

Metamora Mennonite Church

Safe Church Initiative

Policy Manual

3rd Draft
January 1, 2023

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Metamora Mennonite Church

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Lastly, additional pages 23-27 are included, which are “Procedures”. These are not an official part of the Safe Church Policy Manual, but are attached so they are easy to access for all parents and volunteers. These procedures may be updated if needed outside of any policy manual updates.

Purpose and Scope:

Metamora Mennonite Church desires to provide a safe environment for everyone, children, youth, and adults. Abuse is a serious problem in today's world. Physical, sexual, emotional abuse and neglect can take many forms. Abuse can be physical, verbal, or non-verbal, including unwanted touching, comments about a person's body or offensive gestures to name a few. The abuser may be an adult or a youth. Metamora Mennonite Church will not allow, condone, or tolerate any form of abuse of any child, youth or vulnerable adult.

This policy is a document addressing the safety concerns for our children, youth and adults in hopes of providing a healthy community for our church family. We seek to provide protective care for all who participate in worship and church sponsored activities as well as to protect our adult staff and volunteers. These policies and procedures are primarily focused to cover our nursery through grade twelve ministries.

If you have questions regarding this policy and the accompanying procedures feel free to contact the Pastoral Team, Elder Team or the Child Protection Committee (CPC). *These persons will be listed with contact information in The Weekly, next to Pastor and Staff contact information.

In God's grace,

Elder Team

*The CPC is made up of 2-3 persons appointed by the congregation. Their focus is to implement and facilitate this policy, including the following responsibilities.

1. Communicate to the congregation when this Safe Church Initiative Policy Manual is updated.
2. Oversee and schedule required yearly training.
3. Supervise and review screening forms and background checks, making sure the background checks are updated every 3 years
4. Make sure copies of this policy, with the permission forms and procedures included, be readily available at various areas of the church at all times and on the church website.

Definitions:

Minor: A person under the age of 18 or a developmentally disabled, or physically impaired child under 21 years of age.

Child: A person under the age of 12.

Youth: A person from the age of 12-17 years of age.

Nursery Children: Children from birth to 4 years of age.

Preschoolers: Children from 3-6 years of age.

Vulnerable Adult: an individual, age 18 and over, who, because of age, developmental disability, mental illness, or physical handicap requires supervision or personal care or lacks the personal and social skills required to live independently.

Adult: Any person 18 years of age or older.

Staff: Pastors, administrative assistant, custodian, and any other employees of MMC.

Volunteer: Persons providing services at MMC, on behalf of MMC, but are not employed by MMC for these services.

Screening Process:

Screening is to be used with applicants and church workers, full-time, part-time, compensated or volunteer, including clergy, according to the guidelines set forth below prior to working with children or youth.

A) Screening Form (appendix 1)

A Screening Form will be completed prior to assignment and an interview conducted when necessary. Two references will be needed. Up-to-date worker's applications and screening forms will be on record in a confidential locked file in the office and will be kept up to date.

B) Training

All staff, Elders, teachers and child care volunteers will attend yearly training sessions, led by the Pastors of MMC or Discipleship and CPC Teams. The training will include a teaching video, reviewing our Safe Church Initiative Policy Manual as well as the church's policies and procedures to reduce the risk of child abuse in any form as outlined in this document. Every 3 years, this training will include the DCFS's on-line or in person training. Training requirements must be completed within 3 months of their date of engagement. Special training will be given yearly to volunteer youth up to 12th grade who help in the Nursery, at VBS or in Faith Formation Classes. (See CPC duties on page 3 of this document for more details.)

<https://mr.dcfstraining.org/UserAuth/Login!loginPage.action>

C) Church Relationship

Volunteers will be permitted to work with youth or children as an assistant only after they have been regular attendees of the church for six months. If a regular attender leaves the church (longer than 10 months) for any reason and then resumes attending, they will be handled as a new attender, waiting the sufficient amount of time to volunteer.

D) Completion of Background Check (appendix 2)

Volunteers and employees who will work with children or youth, or who are in close proximity of youth, such as a custodian will be required to complete a detailed authorization and release form authorizing the release of criminal history information. The background check will be renewed every 3 years. The reports will be kept in a locked file in the church office or data base.

E) Persons with certain Criminal Violations

If the criminal records check shows a criminal history which the applicant or volunteer did not disclose on the screening form or during the interview, his or her services will not be accepted. If the criminal records check reveals criminal convictions which were already disclosed on the screening form and in the interview, the CPC will refer to the Church Leadership Team for Direction and will use its discretion in determining whether the individual's services will be utilized. No

one with a criminal history of abusing or neglecting children will be permitted to work with children or youth.

Church Workers and Facilities:

A. Team Approach — The Two Person Rule

When possible two approved workers will be present during any church activity involving minors. Preferably one of these adults will be someone 21 years old or older. When working with high school students, both workers must be at least 21 years old. When two people are not possible, a Ministry Assistant will be that second supportive presence by rotating in each classroom every 10-15 minutes, checking with the teacher to see if anything is needed, etc.

B. Obtain Parental Permission/Mentor Program

Church workers will obtain the consent of the child's parent or guardian before going out alone with that child, or spending time with the child in an unsupervised one-on-one situation. Workers will notify an appropriate staff person of such meetings in advance and submit appropriate forms. Mentoring should happen in a public place when possible. That permission form is on page 18 of this policy.

C. Classroom Doors

Volunteers will provide a safe place for children and youth by keeping doors open at all times in classrooms and offices if there are no windows in the door.

D. Provide Adequate Personnel

Ministry and programs that involve children and youth should always include adequate supervisory personnel. Supervision should be maintained before and after the event until all children are in the custody of their parents or legal guardians.

The acceptable ratio for adult to child:

Birth to 4 years old: 1:6 (with 2 adults present)

3-17 years old: 1:8 (with 2 adults present)

Supervision during unstructured events and during transition times on Sunday mornings is the responsibility of the individual child's parents or guardians, with the understanding that MMC functions as a community to ensure the safety of children and youth.

E. Open Door Policy

Volunteers will cultivate an "open door" culture in which parents, grandparents or guardians are encouraged at any time to drop-in and observe or participate in activities. If a regular participant, they will need to complete the same process/training as volunteers.

F. Observe an Overnight Rule

On all overnight occasions, a minimum of two screened workers will be in attendance.

G. Sunday Morning Identification Procedure

Faith Formation Teachers/Leaders and Nursery personnel should clearly identify the child and the child's parent or legal guardian. Children should only be released to a properly identified and pre-authorized adult. In the Nursery, Volunteers and children will wear name tags.

H. Access to rooms with children

Only approved workers, parents, grandparents and guardians will be allowed in rooms when children are present.

I. Expressions of Affection and Discipline

In regard to discipline and expressions of affection, volunteers and staff are expected to treat all minors in an appropriate fashion, including:

- a) Respecting physical boundaries. A full body hug, kiss on the mouth or any touch of private areas (those areas covered by a bathing suit) are considered clearly inappropriate. Appropriate physical affection (e.g. a quick hug, hand squeeze, fist bump etc.) can be offered but never forced.

- b) Nurturing discipline. Physical discipline is not permitted under any circumstances. Verbal discipline may be administered respectfully and compassionately. The child's parent or guardian(s) should be involved if additional intervention is needed.

J. Training

Pastors, church staff, Faith Formation teachers, nursery volunteers and youth group leaders will be asked to attend an annual training program in which they are educated regarding the church's policies for the prevention of abuse, procedures to be used in all ministries with children and youth, appropriate steps to report suspected child abuse and dynamics of abuse. This will include information on being a Mandated Reporter. The Congregation will also be included on the value of keeping children safe with a sermon focus, perhaps during Child Safety Month, or an offering of an adult Faith Formation class.

K. Off-Site Activities

For activities in which children leave MMC property, parents are required to sign the MMC Medical Release/Activity form. That form is on page 17 of this policy.

L. Safe Sanctuary policy

Copies of this policy will be placed in visible places in each child/youth classroom with appropriate forms for reporting abuse and procedures to follow.

M. Guidelines for Safe Electronic Communication

- a) Adults will limit one-on-one electronic communications with children. "Emails, messages, text or phone conversations should be short and should usually be a one-off communication to

arrange a meeting or remind young people to attend an event."

b) Parents or guardians will be copied on e-mails and texts and kept apprised of ongoing texting or phone conversations.

c) Communication will be traceable (ex: no Snapchat or similar platforms)

d) Photos of children or youth will not be shared on personal social media platforms without permission from a parent/guardian.

e) When a volunteer leaves a ministry involving youth due to misconduct of any kind, staff should request that all youth contact information must be removed from that adult volunteers devices.

<https://dovesnest.net/7-Tips-on-Electronic-Communication-for-Churches>

N. To keep the entire congregation informed on the importance of this policy, we will offer a Sunday morning service/sermon at the time we will supplement our current Faith Formation curriculum with *Circle of Grace*. Lessons are self-contained and grade specific, with one to four age-appropriate lessons each year for children and youth in kindergarten through 12th grade. The Curriculum Overview shows the concepts taught and the activities and exercises utilized. The curriculum is provided as an internet download.

"Circle of Grace" is a resource whose copyright is held by the Archdiocese of Omaha and has been adapted for Protestant churches. Information is easily available on www.Dovesnest.net.

Curriculum objectives: Children/young people will be able to ...

1. understand they are created by God and live in God's love along with the love of Jesus and the Holy Spirit.
2. describe the Circle of Grace, which God gives each of us.
3. identify and maintain appropriate physical, emotional, spiritual, and sexual boundaries.
4. identify all types of boundary violations.
5. demonstrate how to take action if any boundary is threatened or violated.

O. Discuss Suspicious Behavior Immediately

Any inappropriate conduct or relationship between church staff or a volunteer and a member of the youth group or a child should be reported immediately to the CPC and the Discipleship Team. Any suspicious behavior will be immediately investigated.

Inappropriate behavior of an employee or volunteer will result in disciplinary action, up to and including termination of employment or release from their duties.

UNDERSTANDING AND IDENTIFYING ABUSE

Behaviors of Abuse and Abuser

Child Sexual abuse includes behaviors that involve touching and non-touching aspects. Examples include fondling; oral, genital, and anal penetration; intercourse; forcible rape; verbal comments; pornographic videos; obscene phone calls; exhibitionism; allowing children to witness sexual activity. Abuse can be in the form of molestation, harassment, and exploitation, both verbal and non-verbal.

Physical Signs

Physical signs of abuse include but are not limited to lacerations and bruises; irritation, pain or injury to the genital area; difficulty with urination; discomfort with sitting; torn or bloody underclothing; venereal disease.

Behavioral Sign

Behavioral signs of abuse include but are not limited to anxiety when approaching the church or nursery area, nervous or hostile behavior towards adults, sexual self-consciousness, "acting out" type sexual behavior, nightmares, poor school performance, somatic complaints, withdrawal from church activities and friends.

Verbal Signs

Verbal signs of abuse may include phrases like, "I don't like ...(particular church worker)"; "(A church worker) does things to me when we're alone"; "I don't like to be alone with (A Church worker)"; "(A church worker) fooled around with me."

If any of these signs are noted by staff or volunteers, it needs to be reported, regardless of the origin of the abuse.

The State of Illinois defines abuse as:

Code Section	325 ILCS 5
What Constitutes Abuse	<p>Under the Act, the term “abuse” includes the infliction of physical injury, the allowance of such physical injury, or the creation of substantial risk of physical injury, all by other than accidental means and all that would be likely to cause death, disfigurement, impairment of physical or emotional health,</p> <p>or loss or impairment of any bodily function, as well as excessive corporal punishment, provision of illegal drugs, and involuntary servitude. Illinois law further defines sexual abuse as committing or allowing any sex offense as statutorily defined. Illinois law similarly defines “neglect” broadly as not receiving proper or necessary nourishment or medically indicated treatment as well as being subjected</p> <p>to an injurious environment as a result of a parent or other caretaker’s blatant disregard of his or her responsibilities.</p>
As of January 1, 2020, Mandatory Reporting Required By	Physician, dentist, medical/hospital personnel, substance abuse counselor, Christian Science practitioner, coroner, funeral home employee, EMT, crisis/hotline personnel, school personnel, social worker, nurse, day care center worker, psychologist, law enforcement officer, domestic violence program personnel, foster parent, homemaker, child care worker, probation officer, public and private agency personnel, members of the clergy, child care and youth worker affiliated with a church, either staff or voluntary.
Basis of Report of Abuse/neglect	Reasonable cause to believe a child may be abused or neglected
To Whom Reported	Department of Children and Family Services
Penalty for Failure to Report or False Reporting	Failure to comply with these reporting requirements could result in a Class A misdemeanor.

Reporting & Responding by Staff or Volunteers to Allegations or Signs of Abuse

A. Reporting Obligations

As of January 1, 2020, Pastors, child and youth workers and volunteers are considered mandatory reporters of suspected child abuse or neglect. The individual reporting the conduct is protected from legal and civil liability if the report is made in good faith. Reporting of suspected abuse should occur within 48 hours.

B. Responding to Allegations of Abuse

When abusive or unhealthy activities are suspected, all allegations will be taken seriously. The church will avoid inappropriate responses to allegations including denial, accusation and minimizing the events.

It is possible that a person will either willingly or unintentionally indicate that he or she has been abused. This indication could be received through their words, or by noticeable harm to their body. If you suspect abuse, please respond with the following:

- 1.) If a child discloses abuse or child abuse is suspected, the person who the child disclosed to or who has the suspicions will immediately make a report to Civil authorities immediately. Church leaders should not attempt to gather detailed evidence from the person who discloses. This is the responsibility of child protective services or child welfare agencies. This may be done through Department of Children and Family Services (DCFS) at (800) 252-2873 or Child Protective Services (CPS) at (800) 800-5566. When possible two people will be present when incident reported.
- 2) Provide a written report for the church files (see Incidence Abuse Report form on file in church office – appendix VI This form is on page 22 of this document.
- 3) All efforts at handling the incident will be documented, including steps taken in response to allegations.
- 4) A report to a member of the Pastoral Staff, Elder Team, CPC, or Discipleship Team is not a report to DCFS or CPS. Consequently, the individual who is making that report may not have discharged their obligation by just reporting to the Pastoral Team or Elder Team and must therefore contact proper civil authorities immediately.
- 5) A pastor or elder who receives a report will disclose to Elder Team and CPC when the proper authorities have been notified.

C. Need to Know Basis

To protect the child and the accused, information regarding the complaint and the on-going investigation will be limited to only those with a need-to-know in the Church organization.

D. Clear Communication

One person from the Pastoral Staff or an Elder will be designated as the church spokesperson who will have the responsibility to respond to inquiries from law enforcement, social services, the media and the congregation.

E. Church Response to Accused

The person accused will be treated with dignity, but will be immediately removed from further Metamora Mennonite Church involvement during the investigation period. While the law will begin to investigate the congregation will step back to allow the law to do its work.

F. Position Statement

If discerned to be necessary by Elder Team, a clear position statement of our church regarding child sexual abuse will be developed in consultation with legal counsel for public use when an allegation occurs. It will include our policies and established safeguards.

G. Further Counsel

The church will seek guidance from “Every Child Safe”, formerly known as Dove’s Nest, Illinois Mennonite Conference staff and obtain legal counsel as deemed necessary by the Pastoral and Elder Team.

H. Congregational Knowledge

If the accused person is convicted, the congregation will be made aware by the designated spokesperson for this particular situation.

I. Ongoing Care

The Elder Team may work with the alleged victim, the accused, and their families in order to seek resolution and healing. All parties involved will be treated with dignity, compassion and respect.

If a known Registered Sex Offender Begins Attending MMC

- 1. The entire congregation will be informed if there is a registered or known sex offender attending the church at the time this information becomes known.**
- 2. Since MMC does not have a policy to safely include registered sex offenders, they may be cared for with dignity, compassion and respect outside of Sunday morning worship where children are not present.**

Helpful Resource – Go to:

<https://dovesnest.net/node/251> Dove's Nest - Faith Communities Keeping Children and Youth Safe. This organization informed much of this policy and has lots of helpful information.

Also on the Dove's Nest website, under Organizations - Background Check and Registries Resources, it lists the United States Department of Justice National Sex Offender Website.

<https://www.nsopw.gov/>

This policy will be implemented and facilitated by a Child Protection Committee (CPC) of at least two individuals, appointed by the congregation. It will be posted on the church website and posted in the building. The policy will be reviewed and updated every 2-3 years.

Updated: _____(date)

We wish to acknowledge: Harrisonburg Mennonite Church, whose policy was borrowed and adapted. First Mennonite Church, whose policy was borrowed and adapted. Eight Street Mennonite Church, whose policy was borrowed and adapted.

Appendix I

Metamora Mennonite Church

Covenant of Understanding for those Working with Vulnerable Persons

Youth Worker/Paid Staff:

Thank you for your consideration to work with children, youth, and/or vulnerable adults of Metamora Mennonite Church. Vulnerable persons are an active and vital part of our congregation. As someone who has a passion for working with young people, you will understand the need and desire to maintain a safe environment and appreciate that MMC has this policy to protect us all.

The information that follows will allow us to better know those who are working with vulnerable persons (children/youth/vulnerable adults). Our desire is to be proactive in protecting the vulnerable persons as well as the adult volunteers/staff who participate in activities at MMC.

Sincerely,

Metamora Mennonite Church
Elder Team

APPENDIX I (continued)

SCREENING FORM FOR CHILD/YOUTH WORKER OR OTHER VOLUNTEERS CONFIDENTIAL

This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities. This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This form is confidential and will be protected from public disclosure.

Name _____ Date _____
Address _____ City _____ State _____
Zip _____ Home Phone (____) _____

I have been a regular attender at Metamora Mennonite Church since _____

Have you ever been convicted or pleaded guilty to a crime? ____ No ____ Yes
(If yes, please explain - (attach a separate page, if necessary))

Have you received prior training in prevention of or dealing with abuse? ____ No ____ Yes

Do you have a current driver's license? ____ No ____ Yes

If yes, please list your driver's license number _____
_____ (applicant's signature)

List (name & address) other churches you have attended regularly during the past five years:

List all previous work involving youth (list each organization's name and address, type of work performed, and dates:

References:
Name: _____ Phone _____ Relationship _____

Name: _____ Phone _____ Relationship _____

Should I be invited to a staff position or begin volunteer duties with minors at MMC, I understand I will be expected to read the Safe Church Initiative Policy Manual and agree to follow it. I must also participate in a yearly training session that includes Illinois' Mandated Reporting responsibilities.

The information contained in this application is correct to the best of my knowledge. I authorize any reference of churches listed in this application to give any information that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Metamora Mennonite Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I state that I have carefully read the foregoing release and know the contents thereof and I sign this release as my own free act. This is a legally binding agreement, which I have read and understand.

Applicant's Signature _____

Parent's Signature _____ (If applicant is under 18 years of age)

APPENDIX II

METAMORA MENNONITE CHURCH BACKGROUND CHECK - AUTHORIZATION, CERTIFICATIONS AND RELEASE

I hereby UNCONDITIONALLY AUTHORIZE Metamora Mennonite Church and it's employees and agents ("Church") to conduct an unrestricted background investigation of me to such extent(s) and in such way(s) as determined in the Church's sole discretion.

I UNCONDITIONALLY AUTHORIZE all persons, organizations and entities to release to the Church any information whatsoever that may relate in any way to me. This authorization includes, but is not limited to, any and all information concerning non-civil, criminal or civil matters, driving records, previous employment, educational information, credential verification, personal and professional reference data and opinions.

I UNCONDITIONALLY AUTHORIZE the State of Illinois, the Woodford County Police Department the Illinois State Police, the Federal Bureau of Investigation and any other law enforcement agency or any other person whomsoever to obtain and release to the Church any information about me, including, but not limited to criminal history record information obtained from the Central Criminal Records Exchange and NCIC.

Without limitation, this authorization embraces all possible information sources, including but not limited to those defined above in this application and specific examples as follows: any law enforcement department; the United States Military Services; any state or federal agency or department, departments of social service, child protective services units; and any organization or person to which they may refer for release of information pertaining to possible finding(s) of child abuse or neglect investigations involving me or as to any other matter.

I UNCONDITIONALLY CERTIFY that I have never been charged with or convicted of any offenses or determined, even with reason to suspect, to have engaged in any conduct involving the sexual molestation, physical or sexual abuse or rape of a child.

I FOREVER WAIVE my right of review or access to any reported information and, without limitation, hereby FOREVER RELEASE the Church and any information or data source, including organizations and individuals, from any liability of whatsoever nature in connection with its release or use, even though such individual or organization is unnamed in this authorization. The Church may use and distribute a copy of this authorization for any purpose deemed necessary, and a copy shall operate just as effectively as the original. I agree that this authorization is irrevocable.

Furthermore, I UNCONDITIONALLY CERTIFY that I have carefully reviewed this completed application and have made true, correct, and complete answers and statements with respect to my application acknowledging that the information will be relied upon in considering my application, and I understand that any omission, misleading or incorrect statement or other representation made or implied by me, or any supplement thereto, whether written or oral, will be sufficient grounds for failure to employ, or for immediate

termination by the Church. I acknowledge that any employment offer/appointment made to me by the Church shall be conditioned upon the Church's receipt of background information which discloses no material, adverse report of any kind, as determined in the sole discretion of the Church. In the event the Church determines, in its sole discretion, the existence of a material, adverse report in any background information, I agree that the employment offer/appointment shall be deemed revoked immediately without further action or notice.

SIGNATURE _____ DATE _____

PRINTED SIGNATURE _____

DATE OF BIRTH _____

SOCIAL SECURITY NO. _____

Please return this completed application to Metamora Mennonite Church.

APPENDIX III

**YEARLY PARENTAL PERMISSION/MEDICAL RELEASE FORM
CHILDREN AND YOUTH**

Name (child/youth) _____

Parent/Guardians Name (s) _____

Address _____

Phone: Home _____ Cell _____ Work _____

Person to contact in case of emergency other than parent if parent/guardian cannot be reached: Name _____ Phone _____

If my/our child _____ requires treatment by a physician or hospital, please make every effort to contact me/us at the above phone numbers. If I/we cannot be reached and not able to authorize treatment, I hereby authorize _____ to consent for treatment of my/our child.

Insurance Information: Name of Physician _____

Insurance Company _____
Contract/Group No. _____

Person's name insurance is in _____

Health information: Please list any allergies, medications, and/or special instructions leaders and sponsors should be aware of:

_____/_____
Signature of Parent or Guardian Date

Updated

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

APPENDIX IV

PARENTAL CONSENT FOR ONE-ON-ONE CONTACT

We, the members or attenders of MMC, are aware of the prevalence of sexual abuse and harassment in our culture, that it crosses gender, race and class lines; and that we as a congregation have a responsibility and an investment in the protection of our children and adults from possible violence or sexual abuse imposed on them by others. Our commitment, as Christians, to the inherent worth and dignity of every person, and to justice and compassion, compels us to create a safe environment that protects children and adults from harm, and promotes their spiritual growth.

I/We, the parent(s) or legal guardian(s) of _____, give our consent for the church year _____ to allow the following persons to meet individually with our child/youth, including transporting them, as a part of the ministry carried out at Metamora Mennonite Church.

_____ Role of named person:

_____ Role of named person:

_____ Role of named person:

_____ Role of named person:

We understand that generally any meeting with our child will be cleared in advance with us. We also understand that those meeting with our child/youth have met the criteria developed in the Safe Church Initiative.

_____/_____
Parent Signature Date

Updated

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

Date _____ **Church Year** _____ **Parent Signature** _____

APPENDIX V

COMMITMENT TO SAFE DRIVING

In my role as a volunteer at Metamora Mennonite Church, I understand that I will periodically be asked to drive a vehicle with children/youth as passengers. I commit to following the rules of the road, including posted speed limits, and exercising good judgment and safe driving practice any time that children are present in a vehicle I am driving.

By signing this document I agree to the above and acknowledge that:

- I have a current driver's license.
- I carry an Auto Insurance Policy with both liability and medical coverage.
- I have not had my license suspended or revoked due to driving violations anytime within the past 5 years.

_____ (Applicant's signature)

APPENDIX VI

ABUSE INCIDENT REPORT FORM –

**To Be submitted after DCFS is called by the person who suspects abuse
Dept. of Children & Family Services # is (800) 252-2873**

Metamora Mennonite Church
“Safe Sanctuary for Children and Youth”

Date of Report:
Date of Incident:
Location of Incident:
Incident Reported by:

Incident Reported to: (circle)
Pastor / Elder Team Member / Children’s Ministry Director

Alleged Type of Abuse: (circle)
Verbal / Physical / Sexual / Other (specify): _____

Injuries noted:
Yes _____ No _____
If yes, describe:

Medical Attention needed: Yes _____ No _____
If yes, action taken:

Name of victim: _____

Name of Person(s) accused: _____
Person(s) accused is (are):
Church Employee / Teacher / Mentor / Youth Sponsor /
Church Member / Other (specify) _____

Name of Witnesses to the incident: _____

Victim Report: (if able and willing – do not pressure)

Witness Report:

Please give this completed form to one of the pastoral team at MMC.

WOULD YOU CONSIDER HELPING IN THE NURSERY?
OUR DESIRE IS TO PROVIDE A SAFE ENVIRONMENT FOR
INFANTS AND TODDLERS TO RECEIVE LOVING CARE WHILE
THEIR PARENTS ARE PARTICIPATING IN WORSHIP OR CHRISTIAN
FORMATION CLASSES.

HOW YOU CAN HELP:

- PLEASE SIGN UP TO HAVE A BACKGROUND CHECK
COMPLETED
- ATTEND THE YEARLY MANDATORY REPORTING TRAINING
SESSION
- PRAY FOR THIS MINISTRY

**BECAUSE WE HAVE A SAFE CHURCH POLICY
AT MMC,
ALL NURSERY VOLUNTEERS MUST COMPLETE A
BACKGROUND CHECK AND ATTEND A ONCE A YEAR
TRAINING.**

WHAT DOES A NURSERY VOLUNTEER GET TO DO?

- BECOME FAMILIAR WITH THE CHILD INFORMATION CARDS
- HAVE PARENTS OR GUARDIANS USE THE SIGN IN/SIGN OUT
SHEET
- HOLD BABIES
- READ BOOKS TO CHILDREN
- PLAY WITH THE CHILDREN
- COLOR WITH THE CHILDREN
- CHANGE DIAPERS, WITH PARENTAL PERMISSION
- ASSIST IN POTTY BREAKS – (ONE VOLUNTEER REMAINS IN
THE NURSERY AS ANOTHER ASSISTS THE CHILD WHILE
LEAVING THE BATHROOM DOOR AND STALL DOOR OPEN. IF
THERE IS MORE HELP NEEDED, THE PARENTS WILL BE
CONTACTED FROM WORSHIP SO NO AREAS COVERED BY A
SWIMMING SUIT IS TOUCHED BY THE VOLUNTEER.)

Nursery Procedures

- 2 person Rule
- Child Information Card filled out for each child and posted, that has helpful information. Parental permission must be given to change a diaper, and can only be done by a trained volunteer.
- Sign in -Sign Out Sheet used
- Restroom rules – when taking a child to the restroom, let the other volunteer know. The bathroom door as well as the stall door must be left open. If there is a bathroom accident and areas normally covered by a bathing suit would need attention, the parents will be asked to come.
- Remind the child to wash their hands.
- Only approved volunteers and parents will be allowed in the nursery when children are present.

The Nursery will be staffed with 2 Volunteers during the Worship Service Only. Parents are free to use the nursery to watch their own children when it is unstaffed. As volunteers increase, the Nursery Coordinator will help On Board the new Volunteers with procedures.

Diaper Changing

Only change a diaper if parents have granted permission on the child's information card.*

Trained volunteers only are able to change diapers, leaving door open between nursery room and crib room.

Use hand Sanitizer-Wear gloves

When finished, use Hand Sanitizer again

Wipe changing table with disinfecting wipes

*If parents have not given permission on the Child Information Card, the parents are not responding to their text message and an usher is not available to tell them, the diaper change can wait until worship is over.

CHILD INFORMATION CARD-(Nursery)

CHILD'S FULL NAME: _____

DATE OF BIRTH: _____

SPECIAL INSTRUCTIONS: _____

ALLERGIES: _____

Do you give permission to have a nursery volunteer change the child's diaper? Yes or No. If no, we will contact you to come change the child if it can't wait until after the service. Thank you!

PARENT'S CELL # TO BE TEXTED DURING SERVICE IF NEEDED: _____

Primary Student Information Sheet

Name of Child _____

Address _____

Date of Birth _____

Current Grade _____

Medical Concerns / Allergies _____

Name of Parent(s) / Guardian _____

Home Phone _____

Cell Phone _____

Restroom Procedures for the Preschool Class:

When the Ministry Assistant makes their rounds, the teacher can ask if anyone needs to use the restroom. The Ministry Assistant stays with the class, and the child/children needing to use the restroom are walked to the restroom. The teacher remains outside the restroom stall doors. When the child is finished, they are reminded to wash their hands and walk back to the class with the teacher. Should there be an accident and areas normally covered by a swimming suit need attention, the parents will be contacted to help. Parents of preschool children can make sure their children are wearing clothing they can manage themselves, if zippers and snaps are too difficult.