

Westminster Congregational United Church of Christ
Spokane, Washington
“Safe Church Policy”

As a community of Christian faith, Westminster Congregational UCC is committed to creating and maintaining programs, facilities and a community in which members, friends, staff and volunteers can worship, learn and work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. The congregation of Westminster supports principles of Safe Conduct, which include individual responsibility to fulfill the highest standards of personal conduct toward others and to lead and guide the congregation in fulfillment of the standards set by our Christian faith. Westminster UCC strongly opposes and prohibits “sexual exploitation”, “sexual harassment” or any form of exploitation or abuse of others regardless of age, sex, sexual orientation, sexual identification or mental capacity. It is the intention of our congregation to affirmatively nurture good behavior, and to prevent and correct behavior that is contrary to this policy and, as necessary, discipline those persons who violate this policy.

Every member of the Congregation, whether “authorized clergy,” lay staff, volunteer or parent, has a role to lead those who look to them individually for guidance, to monitor their behavior and redirect them as they cross boundaries of Safe Conduct. Our congregation shall nurture good conduct as demonstrated by personal behaviors that are consistent with our Christian values.

Prior to beginning their duties as Ministers, each candidate for employment and volunteers who work with children or “vulnerable adults” shall complete the following qualifying steps.

Application & Qualification Process

All employment candidates and volunteers who work with children shall

1. **Six Month Rule** – Volunteers (does not apply to applicants) shall be active members of the church, or otherwise affiliated with the church, for no less than six months before being permitted to work in child oriented programs. There shall be **no exceptions** to this policy, even when volunteer candidates come from another church with similar programs.
2. **Written Application** - Complete an application reciting work history, education, recent years of residence history and disclosure of criminal convictions. An affirmative response is required to each and every question; no answers may be omitted. Falsification of any aspect of the application shall be grounds for immediate dismissal.
3. **Personal Interview and Reference Checks** - The Pastor and Personnel Committee or Chair of Education and Spiritual Growth Board shall interview in person every candidate for employment or volunteer with children and youth. The interview process shall employ behavioral interviewing techniques to assess suitability for working with children, and specifically discuss the church’s commitment to protecting children and other vulnerable persons from abuse. The Interview committee or designated person shall check a minimum of 2-3 references, which shall include both work-related and personal.
4. **Criminal Background Check** – Applicant will grant written permission to conduct a background check as specified by this policy. Re-screening, each 3 years, will be processed for continuing employees and volunteers who work with children and youth. Background Check screening will be processed through the insurance provider company resources. [Church Mutual and Trusted Employees]

5. Upon selection, **sign an acknowledgement of these policies** and procedures and fulfill all training obligations after assuming duties.
6. **Secure Records maintenance** - Volunteer applications shall be retained in the same manner as employee applications with due regard for the safety of private information such as Social Security numbers. Documentation of the reference checks will be maintained in confidence on file at Westminster Congregational UCC church. A national criminal background check is required for all employees (regardless of position) and volunteers as defined above. [The OSHA standard for retention of employee health records is “term of employment plus 30 years”.]

Training in abuse prevention

Abuse prevention curriculum shall include:

1. Organization level
 - a) Review of expected conduct and boundaries defined in this policy and accompanying “Code of Conduct” (Appendix A) and “Ministry Standards” (Appendix B).
 - b) Explanation of procedures for reporting violations of standards of conduct and suspected child abuse.
 - c) Explanation of individual statutory reporting obligations
 - d) Identifying and managing high-risk situations such as bathroom use, transition times, and free times
 - e) Physical security procedures
2. Abuse prevention education:
 - a) Effects of sexual abuse.
 - b) Types of child molesters.
 - c) Characteristics of abusers.
 - d) How child molesters operate: access, privacy, and control.
 - e) Protecting oneself from false allegations.
 - f) Examples of child-on-child sexual abuse, even among young children.
 - g) Characteristics of children more likely to act out sexually.
 - h) Characteristics of children more likely to be abused.
 - i) High-risk activities and circumstances.
 - j) Specific monitoring and supervision activities to prevent child-on-child sexual activity.
 - k) How to respond to incidents of sexual activity between children.

Monitoring and Supervision

Our intent is to sustain relationships, which encourage employees and volunteers to meet our abuse prevention objectives while being mutually supportive as a team. All must be comfortable in reporting repeated violations of the **Code of Conduct** (Appendix A) or **Ministry Standards** (Appendix B) to leadership. The objective of monitoring is, first, to protect children, then to protect staff from false allegations, and to protect the reputation of Westminster CUCC and its ministries. Pastors, Education Board Leadership, and Coordinator of Church School shall monitor performance using a variety of techniques including: scheduled visits; unannounced random visits at unpredictable times; spontaneous interviews with children; planned interviews or surveys of children, employees, and volunteers; meeting regularly with individual employees and volunteers; group supervision meetings.

Congregational Awareness

We are dedicated to a policy of open communication and education for the benefit of the children, parents, “vulnerable adults” and guardians we serve. They are entitled to know what to expect of our ministries, the Ministers who serve them, and to know the related policies and procedures created to protect the respective ministry constituencies. Constituencies include the children, the parents, the “vulnerable adults”, the guardians, and the Ministers.

This entire policy shall be posted on the Westminster CUCC website, westminsterucc.org, under Resources>Policies. The church office will keep it up to date at the direction of the Education and Spiritual Growth Board and Church Council.

At the time children or “vulnerable adults” are enrolled in Westminster CUCC programs, parents or legal guardians shall be provided:

1. A copy of the Westminster CUCC Code of Conduct (Appendix A), and Ministry Standards (Appendix B).
2. A summary of the content of the orientation to be provided to children and “vulnerable adults” regarding boundaries and reporting.
3. Information regarding the means to report violations of policy or suspicions of abuse.
4. Information regarding their personal obligation to report suspected abuse as it may exist under the laws of the State of Washington.
5. An invitation to visit programs in progress at any time at their convenience.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

1. **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
2. **Emotional abuse** – any emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
3. **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
4. **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at Westminster CUCC church becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to one of the Pastors for further action, including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Westminster CUCC or during our sponsored programs or activities, the following procedure shall be followed:

1. The parent or guardian of the child will be notified.

2. The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children, pending an investigation, and instructed to remain away from the premises during the investigation.
3. Civil authorities will be notified, and Westminster CUCC will comply with the state's requirements regarding mandatory reporting of abuse as the law then exists. The Westminster CUCC will fully cooperate with the investigation of the incident by civil authorities.
4. Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.

One of the Pastors will be our spokesperson to the media concerning incidents of abuse or neglect, unless he or she is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.

A pastoral visit will be arranged for those who desire it.

Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a counseling situation.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must be screened as specified above.
- Must be under the supervision of an adult and must never be left alone with children.

Check-in/Check-out Procedure

For children below third grade, a security check-in/check-out procedure will be followed: the child/ren will be signed in and signed out by a parent or guardian.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Westminster CUCC. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours;
- Green or yellow runny nose;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease.

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Medications Policy

It is the policy of Westminster CUCC not to administer either prescription or non-prescription medications to the children under our care. Medication should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Activity Room/Nursery Caregiver to develop a plan of action.

Discipline Policy

It is the policy of Westminster CUCC not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the supervising Pastor or the Education and Spiritual Growth Board Leadership if assistance is needed with disciplinary issues.

Review and/or complete the Ministry Code of Conduct (**Appendix A**), Ministry Standards (**Appendix B**) and Authorized Children and Youth Volunteer Application and Disclosure Form (**Appendix C**), which accompany this policy.

Presented to Education and Spiritual Growth Board: May 10, 2016

Passed: May 10, 2016

Presented to Church Council: May 24, 2016

Passed: June 28, 2016

Presented to Employees and Volunteers with Children and Youth: August 18, 2016

Shared with parents and congregation:

Posted to website: September 2, 2016

Reviewed and Revised:

***** For Committee member/Office use *****

- Church membership for 6 mos. or association for 1 year confirmed on _____
(for volunteers - does not apply to applicants)
- Church Mutual Background check review performed on _____
- Personal interview conducted by staff on _____
- Reference inquiries completed on _____
- Safe church awareness training and policy orientation performed on _____

Additionally, if considered for employment:

- Church Mutual Employee Standard Background package completed _____
- Fair Credit Reporting Act notices, completed on _____

Appendix A
Westminster Congregational United Church of Christ
Ministry Code of Conduct

This Code of Conduct defines individual responsibilities as Ministers, leaders, employees or volunteers to meet the expectations of Westminster Congregational United Church of Christ (Westminster CUCC) with respect to behavior or conduct in the service of the ministries of the church, especially those which serve children and “vulnerable adults”.

General Requirements

Each person subject to this Code shall

1. Act as a team member in fulfilling ministry objectives
2. Treat children and “vulnerable adults” (clients) with respect, and fairly without regard to race, age, gender, sexual orientation or religion
3. Practice those behaviors we regard as necessary and positive as well as to refrain from those behaviors, which have been defined as prohibited.

General Prohibitions

The following behaviors are prohibited at all times:

1. Display affection toward a child/client in privacy.
2. Use profanity or tell off-color jokes.
3. Discuss their sexual encounters with or around children or in any way involve children in their personal problems or issues.
4. Date or become romantically involved with children.
5. Use or be under the influence of alcohol or illegal drugs in the presence of children.
6. Possess sexually oriented materials, including printed or online pornography, on Church property.
7. Have secrets with clients
8. Stare at or comment on children’s bodies.
9. Engage in inappropriate or unapproved electronic communication with children.
10. Work one-on-one with children in a private setting.
11. Abuse clients in anyway including (but not limited to) the following:
 - a) Physical abuse: hit, spank, shake, slap, unnecessarily restrain
 - b) Verbal abuse: degrade, threaten, curse
 - c) Sexual abuse: inappropriately touch, expose oneself, or engage in sexually oriented conversations
 - d) Mental abuse: shame, humiliate, act cruelly
 - e) Neglect: withhold food, water, shelter
 - f) Permit children to engage in the following: Hazing, bullying, derogatory name-calling, games of Truth or Dare, ridicule or humiliation or sexual activity
12. Manipulate or exploit a “vulnerable adult” in any way.

Reporting Obligations

Each Minister or statutory “mandatory reporter” shall report:

1. Concerns or complaints about other employees and volunteers, other adults, or children to a supervisor.

- Allegations or incidents of “suspected abuse” to the designated law enforcement or child welfare authority.

Specific Interaction Standards

Each Minister, employee or volunteer worker of Westminster CUCC shall conduct him/herself in a manner that fosters understanding of Safe Conduct in the context of serving children and “vulnerable adults”. The standards articulated below serve two purposes:

- To protect children and “vulnerable adults” from abuse or grooming for abuse elsewhere; and
- To protect/prevent church staff from engaging in patterns of behavior that may be construed as abusive or predatory. While a single infraction of guidelines may not constitute abuse, a pattern of repeated violations will result in disciplinary action up to and including dismissal from ministry.

- Approval and Affection** – In providing approval or affection, the following guidelines apply:

<i>Appropriate Physical Interactions</i>	<i>Inappropriate Physical Interactions</i>
<ul style="list-style-type: none"> Side hugs Shoulder-to-shoulder or “temple” hugs Pats on the shoulder or back Handshakes High-fives and hand slapping Verbal praise Pats on the head when culturally appropriate Touching hands, shoulders, and arms Arms around shoulders Holding hands (with young children in escorting situations) <p>These may be inappropriate if unwanted by the child or the employee or volunteer.</p>	<ul style="list-style-type: none"> Full-frontal hugs Kisses Showing affection in isolated area Lap sitting Wrestling Piggyback rides Tickling Allowing a child to cling to an employee’s or volunteer’s leg Any type of massage given by or to a child Any form of affection that is unwanted by the child or the employee or volunteer Compliments relating to physique or body development Touching bottom, chest, or genital areas

- Verbal Interactions** – The manner of speaking with children establishes respect. The following guidelines apply:

<i>Appropriate Verbal Interactions</i>	<i>Inappropriate Verbal Interactions</i>
<ul style="list-style-type: none"> Positive reinforcement Appropriate jokes Encouragement Praise 	<ul style="list-style-type: none"> Name-calling Discussing sexual encounters or in any way involving children in the personal problems or issues of employees and volunteers Secrets Cursing Off-color or sexual jokes Shaming Belittling Derogatory remarks

	<ul style="list-style-type: none"> • Harsh language that may frighten, threaten or humiliate children • Derogatory remarks about the child or his/her family
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3. One-on-One Interactions

Because most abuse occurs when an adult is alone with a child, private one-on-one meetings with a child are prohibited unless approved in advance by (Chair, Employment Committee). When so permitted, the following guidelines shall apply:

<i>One-on-One Interaction Guidelines</i>
<ul style="list-style-type: none"> • When meeting one-on-one with a child, always do so in a public place in full view of others. • Avoid physical affection that can be misinterpreted. Limit affection to pats on the shoulder, high fives, and handshakes. • If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by. • Inform other employees and volunteers that you are alone with a child and ask them to randomly drop in. (Ask to be supervised.) • Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted. <p>To the extent any of these guidelines may appear to be in conflict, the spirit of them is that one shall seek to be under the supervision of others while meeting privately with a child.</p>

4. Social Media – Electronic Communications

No Minister, employee, volunteer or member of Westminster CUCC shall create or use a media site (web, Facebook, YouTube, or similar) in the name of or purporting to represent the church without the explicit written permission of the Pastor, Church Council and or Trustees. When clergy or staff, acting in their capacity as a representative of the church, lead or coordinate a group activity using social media, each may use only official church sites/channels when they have been made available by the church. These may include web pages, Facebook, e-mail and similar means.

Communication with Children – In order to extend the life of the congregation, enhance communication and develop participation of young people in the life of the church and its ministry, Westminster CUCC may authorize certain Ministers to manage the church’s official website and organization Facebook page. Use by Ministers of private pages and private profiles are prohibited.

Ministers who shall create public pages on behalf of church programs are responsible to monitor communications and to assure that employees and volunteers do not have private (and possibly inappropriate) conversations with children.

Ministers having Facebook privileges on behalf of the church, shall treat unsolicited communication or “friending” from children under age 18 yrs as an unauthorized text message. No reply may be

given except to indicate by a posting that accepting a “friend” invitation by under-age children is a violation of the Code of Conduct.

If a child reveals abuse or inappropriate interactions with an adult, the Minister must report this information in the manner of any “suspected abuse”.

Social Networking Code of Conduct

Each Minister who leads using the resources of social media shall apply this Social Networking Code of Conduct:

- Prohibit comments that are, or could be construed by any observer, to be harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- Prohibit sexually oriented conversations or discussions about sexual activities.
- Prohibit private messages between employees and volunteers and children.
- Prohibit posting inappropriate pictures (for example, sexually suggestive, exploitive or voyeuristic) or inappropriate comments on pictures.
- Provide children and their parents with this Social Networking Code of Conduct.
- Encourage parents to play a role in monitoring their children's interactions with employees and volunteers.
- Continuously remind children how to interact appropriately through social networking sites.
- Deny participation by individuals who repeatedly violate the Code of Conduct.

When the use of social media begins, the authorized Minister shall present this Social Networking Code of Conduct to youth (or other client group) and parents/guardians.

If offered a position as Minister, employee or volunteer, I affirm that application disclosures are complete and truthful. I agree to comply with the policies and rules contained in the Safe Church Policy, to include training, monitoring, reporting and ministry administrative procedures. I agree to meet standards for one-on-one relationships with children/clients as defined above. If requested to do so, I will cooperate with any investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statements.

Signature

Date

Printed Name

Appendix B

Ministry Standards

These ministry standards are intended to provide a safe environment for children and “vulnerable adults” in a variety of circumstances. From time to time it may not be possible to fulfill the standard to the letter. Permission is granted to Ministers in leadership to waive a standard with justification. If it is found that consistent fulfillment of a standard is not practicable, the matter shall be elevated to the Education and Spiritual Growth Board of Westminster Congregational UCC for resolution or amendment of these standards.

Adult-Child Ratios

For the Activity Room/Nursery, an adult-child ratio of 5 to 1 shall be preferred, except that a ratio of 7 to 1 may apply to a classroom environment with children above the age of 5 years included. When there are more than 14 children in the Activity room, additional personnel and space (an adjacent room) will be secured, or the Activity room closed and children picked up by parents. A substitute list of screened volunteers will be maintained by the church office and pastor in charge, to be called in the event of sickness of a caregiver, or going over the limit of children for the room. Employees or volunteers under the age of 18 are not included in the ratio.

In all cases, an employee or volunteer under the age of 18 working with minor children shall be under the supervision of an adult over the age of 21. Employees or volunteer leaders under the age of 21 shall not supervise or lead a youth group in which the oldest participating minor child is less than three years younger than the supervisor/leader.

Age limits for the Activity Room/Nursery

The Activity Room/Nursery is available for young children: toddlers, pre-schoolers, and primary age (k-3) elementary children. Children older than 8 years old, or finished with 3rd grade should attend the worship service with parents or guardians. Cases of “special needs” may be determined individually.

Bathrooms, Locker Room and Out-of-the-Way Locations

The following practices shall apply to supervision of bathrooms and changing areas:

1. Minimize presence of diverse child age groups at the same time.
2. No employee/volunteer shall enter with a single unrelated child unless the entry door is ajar (propped open) in a way that (s)he can be observed by others.
3. Children shall not enter alone in pairs.
4. Children shall not enter unsupervised.
5. Require children to ask permission before using bathrooms.

Employees and volunteers in leadership are to frequently and randomly check bathrooms to assure their security.

The following areas are to be locked at all times and off-limits: **the custodian’s closet** across from the Activity Room/Nursery.

Transportation of Children

Transportation of children, whether on buses, motor coaches or private passenger vehicles, is a serious responsibility. Especially when utilizing church owned vehicles or private vehicles of employees and volunteers, utmost care shall be taken in view of the risks associated with managing transportation.

The following standards shall apply:

1. No employee or volunteer shall transport a single child that is not his/her own, except as may be required in an emergency with the approval of a supervisor. Communications shall be established to verify the whereabouts, expected arrival and change of custody of the child.
2. Any driver operating a vehicle, which holds 16 passengers or more, including the driver, shall possess a valid Commercial Driver License (CDL).
3. Any person who drives on behalf of Westminster Congregational UCC sponsored programs shall be previously qualified under our transportation and driver qualification procedure.
4. Adult-child ratios shall be maintained and within the safe loading limits of the vehicles being used.
5. As practicable, mixed age groups are not to sit together.
6. Employees and volunteers are not to make unauthorized or unplanned stops.
7. On each trip, a vehicle log shall be maintained which documents the departing time, arrival time, destination, mileage, names of passengers and supervising staff and volunteers and any unusual occurrences.
8. All passengers are to be seated and to use safety belts as available.
9. Employees and volunteers are to be seated on larger vehicles in a way that permits them to supervise young passengers.
10. When passengers must disembark at a rest facility or destination, care shall be taken to obtain a headcount on arrival and departure. All passengers shall be required to complete a trip on the same vehicle to assure accountability.

Off-site Activities (Day Trips)

Off-site activities require special additional planning, taking into account the nature of the destination and exposure to the public at large. For example, attendance at a public venue, such as an amusement park, will require greater supervision than a visit to a sister church. Due to the increased risk of a child becoming lost or injured during an off-site activity, extra care shall be taken to assure adequate supervision.

The following are minimum requirements:

1. All off-site activities shall be approved in advance by the Pastor or Chair of Education and Spiritual Growth Board.
2. The trip leader shall provide a plan outlining transportation and supervision for the activity.
3. Parent/guardian permission shall be obtained. Permission forms are to state the destination(s) and activities in which the child might engage (.e.g., climbing wall, horseback riding, soccer, baseball, etc.)
4. Parent/guardian providing permission shall indicate who will receive the child on return if other than the person signing the permission.
5. Adult-child ratios shall be increased by at least one person, which may include a person age 16 or older who is qualified to drive. One adult may supervise only one person under the age of 18 (employee or volunteer).

6. Each employee or volunteer shall be assigned to a specific group of children to supervise. Each employee or volunteer must then maintain a roll sheet listing all of the children in his or her group. Head counts and roll checks will be conducted routinely.
7. Standards for bathroom activities, transition time and transportation shall be maintained.
8. Parents/guardians shall be provided a means to make emergency contact with the trip leader.

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Appendix C
Westminster Congregational United Church of Christ
Authorized Children and Youth
Volunteer Application and Disclosure Form

NAME: LAST, FIRST, MIDDLE

ADDRESS: STREET, CITY, STATE, ZIPCODE

DAYTIME PHONE, EVENING PHONE, EMAIL

References: One reference should be related to you and the other references should not be related to you.

NAME

ADDRESS: STREET, CITY, STATE, ZIPCODE

TELEPHONE, EMAIL

NAME

ADDRESS: STREET, CITY, STATE, ZIPCODE

TELEPHONE, EMAIL

NAME

ADDRESS: STREET, CITY, STATE, ZIPCODE

TELEPHONE, EMAIL

I have been a member of this church since _____

I have been a friend of this church since _____

After completing this form, the volunteer screening process will be conducted online. You will receive an email from our insurance carrier, Church Mutual/Trusted Employees. Please reply, fill out the form and give permission to perform the volunteer screening at your earliest convenience. The results and notification will be sent to you as soon as received. Thank you.

I have never been convicted of, nor pled guilty or no contest to a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state)

True Not True

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for.

No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

True Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

Do you have a valid drivers' license?

Yes No

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True Not True

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate. Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize Westminster Congregational United Church of Christ (and/or its agents) to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements. The Westminster Congregational UCC Church authorized volunteer and employee recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize Westminster Congregational UCC Church and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that Westminster Congregational UCC Church will share with me information it has gathered about me, if I request it to do so. I acknowledge my receipt and understanding of the Westminster CUCC Safe Church Policy.

PRINTED NAME, SIGNATURE, DATE

PRINTED NAME & SIGNATURE OF PARENT OR GUARDIAN (FOR APPLICANTS UNDER 18), DATE