

**CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN, YOUTH,
AND VULNERABLE ADULTS AT ALL CONFERENCE, CIRCUIT, AND
CONGREGATION EVENTS OF THE ALLEGHENY WEST ANNUAL
CONFERENCE OF THE GLOBAL METHODIST CHURCH**

**(Effective January 1, 2024)
Revised March 12, 2024**

Section 1: Introduction

**OUR CALLING AND OUR MANDATE IS TO
ENSURE A SAFE HAVEN FOR ALL OF GOD'S PEOPLE.**

Throughout the gospels, Jesus provides teachings on providing a peaceable kingdom for all of God's people, including our most precious gifts, our children and youth (Matthew 5:9, Luke 18:15-17). The peaceable kingdom begins with sanctuary: a protective, nurturing, and harmonious community (Psalms 20:1-2, 27:4-5). Therefore, as Christians, we are called to create this environment in our conference, circuits, and congregations. These spaces must be holy, safe, and protective of all of God's children, regardless of their age or ability.

Section 2: Statement of Scope and Standards

This policy shall apply to all persons, including paid and unpaid persons, whether lay or clergy, who care for or supervise children, youth, or vulnerable adults who participate in activities or events sponsored by the Allegheny West Annual Conference of The Global Methodist Church and/or its circuits and local congregations.

While local congregations subject to the jurisdiction of the Allegheny West Annual Conference of The Global Methodist Church may expand upon this policy, they may not alter its minimum standards or those standards enacted by their state of residence.

Section 3: Definitions

As used herein, the following terms shall have the following meanings, unless the context otherwise requires:

- A. **“Abuse”** is a harmful act against any Child, Youth, or Vulnerable Adult that presents itself in one or more of the following types or forms:
 - i. **“Verbal Abuse”** – Any verbal act that humiliates, degrades, or threatens any Protected Person.
 - ii. **“Physical Abuse”** – Any act or failure to act that endangers a Protected Person’s physical and/or mental health, including any intentional physical injury caused by a Protected Person’s Caretaker. Physical Abuse may result from punishment that is overly punitive or inappropriate to the Protected Person’s age or condition. In addition, Physical Abuse may result from purposeful acts that pose serious danger to the Protected Person’s physical health.

- iii. **“Sexual Abuse”** – The sexual exploitation or use of a Protected Person for satisfaction of sexual drives, including, but not limited to (a) incest, (b) rape, (c) prostitution, (d) romantic involvement with a Protected Person, (e) sexual intercourse or sexual contact with, or fondling of, a Protected Person, and (f) sexualized behavior that communicates sexual interest in a Protected Person. Examples of sexualized behavior include, but are not limited to, displaying sexually suggestive visual materials, making sexual comments or innuendo about one’s own or another person’s body, inappropriately touching another person’s body, hair, or clothing, touching or rubbing oneself in the presence of another person, and kissing.
- iv. **“Ritual Abuse”** – Any intentional act of physical, sexual, psychological violence or manipulation inflicted on a Protected Person in a stylized way by a person or multiple people who appeal to a higher authority or power to justify such abuse.
- v. **“Electronic Abuse”** – Any act of Verbal Abuse, Physical Abuse, Sexual Abuse, or Ritual Abuse made through or by utilizing electronic means such as telephone, e-mail, blogging, texting, Social Media, etc.

- B. **“Adult”** is a person 18 years of age or older.
- C. **“Adult Monitor”** is an Adult who frequently moves in and out of rooms or activity areas of an Event to provide additional care and supervision of Protected Persons as needed.
- D. **“Applicant”** is a person applying to serve as a Staff member, Servant, or Student Servant.
- E. **“Caretaker”** is any parent, legal guardian, custodian, or caregiver.
- F. **“Child”** or **“Children”** is any person who has not yet begun 5th grade.
- G. **“Church”** means any local congregation subject to the jurisdiction of the Conference.
- H. **“Conference”** means the Allegheny West Annual Conference of the Global Methodist Church and its circuits.
- I. **“Event”** is any activity, event, or ministry sponsored by the Conference or a Church directed toward Children, Youth, and Vulnerable Adults.
- J. **“Ministers”** include all pastors, deacons, and elders of the Conference or a Church.
- K. **“MinistrySafe”** is the organization that has contracted with the Global Methodist Church and its conferences, including the Conference, to provide background checks and safety training for Staff and Servants.
- L. **“Policy”** means this Code of Conduct for the Protection of Children, Youth, and Vulnerable Adults at all Conference, Circuit, and Congregation Events of the Allegheny West Annual Conference of the Global Methodist Church.
- M. **“Protected Person”** is any Child, Youth, and/or Vulnerable Adult attending or participating in an Event.
- N. **“Staff”** is any Adult employee (excluding independent contractors) of the Conference or Church who assists in the care or supervision of Protected Persons.
- O. **“Servant”** is any Adult volunteer who assists in the care or supervision of Protected Persons.
- P. **“Social Media”** is any social networking website or application that fosters interaction in a virtual environment, including but not limited to, Facebook, Instagram, Twitter, Snapchat, TikTok, Flickr, blogs, dating websites and apps, and video calling services such as FaceTime or Zoom, as well as email, instant messaging, texting, and phone calls.
- Q. **“Student Servant”** is any person in 5th grade or above but not an Adult who assists in the care of Protected Persons.

- R. **“Vulnerable Adult”** is any Adult that identifies, or has been identified by their Caretaker, Staff, or Servant, as being unable to take care of themselves and/or protect themselves against Abuse due to diagnosed diminished physical, mental, or emotional capacities.
- S. **“Youth”** is any person who has begun 5th grade, but has not yet reached June 1st of the year in which they finished 12th grade. A “Youth” may therefore be a person who is 18 years old or older but still in high school. For the avoidance of doubt, the term “Youth” refers to persons who are strictly participants in an Event and have no responsibility for the care or supervision of Protected Persons.

Section 4: Screening, Selection, and Hiring/Approval of Applicants

Except for Ministers, Staff members, Servants, and Student Servants and as otherwise provided herein, no person may care for or supervise Protected Persons. Further, in order for a person to qualify as a Staff member, Servant, or Student Servant, he/she must first apply for such position and be screened, selected, and hired/approved. Ministers will be approved pursuant to Conference and Church policy and procedure.

Careful screening of Applicants is one way to prevent the Abuse of Protected Persons. Screening calls for a careful gathering and review of information in search of persons who can provide safe care and supervision of Protected Persons. All screening shall be done in accordance with the guidelines established by the MinistrySafe Awareness Program (or its equivalent) and this Policy.

A. Six Month Rule

No person will be considered for a Servant or Student Servant position unless he/she has demonstrated an active relationship with the Conference or a Church for a minimum of six (6) months. Notwithstanding the foregoing, exceptions to this rule may be made at the Conference level by the bishop or president pro tempore and at the Church level by the senior or lead pastor.

B. Application

All persons who desire to serve as a Staff member, Servant, or Student Servant must complete and sign an application. A sample application is provided (Exhibit A) for churches to use as a template in conjunction with aspects of the sample application forms provided by MinistrySafe as deemed appropriate by the local church in accordance with this policy.

C. Background Check

A background check, including a National Criminal Database and Sex Offender search, is required of all persons desiring to serve as a Staff member and Servant (but not prospective Student Servants). If an Applicant declines to authorize the background check, the Applicant will not be able to assist in the care or supervision of Protected Persons. Background checks may be completed any one of the following providers: MinistrySafe, a vendor required to be used by the Conference’s or a Church’s insurance provider, or any other vendor authorized by law to complete background checks.

Any Applicant convicted of, or having plead guilty or no contest to, any one or more of the following types of criminal offenses within the past ten (10) years will not be allowed to provide care for or supervise Protected Persons:

1. Abuse;
2. Violent crime, including murder, rape, assault, domestic violence, etc.; or
3. Use or possession of drugs or drug-related paraphernalia within the two (2) years immediately prior to his/her application to serve as a Staff member or Servant. An exception to this prohibition can be made at the discretion of senior or lead pastor after he/she interviews the Applicant.

Additionally, any Applicant convicted of, or having plead guilty or no contest to, OVI, DUI, or DWI within the five (5) years immediately prior to his/her application to serve as a Staff member or Servant shall not be allowed to drive any Protected Person to, from, or between Events.

If there are any questions regarding an Applicant's background check, the responsible ministry leader should contact the presiding elder or appropriate Conference staff member before making any decision regarding the Applicant's fitness to serve as a Staff member or Servant.

D. Reference Checks

Before an Applicant may serve as a Staff member, Servant, or Student Servant, the Conference or the Church, as applicable, will contact at least two (2) of the Applicant's references.

E. Personal Interview

Based on a review of an Applicant's application, background check, and reference checks, the responsible ministry leader may schedule a face-to-face interview with the Applicant and others to discuss the Applicant's fitness for the position. If an Applicant is not selected for a position that he/she applied for, he/she will be notified by the ministry leader.

Notwithstanding anything herein to the contrary, all Staff members, Servants, and Student Servants who were previously screened, selected, and hired/approved by the Conference or a Church prior to the effective date hereof shall be permitted to care for or supervise Protected Persons without having to comply with the procedures in this Section 4.

Section 5: Supplemental Background Checks

All Staff members and Servants (but not Student Servants) must submit to a background check, including a National Criminal Database and Sex Offender search, every five (5) years to continue serving as a Staff member and Servant. If a Staff member or Servant declines to authorize a background check, he or she will no longer be permitted to care for or supervise Protected Persons. The background check may be completed any one of the providers referenced in Section 4.C hereof.

If the background check discloses that a Staff member or Servant was convicted of, or has plead guilty or no contest to, any one or more of the following types of criminal offenses within the past ten (10) years, he or she will not be allowed to provide care for or supervise Protected Persons:

- A. Abuse;
- B. Violent crime, including murder, rape, assault, domestic violence, etc.; or
- C. Use or possession of drugs or drug-related paraphernalia within the two (2) years immediately prior to his/her application to serve as a Staff member or Servant. An exception to this prohibition can be made at the discretion of senior or lead pastor after he/she interviews the Applicant.

Additionally, if the background check discloses that a Staff member or Servant has been convicted of, or has plead guilty or no contest to, OVI, DUI, or DWI within the last five (5) years, he or she shall not be allowed to drive any Protected Person to, from, or between Events.

If there are any questions regarding an Staff member's or Servant's background check, the responsible ministry leader should contact the presiding elder or appropriate Conference staff member before making any decision regarding the Staff member's or Servant's fitness to continue serving as a Staff member or Servant.

Section 6: Education and Training

One of the best ways an organization can prevent the Abuse of Children, Youth, and Vulnerable Adults is to set clear conduct standards for all of its staff members and volunteers. These standards can then be reinforced though training programs tailored to specific audiences. To this end, the Conference has adopted the MinistrySafe Safety System as the training platform for all Staff, Servants, and Student Servants and the following standards:

A. Supervisor Training

Beginning on the effective date hereof, no person shall serve as a Staff member or Servant until he/she has completed the required MinistrySafe online training. Moreover, unless applicable law requires otherwise, each Staff member and Servant must re-complete their MinistrySafe online training or some other form of training offered by the Conference, which will include information on this Policy, the procedures for the care and supervision of Protected Persons, and how to identify and report Abuse, every two (2) years.

B. Congregation Education

Each Church should share this Policy with its congregants, notifying congregants that (i) it applies to all Events and (ii) the Conference has adopted the MinistrySafe Safety System for screening Applicants desiring to serve as Staff, Servants, and Student Servants. It is important that congregants understand the obligations of Staff members, Servants, and Student Servants in protecting and supporting the healthy development of our Children, Youth, and Vulnerable Adults.

Churches are encouraged to visit the MinistrySafe website (<https://ministrysafe.com>) for training and other tools.

C. First Aid and CPR

First aid and cardiopulmonary resuscitation (CPR) training is strongly encouraged for all Staff, Servants, and Student Servants. It is also strongly encouraged that at least one Staff member or Servant trained and certified in first aid and CPR be present at each Event.

D. Social Media and Digital Communication

In keeping with the Conference's desire to provide a sanctuary for Children, Youth, and Vulnerable Adults, it shall be within the scope of the Conference's and each Church's ministry to educate parents and guardians as well as Children, Youth, and Vulnerable Adults on the safe use of Social Media.

To the best of their ability, no Staff member, Servant, or Student Servant shall:

- i. Use Social Media to share photographs or video of Protected Persons, except Staff members, Servants, and Student Servants may post a photograph or video of a Protected Person on official Conference or Church Social Media sites with the Protected Person's parent's/guardian's permission. In certain limited circumstances, a partner organization of the Conference or Church may invite Staff members, Servants, and Student Servants to share photos of Children, Youth, and Vulnerable Adults in their organization on official Conference or Church Social Media sites or Staff members', Servants', or Student Servants' Social Media sites. If such a request is made, Staff members, Servants, and Student Servants may defer to the partner organization's guidelines to determine whether such posting is permissible. However, notwithstanding the foregoing, the partner organization's guidelines do not apply to the sharing of photographs or video of Protected Persons.
- ii. Ask a Protected Person to be a "friend" using any type of Social Media, unless the Staff member, Servant, or Student Servant is related to the Protected Person. Notwithstanding the foregoing, Staff members, Servants, and Student Servants may accept a "friend" request from a Protected Person.
- iii. Use Social Media to communicate with Protected Persons in inappropriate ways. Inappropriate communication may involve, but is not limited to, discussions of a sexual nature, sexting, sharing inappropriate pictures, manipulation, harassment, intimidation, or grooming issues. Further, prolonged private discussions between a Staff member, Servant, and Student Servant and a Protected Person are also inappropriate, much like it is inappropriate for a face-to-face discussion of this type to take place with no additional supervision.

If a Staff member, Servant, and Student Servant does communicate with a Protected Person through Social Media, the conversation should be recoverable (e.g. email, text message, voicemail). Further, it is strongly encouraged that parents/guardians monitor all communication that exists between their Child, Youth, and Vulnerable Adults and third persons.

Section 7: Operational Procedures

The following operational procedures are hereby adopted to provide for the protection and safety of Protected Persons:

A. Supervisory Responsibility

The Conference and Churches are not responsible for Children, Youth, and Vulnerable Adults when Events are not being held or who choose not to participate in Events. In recognition thereof, attendance must be taken at each Event.

B. Physical Contact

Appropriate physical touch is an important part of showing love and support to Children, Youth, and Vulnerable Adults. Nothing in this Policy should be construed as stopping a Staff member, Servant, and Student Servant from engaging in appropriate physical touch to show care or approval to a Protected Person for something well done or to comfort a Protected Person who has faced a disappointment or injury. Examples of appropriate physical touch include side-hugging, pats on the shoulder or back, handshakes, “high-fives” or hand slapping, holding hands while walking with young Children, and holding hands during prayer.

Inappropriate touch will not be tolerated. Examples of inappropriate touching includes those items listed in the definition of Abuse above, as well as inappropriate or lengthy embraces, kissing, holding Children over five (5) years of age on the lap, tickling, and any form of unwanted affection. Notwithstanding anything herein to the contrary, Staff members, Servants, and Student Servants related to a Protected Person may kiss that Protected Person and have the Protected Person sit on their lap.

C. Administration of Discipline

Staff members, Servants, and Student Servants are prohibited from using physical punishment in any way for the behavioral management of Protected Persons. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other type of physical force. Staff members, Servants, and Student Servants may only use physical force to stop a behavior that he/she reasonably believes will cause immediate bodily harm to such person, the Protected Person engaging in behavior, or to others.

Staff members, Servants, and Student Servants are prohibited from using harsh language, degrading punishment or behaviors, or mechanical restraint (e.g., rope or tape) for the behavioral management of Protected Persons. Moreover, Staff members, Servants, and Student Servants are prohibited from participating in or allowing others to engage in any hazing or Ritual Abuse at any Event.

D. Prohibited Behavior

All persons, including Staff members, Servants, and Student Servants, are prohibited from using, possessing, distributing, or being under the influence of, alcohol, illegal drugs, or vapes as well as misusing legal drugs while participating in or assisting with Events.

Persons who use tobacco must do so only when not caring for or supervising Protected Persons. Any tobacco use must be discreet, outside of the Conference or Church facility, and well away from Protected Persons participating in the Event.

Except as expressly set forth herein, Staff members, Servants, and Student Servants shall not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to Protected Persons, nor will they permit Protected Persons to possess such items while participating in Events.

Staff members, Servants, and Student Servants shall not possess, use, or store a weapon on Conference or Church premises or while caring for or supervising Protected Persons at an Event. Notwithstanding the foregoing prohibition:

- i. A Staff member, Servant, and Student Servant may possess, use, or store a weapon on Conference or Church premises with the senior or lead pastor's prior written permission provided such permission is granted pursuant to a written Conference or Church security policy;
- ii. A Staff member, Servant, and Student Servant may possess, use, or store a weapon on Conference or Church premises provided such Staff member or Servant is a law enforcement officer or active duty military personnel and such possession, use, and storage is made in the course of their official duties; and
- iii. A Staff member, Servant, and Student Servant may possess, use, or store a weapon on Conference or Church premises if the weapon is to be used in the Conference or Church Event (e.g., kitchen knives, trap shooting, archery, etc.).

E. Appropriate Supervision

A minimum of two (2) unrelated members or Servants should be present at all times when Protected Persons are being supervised. There will, however, be occasions when such staffing is not possible. In the absence of two (2) unrelated Staff Members or Servants serving in supervisory roles at an Event, the following safety initiatives may be utilized to provide the appropriate supervision as required by this Policy:

i. Public Place

Events should be conducted in a public place where other Adults are present.

ii. Line of Sight

Events should be conducted in rooms with unobstructed glass windows, a Dutch door with the top half remaining open, or with the door to the room remaining completely open. In an outdoor setting, such as a playground, any one-on-one interaction between Staff members, Servants, and Student Servants and Protected Persons should be conducted with the line of sight of others.

iii. Rule of Threes

Each activity or group at an Event should be comprised of at least three (3) people, at least one (1) of whom must be a Staff member or Servant and at least one of whom is unrelated to the other two.

iv. *Adult Monitor*

If an Event has an Adult Monitor present, the Adult Monitor should randomly observe the rooms and activity areas at least once each one-hour period. The Adult Monitor shall be unrelated to the other supervisors serving alone.

v. *Student Servants*

There may be times when it is necessary or desirable for Student Servants to assist in caring for or instructing Protected Persons. If Student Servants are utilized at an Event, he/she must be under the supervision of an unrelated Staff member or Servant and must never be left alone with Protected Persons.

vi. *Express Parental Permission*

Parents/guardians of Protected Persons may provide express permission for Child, Youth, or Vulnerable Adult to be alone with a specifically named Staff member or Servant (but not a Student Servant). Such permission may be granted in writing or verbally to at least two (2) Staff members or Servants.

F. Minimum Supervisory Requirements

In the absence of two (2) unrelated Staff Members or Servant serving in supervisory roles at an Event, the following alternatives will be acceptable:

i. Counseling and Private Conversations with Any Protected Person

One Staff member or Servant, and:

- A. Public Place;**
- B. Line of Sight and Adult Monitor; or**
- C. Express Parental/Guardian Permission.**

ii. Children's Ministries On-Site

One Staff member or Servant, and:

- A. Public Place;**
- B. Line of Sight;**
- C. Unrelated Student Servant; or**
- D. Unrelated Adult Monitor.**

iii. Youth Ministries On-Site

One Staff member or Servant, and:

- A. Public Place;**
- B. Line of Sight;**
- C. Unrelated Adult Monitor; or**
- D. Line of Sight and Rule of Threes.**

iv. Children and Youth Ministries Off-Site Day Trips

A minimum supervisory ratio of one Staff Member or Servant to every eight Children or every nine Youth qualifying as Protected Persons, and:

- A. Public Place;**

- B.** Line of Sight and Rule of Threes; or
 - C.** As permitted in Operational Procedure 7 below.
- v. Children and Youth Ministries Off-Site Overnight Trips**
A minimum supervisory ratio of two Staff members or Servants for every ten Children and/or Youth qualifying as Protected Persons, and:
 - A.** Public Place or;
 - B.** Line of Sight and Rule of Threes or;
 - C.** As permitted in Operational Procedure 7 below.
- When both male and female Children and Youth are participating in an Event, there must be at least one male Staff member or Servant and one female Staff member or Servant supervising.
- vi. Vulnerable Adult Ministries**
 - A.** Public Place;
 - B.** Line of Sight;
 - C.** Unrelated Adult Monitor; or
 - D.** Line of Sight and Rule of Threes.
- vii. Transportation To and From Offsite Events**
 - A.** Rule of Threes; or
 - B.** Express Parental/Guardian Permission.
- viii. Residential Setting**
 - A.** Two unrelated (by birth and marriage) Staff Members or Servants.

If two Staff Members or Servants are related to each other by birth or marriage, a third, unrelated Staff Member or Servant must be present.

G. Organized Youth Activities

No Child or Vulnerable Adult qualifying as Protected Persons will be left unsupervised while participating in any Event. There are valid situations where Youth qualifying as Protected Persons may be permitted to be unsupervised for short periods of time (e.g., amusement park trips, youth band practice, recreation activities, etc.). These situations must be expressly approved by the supervising Staff member or Servant or responsible ministry leader. Recognizing that there is safety in numbers, when Youth are participating in any Event not under the direct supervision of a Staff member or Servant, all unsupervised Youth should travel in groups of no less than three (3) for help and protection. In such situations, Youth should notify the supervising Staff member or Servant or responsible ministry leader before leaving the larger group and reasonable check-in periods should be established throughout the day.

With respect to Events organized as Youth Events, participation is limited to Youths as defined in this Policy. However, there may be circumstances where it is appropriate and/or desirable to have Adults between the ages of 18 and 23 participate in Events organized as

Youth Events. These exceptions must be approved by either the supervising Staff member or Servant or responsible ministry leader. For the avoidance of doubt, any Adults between the ages of 18 and 23 participating in Events organized as Youth Events, such Adults are attending as participants and not as Staff members or Servants or any type of leader, supervisor, counselor, etc.

H. Five Year Separation

No Staff member or Servant shall supervise an age group unless he/she is at least five (5) years older than the oldest Child or Youth qualifying as Protected Persons being supervised. However, this separation requirement may be waived by the senior or lead pastor based upon the recommendation of the responsible ministry leader. For the avoidance of doubt, the foregoing separation requirement does not apply to Vulnerable Adults qualifying as Protected Persons.

I. Restroom Guidelines

Except as otherwise provided herein, Staff members, Servants, and Student Servants must follow these guidelines with respect to restroom use:

- i.** Avoid being alone with a Child qualifying as a Protected Person in a restroom;
- ii.** Never go into a restroom stall with a Child qualifying as a Protected Person and shut the door; and
- iii.** No Student Servant shall help a Protected Person in the restroom.

It should be the general practice to go to the restroom as a group. If this is not reasonable or appropriate, and only one Child qualifying as a Protected Person must use the restroom, a Staff member or Servant should escort the Child to the restroom and check the restroom to make sure that it is clear before allowing the Child to enter. The Staff member or Servant accompanying the Child to the restroom should remain outside of the restroom, wait for the child to finish, and accompany the Child back to the group. If a Child requires assistance, the Staff member or Servant must prop open the main bathroom door as well as the bathroom stall door and leave them open as he/she assists the Child.

Notwithstanding anything herein to the contrary, Staff members, Servants, and Student Servants may help a Protected Person if the Staff member, Servant, or Student Servant is related to the Protected Person.

J. Overnight Accommodations

For Events that require overnight accommodations, the supervising Staff member or Servant should ensure that adequate monitoring occurs throughout the night. Male and female Protected Persons as well as Staff members, Servants, and Student Servants should sleep in separate rooms and have separate access to bathroom facilities. Staff members, Servants, and Student Servants are prohibited from sharing a bed or other sleeping space (e.g., sleeping bag) with a Protected Person. Married couples serving as Staff members or Servants may share a sleeping space separate from the Protected Persons being supervised if it is not a hindrance to the Event and approved by the supervising Staff member or Servant.

Where Staff members, Servants, Student Servants, and Protected Persons are sharing sleeping facilities, Staff members, Servants, and Student Servants should sleep at one end of the room and the Protected Persons at the other end. If the facilities dictate, it is acceptable to have Staff members, Servants, and Student Servants sleep with all the Protected Persons participating in the Event in one open space such as a church basement, gymnasium, or camp lodge. In such situations, males should be on one side of the facility and females on the other, separated by Staff members, Servants, and Student Servants. When Staff members, Servants, and Student Servants share a room with Protected Persons, Staff members, Servants, and Student Servants shall sleep in separate beds from Protected Persons. In dorm/hotel type housing situations, Staff members, Servants, and Student Servants will be housed in a central location and all Protected Persons will be made aware of their room locations/how to find them in case of emergency or needs during the night. In no case should Staff members, Servants, and Student Servants be left alone with a single Protected Person in a sleeping room.

Staff members, Servants, and Student Servants should not dress, undress, bathe, or shower in the presence of Children or Youth qualifying as Protected Persons. Occasionally, shower facilities may be in an open locker room. In such situations, shower schedules should be staggered if possible to comply with this Policy, but in any case common sense and modesty should dictate Staff members', Servants', and Student Servants' actions.

K. Transportation Policy

Whenever there is a possibility that a Staff member or Servant will transport a Protected Person without a second Staff member or Servant present at all times, or where only one Protected Person will be transported by a single Staff member or Servant, the transporting Staff member or Servant must receive express permission from the Protected Person's parent or guardian in order to be transported and make specific arrangements for the transportation. This permission may be given in writing or communicated verbally to at least two (2) Staff members or Servants. The transporting Staff member or Servant must let the Protected Person's parents or guardians know when he/she and the Protected Person will be leaving, how they will be traveling, when they expect to arrive at their destination, and when they will return. The Staff member or Servant should avoid physical contact with the Protected Person while in vehicles. No cell phones may be utilized by the transporting Staff member or Servant, unless in an emergency.

Prior to transporting a Protected Person, Staff members and Servants must complete a driver information form. A copy of the driver information form is attached to this Policy as Exhibit B. Moreover, the Staff member or Servant must be at least 21 years of age, have a valid driver's license, proof of current vehicle registration and automobile liability insurance, and have and require the use of seatbelts and/or child car seats as appropriate for all occupants. Student Servants shall not be permitted to transport Protected Persons to, from, or between Events.

Notwithstanding anything herein to the contrary, Staff members, Servants, and Student Servants may transport a Protected Person to, from, and between Events provided the

Protected Person is related to the transporting Staff member, Servant, and Student Servant and no other Protected Person is transported in connection therewith.

L. Accidents or Illness

If a Protected Person becomes ill or is injured during an Event, the supervising Staff member or Servant should be notified promptly. In the event of a serious accident or illness, 911 should be called immediately. The Protected Person's parents or guardians should also be notified immediately. Any health information should be made readily available for emergency workers. If the injured Protected Person is not released to their parents or guardians, a Staff member or Servant should accompany the Protected Person to the health care facility if permitted by the emergency personnel. However, the supervising Staff member or Servant must make provisions for the adequate supervision of Protected Persons who remain at the Event.

Staff members and Servants (but not Student Servants) may administer basic first aid to Protected Persons. This provision, however, does not include providing aspirin or other over-the-counter or prescription medication to the Protected Person, unless expressly permitted by Protected Person's parents or guardians. Such permission may be given in writing or communicated verbally to at least two (2) Staff members or Servants.

Any accident involving a Protected Person at an Event must be reported to the supervising Staff member or Servant using the Conference's or Church's "Incident/Accident Report." The pastor/director responsible for the ministry shall keep a completed copy of the report on file.

M. Medications

Except as provided below, Staff members, Servants, and Student Servants shall not give medication to a Protected Person at an Event:

- i. Overnight Events – A designated Staff member or Servant may dispense medication, including prescription medication provided it is evidenced by a doctor's prescription, to a Protected Person pursuant to a health information sheet completed by the Protected Person's parents or guardians. All such medication must be in the original packaging.
- ii. Diaper ointment – A designated Staff member or Servant may apply diaper ointment to Children qualifying as Protected Persons and who are in a nursery setting.
- iii. EpiPens – If a Protected Person has an EpiPen, the Staff member or Servant who is supervising the Protected Person will have the EpiPen available for use in case of an emergency, unless the Protected Person's parents or guardians require the Protected Person to be in possession of the EpiPen.
- iv. Emergency Inhalers – If a Protected Person has an inhaler, the Staff member or Servant who is supervising the Protected Person will have the inhaler available for use in case of an emergency, unless the Protected Person's parents or guardians require the Protected Person to be in possession of the inhaler.

N. Emergency Preparedness

The Conference or Church, as applicable, shall train Staff members, Servants, and Student Servants in their responsibilities in case of emergency, including the use of emergency tools and materials (e.g., fire extinguishers), prior to them caring for or supervising Protected Persons at an Event. The Conference or Church shall also develop emergency dismissal procedures and share them with all Staff members, Servants, and Student Servants.

O. Parents/Guardians Welcome

Parents or Guardians of Protected Persons are welcome to drop in unannounced during any Event that involves the participation of their Children, Youth, or Vulnerable Adults. Further, notwithstanding anything herein to the contrary, parents and guardians of Protected Persons may care for their own Child, Youth, and Vulnerable Adults at Events.

P. Accountability

All Staff members, Servants, and Student Servants are expected to understand and comply with this Policy. Violations of this Policy should be reported to the supervising Staff member or Servant of the Event, responsible ministry leader, or the senior or lead pastor. The identity of the individual reporting the violation may remain anonymous. The responsible ministry leader will receive a report of all violations of this Policy and will regularly review and maintain these records.

Staff members, Servants, and Student Servants who violate this Policy will be subject to disciplinary action up to and including termination of employment or dismissal from their position.

Q. Incidental Contact with Protected Persons

For the avoidance of doubt, this Policy does not apply to persons who have incidental contact with Protected Persons.

Section 8: Reporting and Response

A. Reporting and Care for the Victim

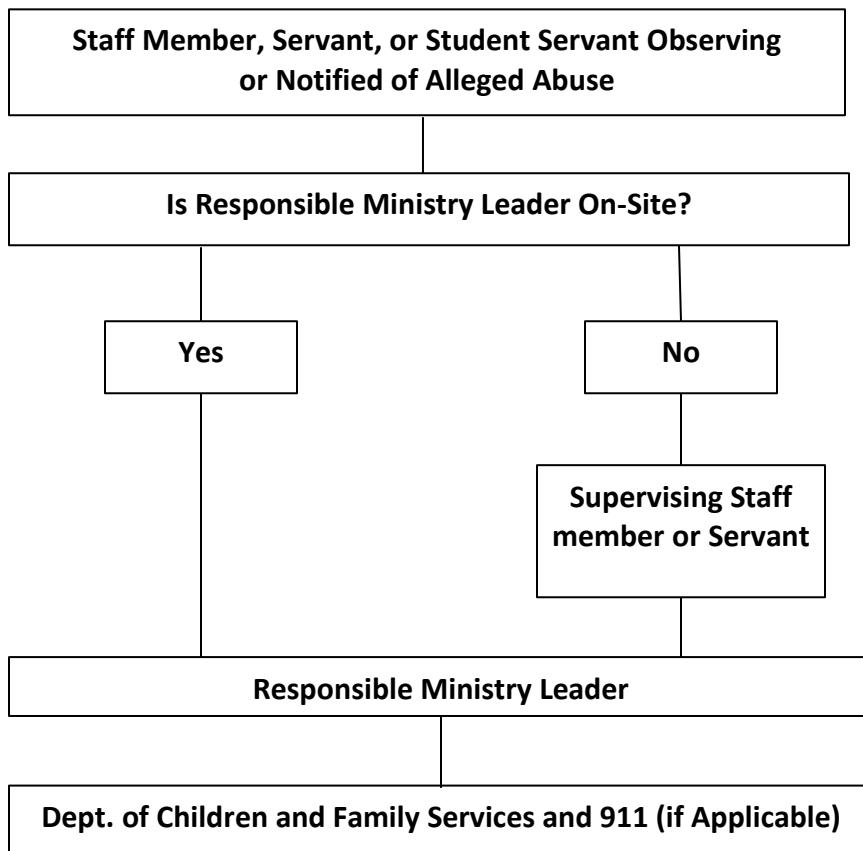
A Staff member, Servant, or Student Servant who observes alleged Abuse of a Protected Person or to whom such alleged Abuse is reported, shall report the incident immediately to the supervising Staff member or Servant of the Event, the responsible ministry leader, or the senior or lead pastor. If the report is made to the supervising Staff member or Servant of the Event, such Staff member or Servant shall thereafter contact the responsible ministry leader and notify him/her of the alleged Abuse in a prompt manner. In the event the alleged abuser is the supervising Staff member or Servant of the Event, the responsible ministry leader or the lead or senior pastor, the report should be made to the next higher level of authority.

The supervising Staff member or Servant of the Event, the responsible ministry leader, or the senior or lead pastor observing alleged Abuse of a Protected Person or to whom such

alleged Abuse is reported shall report the incident immediately to the applicable state department¹ and, if necessary, law enforcement personnel.

This Policy does not, and shall not be construed to, relieve any person, including Staff members, Servants, Student Servants, to report suspected cases of abuse, neglect, dependency, or exploitation that may be imposed upon them by law. See, *e.g.*, Sections 2151.421, 5101.63, and 5123.61 of the Ohio Revised Code; Section 6311 *et seq.* of the Pennsylvania Consolidated Statutes. In the event of a conflict between applicable law and the terms of this Policy, applicable law shall govern how suspected cases of abuse, neglect, dependency, or exploitation are reported, documented, and investigated.

The reporting process is diagrammed below.



B. Removal of Alleged Abuser and Alleged Victim

The person suspected of Abuse of a Protected Person (respondent) shall, for the safety and well-being of all involved, be removed with dignity from further contact with Protected Persons until an appropriate investigation has taken place. In the event that the respondent is the supervising Staff member or Servant of the Event, the responsible ministry leader or senior or lead pastor will place the Staff member or Servant on leave of absence during the

¹ In Ohio, the applicable state department is the Department of Jobs and Family Services. In Pennsylvania, the applicable state department is the Department of Human Resources.

investigation, ensure the safety of Protected Persons at the Event, and will provide for the further administration or cancellation of the Event.

The alleged victim of Abuse should also be removed with dignity from the Event and taken to a safe place. The supervising Staff member or Servant or responsible ministry leader shall address any needs the alleged victim may have; medical, physical, or otherwise.

C. Documentation

The supervising Staff member or Servant of the Event, responsible ministry leader, or senior or lead pastor who receives a report of Abuse will carefully and contemporaneously document all information received and all actions taken in follow-up of the allegation. Careful and confidential documentation is essential. The documentation should include the following:

- i. The name of the Staff member, Servant, or Student Servant observing or receiving the allegation of Abuse, including the date, time, and place thereof and any action taken by such person;
- ii. The alleged victim's name, age, and date of birth;
- iii. Any statement made by the alleged victim;
- iv. Name of the respondent, and the date, time, and place of any conversation with or any statement made by the respondent);
- v. Any action taken (e.g., suspension of the respondent);
- vi. Date and time of call to the appropriate child welfare protection agency, the name of social worker spoken to, the content of conversation had with the social worker, and case number assigned to the report;
- vii. Date and time of call to law enforcement agency, the name of officer spoken to, and the content of the conversation with the officer, if applicable; and
- viii. Date and time of any other contacts made regarding the alleged incident.

D. Care for the Parties

The supervising Staff member or Servant of the Event or responsible ministry leader shall provide immediate care to ensure the safety and well-being of the alleged victim. Further, the Conference or Church, as applicable, shall strive to provide future supportive care to both the victim and the respondent and to restore such persons to wholeness. Supportive care can include application of criminal justice laws, provisions of the *Transitional Book of Doctrines and Discipline* (as amended and supplemented from time to time), appropriate counseling referrals, and pastoral care and visitation. The Conference and/or Church, as applicable, shall retain a confidential file of confirmed reports of Abuse for purposes of screening future Applicants.

E. Conference Notification / Media Response

All allegations of Abuse shall be reported to the Office of the Bishop (or president pro tempore). This report shall be made by the senior or lead pastor of the Church if the allegation took place at a Church Event or by the responsible ministry leader if the allegation took place at a Conference Event. If the senior or lead pastor or responsible

ministry leader is the alleged abuser, the report shall be made by the responsible ministry leader.

Staff members, Servants, and Student Servants shall not discuss any allegation or investigation of Abuse of a Protected Person with the media. All media inquiries will be handled by the Office of the Bishop (or president pro tempore). If asked for comment, Staff members, Servants, and Student Servants should only state that all inquiries will be answered through the Office of the Bishop (or president pro tempore).

Section 9: Review of Policy

This Policy shall be reviewed and amended, if necessary, by the Conference every five (5) years from its effective date.

EXHIBIT A
Servant: Application

PERSONAL INFORMATION

date of application: _____

Name: _____

Cell Phone: _____

Address: _____

Phone Carrier: _____

Email Address: _____

Birthdate: _____ / _____ / _____

Marital Status: single married

Spouse's name? _____

If a MS/HS student,

parent's / guardian's name? _____ *If a student: Parent cell

Occupation: _____

Place of Employment: _____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____

CHURCH INFORMATION

Do you call our Church home? yes no

If not, what church do you call

home? _____

How long have you been attending our church? _____ Are you a member of our church? yes no

MINISTRY INFORMATION

Please list all areas of previous experience in ministry or other church involvement, along with dates:

In what area(s) of ministry are you hoping to serve and why do you feel called to such?

If serving directly with children or students, why do you feel led to be a role model in their lives?

FAITH JOURNEY INFORMATION

Briefly describe when and how you accepted Jesus Christ as your personal Savior:

Please share any recent (last three years) experiences that have contributed to your spiritual growth:

REFERENCES

Please list friends, ministry mates, or business associates (not relatives) who know you well that the church may contact:

Name _____ Email _____ Phone _____

Name Email Phone

CONSENT & CONFIDENTIALITY

I give _____ the right to contact all references and to secure additional information about me. I hereby release from liability the representatives seeking such information and all other persons, corporations, or organizations for furnishing such information. I also understand _____ may request a review of policy / criminal records concerning me and, as with this application, all reasonable efforts will be made to maintain strict confidentiality.

*I acknowledge that I have received and read a copy of the Code of Conduct for the Protection of Children, Youth and Vulnerable Adults ("the Policy"). I am aware that Staff and Servants, as defined by the Policy, must complete the MinistrySafe training before they can assist in the care or supervision of Protected Persons.

Signature: _____ Date: _____

Thank you for your interest in serving as a ministry servant. We appreciate your willingness to take the time to complete the application process and look forward to sitting down with you to talk more about possible opportunities for you to serve.

Exhibit B
Children, Youth and Vulnerable Adult
Driver Information Form

Driver Information:

Driver Name: _____

Alternate Driver Name: _____

Primary Vehicle Information:

Year, Make and Model: _____

License Plate: _____ Registration Expires: _____

Secondary Vehicle Information:

Year, Make and Model: _____

License Plate: _____ Registration Expires: _____

Insurance Information:

Insurance Company: _____ Agent Name: _____

Policy Number: _____ Expiration Date: _____

I certify that the information provided above is true and correct to the best of my knowledge. I understand that as a driver transporting children, youth or vulnerable adults I must be twenty-one (21) years of age or older, hold a valid driver's license, and have the state minimum required insurance coverage in effect on any vehicle used for transportation in this ministry. I also agree to obey all traffic laws and require all vehicle occupants to use seat belts or state approved child car seats or booster seats as required by law.

Signature _____ Date _____

Signature _____ Date _____