

# Community Care

## Abuse Prevention

### Policies, Procedures and Guidelines



**But Jesus Called For Them**  
and said, “Let the little children come to me, and  
do not stop them; for it is to such as these that  
the kingdom of God belongs.”  
Luke 18:16



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## Statement of Policy

### Overview

First Presbyterian Church of Stillwater (hereafter “FPC”) believes that we are called by God to create a safe haven for all individuals in our care, protecting those who are powerless and empowering them through faith and trust. During each baptism of an infant, child or adult into this covenant community of faith, the members of FPC pledge to uphold that person in Jesus Christ and to teach, strengthen and support individuals’ relationships with the body of Christ.

Therefore, the members of FPC are committed to the safety, welfare, and protection of all, whether members, volunteers or employees of FPC, involved in the care and nurture of our children and youth.

### Definitions

For the purpose of this policy the following definitions apply:

1. **FPC children and youth focused activities and programs** as defined in Appendix D.
2. **Minor** is defined as any individual under the age of eighteen (18) or whose mental capacity is that of an individual under the age of eighteen (18).
3. **Adult** is defined as any individual at least eighteen (18) years of age.
4. **Primary Worker** is defined as any adult who successfully completes the Primary Worker Application Process and who intentionally and directly supervises minors in FPC sponsored programs and events.
5. **Mission Worker** is defined as any adult who successfully completes the Mission Worker Application Process and participates in FPC sponsored or partnership mission programs and events.
6. **Teenage Worker** is defined as any worker at least twelve (12) years old or older, but under the age of eighteen (18) who is intentionally present in FPC sponsored programs and events involving minors under the supervision and direction of a Primary Worker.
7. **Roamer** is defined as a Primary Worker with the responsibility to intentionally monitor FPC sponsored programs and events involving minors.
8. **Plan Administrator** is defined as an Employee who has been approved by Session and the Pastor/Head of Staff to administer the policy. The Director of Faith Formation is currently defined as the Plan Administrator.
9. **Program Year** is defined as September 1 through August 31.
10. **Criminal Background Check** is a procedure conducted by a qualified agency, at the request of FPC, to check the background of adults working with minors for criminal activity. Criminal Background Checks are required for anyone working with minors at FPC, but are only conducted with the subject’s written or self-portal consent.

## Specific Behaviors in Violation of the Policy

The following behaviors are prohibited for all individuals while leading or participating in any program or event. This is not an exhaustive list.

1. Threatening or inflicting physical injury to others (other than by accidental means).
2. Physical neglect of a person or persons under their care, including failure to provide adequate supervision.
3. Mental or emotional injury of others including repeated and irrational criticism, insults, humiliation, and rejection.
4. Committing any sexual offense or engaging in any sexual contact with a minor.
5. Making any kind of sexual advance, making a request for sexual favors, or engaging in verbal, visual, or physical conduct of a sexual nature.
6. The presence or possession of obscene or pornographic material.
7. Being under the influence or in the possession of any illegal or illicit drug.
8. Carrying any type of weapon.

## Worker Enlistment Policies

1. **Six Month Hospitality Policy**
  - a. Adult Volunteers and employees will be allowed to work with minors as Primary Workers once they have been active and participating at FPC for a minimum of six (6) months.
  - b. This six (6) month rule may be waived at the discretion of the Pastor/Head of Staff especially as it pertains to an Employee.
2. **Minimum Age Policy**
  - a. All Primary Workers must be eighteen (18) years of age or older.
  - b. Younger persons aged twelve - seventeen (12 - 17) may assist Primary Workers as "Teenage Workers" but may not take the place of a Primary Worker.
3. **Five Years Older Policy**
  - a. Primary Workers ages eighteen to twenty-two (18-22) are subject to the Five Years Older Policy. For example, if a Primary Worker is working with a seventeen (17) year old, the Primary Worker must be at least twenty-two (22) years old.
  - b. If there are two (2) Primary Workers present that meet the Five Years Older Policy, other Primary Workers who do not meet this policy, may be active in a FPC sponsored program or event involving minors.

## Worker Application Process

1. **Primary Worker**
  - a. Complete a Primary Worker Application.
  - b. Submit to a Criminal Background Check.
  - c. Complete the Darkness to Light "Stewards of Children" online training.
  - d. Complete Ministry specific training session

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- e. Review the current “Community Care” Policy and sign a Commitment/Acknowledgement Statement.
2. **Teenage Worker**
    - a. Complete the Darkness to Light “Stewards of Children” online training
    - b. Complete Ministry specific training session
    - c. Teenage Workers 14 years of age and older will Submit to a Criminal Background Check
    - d. Review the current “Community Care” Policy and sign a Commitment/Acknowledgement Statement.
  3. **Mission Worker**
    - a. Complete a Primary Worker Application.
    - b. Submit to a Criminal Background Check.
    - c. Complete the Darkness to Light “Stewards of Children” online training.
    - d. Complete Ministry specific training session
    - e. Review the current “Community Care” Policy and sign a Commitment/Acknowledgement Statement.

## Re-commitment and Re-Screening

1. Each Program Year, all volunteers and employees will be required to review the current “Community Care” Policy and sign a Commitment/Acknowledgment Statement.
2. Following the initial Criminal Background Check screening, all volunteers and employees will be re-screened a minimum of every three (3) years, earlier if circumstances warrant.

## Procedure for Primary Worker Application

1. The Primary Worker Application will include the following: identification, address, previous work and volunteer experience, and skills related to working with minors.
2. After the Primary Worker Application is received, prior employment and volunteer service will be reviewed by the Plan Administrator. If determined that further review is needed, the Plan Administrator will consult with the Pastor/Head of Staff.
3. If a Primary Worker has not volunteered in any programs or events involving minors for two program years, the status as a Primary Worker is void. To be reinstated as a Primary Worker, the Applicant will be required to follow the process stated in the Application Process for Primary Workers.

## Procedure for Criminal Background Check

1. Upon obtaining the signed Background Check Consent Form, volunteers may complete a Background Check through a self-portal conducted by Intellicorp or another qualified agency contracted by First Presbyterian Church. Alternatively, after signing the Background Check Consent Form, volunteers may fill out a Disclosure and Authorization

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Form, which the Plan Administrator will submit to IntelliCorp or another qualified agency contracted by First Presbyterian Church.

2. Whether disclosed voluntarily or by the result of the Criminal Background Check, the following will automatically disqualify an applicant from participating in FPC children and youth focused activities, and FPC sponsored or partnership mission programs and events. Any conviction or guilty plea for:
  - a. Criminal Homicide
  - b. Aggravated assault
  - c. Sexual abuse, sexual assault (rape) or aggravated sexual assault
  - d. Kidnapping or unlawful restraint
  - e. Public lewdness or indecent exposure
  - f. Incest
  - g. Injury to a minor
  - h. Indecency with a minor
  - i. Inducing sexual conduct or sexual performance of a minor
  - j. Possession or promotion of pornography involving a minor
  - k. The sale, distribution, or display of material harmful to a minor
  - l. Employment harmful to a minor
  - m. Abandonment or endangerment of a minor
3. All charges, convictions, and guilty pleas for any other crimes will be reviewed by the Plan Administrator and Pastor/Head of Staff to determine eligibility for the applicant's service in ministry areas involving minors.
4. In the event of a negative Criminal Background Check result, an applicant will be notified by the Pastor/Head of Staff, and may receive a copy of the report.
5. If an applicant disputes information that appears in his/her Criminal Background Check, he/she may appeal through the appropriate legal authority.
6. Without written permission of the Applicant (except as may be required by law), the information contained in the Criminal Background Check will be disclosed only to the Plan Administrator and/or Pastor/Head of Staff.

## Safekeeping of Documents

The following documents will be filed in a secure, locked cabinet and only accessible to the Pastor/Head of Staff and Plan Administrator of FPC:

1. Primary Worker Application
2. Commitment/Acknowledgement Statement
3. Printed Version of Criminal Background Check Reports Needing Review
4. Disclosure and Authorization Form for those not using self-portal

## Training Process

### 1. Training for Primary Workers

- a. All Primary Workers are required to complete the Darkness to Light “Stewards of Children” online training, ministry specific training session, attend an initial training session or view a video of an initial training session. This training will include the following:
  - i. The need for the “Community Care” Policy
  - ii. Definition of child abuse and neglect
  - iii. Definition of inappropriate behavior
  - iv. Definitions of Workers
  - v. Policies governing working with minors
  - vi. Instructions for becoming a Primary Worker and Teenage Worker
  - vii. Procedures for reporting observed or suspected abuse
  - viii. Minnesota Statutes regarding Child Protective Services

### 2. Training for Parents

Parents bear the primary responsibility for teaching their minors about protection and safety issues. FPC will offer parents resources for these issues.

## Guidelines for Workers

### 1. Two Primary Worker Guidelines

- a. No fewer than two Primary Workers will be present during any FPC children and youth focused activities and programs.
- b. It is strongly recommended the two (2) Primary Workers not be related (i.e. spouses, family members, significant others); if the two adults are related, a third Primary Worker will be present.
- c. Teenage Workers will never be regarded as Primary Workers.

### 2. Classroom Guidelines

- a. In order for a classroom door to be closed, the classroom or classroom door must have a window visible to a Roamer.
- b. If at any time there is only one Primary Worker present in a classroom, the door will remain open and there must be a Roamer present.
- c. If known in advance that only one Primary Worker will be present, it is the responsibility of the Primary Worker to secure another Primary Worker or notify an appropriate employee or the Primary Worker responsible for the FPC sponsored program or event involving minors.

### 3. Restroom Guidelines

- a. Primary Workers responsible for the FPC children and youth focused activities and programs will make sure that suspicious and unknown individuals are not occupying the restrooms before allowing minors to use the facilities.
- b. Primary Workers will accompany minors six (6) years of age and under, and will stand outside of the restroom to allow privacy and to protect the Primary Worker.

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- c. If it is known that the minor will need personal restroom assistance, the Primary Worker will escort the minor to the restroom in the Supervised Child Care Room. The Primary Worker will inform another Primary Worker of the intent to assist the minor and will leave the door open.
4. **Receiving and Dismissing Minors Guidelines**
  - a. A check-in/check-out system will be adopted for minors six (6) years of age and under.
  - b. Permission slips will be required at the beginning of each program year and as needed for parents/guardians to sign, authorizing the release of minors to other adults.
5. **One-on-One Meeting between a Primary Worker and a Minor**
  - a. One-on-one meetings involving a minor will be conducted with an open door or in an open area.
  - b. It will not be a violation of the policy for an Employee Primary Worker to talk with a minor in his/her office when the minor has requested the closed meeting provided:
    - i. Another Employee or Primary Worker is present in the office area and informed.
    - ii. The Employee Primary Worker and the minor are visible from the window in the door.
    - iii. Planned one-on-one meetings outside of FPC will be held in public places. A parent and another Primary Worker will be informed of the meeting.
    - iv. Prior written permission may be granted by parents to cover a particular time period (i.e., a Program Year) for their minor to receive counseling from an Employee Primary Worker or to be in a mentoring relationship with a Primary Worker. This form will be filed yearly with the minor's registration forms.
6. **Offsite, Driving and Overnight Rules**
  - a. All activities outside of FPC require a signed Parent/Guardian Permission Form and Medical Consent Form, and notification of the event.
  - b. Primary Workers who wish to be approved drivers may complete the "Authorized Driver Form."
  - c. Only Primary Workers who have been authorized to be approved drivers by the Plan Administrator or the Head of Staff are able to drive minors.
  - d. When one (1) vehicle is used for an event, the Two Primary Worker Rule applies.
  - e. When two (2) or more vehicles are used for an event, keeping the other vehicles in sight is an acceptable substitute for the Two Primary Worker Rule.
  - f. The Two Primary Worker Rule will be followed throughout the trip with any exceptions clearly stated and approved in advance by the parent or guardian and either Head of Staff or Plan Administrator.
  - g. The total number of Primary Workers will be adjusted according to the requirements of the planned activity.
  - h. Under no circumstances will one (1) adult alone take or accompany minors on an overnight outing.



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- i. Sleeping arrangements will provide for minors of the same sex to sleep in the same room and for adults of the same sex to sleep in the same room.
  - j. If arrangements require an adult to share a room with minors, the Two Primary Worker Guideline should apply. As much physical separation as possible should be observed between the Primary Workers and minors.
  - k. If a minor and an adult are related, they may share a room together.
7. **Worker Identification**
- Lists of approved Primary Workers, Approved Drivers, and Teenage Workers will be posted in the CYF slot in mail room and outside of Child Care Room.

## Response Team

1. A Response Team will be created to respond to allegations.
2. The Response Team will be composed of qualified individuals who understand the issues of confidentiality. The Response Team will include:
  - a. Pastor/Head of Staff
  - b. The Director of Faith Formation
  - c. Clerk of Session
  - d. Chair of Personnel Committee, if an employee is involved
3. The Response Team will secure an Attorney and Counselors as needed.

## Reporting Abuse or Neglect of a Minor

1. Under Minnesota Statute 626.556, persons in designated professional occupation and their delegates are mandated to report suspected child abuse or neglect.
2. All Primary Workers are Mandated Reporters.
3. Persons who work with children and families are in a position to help protect children from harm. These persons are required by law to report to child protection if they know or have a reason to believe that a child is being abused or neglected or that a child has been neglected or abused within the prior three (3) years.
4. The individual with direct knowledge of possible child abuse or neglect is individually responsible to report to the police or child protection. Reporting the concern to a supervisor, administrator, or other co-workers does not mitigate your responsibility to report. Either Head of Staff or the Director of Faith Formation are available to provide support to the reporting individual when making a report.
5. The reporter's name is confidential, accessible only if the reporter consents or by a court order.
6. If a Mandated Reporter does not report suspected abuse or neglect, he/she could be prosecuted for committing a misdemeanor. If a child suffers substantial or great bodily harm as a result of not receiving needed treatment for the abuse or neglect because of a failure to report, it is a gross misdemeanor. If the child dies as a result, it is a felony.

## Procedure for Reporting Abuse or Neglect of a Minor

1. The following steps should be taken to ensure the security of the minor involved and to protect against physical, emotional, or psychological injury to all persons involved:
  - a. **Personally secure the safety of the minor and call 911 if necessary.**
  - b. Do not personally confront the alleged or accused violator of the policy.
  - c. Contact the Response Team (Pastor/Head of Staff, Director of Faith Formation, Clerk of Session, or Chair of Personnel Ministry Team).
  - d. If the Pastor/Head of Staff is the alleged or accused violator of the policy, the report of allegations should be made to a member of the Response Team. (Clerk of Session, Chair of the Personnel Ministry Team) or the Stated Clerk of the Presbytery (612-871-7281)
2. For suspected child abuse or neglect, contact the Washington County Child Protection Intake **within 24 hours** at 651-430-6457 between 8 a.m. - 4:30 p.m. After hours you may call Emergency Social Services at 651-291-6795 to make a report. Or you may choose to make a written report using the form: Referral of "Suspected Child Abuse or Neglect" which can be found on the Washington County Government Website [https://washingtoncounty.formstack.com/forms/untitled\\_form](https://washingtoncounty.formstack.com/forms/untitled_form)
  - a. You may email this form or print and fax this completed form to 651-430-8340 or 651-430-6605. Incomplete forms may result in the report not being accepted.
  - b. For suspected vulnerable adult abuse or neglect, contact the Minnesota Adult Abuse Reporting Center (MAARC) at 1-844-880-1574.
3. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.

## Follow-up Policy for Alleged Sexual or Physical Abuse of a Minor

1. The Pastor/Head of Staff will be responsible for all communications on behalf of FPC. If the Pastor/Head of Staff is unavailable, the Clerk of Session will be responsible for all communications. If the Pastor/Head of Staff is the alleged violator, Presbytery will be notified and become responsible for such communication.
2. When a person is accused of committing alleged sexual or physical abuse, the Pastor/Head of Staff, in cooperation with law enforcement, if needed, will notify the accused individual. This notification will not take place until the safety of the alleged victim is secured. If the Pastor/Head of Staff is the accused, Presbytery will participate in this notification process.
3. The name of the victim will never be released by FPC. Under no circumstances will the details of the alleged abuse be made public or shared with the congregation. The Response Team may share details, if needed for investigative or disciplinary purposes, with the Session and/or Personnel Ministry Team while keeping the name of the victim confidential.
4. The alleged violator will be temporarily relieved of his/her duties until determination of the allegation has been made by the church, law enforcement, and/or child protection

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agency. If the individual is an employee of FPC, the Personnel Ministry Team will make the determination as to whether the suspension will be paid or unpaid.

5. Any individual found guilty of sexual or physical abuse through this process will be prohibited from future participation in all programs, events and ministries involving minors and/or vulnerable adults. FPC reserves the right to determine the individual's future participation in other programs, events, and ministries. If a person is an Employee, such conduct will result in termination of employment per the terms for Involuntary Termination specified in the FPC Personnel Manual.
6. In the event of an unsubstantiated allegation, the Pastor/Head of Staff will work with the individual to determine a course of action with the best interest of all parties involved.
7. Failure to report alleged sexual or physical abuse to a member of the Response Team (Pastor/Head of Staff, Director of Faith Formation, Clerk of Session, and Chair of Personnel Committee if an employee is involved) or the Washington County Child Protective Services within twenty-four hours will be considered a procedural violation of the "Community Care" Policy. (See Procedure for Reporting Abuse or Neglect of a Minor)
  - a. For an employee, this will be considered grounds for Involuntary Termination as specified in the FPC Personnel Manual.
  - b. For a volunteer this will minimally result in suspension and dismissal from participation in programs, events, and ministries involving minors and/or vulnerable adults. Other actions, up to and including revocation of FPC membership and ability to participate in any and all FPC activities may result.

### Audit of Record Keeping

In mid-October of every year, the Head of Staff, Plan Administrator, and Personnel Ministry Team will audit the record-keeping for the policy. A log of audit will be kept in the files. Monthly updates will be reviewed by the Personnel Ministry Team.

### Changes to Community Care Policy

All changes to this policy will be reviewed by the CYF and Personnel Ministry Teams and approved by Session.

### Exceptions to Policy

Any exceptions to this policy will be approved and documented by the Pastor/Head of Staff and/or the Session.

## Appendix A Education About Abuse

Adapted from "We Won't Let It Happen Here!"  
By Lois Rifner, Ph.D., and Susan Keil Smith, M.A.

### *What Is Child Abuse?*

There are many different definitions of what is and is not child abuse. Some lists include neglect under child abuse. The definitions may vary depending on whether the focus is from a medical, legal, or social service perspective. So what are these different types of abuse, and why is it important to have a definition? The primary importance of knowing what is child abuse or neglect lies in knowing when a report to Child Protective Services is necessary. The most important definitions you need to know are those found in Minnesota state law about abuse and neglect. For additional information, Minnesota Statutes [626.556](#), the Reporting of Maltreatment of Minors Act, provides detailed definitions of child maltreatment.

#### **Neglect**

Neglect is the most common form of maltreatment; over 60 percent of all reports in 2009 were allegations of neglect. Neglect usually involves the failure of the child's caregiver to:

- Supply the child with necessary food, clothing, shelter, medical or mental health care, or appropriate supervision
- Protect the child from conditions or actions that endanger the child
- Take steps to ensure that a child is educated according to the law.
- Exposing a child to certain drugs during pregnancy and causing emotional harm to a child may also be considered neglect.

#### **Physical Abuse**

Physical abuse is any physical injury or threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. The impact of physical abuse can range from minor bruises to severe internal injuries and death. Physical abuse does not include reasonable and moderate physical discipline of a child that does not result in an injury.

#### **Mental Injury**

Mental injury is harm to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning.

#### **Sexual Abuse**

Sexual abuse is the subjection of a child to a criminal sexual act or threatened act by a person responsible for the child's care or by a person who has a significant relationship to the child or is in a position of authority.

### *Who are the Abusers?*

People who abuse children cannot be easily characterized. They come from all socioeconomic levels, all races and nationalities, and both genders, though there are some differences based on the type of abuse.

Those who physically abuse children often are experiencing other problems in their life.

Parents may have chronic problems of low self-esteem or poverty, or the problems could be of more recent onset, such as illness or job loss. It takes considerable emotional energy to parent children, and all of us recognize that we have less patience when we are tired, worried, depressed, or ill. Parents who have been raised by abusive or inadequate parents may not know how to cope with the daily stresses of raising children. For parents with more stresses than usual or fewer emotional resources, lashing out at one's child can happen before the parent realizes what he or she is doing. The stress in a situation can be increased if the child is also having problems.

Perhaps not surprisingly, small children are more likely to be physically abused by their mothers. Older children are more likely to be physically abused by fathers. Men are more likely to perpetrate child sexual abuse, but some women do as well. And girls are not the only child sexual abuse victims.

Parents who are neglectful may be depressed. Alcohol or drug use can play a role in any type of abuse or neglect. The chemical use may leave little money for providing for children, or parents may be sleeping or gone much of the time, leaving the child alone and unsupervised. Alcohol and drugs may decrease inhibitions about violence and sexual behavior.

It is more difficult to say what types of people sexually abuse children. There have been a number of typologies suggested over the years, but there has been little research support for these. Some have suggested that persons who sexually abuse children are inadequate in "normal" sexual relationships. While there may be some perpetrators who are like this, there are many who appear to have good marriages and adequate sexual functioning. Some may abuse a child or children out of anger and aggression.

### ***How To Know When a Child Has Been Abused***

Not too many years ago, there were checklists describing "Behavioral Indicators of Child Abuse." We know now, however, that such checklists are easily misinterpreted.

No checklist of behavior problems should be used to determine whether or not a child has been abused. Children react differently. Some may become withdrawn. Some may become aggressive. Some may act out the sexual abuse with dolls or with younger children. However, even sexual behavior does not necessarily mean that a child has been abused. Children are sexual beings. Little boys find at a very early age that stimulation of their penis feels good. For both boys and girls, interest in the genitals increases during toilet training. Pre-school children discover that boys and girls are different and explore each other as they play "doctor." Most boys masturbate, and a large proportion of girls do as well.

Besides sexual behavior, most of the old checklists included a wide variety of behaviors often experienced by children, including trouble sleeping, inattention, social withdrawal, anxiety around strangers, and other changes in behavior. While these behaviors are sometimes exhibited by children who have been abused, they are not always seen in abused children. Further, there are a large number of children who exhibit these behaviors who have never been abused.

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An automobile accident, events on the news, the illness of a parent, the death of a friend, and countless other events in the lives of children can contribute to some of the behaviors found on many of the checklists of "Indicators of Child Sexual Abuse." It is important, therefore, not to jump to conclusions when a child's behavior changes. When a child's behavior changes dramatically, it is best to stay alert, to ask the parents about changes in the child's environment, and to watch for indications of what the problem might be. It is also important to make certain that the child knows that they can talk with you about whatever their concerns are.

## Appendix B

### Guidelines for Physical and Verbal Contact with Minors

#### Physical Interaction with Minors

The purpose of this physical contact guideline is to promote a positive, nurturing environment while protecting minors and adults from misunderstandings. We want to empower our minors to feel that they have control of their intimacy. Realizing that babies and toddlers often need to be held and comforted by adults, some of these guidelines may not apply to this age group.

Use your best judgment.

1. Appropriate affection between adults and minors is important for a minor's development and is a positive part of ministry. The following forms of affection are regarded as appropriate examples for programs, events and ministries involving minors.
  - a. Side hugs\*
  - b. "A" frame hugs\*
  - c. Pats on the shoulder or back
  - d. Handshakes
  - e. Verbal Praise
  - f. Arms around shoulders
  - g. Holding hands during prayer
2. In order to maintain the safest possible environment for minors, the following are regarded as inappropriate for programs, events and ministries involving minors.
  - a. Full body hugs or lengthy embraces\*
  - b. Kissing
  - c. Touching bottoms, chests, or genital areas
  - d. Showing affection in isolated places
  - e. Wrestling with a minor
  - f. Tickling minors
  - g. Piggyback rides
  - h. Any type of massage given by a minor to an adult
  - i. Any type of a massage given by an adult to a minor
  - j. Any form of unwanted affection
  - k. Compliments that relate to the physique or body development (e.g. "You are growing up nicely" or "You look hot today.")

\* In a situation where an adult feels that a minor would benefit from a hug, the adult will ask the minor for permission. "Would it be okay if I gave you a hug?" If a minor initiates a hug, it is the adult's responsibility to follow the rules above and be the first to end the hug.

## **Verbal Interactions with Minors**

1. Appropriate Verbal Interactions
  - a. Positive reinforcement
  - b. Appropriate jokes
  - c. Encouragement
  - d. Praise
  - e. Firm but respectful and appropriate discipline or instruction
  
2. Inappropriate Verbal Interactions
  - a. Name calling
  - b. Discussing sexual encounters or in any way involving minors in the personal problems or issues of adults
  - c. Telling secrets
  - d. Cursing
  - e. Telling derogatory or sexualized jokes
  - f. Shaming
  - g. Belittling
  - h. Derogatory remarks
  - i. Harsh language that may frighten, threaten or humiliate a minor
  - j. Making derogatory remarks about an adult, minor or the minor's family
  - k. Texting or private Facebook messages other than encouragements and specific program, event or ministry instructions



## Appendix C

### How to Respond to a Minor Disclosing Abuse

- Listen
- Be sensitive to vague disclosures
- Avoid expressing shock or outrage
- Don't threaten or condemn the alleged perpetrator
- Let the minor know you believe him/her
- Tell the minor that he/she was right to disclose
- Assure the minor the abuse was not his/her fault
- Avoid asking questions and let the child tell his/her story
- Avoid making the child feel responsible for the abuse
- Write down exactly what the minor said, noting the minor's demeanor and appearance
- Follow authorized reporting procedures

## Appendix D Primary Worker - Mission Worker Application

Name: \_\_\_\_\_ D.O.B. \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

How long have you been active and participating with First Presbyterian Church of Stillwater?

\_\_\_\_\_ years \_\_\_\_\_ months

Occupation (if employed) \_\_\_\_\_

Employer (if applicable) \_\_\_\_\_

Previous work and volunteer experience:

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

Special interest, hobbies and skills: \_\_\_\_\_

\_\_\_\_\_

Why would you like to volunteer to work with children and/or youth?

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

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

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

What training have you received in the care and nurture of children and youth?

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

**Community Care**

May 2018

**Please check the volunteer activity(ies) are you are applying for, or are interested in:**

Kids 4 Christ (K4C)

Opportunities include:

Leadership team, class teacher, dinner dean, table parent, kitchen team – purchasing, prep, cooking, clean-up

Children’s Choir- director, accompanist or assistant

ArtSpoke

Tutor in Stillwater Area Schools

Last Sunday Supper Helper (in partnership with Ascension Episcopal)

Supportive Housing (in partnership with Family Resource Center)

Disaster Response Team (work trips through PCUSA)

Upcoming Kenya-Daylight Mission Team

Serve at a Homeless Shelter

Other (please specify): \_\_\_\_\_

**I represent that each of my responses is truthful and accurate.**

---

Signature of applicant

Date

## Appendix E

### Criminal Background Check - Instructions

1. In order to use the Online Volunteer Portal, you must have an e-mail address.
2. Log on to <https://fpc.volunteerportal.net>
3. Review text on the Welcome Page,  
Enter the password: **Boutwell5**  
then click "I Agree".
4. You will complete a "Disclosure form" as well as an "Authorization form", each screen asks you to sign (using your mouse), then click "Save and continue." This brings you to the screen to Enter Personal Information.  
All fields marked with a "\*" are required.  
Pay special attention to the address line.
5. Under Additional Information  
Choose "Volunteer" from the drop down list.
6. Click "Next"
7. Carefully Review all information to ensure its accuracy before proceeding.  
If you need to make any corrections you can click on the "Edit" link or the "Previous" button to return to the Personal Information page.
8. Click "Next" or "Complete" to process your search.  
**\*\*\*Please Note the following\*\*\***
  - If you Quit without clicking Save, the system will not save your information. Your background check will not be run. You will need to start over from the beginning when you return.
  - If you click "Save" before you Quit, you will be provided with a reference code to enter when you return to the site to pick up where you left off.
  - When returning to the site, from the Welcome Page, click on the link that says:
    - "If you are returning to finish a previous search, then click here."
    - Then, enter your last name and reference number to resume your previous search.
9. Once you complete the online Criminal Background check please email the church office so we know to look for your results: [church@fpc-stillwater.org](mailto:church@fpc-stillwater.org)
10. The cost for this Criminal Background Check is \$15.00.  
If you are able to defray the cost, please submit a check to:  
First Presbyterian Church with "CBC" on the Memo Line.

## Appendix F

### Darkness to Light: Stewards of Children Online Training Log-in Instructions

Users **MUST** register with this link to access the training through FPC Stillwater's account.

<https://d2l.csod.com/selfreg/register.aspx?c=firstpresbyterianchurchstillwater>.

- This online training takes approximately two hours to complete.
- The email address you provide on the first screen will become your username.
- You may choose your own password.
- Throughout the training, there will be multiple "knowledge questions" to complete.
- You may pause your training at any time.
- If you exit the program, please use our same log-in link.

**Note:** The training contains a mix of survivor stories, expert advice, and practical guidance for prevention of child sexual abuse. Child sexual abuse is a tough topic. Some of the survivor stories **may** affect you in a personal way. These stories reflect the personal experiences of **actual survivors**. These are the experiences children face when they are sexually abused, thus *Darkness to Light* choose to include them.

There is a National Resource Sheet available in the resource section of the course with names and numbers of agencies that can help. Someone is available for you to talk to about any needs you have through the *Darkness to Light* helpline at 1-866-FOR LIGHT (1-866-367-5444).

- Once you complete the online training a "Certificate of Completion" will be sent to the email address you provided. Please forward that email to the church office at [church@fpc-stillwater.org](mailto:church@fpc-stillwater.org) so we know to look for your results.
- Our Church paid the \$10.00 cost for this online training. If you are able to defray the cost, please submit a check to First Presbyterian Church with "Darkness to Light" or "D2L" on the memo line.

## Appendix G

### Policy for Drivers and Authorized Drive Form

#### Overview of First Presbyterian Church Policy for Drivers

To be an eligible driver of the church who can transport others on behalf of the church, the above information must be on file with the church and updated as needed. The driver attests that the information is accurate and that he/she is in good health and capable of operating their vehicle in a safe manner. In addition, by signing the form, the driver attests that his/her vehicle is in safe working order, and that no more individuals will be transported than the vehicle has safety belts.

The driver acknowledges that the church is not responsible for damages to his/her vehicle and that he/she meets the following criteria: Has a minimum driving experience of three years, is in good health, and meets the “safe driver” qualifications.

- “Safe Driver” is defined as a person with no more than one moving violation in the last three years, and no more than one at fault accident in five years.
  - Child means any person from infancy to grade 5.
  - Youth means any person in grade 6 to grade 12.
1. To ensure all children and youth are safely transported to church-sponsored activities that require volunteer drivers, First Presbyterian Church requires that all drivers complete this Authorized Driver Form, and attach proof of insurance and a copy of a valid driver's license. Any church sponsored events requiring driving will always be within the limits and recommendations of our insurance policy.
  2. Drivers must be 21 years or older. When driving children, First Presbyterian Church requires two unrelated adults in one vehicle. When driving youth, one adult driver is acceptable as long as there are two or more youth in the car. A single child may travel alone with his or her parent.
  3. To aid the adult volunteer driver in the event of an emergency, the driver should maintain possession of every passenger's health-history and medical release form in the car at all times. In the event passengers change cars, it is recommended that the drivers have this information for every youth or child who is attending the event.
  4. We ask the volunteer to get a substitute driver any time the ability of the volunteer is impaired in any way by alcohol, substance, or emotional condition, physical ability or health condition.
  5. A youth may be alone in a car with a director or pastor as long as the youth's parents signed the waiver.
  6. ‘Authorized drivers’ applies to transportation to and from the point of origin.

### Authorized Driver Form

**Personal Information:**

Full Legal Name: \_\_\_\_\_

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

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

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Name(s) of child(ren) in youth program

\_\_\_\_\_

**Driver's License Information** *(Please attach copy of Driver's License)*

Driver's License #: \_\_\_\_\_

State Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Insurance Information** *(Please attach proof of insurance)*

Company Name: \_\_\_\_\_ Policy #: \_\_\_\_\_

**Limits of Liability** (req'd minimum: \$100,000 bodily injury and \$300,000 property damage)

Car: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Coverage: Bodily Injury: \_\_\_\_\_ Property Damage: \_\_\_\_\_

Car Number of Seats/Seatbelts (in addition to driver) \_\_\_\_\_

## Eligibility

To be an eligible driver of the church who can transport others on behalf of the church, the above information must be on file with the church, and updated, as needed. The driver attests that the information is accurate and that s/he is in good health and capable of operating their vehicle in a safe manner. In addition, by signing below, the driver attests that his/her vehicle is in safe working order, and that no more individuals will be transported than the vehicle has safety belts.

The driver acknowledges that the church is not responsible for damages to their vehicle and that they meet the following criteria (**circle "yes" if accurate**):

Minimum driving experience of three years:	Yes
Is in good health:	Yes
Meets Safe Driver* Qualifications:	Yes

**\* "Safe Driver" is defined as a person with no more than one moving violation in the last three years, and no more than one at fault accident in five years.**

## Consent

I will inform First Presbyterian Church of any moving violations or at-fault accidents that occur during my tenure as a First Presbyterian Church driver whether or not they occur while volunteering, and agree to maintain at least the minimum level of auto insurance on my vehicle if driving my personal auto as a volunteer. I will inform First Presbyterian Church if I change my insurance carrier. I also understand that it is the policy of First Presbyterian Church that all passengers and drivers at all times be seat belted when riding in connection with a First Presbyterian Church sponsored or partnership mission programs and events. I agree to abide by this policy and will not transport a passenger who refuses to fasten or have their seatbelt fastened.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

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Signature

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Date



## Appendix H

### Community Care Commitment and Acknowledgement Statement

The congregation of First Presbyterian Church of Stillwater is committed to providing a safe and secure environment for all children, youth, employees and volunteers who participate in children and youth focused activities and programs. The "Community Care" Policy reflects this congregation's commitment to creating 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 relationship with others.

Please initial each statement and sign below.

As a volunteer in children and youth focused activities and programs:

- I have received and read the "Community Care" Policy.
- I agree to observe and abide by the "Community Care" Policy.
- I agree to participate in training and education events provided by the church related to my volunteer assignment.
- I agree to promptly report abusive or inappropriate behavior to the Plan Administrator and/or to the Pastor/Head of Staff.
- I agree to inform the Pastor/Head of Staff if I have ever been charged with or convicted of:

- Criminal homicide
- Aggravated assault
- Sexual abuse, sexual assault (rape) or aggravated sexual assault
- Kidnapping or unlawful restraint
- Public lewdness or indecent exposure
- Incest
- Injury to a minor
- Indecency with a minor
- Inducing sexual conduct or sexual performance of a minor
- Possession or promotion of pornography involving a minor
- The sale, distribution, or display of material harmful to a minor
- Employment harmful to a minor
- Abandonment or endangerment of a minor

I agree to a Criminal Background Check Screening every three years or earlier if circumstances warrant. I authorize First Presbyterian Church to obtain and rely upon one or more consumer reports, and investigatory consumer reports obtained from Intellicorp Records, Inc.

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Signature of Applicant

Date

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Print Full Name