

FIRST UNITED METHODIST CHURCH
SALISBURY, NC

Safe Sanctuary Policy 2024



Safe Sanctuary Policy

Our Mission

To make and nurture Christian disciples through the presence and power of God.

Policy Purpose

The church is called to welcome and nurture people of all ages, and care for the vulnerable. The goal of our Safe Sanctuary policy is to maintain a safe, loving place where people have opportunities to worship, grow, and serve. The following policy and procedures are intended to protect our children, youth, workers, employees, volunteers and the entire church body from situations that could lead to harm.

Scope of Policy

This policy and its provisions shall apply to all persons - paid or volunteer, lay or clergy - who have direct contact with children, youth, and vulnerable adults through programming or events sponsored by First United Methodist Church of Salisbury. It is the responsibility of each person who is Safe Sanctuary trained to help enforce this policy.

The policy shall apply to all activities sponsored by First United Methodist Church of Salisbury, regardless of event location, as well as any activities using its facilities.

Outside groups utilizing church facilities shall be made aware of the policy, and be required to adhere to this policy or adopt and adhere to equivalent policies.

Policy Review

A team comprised of representatives of age-level ministries, the Director of Discipleship, and representatives from the Staff-Parish Relations Committee and Trustees Committee shall review this policy every 3 years for relevance and adherence to requirements established by the Western North Carolina Conference of the United Methodist Church. When policy revisions are proposed, they will be presented to Church Council for approval.

Policy Adopted: April 16, 2024

DEFINITIONS & GENERAL PROCEDURES

I. Definitions

- **Child** - persons from birth to 5th grade
- **Youth** - persons in grades 6-12
- **Adult** - any person over the age of 18
- **Vulnerable Adult** - any person over 18 who is in need of special care, support, or protection due to diminished physical, mental or emotional capacities; or at risk of abuse due to power dynamics of the situation (e.g. visitation or memory care ministries)
- **Leader/Volunteer** - any adult (*paid or volunteer*) who is supervising or assisting with an event, program, or ministry
- **Youth Helper** - any child or youth who assists with ministries

II. Process of Safe Sanctuary Certification

1. Complete a background check authorization form
2. Volunteers should also complete the volunteer application
3. Background Check is processed and cleared
4. Complete online and/or in-person Safe Sanctuary training
5. The individual may begin serving as a Safe Sanctuary trained leader

III. Who can be Safe Sanctuary trained at FUMC?

Individuals can choose to apply and become Safe Sanctuary trained when...

- They have been members or active participants at FUMC for at least 6 months
- Are at least 18 years of age
- Are at least 5 years older than the oldest person they are supervising/leading (*Does not apply to adults in ministry with vulnerable adults. Exceptions to this rule can be considered and approved in consultation with senior pastor*)
- Staff members of FUMC, Preschool, and After School Child Care may begin working with these groups immediately after their background check is complete (*Child Development Center is required to complete separate certifications per state guidelines*)

IV. Informing the Congregation

- The Safe Sanctuary policy shall be made available on the church website
- Physical copies of the policy will be available in the Nursery
- At least once a year, the congregation will be made aware of the Safe Sanctuary policy through the Ecclesia newsletter and/or emailed E-Blast forms of communication. A natural time of year for this reminder might be in the spring in preparation for summer programming like VBS and Camp Discovery

POLICY

I. Liability Insurance

The church shall have adequate liability insurance for all ministries, including sexual abuse or misconduct coverage

II. Background Checks

1. Background checks be run with the initial volunteer application to be a Safe Sanctuary trained adult, then every 3 years after initial search
2. A new, signed, authorization form will be required for each renewed search
 - a. Refusing a background check will immediately disqualify an individual from serving as a volunteer. If a volunteer chooses not to renew their Safe Sanctuary certification, they may be allowed to continue serving in a non-Safe Sanctuary trained capacity at the discretion of the pastor or director of discipleship. *(e.g. If an individual's availability changes, or their volunteer role does not require renewed Safe Sanctuary training, they may choose to opt-out of renewing to save the church the expense of a background check).*
3. If a background check comes back with an alert of a criminal conviction, it may impact the individual's ability to volunteer or work with children, youth, or vulnerable adults at FUMC.
 - a. Crimes that will immediately disqualify a person from serving in this capacity - any crimes against children, youth, vulnerable adults, or domestic violence.
 - b. Any other alerts will be considered at the discretion of the director of discipleship and senior pastor. The decision may also be made in consultation with the chairperson of SPRC and/or Trustees.
 - c. Relating to persons with any sex offender conviction -
 - i. Current North Carolina law prohibits registered sex offenders from being within 300 feet of a school, day care, or other facility primarily oriented toward the care of children.
 - ii. Should an individual with a sex offender record wish to worship at FUMC or receive pastoral counseling, they are encouraged to contact the senior pastor to be advised on ways that person can participate within the bounds of the law.
 - iii. Under no circumstances can we welcome anyone with a sex offender record onto church property while programming involving our Preschool, Child Development Center, After School Child Care, or church programming for children and youth are taking place.
4. The church becomes aware of an arrest or other cause for concern, the individual's ability to volunteer may be reevaluated.

III. Record Keeping

1. Keeping reference records for background checks - A password protected spreadsheet, that may be uploaded to cloud storage, will be used to maintain records of all background checks run. Individuals authorized to access this document are - Pastor, Director of Discipleship, Business Administrator, Chair of SPRC/designated SPRC representative, and Chair of Trustees.
 - a. Information stored in the spreadsheet may include:
 - i. Individual's first & last name
 - ii. Date of last background check
 - iii. Notation if an alert came back on background check
 - b. Information that will NOT be stored in the spreadsheet:
 - i. Social Security Number
 - ii. Personal contact information (phone number/email)
2. To maintain confidentiality, background check
 - a. Background checks will be run by the Director of Discipleship, Business Administrator or delegated to the chairperson/a member of the Staff-Parish Relations Committee
 - b. authorization forms and a printed copy of the report results will be kept in the business administrator's locked office in a locked filing cabinet
 - c. Individuals' social security numbers will be covered either with white out or marked over with black marker
3. A list of Safe Sanctuary trained volunteers will be kept in the Church's Google Drive. It will not include confidential information, therefore will not need to be password protected.

IV. Safe Sanctuary Training Procedures

Content and frequency of training

1. Individuals seeking to be Safe Sanctuary trained must complete training to include a generalized training about the purpose and scope of Safe Sanctuary training provided online through the Western North Carolina Conference of the United Methodist Church (WNCCUMC) and training on FUMC's specific policy either in-person or online.
2. Subsequent trainings must take place each time the policy is updated
3. Refresher training is highly encouraged once a year. These refresher trainings should be offered by the church at least 2x a year (Spring & Fall).

V. Rule of Three - Acceptable Leadership/Supervision Arrangements

An adult shall never be alone with a child or youth, and shall seek to avoid being alone with any vulnerable adult. Acceptable group leadership/supervision scenarios include:

1. Two adults, at least one of whom is Safe Sanctuary trained, with one or more children/youth
2. One Safe Sanctuary trained adult and a youth helper, with one or more children/youth
3. One adult with multiple children/youth, with a Safe Sanctuary trained adult floating between classrooms/areas to be able to check in on groups with only one leader
4. Two high school age youth helpers can serve as child care volunteers in the nursery, or with small groups of children as long as a Safe Sanctuary adult can be a floater or in an adjacent room to check in on the youth helpers and children
5. It is NOT acceptable to have only one adult present with children, youth, or vulnerable adults in a private space where other adults are not able to witness the activities and interactions of all involved

One-on-One Meetings or Counseling

6. One adult can meet with one or more youth in a public place (e.g. at a coffee shop)
7. A child/youth in need of pastoral counseling can meet one-on-one with the pastor or a church staff member in the church building
 - a. It must be during hours when another Safe Sanctuary trained adult or the child/youth's parent/guardian is present and floating outside the room.
 - b. They must meet in a room with the door open or where there is a window in the door that makes the office/room easily visible to those walking by

VI. General Safety Rules

1. FUMC is responsible for the safety of children, youth, and vulnerable adult participants from the beginning of an event to the end of the event in the location where the event occurs.
 - a. Children/youth may not leave prior to the end of an event without communication from a parent/guardian
 - b. Children/youth will only be released to persons other than their parents/guardians if the parent/guardian has communicated with the leader in charge of the event in advance
 - c. In the event that a church employee must take a child/youth home, it is best to bring another adult along.
 - i. If not other adult is available and a one-on-one situation occurs, the church employee must have parental consent to transport the child/youth alone. The church employee will notify the parent/guardian with an estimated time of arrival. If traffic issues cause that ETA to change, another phone contact with the parent/guardian must be made.

- ii. Alternatively, the church employee can phone call or video call with the parent/guardian or another adult while transporting the child/youth home
2. Programming within the church building is to take place in classrooms where doors are left open unless there is a window in the door
3. Parents/guardians of children should be informed before transporting children off-site of the original event location, unless in the event of an emergency

VII. Restroom Safety

1. When an adult needs to change a child's diaper, it should always be done within eyesight of a second leader/volunteer. If high school age youth helpers are serving in the nursery, it is preferable for an adult to change diapers rather than the youth helper.
2. Potty-trained children should always be taken to the bathroom in groups of at least two children with a leader/volunteer/youth helper.
 - a. The person escorting children to the bathroom should stay outside the bathroom or leave the door ajar
 - b. If a child needs assistance with handwashing or clothing outside the bathroom stall, the leader/youth helper should leave the bathroom door open
 - c. If a child needs assistance inside the bathroom stall, the stall door should also be left open
 - d. Should a youth or vulnerable adult need assistance with clothing or in the restroom, adult leaders shall follow equivalent guidelines. A second adult shall be asked to assist if it is necessary to keep a bathroom door closed
3. During overnight events if a child needs to use the restroom in another area (for instance at camp where there is a bathhouse apart from sleeping areas), two leaders need to escort that child to the restroom

VIII. Sign-In Protocol

Children/Youth Sign-In

1. Children/youth attending an event WITH their parents are not required to sign in for events per this policy
2. Children being dropped off in the nursery or for any event must be signed in and out. This sign-in list becomes our record in the case of an emergency
 - a. Either digital or physical sign-in sheets are acceptable
 - b. Parents/guardians must pay attention to the check-in/check-out procedures
 - c. Youth attending an event without their parents are not required to check in

Visitor/Vendor Check-In

3. Professional vendors, or non-church members/attendees entering the church building for purposes other than scheduled events/meetings during hours when children/youth programming is happening must sign in on the sheet provided in the Lobby, at the

Volunteer's Desk. If they are entering the building when no volunteer is present in the lobby, they must check in with a member of staff.

- a. Records shall be kept to include the individual's name, business name (if applicable), and time they entered the church building
 - b. Visitors should sign out when leaving for 30 minutes or longer and/or EOD
 - c. Visitor log will be kept in a binder, in the volunteer's office
 - d. Individuals who are not members/active participants at FUMC may be asked to wait in the lobby until a volunteer or member of staff is available to meet with them, or escort the individual through the building
 - e. Visitor Check-In does not apply to parents/guardians picking up their children from childcare programming
4. The Building Superintendent, a member of Trustees, a volunteer, or another staff person shall be responsible for monitoring vendors/visitors to the building

IX. Off-Site & Overnight Events

1. When children/youth will be transported off church property for an event, leaders should have emergency contact information for each youth/child in their care. This should include texting a list of child/youth names to a leader NOT on the trip, with an estimated time of return. If any children/youth are guests or friends of the group, their parent's contact information should also be sent to the leader.
2. All adults leading/assisting with overnight events including children or youth must be Safe Sanctuary trained.
3. If children/youth are participating in an overnight event off-site, a 'Consent to travel' form, medical information, and a liability release shall also be required. Event registration forms can take the place of a 'consent to travel' form.
4. All overnight events shall have the correct ratio of adults to youth/children present, and it is strongly recommended that trips including more than one gender of youth/children should also include leadership of different genders.
 - a. Youth overnight events must include an adult to youth ration of at least 1:10
 - b. Children's overnight events must have an adult to child ratio of at least 1:6
 - c. In the event a group is traveling to an event where known Safe Sanctuary trained adult leaders from other churches will be present, it is acceptable to rely on an adult from another church to meet the adult to youth ratio or other-gender leadership - with parental consent from the parents/guardians sending their children/youth
5. Overnight accommodations
 - a. First preference is for adults and children/youth to have separate sleeping areas, and for the group to also be separated by gender
 - b. If separate sleeping areas for adults and children/youth are not possible, adults can share a sleeping area with children/youth of the same gender as long as the Rule of 3 can be maintained

6. Transportation Off-Site During Events
 - a. All drivers of church vehicles must be approved drivers listed on the church insurance policy
 - b. All vehicle use requirements set forth by the Trustees Committee shall be followed
 - c. Whether driving church vehicles or personal vehicles, the Rule of 3 must be maintained in vehicles as well
 - d. During organized youth events, youth cannot transport other non-related youth

X. Online Safety

The use of electronics or media communications can be useful tools in supporting many areas of ministry; however in the context of ministry with children, youth, and vulnerable adults, the following are recommended practices for adults to maintain healthy boundaries.

Social Media

1. Adults should never *initiate* a connection (friending, following, etc.) with a child/youth from their personal social media accounts
2. If a child, youth, or other vulnerable person initiates a connection, that individual's parent/guardian/care-giver should also be notified, as well as the staff member or volunteer's supervisor
3. Church social media accounts should be regularly monitored, and any questionable content should be immediately removed
4. Adults should be mindful of ways in which they might be seen as the voice of the church, even when posting on their personal social media accounts. Persons with concerns about content posted on a leader's personal accounts are encouraged to consult with the senior pastor.

Cell Phone/Messaging Communications

5. Because of the power differential in the relationship, adults should be cautious in asking for a child/youth's cell phone number. If a child/youth shares their phone number with a leader, that leader should inform the parent/guardian.
 - a. When texting a child/youth's personal cell phone, it's best to also text the parent/guardian
 - b. The "home phone rule" of communicating with children/youth over text or phone call between the hours of 9:00am and 9:00pm is a good rule of thumb for most communication, with the exception of emergencies or time-sensitive information that needs to be shared.
6. If a leader receives a private message from a child, youth, or other vulnerable person that seems questionable, the leadership should immediately end the conversation in the virtual space. Depending on the context, it may be appropriate to offer opportunities to discuss the matter in-person (within the boundaries of this policy for one-on-one

conversations). The ministry supervisor and/or parent/guardian/care-giver should be made aware of the incident immediately

7. Text messages between adults and children/youth should be retained. Messaging apps such as SnapChat that delete messages are not appropriate avenues of communication with children/youth

Video Communications

8. All in-person protection policies also apply to online platform meetings such as Zoom or FaceTime. The Rule of 3 supervision should be maintained when on a video call with children/youth
9. Precautions such as the meeting host allowing participants in, or requiring a passcode to enter the meeting when using video call platforms such as Zoom are encouraged
10. Meetings should be hosted by the official church accounts rather than personal accounts
11. Communication about online meetings should be shared with parents/guardians/care-givers when meetings include children/youth/vulnerable adults

XI. Media Policy

We seek to protect the privacy of minors online when posting content on church social media accounts, the church website, and other avenues of church communications.

1. A media release policy shall be included as part of the medical/emergency form filled out by parents/guardians of children & youth participating in overnight off-site events
2. Signs shall be posted around the church building instructing individuals to let a member of staff know if they prefer not to have their/their family's picture taken.
 - a. If someone communicates this wish to volunteer, they should immediately communicate the person's wish FUMC staff/their ministry supervisor
 - b. If someone communicates the desire to not be included in photographs after a photo has been taken, any photographs taken that include that person's face should immediately be deleted from the camera roll in front of the individual
3. When posting images publicly, whether in the church newsletter or on social media, children should not be identified with their full names. First names, first names with their last initial, or just initials are best when identifying children/youth in pictures
4. All photos must be appropriate, and in keeping with the spirit of the ministry event
5. Program leaders (Child Development Center, After School Child Care, Preschool) should be sure to only submit photos to church communications for which they have parental permission to post publicly

REPORTING & RESPONSE

I. Documentation & Reporting

- All incidents - including accidents requiring a first aid response (or more) OR suspected abuse - shall be documented in writing on the Incident Report form and kept on file. The form is available as an attachment to this policy and on the church website under 'forms.'
- In the event of an accident or injury, the parent/guardian/care-giver of the affected child, youth, or vulnerable adult shall be notified. If an injury requires medical care beyond first-aid treatment and short of a 911 emergency call, the care-giver shall be notified immediately and be asked to advise on best course of treatment.
- In the event that an allegation of abuse or misconduct is made against a volunteer, a report shall be made to the ministry area leader, who shall report it to the senior pastor.
- In the event an allegation of abuse is made against a clergy member or staff person, a report shall be made to the chairperson of the Staff-Parish Relations Committee.

II. Mandatory State Reporting

- All North Carolina residents are required by law to report suspected child abuse or neglect by a parent, guardian, or caretaker *NC G.S. 7B-301(a)*
- AND North Carolina citizens also have a legal duty to report abuse, neglect, or exploitation of a vulnerable adult by their caretaker *NC G.S. 108A-2*
- A leader who has reasonable cause to suspect that abuse has occurred should do everything within their power to secure the safety of the child, youth, or vulnerable adult and then immediately report the incident to appropriate law enforcement.
- It is never the responsibility of a leader to investigate allegations of abuse on their own.

III. Response

- All allegations should be taken seriously
- A quick, compassionate, and unified response to an alleged incident of child or adult abuse will be initiated following the direction of the appointed clergy in the local church and in consultation with the District Superintendent of the Uwharrie District.
- In the case that the alleged incident involves the appointed clergy, the response will be directed by the District Superintendent.
- A response will include appropriate pastoral care and support for all involved in the allegation, including alleged perpetrator(s), alleged victim(s), and their families.
- Media Response
 - In the event the incident receives media attention, the only persons authorized to speak with the media are the Senior Pastor and/or District Superintendent
 - If approached by the media, all others should not comment and instead direct the media persons to the authorized spokesperson

REQUIRED TRAINING FOR SAFE SANCTUARY CERTIFICATION

Both parts listed below are required training modules. If you have any questions, or need assistance completing online training, please contact Jen Fogt - Director of Discipleship, jenni@fumcsalisbury.org.

PART 1: General Training Through Western North Carolina Conference

Only offered online through WNC Online Learning Portal

Instructions on following pages

PART 2: Specialized Training on First United Methodist Church's Policy

Offered in-person, and soon offered online

Online Learning Instructions

1. To create a new user account, go to <https://wnccumc.csod.com/selfreg/register.aspx?c=reg>.
2. Fill out the online form and click the red **Submit** button.
3. The web page will update and take you directly to the online learning platform. (FYI: For future access, go to wnccumc.csod.com to enter your login credentials and click the red **Log In** button.
4. Click to open the desired training opportunity.

Western North Carolina Conference
The United Methodist Church

Want to create a new account for our online learning platform? Complete the form below and click Submit. You will receive an email from norady@csod.com with a link to activate your account. It may take up to an hour for this email to arrive.

Have you previously logged in to the platform? Go to wnccumc.csod.com to log in or reset a forgotten username/password.

* Required Field

* First Name:

* Last Name:

* Email Address:

* Local Church:

Local Church City:

Location:

* Passwords must contain both upper and lower case letters.
* Passwords must contain alpha and numeric characters.
* Passwords must be 8 - 20 characters.
* Passwords cannot have leading or trailing spaces.
* Passwords cannot be the same as the Username, User ID, or email address.
* Passwords must contain at least one special character.

* New password:

* Confirm password:

Already a user? [Login here](#)
Return to Browsing? [Click here](#)

I'm not a robot

Cancel Submit

Did you click the activation email and land here? Click the Log In button to log in with the username and password you set at registration.

Western North Carolina Conference
The United Methodist Church

Home Connect Learning

Hi Havaleh Test! What would you like to learn today?

0 Completions
0 Hours
0 Badges

Your Subjects [Add](#)

You don't have any subjects yet. Add a few to get better recommendations.

Transcript View

0 PAST DUE 0 DUE SOON 0 ASSIGNED / NO DUE DATE

All done!
All assigned training has been completed. Learn something new or complete what you have started.

Featured

- SAFE SANCTUARIES for policy leaders
Curriculum
Safe Sanctuaries for Policy Leaders
2 hours, 32 minutes
- SAFE SANCTUARIES for local church leaders
Curriculum
Safe Sanctuaries for Local Church
49 minutes
- Winter Leadership Training
2021 District Winter Leadership Training
Curriculum
2021 District Winter Leadership Training
12 hours, 13 minutes

Online Learning Instructions

5. You'll see an overview of the course and a table of contents for the individual lessons. Click **Open Curriculum** to begin.

CURRICULUM

Safe Sanctuaries for Local Church Volunteers

Last Updated 09/05/2021 Duration 49 minutes

Details

This training is designed with local church volunteers in mind, offering an overview of why we need Safe Sanctuaries. You will need to get additional training from your local church leaders regarding your church's specific Safe Sanctuaries Policy and Procedures. You must complete all lessons and earn at least an 80% on the final quiz to receive a certificate of completion.

Show More

Contents 6 Trainings

ONLINE CLASS	Safe Sanctuaries--Introduction to Safe Sanctuaries
ONLINE CLASS	Safe Sanctuaries--Types of Child Abuse

6. Here, you'll see the full course.

- Click **Launch** to review each individual lesson.
- For lessons that only have text or downloadable materials, be sure to click the **Mark Complete** button so the system can track your progress. (Next Steps lesson in this example)
- Completed lessons will display a red checkmark. (Introduction in this example)
- The **Curriculum Progress** circle displays your overall progress in the course.
- Some lessons are locked until previous lessons are complete. Once all previous lessons are marked as complete, the lesson/quiz will activate. (Final quiz in this example)

Safe Sanctuaries for Local Church Volunteers

Options

CURRICULUM PROGRESS 17%

This training is designed with local church volunteers in mind, offering an overview of why we need Safe Sanctuaries. You will need to get additional training from your local church leaders regarding your church's specific Safe Sanctuaries Policy and Procedures. You must complete all lessons and earn at least an 80% on the final quiz to receive a certificate of completion.

- Safe Sanctuaries--Introduction to Safe Sanctuaries
Status: Completed Due: No Due Date Training Hours: 10 min
This lesson serves as an introduction to what Safe Sanctuaries is and how it came to be. Launch
- Safe Sanctuaries--Types of Child Abuse
Status: Registered Due: No Due Date Training Hours: 5 min
This lesson provides an overview of the various types of abuse children might encounter. Launch
- Safe Sanctuaries--The Cost of Child Abuse
Status: Registered Due: No Due Date Training Hours: 12 min
This lesson provides an explanation of the consequences should abuse take place in your church or ministry. Launch
- Safe Sanctuaries--Accidents, Incidents, and Abuse
Status: Registered Due: No Due Date Training Hours: 7 min
This lesson provides best practices for preparing for and responding to accidents, incidents, and abuse involving children, youth, or vulnerable adults. Launch

Next Steps
Status: In Progress Due: No Due Date
Notes
Thank you for completing this online Safe Sanctuaries training for local church leaders. However, your learning isn't complete!
Be sure to connect with your local church to learn about your church's specific Safe Sanctuaries Policy and Procedures. It's vital that you understand specifically how you should handle situations, based on your church's defined procedures.
Click the **Mark Complete** button to acknowledge that your online training is complete, but you still need to learn about your local church's specific Safe Sanctuaries Policy and Procedures. Close Mark Complete

Safe Sanctuaries for Local Church Volunteers
Status: Pending Prior Training Due: No Due Date Training Hours: 15 min
You must pass this quiz with at least an 80% in order to receive your certificate of completion.

Online Learning Instructions

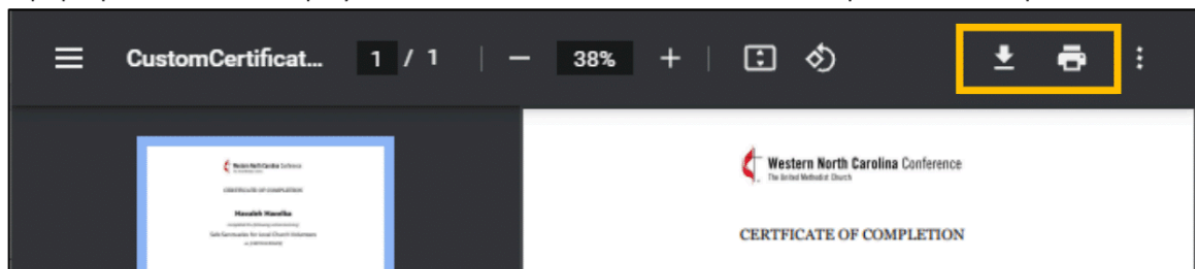
- Once you've reached 100% Curriculum Progress, you can download/print a certificate of completion. To do so, click the **Options** button and select **View Training Details** from the drop-down menu that displays.



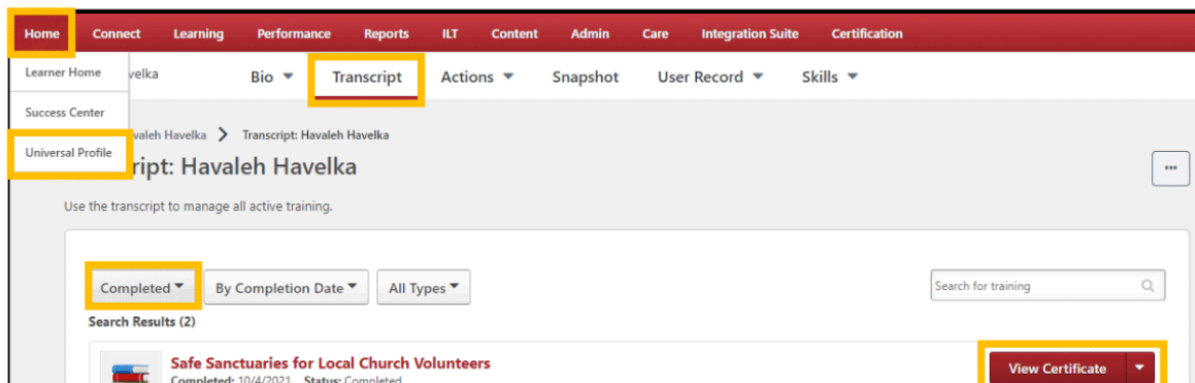
- Click **Print Certificate**.



- A pop-up window will display. Click the arrow icon to download or the printer icon to print.



- Another way to get to your certificate is to hover over the red **Home** tab, click **Universal Profile** from the drop-down menu that displays, click the **Transcript** tab, search **Completed** courses, then click **View Certificate**.



VOLUNTEER INTEREST FORM



Thank you for your interest in volunteering with First United Methodist Church! In an effort to protect children, youth, vulnerable adults, and the volunteers who serve these populations, all volunteers interested in becoming Safe Sanctuary trained must complete an interest form, consent to a national and state background check, and complete Safe Sanctuary Training. If you have questions, please contact Jen Fogt, Director of Discipleship at jenni@fumcsalisbury.org.

GENERAL INFORMATION

Name you go by: _____ Last Name: _____
Address: _____ City, State, Zip: _____
E-mail Address: _____ Phone Number: _____
Date of Birth: _____ Select one:
_____ Male _____ Female _____ Other/prefer not to answer

JOB INFORMATION

Occupation: _____ Employer: _____
Current Responsibilities & Schedule: _____

VOLUNTEER HISTORY

Current/Previous Volunteer Experience: _____

VOLUNTEER INTEREST

Availability (select all that apply): Days Evenings Weekdays Weekends

Select any activities for which you are interested in volunteering:

- Sunday School/Children's Programming Youth Group Camp Discovery
 Confirmation Homebound Visitation Senior Joy

Why would you like to volunteer for this particular ministry? _____

What gifts/talents do you bring to this ministry? _____

EMERGENCY CONTACT INFORMATION

Name of emergency contact (first & last): _____

Relationship to Volunteer: _____

Primary phone #: _____ Secondary phone #: _____

MEDICAL INFORMATION

Special medical or dietary needs/limitations: _____

Known Allergies: _____

Pertinent medication information (EpiPen, inhaler, or other devices we should know about?):

You will be responsible for keeping your insurance card with you when volunteering.

REFERENCES

Please list three personal references the church has permission to contact. (Do not include family members as references)

Name: _____ Relationship: _____

E-mail address: _____ Phone number: _____

Name: _____ Relationship: _____

E-mail address: _____ Phone number: _____

Name: _____ Relationship: _____

E-mail address: _____ Phone number: _____

OFFICE USE ONLY

Volunteer applicant contacted

Yes Date: _____ Initials: _____

Background Check completed

Yes Date: _____ Initials: _____

References contacted

Follow up action:

Yes Date: _____ Initials: _____

Signature: _____ Date: _____

Printed name and title: _____

BACKGROUND CHECK AUTHORIZATION FORM



Print Name: _____
First Middle Last

Former Name(s): _____

Dates used: _____

Current Address: _____

Since: Mo/Yr _____

Former Address: _____

From: Mo/Yr - Mo/Yr _____

Social Security Number: _____ Date of Birth: _____

Phone Number: _____ E-mail Address: _____

Driver's License Number: _____

State Issued: _____ Race: _____ Sex: _____

I wish to disclose these details before my background check is run:

The information contained in this application is correct to the best of my knowledge. I hereby authorize **First United Methodist Church** and its designated agents and representatives to conduct a comprehensive review of my background. I understand this background review may include character references, past employment, consumer reports, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment/volunteer work.

I hereby consent to **First United Methodist Church's** verification of all the information I have provided on my application form. I also agree to execute as a condition of continued employment/volunteer work any additional written authorization necessary for **First United Methodist Church** to obtain access to and copies of records pertaining to this information - including and individual, company, firm, corporation, or public agency (specifically including the Social Security Administration and law enforcement agencies).

A telephone facsimile (fax), xerographic copy, or submitted PDF copy of this consent shall be considered as valid as the original consent. This consent form shall be kept on-file as a record of my consent.

Signature: _____ Date: _____

Office Use Only - Supervisor/Group Requesting Background Check

- After School
- Children's Ministry

- Camp Discovery
- Preschool

- Youth Ministry
- Other: _____

INCIDENT REPORT

This form must be completed and filed for any accident or injury, as well as suspected or observed misconduct or abuse. When completed, submit this form to Jen Fogt, Director of Discipleship, jenni@fumcsalisbury.org; Mark Conforti, Senior Pastor, mark@fumcsalisbury.org; or the chair of FUMC's Staff-Parish Relations Committee.

REPORT INFORMATION

Reported by: _____ Date of report: _____

Title/Role (if applicable): _____

E-mail address: _____ Phone number: _____

INCIDENT INFORMATION

Incident type (select all that apply):

Accident

Suspected/observed abuse

Other: _____

Injury

Date and time of incident: _____ Event (if applicable): _____

Location: _____ City/State/Zip: _____

Specific area of incident (e.g. playground): _____

Victim(s): (if possible, provide ages and phone numbers)

Name: _____ Age: _____ Phone #: _____

Name: _____ Age: _____ Phone #: _____

Name: _____ Age: _____ Phone #: _____

Parties Involved: (if possible, provide phone numbers)

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Witnesses: (if possible, provide phone numbers)

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Name: _____ Phone #: _____

Incident Description: (use back of form or attach extra pages, if needed)

Was medical treatment provided?

Yes

No

Refused

If yes, where/how was treatment provided?

On-site

EMT/Ambulance

Urgent Care

Emergency Room

Specific location: _____

Incident Description Continued:

OFFICE USE ONLY

Parent/guardian/care-giver notified of the accident or injury?

Yes (attach copy of communication) Date: _____ Initials: _____

Police or Department of Social Services report filed in event of observed or suspected misconduct/abuse?

Yes (attach copy of report) Date: _____ Initials: _____

Senior Pastor notified? *(if not involved)*

Yes (attach copy of communication) Date: _____ Initials: _____

Ministry Supervisor notified? *(if not involved)*

Yes (attach copy of communication) Date: _____ Initials: _____

Ministry Supervisor notified? *(if clergy or staff person is involved)*

Yes (attach copy of communication) Date: _____ Initials: _____

Follow up action:

Incident follow-up closed:

Signature: _____ Date: _____

Printed name and title: _____

VISITOR/VENDOR SIGN-IN

All professional vendors, or non-church members/attendees entering the church building Monday-Friday, 6am-6pm, for purposes other than organized meetings/events, must sign in on this sheet. When leaving for longer than 30 minutes (for lunch), or at end of day, visitors must sign out. Failure to comply may result in repercussions (e.g. delayed payment). If entering the building when no volunteer is present in the lobby, you must check in with a member of staff.



Building Superintendent: Mike Fansler (704)636-3121 x1003

Print Name: _____

Business Name (if applicable): _____

Purpose of visit: _____

Time In: _____ Time Out: _____ Date: _____

Print Name: _____

Business Name (if applicable): _____

Purpose of visit: _____

Time In: _____ Time Out: _____ Date: _____

Print Name: _____

Business Name (if applicable): _____

Purpose of visit: _____

Time In: _____ Time Out: _____ Date: _____

Print Name: _____

Business Name (if applicable): _____

Purpose of visit: _____

Time In: _____ Time Out: _____ Date: _____

Print Name: _____

Business Name (if applicable): _____

Purpose of visit: _____

Time In: _____ Time Out: _____ Date: _____

CONSENT TO TRAVEL

First United Methodist Church of Salisbury
217 South Church Street Salisbury, NC 28144 | (704)636-3121



TRIP: _____

DATE AND TIME LEAVING: _____

DATE AND APPROX. TIME RETURNING: _____

By signing below I hereby give my consent for my child/youth to participate in this trip with **FIRST UNITED METHODIST CHURCH**. If I am dropping off children/youth who are not my own, I have received permission from their parents to do so, and take responsibility to sign for these persons.

1) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

2) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

3) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

4) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

5) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

6) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____

7) Child/Youth name: _____ **Parent signature:** _____

If child/youth is not a member/regular attendee of FUMC –

Emergency name & phone number _____