

**Fayette Friendship Community Church**  
**Board of Servants**  
**Policies and Procedures**

**Appendix IV.A Safe Sanctuary Policy & Procedures**

Fayette Friendship Community Church believes that the spiritual, emotional and physical well-being of our children, youth and vulnerable adults is imperative. We must do all we can to nurture and protect our children, youth and vulnerable adults. This policy is intended to provide a guide for that protection, as well as the protection of our adult workers and the church. This policy is enacted to ensure that the parents, members, volunteers and staff of Fayette Friendship Community Church have a clear understanding of what the policies and procedures are regarding the safety of our children, youth and vulnerable adults. The leadership of Fayette Friendship Community Church requests the cooperation of all in our church, as they must abide by the guidelines of this policy.

Policy Standards & General Christian Moral Standard

Staff and/or volunteers of Fayette Friendship Community Church who work in any area of the children and youth ministries that includes but is not limited to: Sunday School, preschool, sports, scouts, adult ministry trips, homebound visitations, etc., are required to adhere to these policies and standards as moral Christians. A signed covenant statement in support of this policy is required before a person may serve.

Supervision of The Safe Sanctuaries Policy

The Senior Pastor will appoint the person or committee (staff or volunteer) with the responsibility of the oversight of the Safe Sanctuary Policy. These policies govern all activities held by the church that involve children and youth under the age of 18, and/or any adult vulnerable adult (persons with a mental age of 18 years or less, or over the age of 65.)

These policies must be reviewed annually, reapproved by the Board of Servants and presented at charge conference. These policies may be altered at any time with the approval of the Board of Servants.

Basic Procedures

The following are basic procedures that Fayette Friendship Community Church will follow to reduce the possibility of abuse.

The “Two Adult” Rule - The two adult rule requires that no fewer than two adults be present at all times during any church sponsored program, event or ministry involving children, youth and vulnerable adults. If this is impossible, “floaters” or “roamers” who move in and out of rooms will be assigned. To the best of our ability, the two adults will not be related.

The “Five-Years Older” Rule - Those who are paid or volunteer to work with children and youth will be at least five years older than those in the class or program. Those under age 18 may serve as “assistants” but not as lead workers or teachers.

Classroom Windows - All classrooms will have at least one window in the door, if possible. The window must not be covered at any time with decorations, etc. If a classroom has no window in the door, the door must remain open.

**Fayette Friendship Community Church**  
**Board of Servants**  
**Policies and Procedures**

Six Month Hospitality Rule - No person who has not been a member of or a regularly participating visitor in the congregation for less than six months shall serve as a lead teacher or volunteer with children and youth.

Open Door Counseling - Any one-on-one counseling session with any person will be done with the door open. If at all possible, it should be done when another adult is nearby but not necessarily within hearing distance.

Transportation

Transportation to and from activities held at the church is not the church's responsibility.

Church approved volunteers may provide transportation to and from activities held away from the church. Church approved volunteers must have a valid driver's license and an insurance card on file in the Church office. All participants should carry information regarding: (a) current medical condition, including but not limited, medications, allergies, etc.; (b) current physician; (c) a copy of any Advance Directive signed by participant; and (d) contact person, in case of emergency. Remember, the contact person should not be on a trip.

Training & Background Checks

Each new volunteer and staff member who works with children, youth and vulnerable adults must complete formal Safe Sanctuaries training provided by the district, the local church, or on-line through Trak-1. Background checks are required for all adult volunteers every three years, and can be obtained through Trak-1. Fayette Friendship Community Church will provide yearly training for all volunteers on the policies and procedures outlined above. Records of those volunteers successfully completing training must be kept on file in the church office.

Vulnerable Adults

While much of this policy addresses the need to protect our children and youth, Fayette Friendship Community Church recognizes that abuse of vulnerable adults\* is a major concern. Many vulnerable adults are also subject to financial abuse. We must be vigilant for signs of abuse in our vulnerable adult membership and report any suspected abuse, following the process outlined below. The local Department of Family and Children Services has a division with responsibility for supervising impaired and elder care.

*\*Vulnerable adults are adults who are mentally challenged and elderly adults or anyone over 18 years of age who may be vulnerable to physical, psychological, sexual or financial abuse.*

Reporting Abuse

Fayette Friendship Community Church regards any form of abuse and evidence thereof as unacceptable and has a strict policy regarding the reporting of such abuse. This is a serious criminal allegation and will be taken seriously. As of January 2012, church volunteers are MANDATORY reporters. If a volunteer becomes aware of an abuse allegation, he or she must report it to the person responsible for the program IMMEDIATELY. If there is not a staff member on the grounds, then the Senior Pastor should be contacted or his or her designee must be contacted. Do not hesitate to contact a staff member if you feel there is abuse occurring. For ALL allegations, a report MUST be made by the Reporter by phone to

## **Fayette Friendship Community Church**

### **Board of Servants**

#### **Policies and Procedures**

the Department of Family & Children's Services in the county of the victim's residence. A copy of the incident report must be turned into the Senior Pastor within twenty-four hours. If any further reporting is needed, the Senior Pastor and/or designee will handle the future reporting, including a report to the District Superintendent and law enforcement. Should the press or TV become involved, only an approved church spokesperson should respond. It is better not to make any response. Do not try to interview the victim. Leave that process to the proper professional law enforcement official, who is better qualified.