will be notified in advance of any event in which a worker will be alone with a child or youth. Before this event, the parents must give written permission for their child's participation in this event. In addition, parents will be given advance notice and full information regarding any event(s) in which their children /youth will be participating. A Field Trip Permission Form for each child/youth must be completed and signed before the child/youth will be allowed to participate in a day or overnight field trip. Parents/guardians may sign a yearly, "blanket" permission form for Day trips only. All Field Trip Permission Forms will be kept with the worker at all times during the field trip. On any overnight field trip, at least two workers must be the same gender as the children/youth on the activity.

9. First Aid/CPR Training will be provided on an annual basis for all Church employees. Volunteers are encouraged to attend

10. Additional guidelines for Nursery/Staff/Volunteers:

a. Only assigned workers are allowed to remain in the nursery. The only exception to this guideline is a mother nursing her child or a parent called to the nursery to calm an upset child.

b. Only assigned workers are allowed to remain in the "preschool hall". The only exception to this is a parent, guardian, or a person previously authorized to pick-up or drop-off a child.

c. Parents are to sign in their child into the nursery upon arrival. Children will only be released to a parent, guardian, or the person authorized to pick up the child.

d. Children, 5th grade and under, must be accompanied to the restroom. Workers should remain outside the restroom. A worker may enter the restroom to assist the child as needed but the door must remain open.

11. Additional Guidelines for Children's Ministry (3w) Staff/Volunteers:

a. Children should request permission from workers to go to the restrooms. Workers should remain outside the restroom. A worker may enter the restroom to assist the child as needed but the door shall remain open.

b. Children's Ministries include extension ministry workers who represent and provide supervision from the represented facility (i.e. The Methodist Home, etc.) These extension ministry workers' responsibility is limited to the children they serve from their facility. The extension ministry workers are authorized to be present in the

hallways or classrooms where their children are present, and are responsible for supervising their children with the restroom if assistance is required; however the restroom door shall remain open during this time.

12. Additional Guidelines for Youth Staff/Volunteers:

- a. Teams of adults (preferably male and female) will supervise activities.
- b. At least two adults will supervise overnight activities. If the participants are male and female, then 2 male and 2 female chaperones must be present. Males and females attending events must not share the same sleeping quarters and should have separate access to bathroom facilities
- c. The Church recognizes that informal contact between worker and youth occurs frequently and is usually legitimate and beneficial. Informal contact refers to phone calls, letters, e-mail, instant and text messaging or other forms of internet/electronic communication, or face-to-face contact between an adult worker and a youth that is not connected to official church activities. However, workers must advise the parent(s)/guardian of the nature of this relationship and seek permission of the parent(s)/guardian before establishing an informal contact relationship with their youth.
- d. Transportation to and from meetings is not part of church or youth group activities. Parents are responsible for providing or arranging for this transportation. Parents are discouraged from asking leaders to transport youth. However, if a leader does transport a single youth at the parent's request, there must be two adults present at all times.
- e. No adult worker is to date a youth or be romantically or sexually involved with a youth.

13. All Staff and Volunteer workers with children and youth are required to attend an annual orientation session in which they are informed of:

- a. Church policies for the prevention of child abuse
- b. Procedures to be used in all ministries with children and youth
- c. Appropriate steps to report an incident of child abuse
- d. Details of the Georgia Child Abuse Statute

At this orientation, workers will be given the opportunity to renew their covenant to abide by and cooperate with the church's policies and procedures. The church will maintain an updated record of attendance. Workers who do not attend will be contacted and asked to renew the covenant.

14. Parents and guardians are encouraged to execute blanket permission forms consistent with the policies stated herein.

#### IV. PLAN FOR RESPONDING TO ALLEGATIONS OF ABUSE:

1. When an allegation of child abuse is made against a staff member or volunteer, the parents of the child will be notified immediately. The person who receives the report of the allegation of abuse will place the alleged victim in a secure area, with the supervision of at least two adults not involved in the abuse incident, until the parents arrive. **The safety of the victim is the church's primary concern.**

2. The alleged abuser will be informed of the allegation immediately. The alleged abuser will be treated with dignity, but will immediately be removed from further involvement with children or youth. The alleged abuser will be furnished notice in writing that he/she is to have no further contact with the children /youth at VUMC. Any employee of VUMC who is the subject of an investigation shall be removed from his/her position, with pay, pending completion of the investigation. Any volunteer worker who is the subject of an investigation shall be removed from his/her position pending completion of the investigation.

3. The Senior Pastor will be notified immediately of the abuse allegation. The Senior Pastor will consult the Church Attorney and will be responsible for notifying the appropriate child welfare agency or law-enforcement authorities and the appropriate authorities of the Annual Conference, VUMC internal leadership and the Church's insurance carrier within 24 hours of learning of the abuse allegation. If allegations are made against the Senior Pastor, the chairperson of the Staff Parish Committee shall be contacted immediately and execute the responsibilities assigned to the Senior Pastor in this policy.

4. The person who receives the allegation of child abuse will complete the "Report of Suspected Incident of Child Abuse" (Form 7) within 24 hours of receiving the allegation. The completed form will be furnished to the Senior Pastor. If requested, the Senior Pastor will share the completed form with the appropriate child welfare agency or law-enforcement officials. The form will be marked "Confidential" and maintained in a locked file cabinet by the Church Administrator.

5. The Senior Pastor and Church Attorney will prepare a brief statement about the allegation of abuse to share with the Administrative Board and/or congregation. This statement will inform the Board /congregation that an allegation of child abuse has been made without giving unnecessary details, placing blame, or revealing the identities of the child, the child's parents, or the alleged abuser.

6. The Senior Pastor will maintain a written record of the steps taken by the church in response. All employees/volunteers involved in the incident will maintain written historical records documenting events and action taken.

7. The Church Attorney is the designated media spokesperson and will make all necessary statements or responses to the news media.

8. All church employees and volunteers are to fully cooperate with any investigation conducted by law enforcement officials or child protective services.

**Form 1**

**VOLUNTEER APPLICATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ DOB: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current job responsibilities and schedule:

\_\_\_\_\_  
\_\_\_\_\_

Previous Work Experience:

\_\_\_\_\_

Previous Volunteer Experience:

\_\_\_\_\_  
\_\_\_\_\_

Special interests, hobbies and skills:

\_\_\_\_\_

How many hours per week are you available to volunteer? \_\_\_\_\_

\_\_\_\_ Days      \_\_\_\_ Evenings      \_\_\_\_ Weekends

Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

What qualities do you have that would help you work with children and/or youth?

\_\_\_\_\_  
\_\_\_\_\_

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

If yes, please explain fully:

---

---

Would you be available for periodic volunteer training sessions? No Yes

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

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date



**Form 2****PARTICIPATION COVENANT STATEMENT**

The congregation of **VINEVILLE 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) should volunteer 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 our church's ministers before accepting an assignment.
3. 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.
4. 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.
5. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

**Please answer each of the following questions:**

1. As a volunteer/employee in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  Yes  No
2. As a volunteer/employee in this congregation, do you agree to observe the "Two-Adult Rule" at all times?  Yes  No
3. As a volunteer/employee in this congregation, do you agree to participate in training and educational events provided by the church related to your volunteer assignment?  Yes  No
4. As a volunteer/employee in this congregation, do you agree to report abusive or inappropriate behavior to your supervisor?  Yes  No
5. As a volunteer/employee in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse?  Yes  No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

---

Signature of Applicant

---

Date

---

Print Full Name



**Form 4**

**FORM FOR REFERENCE CHECK**

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Phone: \_\_\_\_\_

1. What is your relationship to the applicant? \_\_\_\_\_

2. How long have you known the applicant? \_\_\_\_\_

3. How well do you know the applicant? \_\_\_\_\_

4. How would you describe the applicant? \_\_\_\_\_

5. How would you describe the applicant's ability to relate to children and/or youth? \_\_\_\_\_

\_\_\_\_\_

6. How would you describe the applicant's ability to relate to adults? \_\_\_\_\_

\_\_\_\_\_

7. How would you describe the applicant's leadership abilities? \_\_\_\_\_

\_\_\_\_\_

8. How would you feel about having the applicant as a volunteer worker with your child and/or youth?

\_\_\_\_\_

9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.

\_\_\_\_\_

10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.

\_\_\_\_\_

11. Please list any comments that you would like to make: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference inquiry completed by:** \_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Form 5****Auto Safety Certification  
Vineville United Methodist Church**

*This form is intended for workers who have responsibility to conduct church business or transport youth by personal auto and/or church van. Only persons 18 years or older with a valid driver's license and valid personal auto insurance may transport others as part of church activities.*

Circle either **Y** for Yes or **N** for No.

The information on this application will not be disclosed to unauthorized persons.

- Y**    **N**    Are you now a licensed driver?  
*Please present your license to staff so they may copy it for their records.*
- Y**    **N**    Do you currently have personal auto insurance?  
*Please present your proof of insurance card to staff so they may copy it for their records.*
- Y**    **N**    Have you been ticketed for driving violations (parking tickets not included) within the past 2 years? *(If yes, please explain the nature of the tickets on the back of this paper.)*
- Y**    **N**    Do you currently have a medical condition that would interfere with your ability to drive safely? *(If yes, please explain the nature of the condition on the back of this paper.)*

**Agreement to Notify of Driving Events**

I agree to immediately inform the ministry leader or senior pastor if my driver's license is suspended or revoked, if I am ticketed for a driving offense, or if I have DUI charges pending. I must also notify the Ministry leader or senior pastor if my auto insurance is canceled or not renewed. These notifications are required even if the offenses are not related to church work. The church will not release this information to unauthorized persons. *Note: Being ticketed for a minor offense does not automatically disqualify a worker from transporting people.*

**Seat Belt Usage**

I agree to transport persons only in passenger seats equipped with appropriate seat belts and child safety seats. I agree to require seat belt usage and child safety seat usage at all times. In buses that are not outfitted with seat belts, this rule does not apply.

**Safe Vehicles**

I agree to transport persons only in vehicles that are in safe operating condition.

**I have truthfully and accurately responded to the questions above.**

**I agree to notify the church if any of the driving events listed above occurs.**

Name Printed \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form 6**

**EMPLOYMENT APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

DOB: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

**Qualifications:**

**Academic Achievements:**

Schools Attended	Degrees Earned	Dates of Completion
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Continuing Education Completed:**

Courses Taken	Dates of Completion
_____	_____
_____	_____
_____	_____

**Professional Organizations:** *(List any in which you have membership)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Aid Training? \_\_\_\_\_ Date Completed \_\_\_\_\_  
 CPR Training? \_\_\_\_\_ Date Completed \_\_\_\_\_  
 Safe Sanctuary Training? \_\_\_\_\_ Date Completed \_\_\_\_\_

**Previous Work Experience:** Please list your previous employers from the past five years.

1 - Job Title: \_\_\_\_\_  
 Description of Position Duties/Responsibilities: \_\_\_\_\_  
 Name of Company/Employer: \_\_\_\_\_  
 Address of Company/Employer: \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Dates You Were Employed: \_\_\_\_\_ to \_\_\_\_\_

2 - Job Title: \_\_\_\_\_  
 Description of Position Duties/Responsibilities: \_\_\_\_\_  
 Name of Company/Employer: \_\_\_\_\_  
 Address of Company/Employer: \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Dates You Were Employed: \_\_\_\_\_ to \_\_\_\_\_

3 - Job Title: \_\_\_\_\_  
 Description of Position Duties/Responsibilities: \_\_\_\_\_  
 Name of Company/Employer: \_\_\_\_\_  
 Address of Company/Employer: \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Dates You Were Employed: \_\_\_\_\_ to \_\_\_\_\_

4 - Job Title: \_\_\_\_\_  
 Description of Position Duties/Responsibilities: \_\_\_\_\_  
 Name of Company/Employer: \_\_\_\_\_  
 Address of Company/Employer: \_\_\_\_\_  
 Immediate Supervisor: \_\_\_\_\_  
 Dates You Were Employed: \_\_\_\_\_ to \_\_\_\_\_

**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held.

DUTIES	SUPERVISOR	ADDRESS	PHONE	DATES

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

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

**References:** Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

4. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

5. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

6. Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Length of time you have known reference: \_\_\_\_\_ Relationship to reference: \_\_\_\_\_

**Waiver and Consent:**

I, \_\_\_\_\_ hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by Vineville United Methodist Church, I agree to abide by and be bound by the policies of Vineville United Methodist Church and to refrain from inappropriate conduct in the performance of my duties on behalf of Vineville United Methodist Church.

I have read this waiver and entire application, and I am fully aware of its contents.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Form 7**

**REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE**

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse: \_\_\_\_\_  
\_\_\_\_\_

2. Victim's name: \_\_\_\_\_  
Victim's Age: \_\_\_\_\_ Victim's Date of Birth: \_\_\_\_\_

3. Date/place of initial conversation with/report from victim: \_\_\_\_\_  
\_\_\_\_\_

4. Victim's statement (give your detailed summary here): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Name of person accused of abuse: \_\_\_\_\_  
Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_  
\_\_\_\_\_

6. Reported to pastor: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Call to victim's parent/guardian: \_\_\_\_\_  
Date/time: \_\_\_\_\_  
Spoke with: \_\_\_\_\_  
Summary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



8. Call to local children and family service agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

9. Call to local law enforcement agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

10. Other contacts: \_\_\_\_\_

Name: \_\_\_\_\_

Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

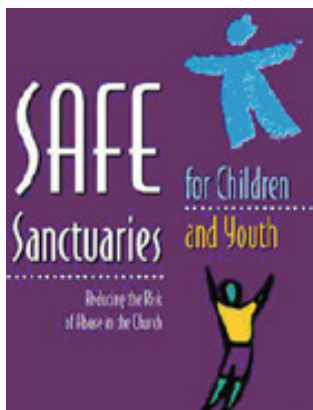
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date



This is to certify that I have read and understand the VUMC Safe Sanctuary Policy, and that I have been furnished a copy of the Policy. I understand this Policy and agree to fully comply with the provisions of the Policy.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date