

CHURCH OF THE SERVANT SAFE CHURCH POLICY

Providing a safe and secure environment is vital to a healthy, functioning church. Church of the Servant (CSO) recognizes that sexual abuse and other forms of abuse and neglect do occur in our church families. With the implementation of this policy, we seek to reduce the potential for abuse, and to outline procedures to be followed in the event that abuse is alleged or suspected. We also seek to protect the volunteers and employees of this congregation from false accusations.

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Note: In this document, pastoral staff refers to the Pastor, Minister of Faith Formation, Minister of Administration, Minister of Outreach, Minister of Congregational Life, Minister of Worship, and Youth and Young Adult Director.

For additional information on providing a safe environment for children, refer to *Preventing Child Abuse: Creating a Safe Place, fourth Edition*, Faith Alive Christian Resources, 2009

This policy has been written by the Safe Church Team of the Church of the Servant with the Minister of Faith Formation and the Youth and Young Adult Director.

This policy has been approved by the Council of Church of the Servant September 2012.

VISION AND GENERAL PRINCIPLES

VISION FOR OUTREACH AND EVANGELISM PROGRAMS INVOLVING CHILDREN

In performing the work of outreach within our body and in our local community, COS believes that its members should be engaged in “being and making disciples.” In this mission effort we do not exclude children. Rather we are called by Christ to gather them in, whether inside or outside our membership. (Mark 10:13-16)

Ministering and providing outreach programming is important and exciting work, and we have been blessed with a number of successes in this area. We have many members as well as staff who are gifted and motivated to lead programs within the community.

Much of our outreach involves ministry to international families from the immediate neighborhood. While there are some general principles that apply to working with children in ministry, there are special considerations when working across faiths, cultures and languages. The guidelines below are designed to address the needs of the child, the needs of the child’s parents, and to mitigate any risk to COS. This is especially important when working across faiths and cultures in a situation in which a child makes direct inquiries related to personal faith.

Our work in outreach and evangelism takes into account a number of principles that are well stated in the book, Child, Church, Mission by Dan Brewster (pages 167-170.) We believe along with Brewster, that “Evangelism and Christian training of children of non-Christian parents is neither exploitive nor unethical provided there is understanding and acceptance on the part of the parents.” Brewster also suggests that we must unapologetically present the truth of the Gospel message to children, but remain sensitive to the needs of parents for involvement in their children’s spiritual development. He makes the astute observation that in traditional cultures, conversation and adoption of a new faith often happens through decisions made at a family, clan or tribe level, so an effective ministry, while speaking to the needs of an individual child, must not undermine links to communal and familial decision-making authority.

GENERAL PRINCIPLES OF CONDUCT FOR STAFF AND VOLUNTEERS

All volunteers and staff (whether members or non-members) who work with children are required to sign the “Code of Ethics for Volunteers and Staff in Child and Youth Programs” (Appendix A) and are subject to a background check prior to performing any volunteer work with children. In addition, our policy requires that staff and volunteers observe certain guidelines when working with children individually. All of the items in this general policy will be followed by those participating as volunteers or staff in any outreach programming involving children.

Our volunteers and staff will agree to work with any children or adults of the community who fit the age, grade level and other legitimate qualifications listed in program materials. No person will be excluded from the program on the basis of income, race, religion, ethnicity, language or disability. Parents or guardians will be required to make application for their children and will be required to sign a formal agreement concerning the child’s participation in COS programs.

COS volunteers and staff will respect the home culture, religion and traditions of the child and his/her parents. At the same time, the COS program will be explicit about the evangelical elements of the program through statements in program materials about the Gospel message. This information will be available to parents prior to sign up and completion of the program.

Prayer and modeling Christ-like behaviors are the preferred methods of supplementing the educational programming which drives evangelism with this population. Since God works through us by the Holy Spirit, it is important to recognize the inappropriateness of “pushing” the Gospel. Be mindful of cultural differences. When a child does ask for “more,” beyond the religious instruction given in the program, we get involved in a deliberate and humble fashion, as described below.

If and when a person does make a specific request for assistance in exploring a commitment to the Christian faith on a deeper and more individual basis, the following guidelines apply:

1. The person will meet informally with at least two COS staff or volunteers and will be asked to make a statement expressing his/ her desire for assistance. If a minor, the person's parents will be asked to participate in a meeting to find out how this request might be granted.
2. The person's statement will be recorded in writing by one of the volunteers and shared with the Program Coordinator.
3. A meeting between the Program Coordinator, the person and his/her parents or guardians, and other volunteers as appropriate will be arranged. The person's statement will be read to the parents and the proposed COS response to the person's request for assistance will be related. An effort will be made to encourage parental involvement, and it will be emphasized that the parents have the authority to decide whether COS is to provide the person with assistance.
4. A written record of the meeting will be created, and if the child's or youth's parents choose to permit further Christian training and education, the record will reflect this, and the parents will be asked to sign the record. A copy will be provided to the parents and will be kept in the COS program files. Assistance will then be provided, with parental involvement as necessary.

VOLUNTEER APPLICATION PROCESS

New leaders must complete the Volunteer Application Form (Appendix B) and if they will be working with children or youth the Background Check Authorization (Appendix C.) The applicant will be interviewed by a church staff member if they have not been involved in COS education programs in the previous five years. Background checks will be performed on each volunteer who works with minors. The church reserves the right to deny any applicant a volunteer position for any reason. Any written information or record of a conversation will kept confidential and stored in a locked file. The file will accessed by only the Minister of Faith Formation the Minister of Administration.

PREVENTION GUIDELINES

GUIDELINES FOR WORKING WITH CHILDREN AT COS

As disciples of Jesus we are called to represent Jesus and teach children to behave in a Christ-like manner. As leaders we may need to discipline children in our care in order to promote acceptable behavior. In all of our relationships with children we need to envision a line and then define what interventions can be on the appropriate side of the line and what are on the inappropriate side of the line. The following guidelines should help you with your leader/child relations.

Appropriate Interactions

1. Encourage the child to learn and grow in faith. Respect each child's learning style as he/she responds to the information you are giving them.
2. Treat each child under your care equally, giving equal opportunities for special favors or responsibilities.
3. Respect each individual child.
4. Maintain an orderly classroom without controlling it. Lead the child into cooperation for the benefit of all to learn.

5. Protect each child from shame or humiliation from either adults or other children.
6. If a hug seems appropriate, give a brief side by side hug at the child's level.
7. Avoid kisses, massages, bear hugs, and contact with private body parts.
8. Unless the child objects to touch, a pat on the shoulder or forearm or a light squeeze of the hand is acceptable.
9. Any physical contact with a child should be done with doors open and/or in front of others.

****Remember, words of praise and encouragement are the best way to communicate God's love, and your support and respect for a child.***

Appropriate Discipline

1. Have realistic expectations that reflect child's age and comprehension.
2. Use the least amount of intervention necessary.
3. Make eye contact with the child who is misbehaving.
4. Use distraction away from the cause of the problem, perhaps by making him/her a special helper.
5. Change seat assignments or place yourself between misbehaving children.
6. If able, remove the child from the others and calmly explain the expected behavior.
7. If a timeout is needed, the general rule is one minute of timeout for each year of child's age. Follow up with reason and reassurance.
8. Catch the child in good behavior and encourage him/her.
9. Send notes home informing parents of good behavior.
10. If a child is disrespectful and/or disruptive;
 - a. Take the child aside, label the behavior and explain how the behavior is affecting the class.
 - b. Speak in love without humiliating or harming a young ego.
 - c. If speaking directly to the child does not cause the disrespectful behavior to stop, then have the assistant bring the child to their parents or Minister of Faith Formation.
11. If a child's behavior warrants more than minor correction or is an ongoing problem, then the parents should be involved. Follow these steps:
 - a. Write down the misbehavior and the steps that were taken.
 - b. Give this along with a verbal report to the Minister of Faith Formation.
 - c. Form an agreement with the parents and the Minister of Faith Formation. Engage the parents to work with the child on appropriate group behavior.
12. Be sure the discipline you use is something you would not mind having repeated.

Inappropriate interactions

1. Physical discipline (i.e., needing to have control and losing it, causing pain, injury and/or humiliation)

2. Verbal or emotional manipulation (i.e., silent treatment, withholding bathroom privileges, causing shame, embarrassment and/or humiliation)
3. Sexual manipulation (i.e. sexualized hugs, strokes, and/or kisses for good behavior etc.)
4. An adult blaming a child to justify the adult's inappropriate behavior.
5. A particular child singled out for excessive discipline.
6. A child told or threatened not to cry or tell anyone.

These abusive ways of relating to youth are not acceptable under any circumstances, and can get blown out of proportion with long lasting implications for you and the child. ***Remember, in a tough situation: Step back, evaluate, be smart, and don't lose control of yourself.***

NURSERY GUIDELINES

A complete copy of Nursery Guidelines & Responsibilities is available in the nursery. These guidelines apply to any program using the COS Nursery.

1. No child is to be left unattended in the nursery at any time.
2. A minimum of two adult attendants must be present.
3. All split doors must have the top half of the door open when the room is in use.
4. Only the adult attendants are permitted to assist children in the nursery bathroom.
5. Only the Nursery Supervisor may change diapers. If the supervisor is not available then adult attendant may change the diaper following posted diaper changing procedures.
6. No child is to be removed from the nursery by anyone except the person holding the child safety token that matches the child's number on the sign-in sheet.
7. Two adult attendants should stay in the nursery until all children have been picked up.
8. The Nursery Supervisor is a paid staff person who will undergo an interview process and a criminal record check.
9. A "COS Nursery Accident Report"(located in the nursery cupboard) should be filled out in the case of accident or injury, with copies to the child's parents and the nursery file.

The nursery guidelines are designed to protect the children in our congregation from harm and to protect persons involved in the nursery from false or mistaken accusations. If any type of child abuse is suspected (physical, emotional or sexual), it is the nursery attendant's responsibility to report it immediately as described later in this document under "Procedures for Reporting Suspected Child Abuse." (Page 13)

SUPERVISION POLICIES FOR THE CHURCH SCHOOL PERIOD ON SUNDAYS

1. All teachers and assistants will be expected to attend the training session that includes Safe Church Policy protocol that will be offered at the beginning of each school year.
2. All parents/guardians must fill out the "Registration and Emergency Information Form" (Appendix F) and return it to the Minister of Faith Formation prior to the beginning of the church year.

3. The Minister of Faith Formation or his/her substitute will be available Sunday mornings to monitor the halls, check the classrooms and bathrooms.
4. Each Little Lambs and Children in Worship classroom will be staffed by a teacher and at least one assistant 12 years old (6th grade) or older. Church School will have 1 adult teacher for every 15 students, as long as the classroom door has a window and the teacher has been through the screening process.
5. Bathroom procedures:
 - a. Parents should be encouraged to take their children to the bathroom before programs start.
 - b. If needed, children 1st grade and younger should be escorted to and from the bathroom.
 - c. If the family bathroom is used, make sure the top half is unlatched and ajar before the child enters the bathroom.
 - d. Older elementary-aged children can use the buddy system where two children go together to the bathroom with a reminder to return in 2 minutes. If they have not returned after 5 minutes, the assistant will retrieve them.
6. Parents or another family member (e.g., older siblings 5th grade or older, grandparent) are the only ones allowed to pick up children from Little Lambs
7. Any teacher with questions or concerns about the safety, welfare or health of any student should contact the Minister of Faith Formation who will confer if necessary with a member of the Safe Church Team.

SUPERVISION POLICIES FOR YOUTH PROGRAMS: GIRLS CLUB, CADETS, AND YOUTH GROUP

All faith formation volunteers will be given the safe church policy and will be expected to read and adhere to it. All parents/guardians must complete the permission/medical waiver form and return it to the Youth and Young Adult Director or Minister of Faith Formation at the beginning of each church school year. 7th – 12th grade students and their parents must also sign and return the “Code of Conduct Policy for COS Youth Ministries. (Appendix D)

Scheduled Events:

1. Parents are to be notified of all events that are held in places other than the normal meeting area of that program. The notification will include date, times, transportation arrangements including pick up, the location(s) of the event, and cell phone of the event leader.
2. Permission slips for a particular off campus event are to be signed by a parent or guardian and will be collected from the youth before that youth is allowed to participate in that event.
3. Ordinarily, at least two adults will be present at group activities, in any vehicle, and in the church work shed. When this is not possible, parent(s) will be notified.
4. The Faith Formation Team recommends that the usual ratio of adult leaders to youth for regular youth group meetings be one to eight. Ratios may sometimes be modified for specific off-site events.
5. During scheduled events, group leaders must know where their youth are at all times.
6. If a young person leaves an event without permission, parents will be called immediately.

Meetings between Youth Leaders and Young People:

1. One-on-one meetings should be held in public places.
2. Youth leaders should avoid sitting and talking in stationary vehicles with a youth.
3. Whenever possible, COS encourages that all one on one interactions between youth and adults be of the same gender.
4. When meeting in a youth's residence, youth leaders must be sure a parent or another adult is home, or knows about the visit.
5. The Minister of Faith Formation, Youth and Young Adult Director, the Cadet Leader, and/or Girls' Club leader, will be informed of scheduled meetings in advance.
6. Parents/guardians must be notified of one-on-one and small group meetings that are not scheduled on the church calendar (a text message voice mail or an answering machine is adequate). When this is not possible, the leaders should then notify a pastoral staff member of the meeting, the name of the youth and the time and place of the meeting.

Transportation Policy:

1. All drivers transporting minors on behalf of COS must:
 - a. be 25 years of age or older and licensed to operate a motor vehicle by Michigan Department of State or comparable governmental entity;
 - b. and shall comply with the laws and limitation that apply to their operator's license;
 - c. complete the "Request to be Approved Volunteer Driver" (Appendix E);
 - d. have completed the volunteer screening process.
2. Two adults are present and seated in the front seats of the vehicle when transporting minors. At least two minors are present in the vehicle and they are seated in the back seats of the vehicle.
3. Seat belts or child safety seats must be used per the state laws in which the group travels. The number of passengers should not exceed the number of seat belts/ safety seats.
4. Parent /guardian permission, oral or written, should be obtained before transporting minors.
5. Transportation to and from meetings is not part of church or youth group activities. Parents/guardians are responsible for providing or arranging this transportation. If a volunteer/staff person transports a minor at the parent/guardian's request, this should be recognized as informal contact and not a part of church program.
6. COS will ordinarily provide transportation with adult drivers when traveling from the church building to or from activities. When an adult is the driver, at least two youths should be present in the vehicle and seated in the back seat.

Supervision of overnight events:

1. Prior to any overnight event, parents must complete the "Registration and Emergency Information" form (Appendix F) usually complete before a program starts and a permission form specific to that event.
2. At least two leaders must be present at all times at overnight events.

3. Separate sleeping areas for males and females will be provided at all overnight events. At least one adult, preferably two adults, will be designated to the areas and will be present for the entire overnight event. Male and female adults must be present for all coed overnights.
4. Ordinarily, each retreat or overnight event requires a set of written guidelines for boundaries and expectations regarding participation from youth.

Social Media

Church of the Servant recognizes the value of staff and volunteers using the internet (Weblogs, Facebook, podcasts, twitter, emails, etc.) to connect with one another. It is important to remember when that you are representing the church when using this media. Keep the same professional boundaries in your social media communications as you would in person. Do not post pictures of individuals or personal information on the internet without the permission of the parents or guardians.

All communications with youth are subject to parental and organizational oversight. No communications of sexual nature, sexting, harassment, threats, obscenities, or intimidation will be tolerated.

Church of the Servant's guidelines for privacy protection on the Website is in Appendix G.

PREVENTION GUIDELINES FOR ADULT TO ADULT MINISTRY

1. Practice job related duties consistently with all parishioners, volunteers, staff, children, young people, visitors, etc.
2. Participate in a training which discusses healthy boundaries.
3. Avoid one-to-one meetings with youth/parishioners in homes/cars/offices where you cannot be observed by others. It is wise to use public places such as restaurants for meeting places.
4. Consider requesting that a same sex Parish care elder/deacon be assigned to someone who needs frequent pastoral visits.
5. Be cautious with touch. Limit physical contact to a brief side-by-side hug or pat on the shoulder, hand or forearm. Hugs can be misconstrued as meaning something more than the giver intended. For some, hugs are an invasion of personal space and are unwelcome.
6. Report all pastoral care visits to one's respective coordinating bodies.
7. Pastors and pastoral residents should meet with an adult only once a week, 45-60 minutes in length with a window in the door. After three of these visits and the parishioner needs more care, then refer him/her to a professional.
8. Think defensively. Err on the side of over-caution.

INDICATORS OF ABUSE

INDICATORS OF A CHILD'S POTENTIAL NEED FOR PROTECTION

Below are some of the commonly accepted physical and behavioral warning signs associated with various forms of child abuse and neglect. Note that the physical and behavioral indicators below, in themselves, are not the only indicators of child abuse and neglect and, if present, do not always mean a child is being abused or neglected.

Physical Indicators		Behavioral Indicators	
Physical Abuse	*Bruises more numerous than expected from explanation of incident.	* Self-destructive/self-mutilation.	
	* Unexpected bruises, welts, or loop marks in various stages of healing.	* Withdrawn and/or aggressive-behavioral extremes.	
	* Adult/human bite marks.	* Uncomfortable/skittish with physical contact.	
	* Bald spots or missing clumps of hair.	* Arrives at school late.	
	*Swollen lips and/or chipped teeth.	* Expresses fear of being at home.	
	* Unexplained fractures, skin lacerations, punctures, or abrasions	* Chronic runaway (adolescents).	
	* linear/parallel marks on cheeks and/or temple area.	* Complains of soreness or moves uncomfortably.	
	*Crescent-shaped bruising caused by pinching	*Wears clothing inappropriate to weather to cover body.	
	* Puncture wounds that resemble distinctive objects.	* Lacks impulse control (e.g., inappropriate outbursts).	
	* bruising behind the ears.		
Physical	*Distended stomach, emaciated.	*Regularly displays fatigue or listlessness; falls	

neglect	<ul style="list-style-type: none"> *Unattended medical needs *Lack of supervision. * Consistent hunger, inappropriate dress, poor hygiene. * Sudden or unexplained weight change. 	<ul style="list-style-type: none"> asleep in class. *Steals, hoards, or begs for food. *Reports that no caretaker is at home.
Sexual Abuse	<ul style="list-style-type: none"> * Pain or itching in genital area * Bruises or bleeding in genital area. * Sexually transmitted disease. * Frequent urinary or yeast infections. * Sudden or unexplained weight change. * Pregnancy 12 years or under. 	<ul style="list-style-type: none"> *Withdrawal, chronic depression. * Sexual behaviors or references that are unusual for the child's age. * Seductive or promiscuous behavior. * Poor self-esteem, self-devaluation, lack of confidence. * Suicide attempts. * Hysteria, lack of emotional control. *Sudden school difficulties *Habit disorders (sucking, rocking).

This chart is from the Mandated Reporter's Resource Guide of the Children's Protective Services Program Office (DHS Pub 112Rev. 10-11.)

RECOGNIZING ADULT-ADULT ABUSE BY A CHURCH LEADER

To understand abuse, it's important to understand the dynamic of power and control at its heart. Abuse occurs when one person controls another in a way that diminishes and eventually destroys the other's sense of self. A person who is being abused begins to feel increasingly powerless and consequently feels more dependent on the person who abuses. This then gives the abusive person an even greater sense of power. This behavior can become a vicious cycle, a trap that holds captive those who become entangled. In this context, mutual consent is impossible.

1. The most common adult abuse is verbal and emotional abuse by an adult leader to another adult. This might be expressed as abusive anger, outbursts, criticism, belittling, name calling, intimidation, stalking, threatening statements, and/or blaming. This creates doubt, confusion, emotional pain and stress in the victim.
2. Sexual harassment is another form of adult abuse and includes unwelcome sexual advances, coercion, implied or overt requests/threats for sexual favors, verbal assaults such as inappropriate jokes or innuendoes and/or physical contact or assault of a sexual nature. This creates an intimidating, hostile and/or offensive environment and interferes with the victim's performance. The victim feels isolated and alone.
3. An adult suffering from abuse may act out their trauma through suicide attempts, substance abuse or eating disorders, etc. The victim may react in a violated way when given a seemingly innocuous or spontaneous hug from someone. Often, the victim does not disclose the abuse while seeking counseling for other problems. This is termed the "silent abuse reaction."
4. Warning signs when a church leader's boundaries are at risk of failing:
 - a. Makes special or secret arrangements to be with someone.
 - b. Changes normal practices or routines to be with someone.
 - c. Confides personal and professional issues with a counselee or a minor.

- d. Creates emotional intimacy by whispering, flirting, touching, hovering, etc.
- e. Manipulates another's emotions, i.e. "I'll hurt myself if you leave me."
- f. Uses rationalization, justification, minimizing, spiritualizing to continue the relationship, i.e. "God brought us together." "If no one else knows, we aren't hurting anyone." "We deserve to be happy."
- g. Allows his/her own marriage to diminish so that someone else fills the void too easily.

Church leaders, those who act in the Lord's name, in powerful and trustworthy positions, must be held to a high standard. Abusive behavior by church leaders reveals a misuse of power and position entrusted to them. Patterns of destructive behavior can escalate into serious emotional, physical or sexual abuse, causing great harm in the church. It is always the responsibility of church leaders to maintain healthy boundaries in all of their relationships. When sexual boundaries are crossed in a relationship between a church member and a church leader, it is not an affair, it is abuse.

RESPONSE BY STAFF AND VOLUNTEERS

HOW TO RESPOND TO DISCLOSURE OF ABUSE (CHILD OR ADULT)

1. If a person asks to talk with you, then offer a time in a private time in public view.
2. Listen carefully to what is said and respond in a supportive, non-judgmental manner. Disclosing abuse is a scary thing, and he/she needs to know they are supported.
3. Do not appear frightened or disgusted by the disclosure, since this may cause the person to stop talking or to believe you are upset with him/her.
4. Avoid asking leading questions. Examples of what you could say: "Can you tell me more?" "Is there anything you need to add?" Do not try to convince the person that the story isn't true or that it didn't happen the way he/she reports it did.
5. Do not attempt to assess the truthfulness of the person's disclosure—that will be for trained professionals to decide. Assure the person you believe him/her and that you care about him/her.
6. Tell the person that whatever happened was not his/her fault and reassure them that they do not deserve to be hurt by anyone.
7. Do not tell or suggest to the person that he/she has been abused.
8. Reassure the person that he/she did the right thing by telling you.
9. **Do not promise not to tell anyone.** Tell the person that help is needed so the incident can be prevented from happening again.
10. Do not frighten the person by talking about police involvement or medical examinations to verify the complaint. Instead, share with the person that other people need to know what happened, and they will talk to them later.
11. Do not ask the person to show you any bruises that are beneath underwear or clothing; only observe any bruises that are accessible.
12. If you feel comfortable doing so, speak to the person and offer support in the following weeks and months.

PROCEDURES FOR REPORTING SUSPECTED ABUSE

Allegations by a child or adult against a church staff member, volunteer, teacher, leader or council member of sexual or physical abuse, whether in a church facility or elsewhere, will be taken seriously and be handled confidentially.

Suspected Child Abuse:

A report of child abuse and/or neglect can be made by any person who has reasonable cause to suspect that abuse or neglect. The Child Protection Law *requires* certain professionals, called mandated reporters, to report to the state suspected child abuse or neglect. Mandated reporters include professionals like teachers, doctors, nurses, social workers and members of the clergy.

At Church of the Servant the following must report suspected abuse:

1. Staff members who are ministers (mandatory reporters).
2. All other staff members, including custodial staff and nursery or child care staff.
3. And all volunteer teachers and leaders who have reasonable cause to suspect child abuse or neglect (which includes verbal reports and/or observations) are required to report it in the following manner.

The Child Abuse Reporting Process:

1. Contact the Minister of Faith Formation and/or the Minister of Administration, who will consult with the co-chairs of the COS Safe Church Team. In an emergency situation and these people cannot be found, proceed with the reporting process and follow up with the Minister of Faith Formation and Minister of Administration later.
2. Call the child protection national hotline (1-800-4CHILD), which can give advice and guidance, may be helpful before reporting to the statewide number.
3. Call the State of MI Department of Human Services, Child Protection Services (CPS) at the toll-free number: 855-444-3911 and make a verbal report. There is someone to take your call 24 hours a day. Before making the call, review the “Mandated Reporter’s Resource Guide” for what information reporting persons should have available when placing a call to Child Protective Services. This guide is available in the Church office in the First Aid file drawer under the printer.

Steps 1 through 3 must be taken within 24 hours, preferably immediately if the situation allows for it.

4. Complete the written report titled: *Report of Suspected or Actual Child Abuse or Neglect, DHS-3200 form*. (Appendix G) This form can either be completed on-line or faxed to CPS. The person you speak to when you call in the verbal report can give you further information.

Step 4 must be completed within 72 hours of the verbal report.

5. Complete a “Church of the Servant Incident Form” (Appendix I) which can be found in the back of the First Aid drawer in the office work room. Give the completed form to the Minister of Administration who will store it in a locked drawer for confidentiality purposes. **Confidentiality** regarding the reporting process is essential. The person who made the report to CPS is not to discuss the situation with anyone except the church staff members mentioned in Step 1.

6. It is the responsibility of the police or CPS to notify the alleged offender of the allegations against him/her. However, COS does understand its mission to provide pastoral care to the abuser and abused after the accused is notified by the legal authorities.
7. For reasons of confidentiality, the Minister of Administration will be appointed as the liaison between the legal authorities/CPS and the church staff/council.
8. All those involved must document any involvement they have had in the reporting process and any follow-up action they have taken. This documentation will be kept in a locked file in the COS office. Access to this file will be limited to the Minister of Faith Formation and the Minister of Administration.

The Adult-Adult Abuse Reporting Process: Proceedure for complaints of mistreatment

1. If a Council member, volunteer or staff member misuses their authority in anyway, the victim should report the abuse to the Minister of Congregational life immediately.
2. If the abuse is of a physical or sexual nature, the abuse should be reported to the Minister of Congregational Life, Minister of Administration or Minister of Faith depending on the department of the offender, who will consult with the co-chairs of the COS Safe Church Team. In an emergency situation proceed with the reporting process and follow up with the Minister of the appropriate department later.
3. The reporting process involves documenting the abuse and the dates/times of occurrences using the “Church of the Servant Incident Form” (Appendix I).
4. Walk with the victim in reporting to legal authorizes if appropriate. Refer to the following section “Church of the Servant’s Response to Allegation.
5. Depending on the severity of the complaint, a listening circle could be arranged or brought together within the Church. The purpose of the circle is to restore justice to the victim and reformative experience for the abuser.
6. Assist in finding trained people or programs to gain prospective and lend emotional support.
7. If the adult is not a COS attendee, reporting abuse is more complicated. For example, the abused adult may not ready to face his/her situation and receive help. This category of abuse should not be minimized, but the problem is beyond the scope of this document. The staff of Church of the Servant can help with referrals and sources of help for the abuser, the abused or the person who suspects the abuse. In the extreme case when someone is reporting to you that he/she is in danger and you have a reasonable suspicion that it is a viable threat, then 911 should be called immediately.

RESPONSE BY CHURCH OF THE SERVANT

CHURCH OF THE SERVANT’S RESPONSE TO ALLEGATIONS

If a report of suspected abuse is made to the State Law Enforcement Authorities, the Minister of Administration and the chairperson of council will decide if an attorney, church insurance company and/or Director of Abuse Prevention for the Christian Reformed Church will be contacted.

Any paid staff person suspected of sexual or physical abuse against a minor will be suspended from their position with pay (for up to 90 days) during the investigation period. Any volunteer/leader suspected of child abuse will be suspended from their position and any other responsibilities during the investigation period.

If the volunteer, church leader or staff member confesses or is found guilty, then he/she will be removed or dismissed from their position or office.

If the media and/or the larger community become involved, then it is advised to have one person act as a church spokesperson (most likely the Minister of Administration) who can prepare a public statement with accurate but limited information. The Director of Abuse Prevention for the CRC should be consulted on the best way to convey this information to the congregation and to the larger community.

Church of the Servant seeks to ensure that any victim or perpetrator of abuse receive immediate, appropriate and confidential pastoral care, financial assistance as able, as well as referrals to professional counseling services. COS also realizes secondary victims, such as friends and relatives, may also need support and/or pastoral care.

COUNCIL'S RESPONSE TO ALLEGATIONS BY ADULT VICTIMS OF ABUSE

An adult victim (the accuser) of past or present sexual or physical abuse by a church leader (volunteer or paid personnel, including custodian), in a church setting, who wants restorative justice within the church is encouraged to take the following steps:

1. The accuser should document everything he/she can remember about the abuse.
2. The accuser should find an advocate (spouse, friend, and therapist, not an attorney) to go through the process with him/her. The accuser may receive help finding an advocate from the Classis Safe Church Team.
3. The accuser or advocate should contact the chairperson of council of the church of which the accused (alleged abuser) is a member, describe the allegations and identify the accused.

The council of the accused member's church meets and then contacts the chairperson of its Classis Safe Church Team. This is an ecclesiastical team comprised of one member from each church in a particular classis, who has received training from the CRC's office of Abuse Prevention.

Advisory Panel Process

1. An advisory panel of five to seven members from the Classis Safe Church Team is chosen. The team member of the accused person's church will not be a part of this panel.
2. The panel arranges to meet with the accuser, advocate and/or witnesses as soon as possible. When the panel meets, it appoints a chairperson who is responsible for keeping all panel members under a pledge of confidentiality. In this meeting, the accuser, advocate and/or witnesses present their testimony and answer any questions from the panel. The panel may also meet to consult with any experts as needed.
3. Next the panel informs the accused person that an advisory panel meeting has taken place with the accuser. He/she is given information about the charges against him/her in writing. The accused person is then invited to present his/her defense before the same panel.
4. The panel meets with the accused and examines all written materials and questions the accused and any witnesses.
5. The panel then meets to determine the gravity and probability of the allegations and decides whether they believe the accused to be guilty of ungodly conduct, misuse of power, misuse of spiritual authority, sexually inappropriate behavior, and/or abuse of office.

6. The panel then writes a report of its findings and recommendations, and the chairperson of the panel meets with the council of the accused member's church to present the report. The accuser is notified in writing of the panel's findings and recommendations.

The Council of the accused member's church is expected to respond to the report as follows:

1. A full Council meeting is convened and if it judges the allegations not to be weighty or probable, then the matter is closed and the accuser and accused are informed of this decision.
2. If the Council does judge the allegations to be weighty and probable, then two Council members bring the charges against the accused person to him/her in writing. If the accused person denies the allegations, then Council will conduct a formal hearing to determine the likelihood of the accused person's guilt.
3. If the formal hearing finds the accused person innocent, the matter ends and both the accused and the accuser are notified of this decision.
4. If the formal hearing finds the accused person guilty, then the council convenes to initiate appropriate disciplinary action. The accused and the accuser are notified in writing of the church disciplinary procedures taken for the accused and the pastoral care that is available for both.
5. The accused may appeal the council's decision to classis.

Any church leader found guilty of the accuser's allegations by the classis panel process and by his/her council, will be removed from his/her duty or position as soon as possible.

CHURCH OF THE SERVANT'S RESPONSE TO A SEXUAL OFFENDER

Registered Offender:

If a registered or known sexual offender, meaning that their crime and offense is on public record (disclosed by the applicant during the screening process) wants to become involved in the life of the church, then Council may first want to contact legal counsel. If it is decided to allow this person to participate in the church activities, then the council must have the known offender sign a "Church of the Servant Covenant of Conduct" in which this person agrees to one or more of the following:

1. Verifies the history of the offense, conviction or adjudication that was disclosed to the council.
2. Consents to disclosing the history of the offense, conviction or adjudication to the congregation, usually by way of a letter to all church parents who can then decide on what precautions to take.
3. Consents that he/she will not participate in any child or youth ministry or volunteer activities and he/she may be barred from other church related activities.
4. Consents to supervision throughout the worship service, including the use of the restroom.
5. Consents to refrain from engaging youth in private conversation away from the worship space, i.e. the parking lot, café area, hallways, etc.

Council will put a follow-up letter in each mailbox, letting the congregation know that the Council has set boundaries and what those boundaries are and that the person will be monitored and looked after. These restrictions are to be imposed for minimum of three years with periodic reviews.

The council will obey all known court-imposed orders and treatment requirements. Any violations will result in steps of discipline including a ban from the facility. Council will report any suspected sexual offense to the civil authorities immediately.

If a sexual offender does not disclose a conviction or adjudication and the church learns of it later (through the screening process) then the offender will be denied the application to a position and/or be removed from any paid or volunteer position or duties. If the person wants to remain at COS he/she must also agree to sign a Covenant of Conduct and face steps of discipline.

Unsubstantiated Sexual Offender:

If an unsubstantiated sexual offender, meaning a person who has not been convicted or adjudicated of a sexual offense (but does not deny that he/she committed a sexual offense) wants to become involved in the life of the church, then the Council needs to look at several factors that allow them to deny the person's application:

1. The offense occurred within the past ten years (even if the person discloses the offense).
2. The offender did not disclose the offense during the application process or the person rationalizes and minimizes their actions.
3. The offender wants to work with youth and/or some position of trust and authority.
4. After the ten year point, the council may consider the person's application for a volunteer or staff position if:
 - a. The council is fully aware of the allegations and the applicant's response to them.
 - b. The applicant has been held accountable by the victim for the harm caused (This means the offender identifies the victim and the victim is interviewed about the accountability.)
 - c. The position is not one of trust or authority or one in which he/she will be left alone with youth.
 - d. The applicant is restricted to activities or programs that always include another adult co-leader who is aware of the applicant's history.
 - e. Before proceeding and approving the applicant, council has consulted with legal counsel and has ensured that lawful duty to the youth and their parents supersedes the applicant's desire to serve that organization.

Sexual offense by a minor:

If the sexual offender is a minor and council learns of this information, then the council should prohibit the minor from volunteering in programs for children and youth, and prohibit access to younger minors in the church's facilities. The council may bar the minor's participation in age-appropriate programs as well. The council will obey all known court-imposed orders and treatment requirements. Volunteers or staff must supervise the minor's contacts on-site, in parking lots, during church sponsored transportation and off site activities. If the minor violates policies, rules or engages in inappropriate behavior, the council/staff should remove the minor immediately and may need to report to civil authorities. Council may reinstate the minor to programs only when his/her risk of inappropriate behavior is reduced.

For Council to minimize the risk of an unknown juvenile sex offender serving in a role with youth, council will follow the supervision policies already in place that minimize or eliminate older minors spending time alone with younger minors during youth programs. If older minors are caring for children, then an adult is always present and supervising. Also our supervision policies for youth programs do not allow minors to be alone with other minors in off-site activities, in a vehicle, home or other private settings. If an older minor want to work with younger minors, even with supervision, then the older minor must go through a screening process.

COS SAFE CHURCH TEAM

COS Safe Church Team (Co-chairs are listed in front of the directory):

1. Are involved in the development and implementation of safe church policies.
2. Provide abuse awareness training for volunteer teachers and leaders.
3. Provide consultation to and oversee follow through for staff and leaders when a report to Child Protective Services or law enforcement is needed.

4. Provide abuse awareness and parenting support information/books for the library and the restrooms at church.
5. With the CRC Denomination Office of Abuse Prevention, the team will distribute reminders in a church service each fall.
6. Are involved with the CRC denomination's Classis Safe Church Team.

SAFE CHURCH POLICY APPENDIX

- A. Code of Ethics for Volunteers and Staff in Child and Youth Programs
- B. Volunteer Application Form
- C. Background Check Authorization
- D. Code of Conduct Policy for COS Youth Ministries
- E. Request to be Approved Volunteer Driver
- F. Website Guidelines for Privacy Protection
- G. Registration and Emergency Information Form
- H. DHS-3200 Report of Actual or Suspected Child Abuse or Neglect and DHS Questions
- I. Church of the Servant Incident Form

Church of the Servant

Code of Ethics for Volunteers and Staff in Child and Youth Programs

I understand that as a child or youth program volunteer, I am a representative of COS and the Kingdom of God. I agree to conduct myself in a manner that models for others an active and growing Christian Faith. I understand that the students I serve will look to me for direction and guidance that supports their growing faith in Jesus Christ.

Believing that God is calling me to serve children or youth at Church of the Servant,

- My first priority in supervising or volunteering with children or youth will be to seek their spiritual, psychological, and social welfare.
- I will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- I will respect each child or youth's cultural, religious, and ethnic background.
- I will answer a child or youth's questions openly and honestly. I will not intentionally harm or betray a child or youth's trust.
- I will not use alcohol, illegal or illicit drugs, or tobacco products in the presence of minors involved with COS programs.
- I will dress in a manner that is respectful of the ministry and the Kingdom of God. All clothing should be modest, appropriate, and set a positive example as determined by the ministry leaders.
- I promise not to use profanity in the presence of minors.
- I will contact the appropriate person in a timely manner if unable to fulfill my assigned/schedule responsibilities.
- I will give the parent(s) of the child or youth full information about the program I am supervising or volunteering in.
- If I wish to speak to a child or youth alone, it will be within the sight and sound of one or more adults.
- I will work with the children or youth to set guidelines for acceptable behavior within the group. I will expect children or youth to act based on those guidelines. If necessary, I will seek help from parents and others to assist me in responding to the child.
- I will pray for the child or youth regularly and assure them that I care about them.

- I will follow the policies and procedures in the congregation's Safe Church Policy. If I have a reasonable cause to suspect child abuse or neglect to the Minister of Faith Formation within 24 hours of the incident.

I understand that learning the principles in the Bible and growing more like Jesus is important to my spiritual, emotional and relational growth as a Christian. I understand that the best way to achieve this growth is through regular attendance of Church and personal Bible study.

I understand that any violation of this code may be grounds for removal as a volunteer with minors and that this policy is subject to change at any time.

Signature

Date

Volunteer or Staff Position

Supervisor's Name

If the volunteer is a minor, then Parent/Guardian signature is required.

I understand the commitment that COS expects of my son/daughter, and I accept the responsibility of keeping him/her accountable in fulfilling these expectations.

Parent/Guardian Signature

Date

Church of the Servant (COS) Volunteer Application Form

Please return to the Minister of Faith Formation. Upon receiving this form you may be contacted for a meeting to discuss your application. The completed form will be stored in a locked file in the church office.

Personal Information:

Last Name: _____ First Name: _____

Address _____

Home Phone: _____ Cell Phone: _____

Email: _____ Date of Application: _____

When did you become a Christian? _____

How long have you been a member of COS? _____ Preferred church service: ___ 8:30 ___ 11:00

Current Occupation: _____

Volunteer activities you have participated in in the last 5 years or relevant skills you would like to use (Lifeguard, First Aid, etc.):

Please list any relevant youth or childhood education training events? (Children in Worship, Youth Ministries, etc.) _____

What areas of ministry area you interested in?

- | | | |
|--|--|--|
| <input type="checkbox"/> Children's Ministries (Age Range _____) | <input type="checkbox"/> Music | <input type="checkbox"/> Liturgical Dance |
| <input type="checkbox"/> Youth Ministries | <input type="checkbox"/> Choir | <input type="checkbox"/> Cadets |
| <input type="checkbox"/> English as a Second Language | <input type="checkbox"/> Girls Club | <input type="checkbox"/> Wednesday Night Suppers |
| <input type="checkbox"/> Basic English Service | <input type="checkbox"/> College Meals | <input type="checkbox"/> Men's Bible Study |
| <input type="checkbox"/> Women's Bible Study | <input type="checkbox"/> Adult Education | |

Background:

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Church of the Servant

Background Check Authorization

Print Name: _____
(First) (Middle) (Last)

Former Name(s) and Dates Used: _____

Current Address Since: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: _____
(Mo/Yr) (Street) (City) (Zip/State)

DOB:

Social Security Number:
(Opt) _____

Telephone Number: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Church of the Servant** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Church of the Servant** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

**** Church of the Servant** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Code of Conduct Policy for COS Youth Ministries

revised August 20, 2012
Church of the Servant CRC
Grand Rapids, Michigan

We are pleased to have you as a participant in our ministry! Whether you are a member of Church of the Servant or a guest, our youth group Code of Conduct Policy is based on the expectation that all youth conduct ourselves in a Christian manner during all activities (i.e. riding in vehicles, at restaurants, on retreats or service projects, at all church events.) The following Code of Conduct Policy is to be agreed to by each party. Parent(s) are also to read and verify that you understand these policies of conduct. Specifically, you are to:

1. Respect, listen to, and cooperate with the youth leader(s) and all adult leaders or drivers at all times. Respect the facility that we are using for the Ministry/Event. **ALL** students that are involved in the act of breaking something will be expected to repair/replace the damaged item(s) at their expense, **no exceptions**.
2. Wear a seat belt when riding in vehicles for any church event.
3. Reflect a Christian attitude in all personal relationships between teens during all youth activities.
4. Inappropriate public displays of affection (PDA) such as kissing, cuddling or any action sexual in nature are **NOT** permitted during any COS Youth Ministry activity or event.
5. Refrain from using profanity, exhibiting improper behavior, using alcohol or illegal substances and possessing drugs and/or weapons. *(Note: if you need to take a medication, it must be brought in by a parent/guardian and given to the youth leader with a note of permission to dispense).*
6. Wear modest, appropriate clothing at all times. Inappropriate words, symbols, cigarette or alcohol advertisements should not be displayed on clothing.
 - a. All females are expected to wear a modest one-piece bathing suit or tankini swimsuit when bathing suits are appropriate.
 - b. Shorts/pants are to be of an appropriate length (fingertip) and location (this means that if others can see what your pants are supposed to be covering, they are not in an appropriate location).
 - c. If you are asked to cover up, by signing you agree to comply with what you are asked to do.
7. Will not leave the supervisory presence of the youth ministry staff/volunteer leaders without permission—i.e. leaving the youth group meeting, leaving the church, leaving the group during trips, etc. Failure to comply can jeopardize your safety or the safety of others, leaders, or the group. This can result in your being sent home from an activity at parent/guardian expense.
8. Cell phones, iPods, and other electronic devices must be turned off and put away during youth group meetings. If you are seen texting or making/receiving phone calls without permission, your phone will be taken away until the end of the meeting and will then be handed directly to your parent(s).
9. Students are expected to participate willingly in the planned activities, attend youth group to develop and explore a growing relationship with Christ. There will be times that are fun and crazy, and times that are structured learning environments. This is intentional and **will not** be disrupted by any student/group of students that are seeking attention.
10. Respect each person and all property. **Bullying will NOT be tolerated under any circumstances.** We are committed to a safe and loving environment for ALL students, staff, volunteers, and visitors, free from harassment, intimidation, or bullying. **This means any intentional written, digital, cyber bullying, texting, verbal, or physical act that:**
 - a. Physically harms a student or damages the student's property; or
 - b. Has the effect of substantially interfering with a student's education; or
 - c. Is severe, persistent, or pervasive so that it creates an intimidating or threatening environment; or
 - d. Has the effect of substantially disrupting the orderly operation of the ministry or event.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, cartoons, pranks, gestures, physical attacks, threats, or other written, verbal, or physical actions.

Failure to Comply with our Code of Conduct Policy:

STEP ONE:

When behavior contrary to the Code of conduct first occurs, the adult observing the behavior, or to whom the behavior is reported, shall address the person(s) responsible with a clear request that the behavior be stopped, changed, or avoided. The adult must use judgment as to whether or not the individual(s) knowingly behaved in a manner inconsistent with the youth Code of Conduct Policy. The severity of the problem behavior may require that this step be bypassed and the next step be applied.

STEP TWO:

If another or the same behavior contrary to our statement occurs involving the same person(s) above, ***especially when it is considered to be occurring in a destructive, attention-getting or belligerent fashion***, then a second warning will be given. The youth leader will bring the individual(s) name(s) to the attention of the Director of Youth and Young Adults in written form. Parent(s) will be notified by phone/email/mail if deemed appropriate at that time.

NOTE: even if the youth(s) agree to change the behavior at this point, the youth(s) may be given a cooling off period from youth activities for up to two weeks. The youth leader has the discretion as to whether to proceed in this way or to move to the third step of action immediately.

STEP THREE:

Should there be a third problem behavior identified contrary to our Code of Conduct Policy, the parent(s) will be called immediately and asked to come and get their youth and the youth suspended from all ministry activities for at least one month. A conference will be scheduled for the volunteer youth leader(s), the Director of Youth and Young People, parent(s), and the youth(s) involved, to resolve the conflict. The church leadership reserves the right to send home person(s) who are intentionally oppositional or repeatedly refuse to follow the Code of Conduct Policy mentioned above for any Church of the Servant or youth event.

CONTACT US:

If there is question/conflict with the implementation of the Code of Conduct Policy, please contact the Director of Youth and Young Adults directly at 616-956-7611 ext. 24 (church office.)

With my signature, I acknowledge that I have read these policies and agree to carefully abide by and follow all processes outlined above.

Printed Name of Youth Participant: _____

Signature of Youth Participant: _____

Signature of Parent/Legal Guardian: _____

Contact Information for Parents: _____ Date: _____

I give my permission for my photograph and/or group photographs that I am in, to be posted on the COS private Webpage , Youth Newsletters, or the Church Bulletin Board.

Printed Name of Youth Participant: _____

Signature of Youth Participant: _____

Signature of Parent/Legal Guardian: _____

Contact Information for Parents: _____ Date: _____

Church of the Servant

Request to be an Approved Volunteer Driver

Drivers must be 25 years or older, have passed a background check through COS, and have a valid driver's license and proper insurance on the vehicle used to transport participants of COS activities.

Name: _____ Birth Date: _____

Address: _____

Phone Number: _____ Social Security Number(opt): _____

Driver's Number: _____ State: _____

Auto Insurance Carrier: _____ Policy Number: _____

Is there is any reason why you should not be driving a van with passengers ☐no ☐yes

Please list previous addresses during the last 7 years on the back of this form.

The information contained in this application is correct to the best of my knowledge. I hereby authorize **Church of the Servant** and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to **Church of the Servant** or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. **Church of the Servant** and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ Date: _____

Copy of License and Insurance Attached: _____ Date: _____

Church of the Servant

Request to be an Approved Volunteer Driver – page 2

Past Addresses in the Past 7 Years:

_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____
_____	from _____	to _____

Website Guidelines for Privacy Protection

Approved by council on Dec. 2, 2010

Introduction

As the owner of a public website, www.churchoftheservantcrc.org, Church of the Servant must be a responsible steward of the content it publishes online. This responsibility includes being careful about the **personal information** published on the site. The privacy guidelines below reflect the recommendations of an ad hoc communications committee re: what is wise, safe and appropriate to include and not include on our church website.

Purpose and Background

COS operated its website without formal content guidelines for years, until Internet-related risks and privacy concerns became too great to ignore. The guidelines that follow, while not exhaustive, are intended to help protect COS members, staff, guests and other associates from problems such as:

- Email spam, which can result from publishing email addresses online
- Identity theft, which can result from publishing personal information such as dates of birth
- Personal harassment, including stalking, harassing phone calls, inappropriate advances toward children/youth, etc.
- Threats to the work of missionaries living in sensitive parts of the world

Guidelines for Text

1. Staff

OK to Publish Online	Do NOT Publish on Public Site
First and last names	Home address
Email address (usually church office email)	Home phone number
Church phone number	Children's names, ages, etc.
	Birth date

2. Adults (members, regular attenders, guests)

OK to Publish Online	Do NOT Publish on Public Site (except with person's explicit permission)
First and last names, when appropriate (such as when the adult is a leader/contact person for a group or committee)	Home address
	Email address
	Phone number (home or cell) – the assumption is that members can use the printed church directory or call the office for contact info
	Children's names, ages, etc.
	Birth date, date of death

3. Children and youth (members and guests aged 17 or younger)

OK to Publish Online	Do NOT Publish on Public Site
First name only, or first name + initial of last name	Phone number (home or cell)
	Home address
	Email address
	Ages or birthdays

4. Missionaries

Opt-In Policy: Some of the missionaries COS supports work in places where mission activity is not welcome, and where being identified as a missionary is potentially risky. These workers should not be listed as missionaries anywhere on the site.

For those who do not work in sensitive areas AND **who have given their explicit permission to be included on our website***, the following guidelines apply:

OK to Publish Online (with missionary's permission)*	Do NOT Publish on Public Site
First and last names <i>of adults only</i>	Phone number (home or cell)
Email address – only with the missionary's permission	Home address (in U.S. or elsewhere)
Organizational affiliation	Birthdays
City and country where working	Names, ages, birthdates of minor children
Nature of work	Prayer requests
	Names of colleagues, friends or those being ministered to

Guidelines for Photos

1. General Opt-Out Policy

- The COS website may include photos of people and groups involved in worship, fellowship events, and other church-sponsored activities. Anyone objecting to the use of his or her photo – or to the use of his/her minor child's photo – on the church website should inform the church office. The church office is responsible for keeping an up-to-date list of those who have opted out.
- We will gladly remove any existing photo from the website, upon request.

2. Staff

- Photos of staff members may be published, along with their names.

3. Adults (members, regular attenders, guests, neighbors)

- Names will generally not accompany photos of non-staff adults.
- No photos should have content that might be embarrassing, objectionable or hurtful.

4. Children and youth (members, guests, neighbors aged 17 or younger)

- Photos including children should be carefully chosen so that the focus is the group activity, not the individual. Ideally, children should not be individually identifiable in these photos.
- No names (first or last) may accompany photos of children.

5. Missionaries

- **Opt-in policy:** Because of the sensitive nature of some mission activity and the global reach of the Internet, we must have written permission from the missionaries we support before we may publish photos of them or their children, associates, etc. on our website.
- Names of missionaries' minor children may not accompany family photos.

NOTE: Plans are in the works to add a password-protected, members-only section to the COS site in the fall/winter of 2010. We will need to develop guidelines for this section too. Tentative plans call for this section to hold content such as:

- | | |
|--|----------------------------|
| • Full weekly bulletin | • Budget/finance info |
| • Duty roster | • Council news |
| • Council members list (or should this be public?) | • Death notices |
| • Parish map | • Worship leader schedules |
| • Missionary support info | |

Church of the Servant Registration and Emergency Information Form

Church of the Servant CRC Faith Formation Ministries
REGISTRATION AND EMERGENCY INFORMATION: Sept. 20__ through Aug. 20__

Full Name of Participant: _____ Birthdate: ____/____/____

E-mail: parent: _____ student: _____

Street address (with city & zip): _____

School: _____ Grade: _____

We ordinarily attend: ☐ 8:30 worship ☐ 11:00 worship

Name of Parent/Guardian/ or Emergency Contact with best phone #'s: _____

Name of Parent/Guardian/or Emergency Contact with best phone #'s: _____

My child will participate in the following: Please check ALL APPROPRIATE BOXES:

ON SUNDAYS:

☐ **LITTLE LAMBS** 2 ½ yrs – Pre-K 8:30 or 11:00 am ☐ **CHILDREN'S WORSHIP** kindergarten – 2nd grade 8:30 or 11:00 am ☐ **CHURCH SCHOOL** pre-K – 12th grade 10:00-10:50 am ☐ **HIGH SCHOOL YOUTH GROUP** 9th – 12th grades 6-8 pm

ON WEDNESDAY EVENINGS:

☐ **GIRLS' CLUB** 2nd – 6th grades ☐ **CADETS** 2nd – 6th grades ☐ **MIDDLE SCHOOL YOUTH GROUP** 7th – 8th grades (please see back)

This participant has my permission to: Please check ALL APPROPRIATE BOXES:

☐ Attend meetings/events at COS. ☐ Meet with a leader in small group ☐ Ride as a passenger to/from COS events (More particular information to be given prior to the occasion.)

PLEASE CONTACT ME. I would like to be involved as a leader or teacher. ☐

Allergies, special medical conditions, or health issues of which your child/student's leaders should be aware:

Participant's Doctor: _____ Office phone: _____

Medical Insurance Provider and Group #: _____ Policy #: _____

Emergency Medical Treatment and Release of Liability:
 I recognize that there may be occasions where the participant may be in need of first aid or emergency medical treatment as a result of an accident, illness, or other health condition or injury. I give permission for all agents (paid staff or volunteers) of Church of the Servant CRC (COS) to seek and secure any medical attention or treatment for the participant, including hospitalization, if in the agent's opinion such need arises. I give permission for attending physician(s) and other medical personnel to administer any needed medical treatment. I agree to pay all fees and cost involved. I understand I will be notified as quickly as possible. I agree to hold harmless and blameless Church of the Servant and her agents, and waive all rights to civil action that participant may have or that I may have against them as a result of injury or illness incurred during the course of participation in church activities.

Name of Parent or Guardian: _____ Signature: _____ Date: _____

REPORT OF ACTUAL OR SUSPECTED CHILD ABUSE OR NEGLECT

Michigan Department of Human Services

Was complaint phoned to DHS?

☒ Yes ☐ No ☐ If yes, Log # _____ ☐ If no, contact Centralized Intake (855-444-3911) immediately

INSTRUCTIONS: REPORTING PERSON: Complete items 1-19 (20-28 should be completed by medical personnel, if applicable). Send to Centralized Intake at the address list on page 2.

1. Date

2. List of child(ren) suspected of being abused or neglected (Attach additional sheets if necessary)

NAME	BIRTH DATE	SOCIAL SECURITY #	SEX	RACE

3. Mother's name

4. Father's name

5. Child(ren)'s address (No. & Street)

6. City

7. County

8. Phone No.

9. Name of alleged perpetrator of abuse or neglect

10. Relationship to child(ren)

11. Person(s) the child(ren) living with when abuse/neglect occurred

12. Address, City & Zip Code where abuse/neglect occurred

13. Describe injury or conditions and reason for suspicion of abuse or neglect

14. Source of Complaint (Add reporter code below)

01 Private Physician/Physician's Assistant	13 School Administrator	45 Private Agency Social Worker
02 Hosp/Clinic Physician/Physician's Assistant	14 School Counselor	46 Court Social Worker
03 Coroner/Medical Examiner	21 Law Enforcement	47 Other Social Worker
04 Dentist/Register Dental Hygienist	22 Domestic Violence Providers	48 FIS/ES Worker/Supervisor
05 Audiologist	23 Friend of the Court	49 Social Services Specialist/Manager (CPS, FC, etc.)
06 Nurse (Not School)	25 Clergy	51 Hospital/Clinic Personnel
07 Paramedic/EMT	31 Child Care Provider	52 DHS Facility Personnel
08 Psychologist	41 Hospital/Clinic Social Worker	53 DMH Facility Personnel
09 Marriage/Family Therapist	42 DHS Facility Social Worker	54 Other Public Social Agency Personnel
10 Licensed Counselor	43 DMH Facility Social Worker	55 Private Social Agency Personnel
11 School Nurse	44 Other Public Social Worker	56 Court Personnel
12 Teacher		

15. Reporting person's name

Report Code (see above)

15a. Name of reporting organization (school, hospital, etc.)

15b. Address (No. & Street)

15c. City

15d. State

15e. Zip Code

15f. Phone No.

16. Reporting person's name

Report Code (see above)

16a. Name of reporting organization (school, hospital, etc.)

16b. Address (No. & Street)

16c. City

16d. State

16e. Zip Code

16f. Phone No.

17. Reporting person's name

Report Code (see above)

17a. Name of reporting organization (school, hospital, etc.)

17b. Address (No. & Street)

17c. City

17d. State

17e. Zip Code

17f. Phone No.

18. Reporting person's name

Report Code (see above)

18a. Name of reporting organization (school, hospital, etc.)

18b. Address (No. & Street)

18c. City

18d. State

18e. Zip Code

18f. Phone No.

19. Reporting person's name	Report Code (see above)	19a. Name of reporting organization (school, hospital, etc.)			
19b. Address (No. & Street)	19c. City	19d. State	19e. Zip Code	19f. Phone No.	

TO BE COMPLETED BY MEDICAL PERSONNEL WHEN PHYSICAL EXAMINATION HAS BEEN DONE

20. Summary report and conclusions of physical examination (Attach Medical Documentation)		
21. Laboratory report	22. X-Ray	
23. Other (specify)	24. History or physical signs of previous abuse/neglect YES <input type="checkbox"/> NO <input type="checkbox"/>	
25. Prior hospitalization or medical examination for this child		
Dates	PLACES	
26. Physician's Signature	27. Date	28. Hospital (if applicable)
Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.		
AUTHORITY: P.A. 238 of 1975. COMPLETION: Mandatory. PENALTY: None.		

INSTRUCTIONS

GENERAL INFORMATION:

This form is to be completed as the written follow-up to the oral report (as required in Sec. 3 (1) of 1975 PA 238, as amended) and mailed to Centralized Intake for Abuse & Neglect. Indicate if this report was phoned into DHS as a report of suspected CA/N. If so, indicate the Log # (if known). The reporting person is to fill out as completely as possible items 1-19. Only medical personnel should complete items 20-28.

Mail this form to: Centralized Intake for Abuse & Neglect, 5321 28th Street Court S.E. Grand Rapids, MI 49546 OR
Fax this form to 616-977-1154 or 616-977-1158 Or email this form to DHS-CPS-CIGroup@michigan.gov

1. Date – Enter the date the form is being completed.
2. List child(ren) suspected of being abused or neglected – Enter available information for the child(ren) believed to be abused or neglected. Indicate if child has a disability that may need accommodation.
3. Mother's name – Enter mother's name (or mother substitute) and other available information. Indicate if mother has a disability that may need accommodation.
4. Father's name – Enter father's name (or father substitute) and other available information. Indicate if father has a disability that may need accommodation.
- 5.-7. Child(ren)'s address – Enter the address of the child(ren).
8. Phone – Enter phone number of the household where child(ren) resides.
9. Name of alleged perpetrator of abuse or neglect – Indicate person(s) suspected or presumed to be responsible for the alleged abuse or neglect.
10. Relationship to child(ren) – Indicate the relationship to the child(ren) of the alleged perpetrator of neglect or abuse, e.g., parent, grandparent, babysitter.
11. Person(s) child(ren) living with when abuse/neglect occurred – Enter name(s). Indicate if individuals have a disability that may need accommodation.
12. Address where abuse / neglect occurred.
13. Describe injury or conditions and reason of suspicion of abuse or neglect – Indicate the basis for making a report and the information available about the abuse or neglect.
14. Source of complaint – Check appropriate box noting professional group or appropriate category.

Note: If abuse or neglect is suspected in a hospital, also check hospital.

DHS Facility – Refers to any group home, shelter home, halfway house or institution operated by the Department of Human Services.

DCH Facility – Refers to any institution or facility operated by the Department of Community Health.

15.-19 - Reporting person's name - Enter the name and address of person(s) reporting this matter.

COS Safe Church Policy Appendix H - Questions

Mandated Reporter's Resource Guide (Rev 10/11)

Appendix 2 of the DHS Guide

Specific questions need to be answered during the complaint process to provide the most complete and comprehensive description of the alleged abuse or neglect. The following is a guide for what information reporting persons should have available when placing a call to CPS. In many cases not all of the questions can be answered, but gather as much information as possible; it will enable CPS to make an informed decision as to whether or not to assign the complaint for investigation. The following outlines different situations and specific questions you may be asked:

I. Physical Neglect

A. If the allegations involve a ***dirty house***, describe how the house is dirty. **Be very specific.**

- When was the last time you were in the house?
- Describe what you see when you walk in the house.
- The words "dirty" or "filthy" are vague and have different meanings to different people. "Garbage on the floor" or "animal feces throughout the house" would be more specific and descriptive.
- Does the home have an odor?
- What does the kitchen look like?
- Are there open containers of food lying around?
- Is there furniture in the home?
- Do the children have beds? If so, do the mattresses have bedding on them?
- Is there running water in the home?

B. If the allegations are regarding a ***child not being fed properly***:

- Is there any food in the home right now? How do you know?
- When was the last time you saw food in the home?
- What exactly is in the refrigerator and cupboards?
- Do the children complain about being hungry?
- Does anybody else buy food for the home?
- Is there less food during specific times of the month?
- Are the caretakers using their Bridge card and/or money inappropriately? If so, what is it being spent on?

C. If your concerns are regarding a ***child's hygiene***:

- Is the child generally clean? If he/she is dirty, describe how he/she is dirty.
- How often is he/she dirty--twice a week, four or five times a week, everyday, etc.?
- Does the child bathe on a regular basis?
- Is his/her clothes and/or body dirty?
- Does he/she have an odor?
- Does the family have animals?
- Are the animals indoor pets?
- Does the home have bugs or rodents (cockroaches, flies, mice, etc.)?

D. If the allegations are concerning ***no water or heat in the home***:

- How are you aware of the situation?

- How long has the water and/or heat been off?
- Do the parents have a plan to have the water and/or heat turned back on?
- Does the family have access to water?
- Is the family bringing water into the home?
- Are the children sleeping at the residence or staying elsewhere at night?
- Are the children bathing elsewhere?

E. If the allegations involve *parental drug use*:

- How do you know the parents are using drugs?
- What kind of drugs are they using?
- Do the parents use drugs in front of the child?
- Are the parents selling drugs out of the home?
- Are the parents allowing other people to use drugs in the home or to sell drugs out of the home?

II. Medical Neglect

- What type of injury or medical need does the child have?
- What type of care does the child require?
- How has the parent failed to meet the child's needs?
- If the child has missed medical appointments, how many?
- When if the last time the child was seen by a doctor?
- How has the parent's failure to provide medical care effected the child?
- Any identifying information about the child's health care provider would be extremely helpful in these types of situations.

III. Failure to Protect

- How has the child been abused or neglected?
- How do you know that the parent is aware of the abuse/neglect?
- Has the parent taken any steps to protect the child?
- Has the parent threatened the child not to talk about the abuse/neglect?
- Did the abuse occur in the past and the parent continued to allow the alleged perpetrator to have contact with the child?
- What type of emotional tie does the parent have with the alleged perpetrator?

IV. Improper Supervision

- If the child is being left home alone, how old is he/she?
- How often is he/she left home alone?
- Is he/she left alone during the daytime or in the evenings?
- How long is he/she usually left alone?
- Is there a phone in the home?
- Does the child know what to do in case of emergency?
- Are any of the children in the home mentally or physically handicapped?
- Has the child ever been left alone overnight?
- Is the child home alone right now?

Please note: According to the Child Protection Law, there is no legal age that a child can be left home alone. It is determined on a case by case basis but as a rule of thumb, a child 10 years old and younger is not responsible enough to be left home alone. A child over the age of 10 and under the age of 12 will be evaluated but the case may not always be assigned for a CPS investigation.

V. Abandonment

- If a parent leaves the child with the non-custodial parent without making prior arrangements, an assessment will be made to determine if that parent is willing or able to assume responsibility for the child.

VI. Physical Abuse

A. If the allegations involved physical abuse:

- How is the child being abused?
- Who is abusing the child?
- What is the child being abused with?
- Has the child ever had marks and/or bruises?
- Has the child ever had any other type of injuries from the abuse?
- When is the last time the child had marks and/or bruises?

B. If the child *currently* has marks or bruises:

- How does the child explain them?
- What do the marks look like (burns, welts, scalds, etc.)?
- What color, size, and shape are they?
- Was the skin broken?
- When does the child say the he/she was last struck?
- Is the child afraid to go home?
- Did the parent threaten to hit the child again?
- Is the child complaining of pain and/or discomfort?

VII. Sexual Abuse

- Be specific as to why you suspect sexual abuse.
- What has the child done or said to make you suspect sexual abuse?
- When and to whom did the child disclose the sexual abuse?
- Who is the suspected perpetrator?
- Does the perpetrator live in the home?
- Does the perpetrator still have access to the child?
- Is a parent aware?
- What action has the parent taken to protect the child if he/she is aware?
- Has the parent sought medical attention for the child?

From DHS Pub 112 (Rev. 10-11) State of Michigan Department of Human Services

Church of the Servant Incident Form

Name of the person making the report: _____

Date of the Report: _____ Phone Number: _____

Volunteer Position: _____

Description of the incident (reported or witnessed)

Who:

What:

When: (day, date, time of day)

Where:

Names of witnesses:

Description of the circumstances: (When the incident occurred, location, time of day, other people present, etc.)

If reasonable suspicion of child abuse exists,

When was the Minister of Faith Formation notified? _____

When was Children's Protective Services notified? _____

When were the Police notified? _____

Other Action taken if any:

COS Safe Church Team received report: _____