Bethany United Methodist Church



Safe Sanctuaries Policy

Safe Sanctuary Policy Index

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**Introduction**

NOTE: The policy below is adapted for our local church from the Safe Sanctuary Policy of the Susquehanna Annual Conference. That adaptation was adopted at our Church Conference October 20, 2016. The vote at that Church Conference was “We will be adopting the Conference’s Safe Sanctuary Policy as it applies to the local church.” This was so we would keep up-to-date with our policy without having to vote on it every year. With the change of church governance voted into place on July 8, 2018, some changes needed to be made and the policies updated.

**Bethany United Methodist Church Safe Sanctuaries Policies**

Heeding Christ’s call to all people to love and serve one another (John 13:15,34); to serve those most vulnerable in his name, even the “least of these” (Matthew 25:40); and to welcome children and youth in Christ’s name (Matthew 18:5), Bethany United Methodist Church, as a local church of the Susquehanna Conference of the United Methodist Church, has adopted the *Safe Sanctuaries[[1]](#footnote-1) Policies* developed by the Susquehanna Conference of the United Methodist Church, with accompanying procedures to reduce the risks of abuse to children, youth and vulnerable adults in the ministries of the local churches and the annual conference. This *Safe Sanctuaries Policies* comes out of the guiding covenant of the Susquehanna Conference, “…acknowledging that it is by God’s grace that we live together in covenant agreement” [[2]](#footnote-2), and focuses on the following covenant agreements:

• We covenant together as a conference to diligently seek God’s will as we endeavor to make disciples of Jesus Christ for the transformation of the world; and,

• We covenant to do no harm by words or actions. [[3]](#footnote-3)

The physical and emotional safety, as well as the spiritual growth of all God’s children is a priority of the Susquehanna Conference whereby we embrace a commitment to the holistic well-being of each child, youth and adult entrusted to us in ministry through our Conference organization and individual congregations. As recognized in the 1996 General Conference resolution: Reducing the Risk of Child Abuse in the Church:

Tragically, churches have not always been safe places for children. Child sexual abuse and exploitation, and ritual abuse occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma. Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.[[4]](#footnote-4)

The Susquehanna Conference *Safe Sanctuaries Policies* seeks to provide a framework for local churches and the annual conference to practice cyber-safety in computer, internet, cell phone and other evolving cyber technologies to reduce the risk of abuse in our ministries to children, youth and vulnerable adults. United Methodists are a connectional people. As we work to fulfill the Great Commission of Jesus Christ (Matthew 28:19), we use the ever-changing cyber technologies available to us to teach about God’s love and to strengthen our connections as the Body of Christ in the world.

In our covenant together to do no harm by word or action, and to make disciples for Jesus Christ for the transformation of the world, we outline in these Policies, a set of minimum standards and suggested procedures for local churches and the annual conference that is in keeping with the 1996 General Conference *Safe Sanctuaries* resolution, which was reaffirmed in 2004 and 2008, expanded to include abuse risk reduction for vulnerable adults and cyber safety considerations.

The Susquehanna Conference shall:

• develop safety and risk-reducing policies and procedures for Conference-sponsored events such as camps, retreats, youth gatherings, childcare at conference events, mission trips, and other events for which the Conference or its agency or program is the sponsor;

• approve Safe Sanctuaries Policy and assign the Discipleship Resources Team for implementation. The Conference Safe Sanctuaries Policies shall be posted on the Conference website, circulated in Conference publications, and shared with lay professional and clergy at district or Conference seminars; and

• develop training opportunities to help local church leaders know the importance and understanding of creating a Safe Sanctuaries Policies for the local church.

As a local church in the Susquehanna Conference Bethany United Methodist Church shall:

• develop a Safe Sanctuaries Policies for our church;

• develop and implement an ongoing education plan for the congregation and its leaders on the reality of child abuse, risk factors leading to child abuse, and strategies for prevention;

• adopt screening procedures (use of application forms, interviews, reference checks, background clearances, and so forth) for staff, volunteers, employees, and helpers (paid and unpaid) directly or indirectly involved in the care of children, youth, and vulnerable adults;

• develop and implement safety procedures for church activities such as having two or more nonrelated adults present in classroom or activity; leaving doors open and installing half-doors or windows in doors or halls; providing hall monitors; instituting sign-in and sign-out procedures for children ages ten or younger; cyber safety for e-mail, internet, and cell phone use, and appropriate abuse allegation or Policies violation reporting procedures.

• become informed as to who are mandatory reporters; may use this website for free training with mandatory reporting. [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu).

• advise children, youth, and vulnerable adults of ChildLine or a person outside as well as within the local church whom they can contact for advice and help if they have suffered abuse;

• become informed about any liability coverage carried by the Conference applicable to child safety;

• assist the development of awareness and self-protection skills for children, youth, and vulnerable adults through special curriculum and activities;

• be familiar with Annual Conference and other church policies regarding clergy and lay leader sexual misconduct; and

• designate the appropriate person/group within the local church to fulfill these (e.g. Safe Sanctuaries coordinator, task force, etc.).

This Susquehanna Conference *Safe Sanctuaries Policies*, as adopted by Bethany United Methodist Church, with its minimum standards and recommended procedures, seeks to assist local churches and conference ministries in their covenant commitments to reduce the risk of abuse in ministries with children, youth, and vulnerable adults.

**Definitions**

***What is Safe Sanctuaries?***

In 1996, the General Conference of the United Methodist Church adopted the resolution, Reducing the Risk of Child Abuse in the Church. This resolution, reaffirmed at every General Conference since then, became the impetus for annual conferences and congregations to develop and implement abuse risk reduction policies. The General Board of Discipleship has identified ***Safe Sanctuaries*** as reducing the risk of abuse in the church for children, youth, and vulnerable adults.

***What is abuse?***

“Child Abuse” is defined under Pennsylvania’s Child Protective Services Law 23 PA.C.S.A §6303(b)(1) to mean any of the following:

(i) any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury to a child under 18 years of age.

(ii) an act or failure to act by a perpetrator which causes non-accidental serious mental injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iii) any recent act, failure to act, or series of acts or failures to act by a perpetrator which creates an imminent risk of serious physical injury to or sexual abuse or sexual exploitation of a child under 18 years of age.

(iv) serious physical neglect by a perpetrator constituting prolonged or repeated lack of supervision or the failure to provide essentials of life, including adequate medical care, which endangers a child’s life or development or impairs the child’s functioning.

Section 6303(b)(2) No child shall be deemed to be physically or mentally abused based on injuries that result solely from environmental factors that are beyond the control of the parent or person responsible for the child’s welfare, such as inadequate housing, furnishings, income, clothing, and medical care.

Pennsylvania Child Protective Services Law 23 Pa.C.S.A.§6303(b)(3) also provides that, “If, upon investigation, the county agency determines that a child has not been provided needed medical or surgical care because of seriously held religious beliefs of the child’s parents, guardian, or person responsible for the child’s welfare, which beliefs are consistent with those of a bona fide religion, the child shall not be deemed to be physically or mentally abused. The county agency shall closely monitor the child and shall seek court-ordered medical intervention when the lack of medical or surgical care threatens the child’s life or long-term health.”

In *Safe Sanctuaries, Reducing the Risk of Abuse in the Church for Children and Youth*, 2008, Discipleship Resources, Nashville, TN, Joy Thornburg Melton defines and describes five types of abuse:

1. Physical Abuse is “abuse in which a person deliberately and intentionally causes bodily harm to a child. Examples may include violent battery with a weapon (knife, belt, strap, etc.), burning, shaking, kicking, choking, fracturing bones, and any of a wide variety of non-accidental injuries to a child’s body. (Melton 2008, pages 29-30)

2. Emotional Abuse is “abuse in which a person exposes a child to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the child of worthlessness, badness, and being not only unloved but undeserving of love and care. Children exposed to emotional abuse may have experienced being locked in a closet, being deprived of any sign of parental affection, being constantly told they are bad or stupid, or being allowed or forced to abuse alcohol or drugs. Emotional abuse is often very difficult to prove and devastating to the victim.” (Melton, 2008, page 30)

3. Neglect is “abuse in which a person endangers a child’s health, safety, or welfare through negligence. Neglect may include withholding food, clothing, medical care, education, and even affection and affirmation of the child’s self-worth.” (Melton, 2008, page 30) If a parent cannot provide adequate care for a child due to poverty, infirmity, or other disability, their negligence is not legally categorized as abuse, although the neglected person still needs to be cared for.

4. Sexual Abuse is “abuse in which sexual contact between a child and an adult (or another older and more powerful youth) occurs. The child is never truly capable of consenting to or resisting such contact and/or such sexual acts. Often, the child is physically and psychologically dependent upon the perpetrator of the abuse. Examples of sexual abuse may include fondling, intercourse, incest, and the exploitation of and exposure to child pornography or prostitution.” (Melton, 2008, page 30)

5. Ritual Abuse is “abuse in which physical, sexual, or psychological violations of a child are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child’s welfare. The abuser may appeal to some higher authority or power to justify the abuse. The abuse may include cruel treatment of animals or repeated threats of harm to the child, other persons, and animals. Reports of ritual abuse are often extremely horrifying and may seem too grim to be true. Children making such reports must not be ignored.” (Melton, 2008, page 30)

***Definitions***

1. A child is anyone under the age of 18 years.

2. A youth is a child in the age range of 12 to 18 years, and is a colloquial term used in ministries to mean junior and senior high school age groups.

3. A vulnerable adult is any person, 18 years and older, who because of physical or mental infirmity or emotional disability or other physical, mental, or emotional dysfunction may be vulnerable to maltreatment. Or vulnerable adult is any adults who have been abused either as a child or an adult.

4. Staff Person – a person engaged in ministry to children, youth, or vulnerable adults through the Conference or Local Church who: has been screened and trained in Safe Sanctuaries Policies; performs tasks specified in a mutually agreed upon job description; and, is accountable to a supervisor for work habits and products.

5. Helper – a person engaged in ministry to children, youth, or vulnerable adults through the Conference or Local Church who has been screened and trained in Safe Sanctuaries Policies, but who works only in an assisting role under supervision of a staff person.

6. Employee – a person who works in ministry to children, youth, or vulnerable adults either as a staff person or a helper for compensation.

7. Volunteer – a person who works in ministry to children, youth, or vulnerable adults either as a supervisor or a helper without compensation.

8. Designated Reporter – a person in charge of an activity or event or the Site Director at any of the camping sites the conference owns

9. Conference Response Team – a group of people trained in handling situations of abuse. They assist congregations, camps, and events in dealing with the recovery process.

10. Mandated Reporter - An individual paid or unpaid, who, on the bases of the individual’s role as an integral part of a regularly scheduled program, activity or service, accepts responsibility for a child. A clergyperson, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization.

***What are the “children, youth, and vulnerable adult ministries and/or activities” covered under this Policies?***

The Conference referred to in this Policies is the Susquehanna Conference of the United Methodist Church.

Ministries and/or activities are defined as any ministries to children, youth, and/or vulnerable adults that include any programming or activities in which children, youth, and/or vulnerable adults are under the supervision of this local church of the Conference through its staff persons or volunteers.

Cyber Space and Cyber Safety. While ministries and activities take place in a variety of venues, new forms of communication via the Internet and wireless cell-phones and other hand-held devices constitute a new space for ministry and activities for children, youth, and vulnerable adults. Cyber Space includes: communications via email, instant messaging, and cell phone (speaking and texting), and other devices; communicating on social networking sites such as Facebook.; web-surfing and downloading of materials from the Internet; and gaming. Cyber Space is a fluid space which changes more and more as communications become more portable and websites change with increasing frequency.

Cyber Safety is the part of our *Safe Sanctuaries policies* that seeks to encourage those in ministry with children, youth, and vulnerable adults to update their knowledge of Cyber Space; provide ground rules for ministries and activities in Cyber Space; encourage critical thinking among those ministered to for posting, reading, and seeing; encourage good sense and safety in Cyber Space; and, model appropriate Cyber Space behaviors. The dangers of direct access to age-inappropriate content, risky social contacts, intimidation, threats, bullying, remade and/or inappropriate photos, information that could increase risks for abuse, and more in Cyber Space make Cyber Safety an important part of *Safe Sanctuaries*.

**Bethany United Methodist Church Safe Sanctuaries Policies**

**Screening, Recruiting and Selecting Procedures**

Every ministry of Bethany United Methodist Church (BUMC) that relates to children, youth, and vulnerable adults in its programming or oversight shall create procedures for implementing the Bethany United Methodist Church *Safe Sanctuaries Policies*. The Church Council, Pastor, Staff, and Ministry Team Chairpersons who give oversight to these ministries shall be responsible for implementing and monitoring the compliance of these minimum standard policies and its related procedures.

1. Every ministry and/or program of BUMC that relates to children, youth, or vulnerable adults shall be accountable to the BUMC *Safe Sanctuaries Policies*. These policies and procedures are required for our ministries and shall include:

a. Reasonable safety measures and procedures in the selection and recruitment of both paid and volunteer workers who come in contact with children, youth, and/or vulnerable adults, which shall include:

- Written application (sample provided).

- Experience and qualification for the position.

- Voluntary disclosure of past criminal history, allegations of criminal history, and driver history.

- Waiver of confidentiality allowing the church to secure the background checks necessary for the position being applied for.

- Listing of three non-related references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.

- An interview process.

- All employees (paid) need to complete the following background clearance:
o Pennsylvania State Police Criminal History Report.
o Pennsylvania Child Abuse History Clearance.
o FBI Criminal History Report (Fingerprint-based background check).

- All volunteers who interact with children and/or vulnerable adults need to complete the following background clearances:
o Pennsylvania State Police Criminal History Report
o Pennsylvania Child Abuse History Clearance
o FBI Criminal History Report (fingerprint-based background check)
o **NOTE:** The FBI Criminal History Report is not required for incumbent or prospective volunteers: (i) who have resided in Pennsylvania continuously for a period of 10 years prior to becoming a volunteer or applying for volunteer status and who sign a Volunteer Affidavit affirming that they have not committed certain crimes that otherwise would prohibit them from being a volunteer responsible for the welfare of a child or having direct contact with children; or (ii) who have received such Report at any time since establishing residency in Pennsylvania and provide a copy of the Report to the person responsible for the selection of volunteers.

- Background clearances are valid for 60 months and must be obtained again after every 60 month period.

- A current driver’s license, registration, insurance, and completed Pennsylvania or state of residency, driving record, when transporting children, youth, and/or vulnerable adults.

- Demonstration of an active relationship with a local church of at least six (6) months before being allowed to be in a supervisory role in children, youth, and/or vulnerable adult activities.

- Use of age and developmentally appropriate language in educating children, youth, and vulnerable adults regarding definitions of abuse and procedures for reporting.

b. All forms and reference reports shall be kept as a part of the person’s file.

c. The BUMC Administrative Assistant and Pastor are the designated persons to be responsible for reviewing and following up on each application prior to service. All applications and related forms must be completed.

d. In the event that a reference follow-up is accomplished by phone, use of the Reference Check Form is recommended and should be included in the person’s file.

e. All records shall be kept in a locked file within the BUMC Administrative Assistant’s Office. Access will be authorized by the Pastor and the Church Council.

f. When BUMC is hosting an event for which the local church is responsible for chaperones, the church shall provide the necessary paperwork listed above.

g. A method for reporting incidents of child, youth, and vulnerable adult abuse in accordance with the State Laws of Pennsylvania and/or New York and Maryland; the written guidelines of the Susquehanna Conference, and the written guidelines of the local United Methodist Church.

h. Measures to deal with the safety, protection, and ongoing emotional support of those who may have been abused.

i. Guidelines for communication with family members, the congregation, the district, the conference, and the public media.

2. Persons responsible for implementing, monitoring, and reviewing local church policies include but are not limited to: Pastor; Church Council Chairperson, Trustees lead person, Youth Leader, Children’s Ministry Team Leader, Nursery Team Leader.

3. A copy our BUMC *Safe Sanctuaries Policies* shall be on file in the appropriate District Office (Lewisburg) or the Conference Office.

4. The Pastor shall be responsible for training and resourcing the ministries of BUMC covered by our *Safe Sanctuaries Policies*.

5. BUMC will provide a Facilities Use Agreement for outside groups that gives information about the *Safe Sanctuaries Policies* for use by the group.

7. Every Pastor of the church, as an extension of being in the Susquehanna Conference, shall:

a. Obtain the background clearances required by the Pennsylvania Child Protective Services Law every 60 months. The local church is responsible for this process and the report of this background check shall be included with Charge Conference reports.

b. Safe Sanctuaries training is required of all persons serving congregations within six months of their first appointment or assignment in the annual conference. The local church is responsible for this process, and the report of this background check shall be included with Charge Conference reports.

c. Clergy and lay persons serving congregations are required to attend Safe Sanctuaries training events mandated by the conference, and at least one other training event provided by the Safe Sanctuaries team every 60 months (five years.)

d. Clergy and lay persons serving congregations are required to attend at least one Continuing Education event every quadrennium. These events will cover topics such as: clergy sexual ethics, understanding the use and abuse of power in the ministerial relationship, cyber safety, and/or healthy boundary-setting in the ministerial relationship.

e. All clergy and lay persons in pastoral leadership in a congregation will be encouraged by the District Superintendent (DS) and the Church Council to practice appropriate self-care.

**Bethany United Methodist Church Safe Sanctuaries Policies**

**Supervision**

Every ministry or event of Bethany United Methodist Church (BUMC) that relates to children, youth, and/or vulnerable adults in its programming or oversight shall provide conscientious supervision. These procedures are designed to reduce the risk of abuse to children, youth, and/or vulnerable adults, and to protect the staff persons and volunteers from unwarranted accusations. These are the MINIMUM standards, and each event may adopt more stringent requirements as deemed reasonably appropriate.

1. Two Non-related Adult Rule – Minimum supervisory standards will include the “Two non-related Adult Rule” The Two non-related Adult Rule requires that adults be 18 years of age or older. No matter the size of the group, two non-related adults (defined as two adults not residing in the same household) shall be present with participants at all times. These adults shall have completed the ministry screening process. One of the two adults may be a “roamer” who moves in and out of the rooms.

2. Five-Years-Older Rule – Every adult responsible for supervision shall be at least 18 years of age and at least five years older than the oldest child or youth event participant.

3. No child, youth, or vulnerable adult will be left unsupervised while attending a BUMC sponsored event. In the event that child care/supervision services are not provided by the church for a church sponsored ministry or event (i.e. retreats, small groups, worship services, etc.), the parent or legal guardian shall be fully responsible for their child(ren) during the event. In the event that supervised programming for youth/vulnerable adults is not provided by the church for any church sponsored ministry or event (i.e. retreats, small groups, worship services, etc.), the parent or legal guardian shall be fully responsible for the supervision of their youth(s)/vulnerable adult(s) during the event. Said child(ren)/youth(s)/ vulnerable adult(s) shall remain in the presence of their parent or legal guardian, and at no time be left alone and unsupervised. Should the parent or legal guardian arrange for their own child care/supervision of their child(ren)/youth(s)/vulnerable adult(s) for the church sponsored ministry event to occur within the event facility, said child care/youth/vulnerable adult supervision shall be in compliance with the *Safe Sanctuaries policies*. If parents/legal guardians refuse to comply with *Safe Sanctuaries policies* they and their child(ren)/youth(s)/vulnerable adult(s) will be asked to leave the event.

4. All activities should occur in open view. Each room or space where activities involving children, youth or vulnerable adults occur shall have visibility from an interior hallway or a connecting room by means of a window, a door with an uncovered window, or an open door.

5. For outdoor programs or programs which occur in non-traditional settings that makes supervision challenging, the staff person or volunteer in charge of the event shall take extra appropriate measures to make sure that the setting is free of obvious safety hazards and suits the event and that the children, youth, and/or vulnerable adult are properly supervised.

6. Bathroom Needs. When possible, children will be encouraged to take care of their own bathroom needs, but should a child require assistance, the outer bathroom door will remain open while a volunteer or staff person assists the child, with an additional volunteer being present. For younger children, assistance will be provided. For elementary-age children, assistance should be limited to unfastening and fastening clothing. If more assistance is needed, parental permission should be received in advance. When accompanying a child to take care of his/her own bathroom needs, the volunteer or staff person will check the bathroom and stalls prior to the child entering the bathroom. Again, the outer bathroom door should be left open. A volunteer (who has not completed the screening process) should **never** provide assistance with bathroom needs. It is encouraged that with youth that there be a buddy system created to help ensure safety.

7. Event records for activities in which participants are outside of the direct supervision of their parents/legal guardians shall require the following:

a. **Activity Registration, Parental/Legal Guardian Permission, and Signed Emergency Medical Release** – including participant’s name, address, birthday, parent/legal guardian information, telephone number, emergency contact information, pertinent information about the participant such as medical history and insurance information, are required. Permission for pictures to be taken and used in promotional material. These forms will be maintained and secured in a designated folder by the staff person or volunteer in charge of the ministry or event.

b. **All participants who can understand a covenant shall enter into a signed Participation Covenant.** In a facility or site that has continuous care; clear, posted rules shall be explained to the participants and their parents/legal guardians at the outset of the program.

c. **Off-Site Activities** – Persons coordinating off-site events will assure every participant has completed the appropriate forms, and will take copies of these forms along on the event in a folder marked “Emergency Forms.”

d. **Accurate participation records** shall be maintained for all church events or events involving children, youth, and/or vulnerable adults by the staff person or volunteer supervising the event. At a minimum, these records will list the date and hours of the event, its location, the names of the participants as they sign in and out of an event (including whether any were dismissed early and the times of such dismissals), and the names of all adults directly involved in the ministry or event, as well as any other volunteers on site that day.

8. **Staff/Leader Supervision** – the following **minimum ratios** will be maintained for **on-site activities** (in addition to the Two Non-related Adult Rule – see #1, Two Non-related Adult Rule):

a. Nursery through children two years old – 1:4 (one adult to every four children).

b. Children 3-4 years-old activities – 1:6 (one adult to every six children).

c. Kindergarten through grade 6 – 1:8 (one adult to every eight children).

d. Youth 7-12 grade – 1: 10 (one adult to every ten youth).

e. Special Needs – 1:2 (one adult to every two persons).

f. Vulnerable adults – 1:2 (one adult to every two persons).

**Note: Helpers are not included in computing the ratio.**

9. **Media** – Written permission must be obtained from a parent/legal guardian prior to posting photos of children, youth, or vulnerable adults on a website or in other public locations, and names will not be included. This permission may be obtained as part of the Event Registration form (see 7a., Activity Registration).

10. **If a participant requests to speak privately with an adult**, the adult will ensure that the adult and the participant are visible to others while talking, even though they may not be heard.

11. **Off-Site and Overnight Events/Activities**

a. The following minimum ratios will be maintained for off-site events (in addition to the Two Non-related Adult Rule – see #1, above): In co-ed groups, both male and female adults must be present.

i. Nursery through 2 years old – 1:3 (one adult to every three children).
ii. Children 3-4 years-old – 1:3 (one adult to every three children).
iii. Kindergarten through grade 6 – 1:5 (one adult to every five children).
iv. Youth 7-12 grade – 1:8 (one adult to every eight youth).
v. Special needs – 1:2 (one adult to every two persons).
vi. Vulnerable adults – 1:2 (one adult to every two persons).
**Note: Helpers are not included in computing the ratio.**

b. Advance notice will be given to parents/legal guardians prior to events, and will include: date, time, and location, the means of transportation, and a summary of activities and events. Specific parental/legal guardians approval for off-site / overnight events is required. Should details of an event’s start/end time change (or other pertinent information change), the event’s coordinator is to have a plan for notifying parents/legal guardians. Changes in transportation plans should be communicated with parents as well.

c. Events attended by child(ren)/youth(s)/vulnerable adults(s) of both genders must be adequately chaperoned by adults of both genders.

d. All medications and medication instructions shall be given to a designated adult prior to the trip for disbursement as appropriate, and will be enclosed in its original container (including prescription medications). [Exception: Epipens and inhalers may be carried by child(ren)/youth(s)/vulnerable adult(s), with the understanding that they will be secured and out of sight unless needed. Due to the nature of these medications, adult leaders will be aware that the child(ren)/youth(s)/vulnerable adult(s) is carrying medication, and will be familiar with how to use an Epipen and inhaler in case of emergency]

e. Appropriate buddy systems, check-in times, and appropriate male and female adult supervision need to be established for each ministry or event. The staff person or volunteer in charge of the ministry or event will assure the setting (and any equipment used) is appropriate for the event, and by implementing the above-named measures, will minimize risk of incident or injury to all participants. Events where direct adult supervision of child(ren)/youth(s)/vulnerable adult(s) is not feasible (e.g. Creation, amusement parks, youth rallies and other large-group public events) will, at the minimum, incorporate a 3-5-person buddy system and check-in for all participants as part of appropriate adult supervision.

f. Drivers to and from events must have completed the appropriate forms (see “Screening Procedures” section for details). Drivers must be a minimum of 25 years of age or older. If the Two Non-related Adult Rule is not feasible to maintain, drivers will make reasonable effort to not transport less than two (2) participants at a time. Each vehicle should have a first aid kit, and one (1) seatbelt per occupant. Drivers will practice safe driving procedures such as assuring that all passengers remain properly secured throughout the trip, and by obeying all posted speed laws and regulations. The event’s coordinator should provide as necessary any appropriate maps, directions, and emergency contact numbers to each driver, as well as a communication plan for contacting assistance should an emergency arise.

g. It is recommended that event coordinators attempt to secure at least one (1) adult with current certification in First Aid and CPR for each trip or event, and that all adult leadership participating in the trip or event is aware of the identity of such person(s).

h. For overnight children/youth/vulnerable adult events:

i. There will be separate sleeping areas for males and females.
ii. At least two adults will be present in each sleeping area, and will be of the same gender as the children/youth/vulnerable adult in that area.
iii. Sleeping areas should be pre-arranged by staff person or event coordinator prior to event.
iv. Random and regular rounds will be conducted by two (2) adult leaders (of the opposite sex) throughout the nighttime sleeping hours of all sleeping areas.
v. Separate shower and bathrooms facilities are highly encouraged. When separate facilities are not possible, procedures for use of the facility will be conveyed to all event participants by the staff person or event coordinator.
vi. If children/youth/vulnerable adults are found to be in violation of the Participation Covenant, the situation will be handled by the staff person or event coordinator as deemed appropriate. Said action may result in the parent/legal guardian(s) of the participant being notified regardless of the time of day/night, and the participant may be required to leave the event.

Adults must respect the privacy of children/youth/vulnerable adult, during such situations as changing, showering, etc., and should intrude only to the extent that health or safety may require. Adults must protect their own privacy in similar situations as well.

**Bethany United Methodist Church Safe Sanctuaries**

**Cyber Safety Electronic Communication Recommendations**

The internet, apps, social media and portable devices allow people to stay in contact with each other more easily than at any other time in the history of civilization. Excellent ministry can take place using modern technology, but as with all forms of ministry, there are inherent risks involved with the use of electronic communications. **Assume anything and everything in cyberspace is public information**. Here are some recommendations.

♣ **Obtain advance written parent/legal guardian permission**. In addition to general permission to participate in a conference ministry or event, obtain written advance parent/legal guardian permission for children and youths, and personal permission from vulnerable adults or their guardian if applicable, for:

1. Taking and using photos or videos of participants, for example, posting on sites, sending by email or by cell phone, reproducing photos in brochures, posters or newspapers.

2. Communicating or transmitting data electronically with children, youths or vulnerable adults sharing any full name or contact information.

♣ **Never post identifiable information.** For example:

1. Do not use “broadcast” emails. Use the “Bcc” option (blind carbon copy) so that each recipient sees only his or her address when a message is received.

2. Be cautious when transmitting easily identifiable information such as event dates, times, locations, or participants.

3. Limit what is communicated in prayer requests. When placing a child, youth, or vulnerable adult on a prayer list, use only first names and only if you think a name is necessary.

♣ **Use caution when sharing photos.**

1. Consider using stock or purchased photos.

2. Obtain all necessary legal permission to use photos or other content (poems, songs, etc.).

3. If sharing photos, refrain from using names, and never use last names or other personally identifiable information.

4. Check photos for vulnerable/compromising situations and to make sure they uphold your mission.

5. Check to make sure nametags are not distinguishable.

6. Use low-resolution photos whenever possible and slightly blur/pixilate photos.

7. Block "save photo as" options on websites.

8. Limit access to photos by employing the use of a password.

♣ **Social media sites (Facebook, Blogs etc.)** Do not use your personal social media presence for ministry. Use a group social media site that is monitored by senior leadership, for example a Facebook site for the specific group.

1. Include a code of conduct/terms and conditions for the site that expressly states expectations for posts and a clear expression of how violations, offensive and objectionable material will be addressed.

2. Monitor the site and remove inappropriate comments, photos, links, etc.

3. Restrict who can be a friend.

4. Do not post anything that you would not want printed in the newspaper, church newsletter or bulletin.

5. Be familiar with, and comply with, social media provider policies, restrictions and terms and conditions. For example, according to Facebook’s own terms, children under 13 years of age may not sign up for a Facebook account.

6. Encourage children, youths, and vulnerable adults to follow these same guidelines as appropriate.

♣ **Do not collect online, or allow third parties to collect online, personal information from children under the age of 13. See Children’s Online Privacy Protection Act (“COPPA”) and Federal Trade Commission Rules implementing COPPA (the "Rule").** COPPA and the Rule require specific permissions and privacy policies if a website or online service collects, or allows third parties to collect, personal information if the service is directed to children under the age of 13. Restrictions also apply if the site is directed to a general audience and the organization has actual knowledge that it collects personal information from children under 13 years of age.

**Bethany United Methodist Church Safe Sanctuaries Policies**

**Responding To and Reporting Abuse**

A quick, compassionate, and unified response to an alleged or actual incident of abuse is necessary and expected. All allegations are to be taken seriously. In all cases of reported or observed abuse in a ministry event, the entire staff of that event, paid and/or volunteer, shall be at the service of all official investigating agencies.

A mandated reporter must make a report of suspected child abuse if they have reasonable cause to suspect that a child is a victim of child abuse under any of the following circumstances.

1. The mandated reporter comes into contact with the child in the course of employment, occupation and practice of a profession or through a regularly scheduled program, activity or service.

2. The mandated reporter is directly responsible for the care, supervision, guidance or training of the child, or is affiliated with an agency, institution, organization, school, regularly established church or religious organization or other entity that is directly responsible for the care, supervision, guidance or training of the child.

3. A person makes a specific disclosure to the mandated reporter that an identifiable child is the victim of child abuse.

4. An individual 14 years of age or older makes a specific disclosure to the mandated reporter that the individual has committed child abuse.

The goal of an immediate response to alleged or known incidents of abuse will be to ensure the safety of the victim and any additional potential victims. In all cases of alleged or actual abuse, professional support is obtained by informing the Police, ChildLine and Abuse Registry, or other appropriate authorities. The parents/legal guardians of the victim will be notified unless they have been named as the alleged perpetrator of the abuse. Pastoral support is sought by informing the Conference Director of Communications, District Superintendent or Pastor, as appropriate.

If the allegation or incident concerns events or persons outside any relationship to a conference and/or local church related event, it is the responsibility of the person who heard the abuse to make the initial contact with ChildLine. The procedures outlined in this section will provide guidance for responses and reporting.

**Example:** Child, youth, or vulnerable adult telling a volunteer for Vacation Bible School about abuse by a relative during the prior year. If this report were made to the volunteer in the course of his/her duties as a VBS *Safe Sanctuaries* trained volunteer, then it is the responsibility of that volunteer to make the call to ChildLine. The volunteer may talk with the Vacation Bible School Director or Pastor before making the call, asking for support. After making the report to ChildLine, a written report (CY 47 Form) needs to be sent to ChildLine within 48 hours of making the report. An incident report should be filed with the Pastor as a part of the reporting process. If the allegation is against or involves the church’s staff person, pastor, helper or volunteer, or if it occurred in the course of a church ministry event, then the staff person in charge of the event, the Conference Director of Communications shall be contacted immediately to handle communications. Procedures for responding to and reporting the abuse are contained herein.

**The Director of Communications of the Susquehanna Conference or his/her designee is the only person/s authorized to make statements to representatives of the media**. All requests for statements shall be directed to the Director of Communications. Staff persons and volunteers are to be trained in how to handle media requests by referring them to the Director of Communications.

**How to respond to allegations of abuse**

Care for the alleged victim’s safety. Once a child, youth, or vulnerable adult has disclosed alleged abuse, the one to whom the disclosure has been made should reassure the alleged victim of a concern for his or her safety and well-being. They will then make the call to ChildLine. The alleged victim (and any other potential victims if the abuse has allegedly taken place onsite) should be calmly moved to another safe place onsite in view of at least two other non-related adults. Someone safe and familiar should stay with the victim at all times.

Persons who are accused of abuse, if on site, will be immediately and discreetly removed from the ministry setting (both the alleged abuser and the victim to separate locations or areas) until the situation is resolved. This is to protect all persons involved, including the accused. The person to whom the disclosure was made should inform the victim in an age appropriate way that a report will be made to appropriate legal authorities.

Should the victim be in need of immediate medical attention, a call should be made for medical transport by ambulance. The parents/legal guardians of any victim under the age of 18 should be notified. It may not be appropriate to contact the parents/legal guardians if they are the alleged perpetrators of the abuse, in which event the person designated as the reporter should be contacted and should handle contacting the parents/legal guardians when appropriate.

**Report the allegations of abuse**. The mandated reporter will obtain the information needed for the filing of reports, including, but not limited to, the victim’s name and age, the name of the alleged perpetrator, the alleged facts of the abuse, and physical home addresses for the victim and the perpetrator. It is important to let the victim verbalize the allegations in his or her own words, being careful to limit questions asked of children or youth under the age of 18, or to vulnerable adults. If the victim is under age 18, a report should be made immediately to

**ChildLine at 1-800-932-0313**

If the victim is older than 18 years of age or older, a report should be made to local law enforcement directly. It is the responsibility of the mandated reporter to handle these matters in a professional and caring manner. Once the call is made the mandated reporter needs to immediately notify the Pastor (or, if unavailable, the person in charge of the event) who will notify the

**Conference Director of Communication at (717) 766-7441**

**Maintain confidentiality**. Allegations are to be discussed only on a need-to-know basis. The person(s) to whom the allegations were disclosed should immediately contact ChildLine giving the details to that person. Other adults onsite should be alerted to stay with the alleged victim and other potential victims. Once the allegations have been reported, the person to whom the allegations were made should not discuss the matter with other persons except law enforcement or designated state investigators. To do so could cause irreparable harm to the victims, their families, and the community.

**Response Team.** As directed by the Office of the Bishop, the Conference Response Team may be called upon to assist in a given situation.

**Handling calls and questions from the media**. If a member of the media – newspaper, TV station, Radio station, Magazine – calls or approaches a staff or volunteer in person and asks about the situation, that person should get their name and phone number and respectfully tell them that the Director of Communications will get back to them with the answer as soon as possible. The following “hold response” can be used:

“I want to make sure we give you the most accurate and up-to-date information. The Director of Communications can best help you. If you give me your contact information, deadline and topic you are calling about, I will have them return your call as soon as possible.” or, “Here is the phone number/email of the Director of Communications…”

**No staff person or volunteers should answer any questions**. The person being asked should be polite, but firm. One should **never** simply tell a reporter, *“No Comment,”* as this response raises concern that the incident (alleged or known) is not being dealt with or taken seriously by the church. Nothing is assured to be “off the record” when talking to the media. A staff person/volunteer should realize that any statement made to the media can be used publicly, even if the reporter says it is “off the record.”

Employment Application
*Bethany United Methodist Church*

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Last First Middle

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

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

List previous address if less than five years (use other side to list address)

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What social networks are you currently using (list all) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you are available to start : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

**Qualifications:**
Academic achievements: (schools attended, degrees earned, dates of completion)

|  |  |  |
| --- | --- | --- |
| School and Location | Degree Received | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

Professional Organizations: (list any in which you have membership and dates of involvement

|  |  |
| --- | --- |
| Professional Organization | Dates |
|  |  |
|  |  |
|  |  |
|  |  |

Training and Certification

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Training | Yes | No | Date Completed |
| *First Aid Training* |  |  |  |
| *CPR Training* |  |  |  |
| *AED Training* |  |  |  |
| *Sign Interpretation* |  |  |  |
| *Other (please list)* |  |  |  |

**Previous Work Experience**: Please list your previous employers from the past five years.

Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held recently.

Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Yes

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**References:** Please list three individuals who are not immediate family members or in the same residence. Please list people who have known you for at least three years.

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Waiver and Consent:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that the information I have provided on this application is true and correct. I authorize the Pastor and the Church Council to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied.

In the event that my application is accepted and I become employed at Bethany United Methodist Church, I agree to abide by and be bound by the *Safe Sanctuaries Policies* of Bethany United Methodist Church. I will refrain from inappropriate conduct in the performance of my duties on behalf of Bethany United Methodist Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Signature of Applicant Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Witness Date

Volunteer Application
*Bethany United Methodist Church*

Name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Last First Middle

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

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

Home phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date you are available to start : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_\_ Yes \_\_\_\_\_\_\_ No

**Qualifications:**
Academic achievements: (schools attended, degrees earned, dates of completion)

|  |  |  |
| --- | --- | --- |
| School and Location | Degree Received | Dates |
|  |  |  |
|  |  |  |
|  |  |  |

Professional Organizations: (list any in which you have membership and dates of involvement

|  |  |
| --- | --- |
| Professional Organization | Dates |
|  |  |
|  |  |
|  |  |
|  |  |

Training and Certification

|  |  |  |  |
| --- | --- | --- | --- |
| Type of Training | Yes | No | Date Completed |
| *First Aid Training* |  |  |  |
| *CPR Training* |  |  |  |
| *AED Training* |  |  |  |
| *Sign Interpretation* |  |  |  |
| *Other (please list)* |  |  |  |

**Previous Work Experience**: Please list your previous employers from the past five years.

Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employer Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates Employed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held recently.

Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Organization Name and Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Phone number and Contact Person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duties \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Involved \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_ Yes

If yes, please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**References:** Please list three individuals who are not immediate family members or in the same residence. Please list people who have known you for at least three years.

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evening Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Length of time reference has known you: \_\_\_\_\_\_ Relationship to reference: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Waiver and Consent:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify that the information I have provided on this application is true and correct. I authorize the Pastor and the Church Council to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied.

In the event that my application is accepted and I become a volunteer at Bethany United Methodist Church, I agree to abide by and be bound by the *Safe Sanctuaries Policies* of Bethany United Methodist Church. I will refrain from inappropriate conduct in the performance of my duties on behalf of Bethany United Methodist Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Signature of Applicant Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Witness Date

Facilities Use Agreement
*Bethany United Methodist Church*

**THIS FACILITIES USE AGREEMENT** is entered into by and between Bethany United Methodist Church

(hereinafter “Bethany UMC) and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (hereinafter “User”).
 (name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(address)

**WHEREAS,** Bethany UMC is the owner of the building at 116 Summer Hill Av., Berwick, PA 18603;

**WHEREAS,** User desires to use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (description/location of facility)

Of the Facilities (hereinafter “Space”) for the purpose of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 (reason for using Space)

on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; and
 (date[s] and time[s] of use)

**WHEREAS,** Bethany UMC is willing to permit User to use the above described Space subject to the terms and conditions set forth herein.

**NOW, THEREFORE,** in consideration of the mutual promises contained herein and other good valuable consideration of the parties hereto agree as follows:

1. Bethany UMC agrees to permit User to use the above described Space for the purpose, and on the dates(s) and time(s) set forth above.
2. Fee Agreement. User agrees to pay Bethany United Methodist Church $\_\_\_\_\_\_\_\_\_\_ for the use of the Space.

No-Fee Agreement. There is no fee for the User’s use of the Space.

1. User agrees to conduct its activities in the Space in a careful and safe manner and in compliance with all applicable federal, state and local laws and regulations. User, on behalf of itself, its members, trustees, directors, officers, employees and agents, hereby releases Bethany United Methodist Church, its trustees, directors, officers, employees and agents, from any and all liabilities and claims for damages and/or suits for, or by reason of, any injury or injuries to any person or persons, or property damage of any kind whatsoever, and from any cause or causes whatsoever, while User is using, or is in or upon, the Space, Bethany UMC’s Facilities or any part thereof.
2. User hereby covenants and agrees to indemnify, defend and hold harmless Bethany UMC, its trustees, directors, officers, employees and agents, from and against any and all liability, suits, claims, damages, charges, losses, costs and expenses (including attorneys’ fees) on account of or by reason of any personal injuries or property damage arising out of User’s use of the Space, Bethany UMC’s Facilities or any part thereof.
3. When it is using the Space, User agrees to comply with all applicable Bethany UMC policies, including without limitation, Bethany UMC’s Safe Sanctuaries Policies, a copy of which is attached hereto as Exhibit A and incorporated herein by reference. If User’s activities in the Space shall involve individuals less than 18 years of age, User certifies that it will comply with all relevant provisions of Bethany UMC’s Safe Sanctuaries Policies, including without limitation, the obligation to ensure that all employees and volunteers of the User have the necessary clearances and certifications as required by the Pennsylvania Child Protective Services Law.
4. Bethany UMC has the right, in its sole discretion, to terminate User’s use of the Space at any time. User agrees to release, indemnify, hold harmless and defend Bethany UMC, its trustees, directors, officers, employees and agents, from and against any and all liability, suits, claims, damages, charges, losses, costs and expenses (including attorneys’ fees) arising from Bethany UMC’s termination of User’s use of the Space.
5. This agreement shall be governed by the laws of the Commonwealth of Pennsylvania. The parties agree to be subject to the jurisdiction of the courts for the County of Columbia, Pennsylvania, and the parties further agree that Columbia County shall be the venue for any and all legal actions brought under this Agreement.
6. User certifies that its signatory to this Agreement is authorized to sign this document on User’s behalf and obligates User to perform all the foregoing terms of this Agreement, and further, User understands and agrees that Bethany UMC accepts no responsibility or liability for any acts, injuries or damages arising from User’s use of the Space, Bethany UMC’s Facilities or any part thereof.

**IN WITNESS WHEREOF**, the parties hereto have executed this Facilities Use Agreement on the date set forth below.

**ATTEST:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(**signature of Bethany UMC representative)

**ATTEST:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(signature of User or representative)**Bethany United Methodist Church**

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**User Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Melton, Joy Thornburg. Safe Sanctuaries, Reducing the Risk of Abuse in the Church. 2008. Discipleship Resources: Nashville, TN [↑](#footnote-ref-1)
2. Vision Team of the Central Pa and Wyoming Conferences, Birthing a New Annual Conference, Our Guiding Covenant. LINK Dec 2008/Jan 2009, page 1. Central PA Publication: Mechanicsburg, PA [↑](#footnote-ref-2)
3. Ibid [↑](#footnote-ref-3)
4. The Book of Resolutions of the United Methodist Church, 1996 (p.384); 2004 (p.201). The United Methodist Publishing House: Nashville, TN [↑](#footnote-ref-4)