
FOUNDRY UNITED METHODIST CHURCH

**SAFE SANCTUARIES POLICY FOR THE
PROTECTION OF CHILDREN, YOUTH
AND OTHER VULNERABLE PERSONS**

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Foundry United Methodist Church's Safe Sanctuaries Policy For the Protection of Children, Youth, and Other Vulnerable Persons

Introduction

In April 1996, the General Conference of the United Methodist Church adopted a resolution to reduce the risk of child sexual abuse and misconduct in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes a child...welcomes me" (Matthew 18:5).

Children and youth are our present and our future, our hope, our teachers, and our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones..., it would be better for you if a great millstone were fastened around your neck, and you were drowned in the depth of the sea." (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, our children, and youth.

Tragically, churches have not always been safe places for children and youth. Most annual conferences can cite specific incidents of sexual abuse and exploitation in their churches. In addition, virtually every congregation has among its members other vulnerable persons, including adult survivors of sexual trauma and domestic abuse.

God calls us to make our churches safe places, protecting children, youth, and other vulnerable persons from abuse. God calls us to create communities of faith where children, youth, and adults grow safe and strong (The Book of Resolutions of the United Methodist Church – 1996, pp. 384–386).

Further, we the people of Foundry United Methodist Church believe that every person is created in the image of God (Genesis 1:27), all Christians are equal in Christ (Galatians 3:26–28), and we are called to love our neighbors as well as enemies (Matthew 5:42). In our covenant with all United Methodist congregations, we the people of Foundry United Methodist Church adopt this Safe Sanctuaries Policy (the "Policy") with procedures for the prevention of sexual abuse and misconduct of any kind in our church.

Policy

"Sexual misconduct in any form is unacceptable in church and ministry settings, whether it be clergy-to-lay, lay-to-clergy, clergy-to-clergy, lay-to-lay, staff-to-staff, staff-to-volunteer, volunteer-to-volunteer, or volunteer-to-staff. Anyone who works or volunteers under the authority or auspices of the Church must be held to the highest standards of behavior, free of sexual misconduct in any form." (The Book of Resolutions of the United Methodist Church – 2012, 2044, p. 137).

All staff, adult Covered Servant Leaders, and Covered Youth Servant Leaders must be observant for



unusual behaviors and signs of actual or potential abuse or misconduct involving children, youth, and/or other vulnerable persons and immediately report concerns to a member of the Foundry staff. The policy applies to all members of the Foundry community regardless of age. Foundry staff must immediately contact the Director of Family Ministries and/or the Senior Pastor to confer regarding such reports.

Purpose

Foundry's purpose for establishing this Policy and the accompanying procedures is to demonstrate our absolute and unwavering commitment to: (1) maximizing the safety and spiritual growth of all our children, youth, and vulnerable persons; (2) creating a community in which those who have suffered from sexual misconduct find safety and healing; (3) preventing sexual abuse and misconduct in all forms; (4) addressing allegations of sexual abuse and misconduct justly and lovingly; and (5) ensuring that staff, Covered Servant Leaders, and Covered Youth Servant Leaders have appropriate guidance. Foundry bears affirmative responsibility to create an environment of hospitality for all persons that encourages respect, equality, and kinship in Christ. Foundry will neither condone nor tolerate instances of sexual misconduct, harassment, or abuse.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation:

- We pledge to conduct the ministry of the gospel of Jesus Christ in ways that strive to maximize the safety and spiritual growth of all our children, youth, and vulnerable adults; ;
- We follow reasonable safety measures in recruiting and selecting workers for ministry programs; ;
- We use appropriate procedures in conducting programs and events for children, youth, and vulnerable adults to ensure their safety;
- We provide training for staff, Covered Servant Leaders, and Covered Youth Servant Leaders that affords them appropriate guidance and assurance as they seek to promote the spiritual growth of children, youth, and vulnerable adults in a safe and responsible manner; and
- We have clearly defined procedures for reporting a suspected incident of sexual abuse or misconduct in accord with the requirements of applicable law and for responding to potential media inquiries if an incident occurs.

Definitions

Management Board refers to the Management Board of Foundry United Methodist Church.

Covered Servant Leader, as used in this Policy, is any person 18 years or older other than a member of the Foundry staff who, through their participation in the mission and ministries of Foundry United Methodist Church, has regular direct, unsupervised access, or indirect and/or supervised contact with children and/or youth (i.e., any person under the age of 18) and/or vulnerable persons (as



defined herein). A Covered Servant Leader includes for example but without limitation, persons who serve as Sunday School teachers, chaperones on youth trips, and/or volunteers supporting programs geared specifically towards vulnerable adults. The occasional adult chaperone to a youth bowling event, for example, is not considered a "Covered Servant Leader." The term "Covered Servant Leader" also includes any person that a member of Foundry's staff, in his/her/their discretion, determines to be a Covered Servant Leader for purposes of this Policy. Covered Servant Leaders must provide three references and complete an application, a sexual misconduct questionnaire, and an authorization for a criminal records check prior to working with children, youth, or other vulnerable persons. (Foundry Personnel Handbook, Section 4.C.2).

Covered Youth Servant Leader, as used in this Policy, refers to any person under 18 years of age who has been designated as a Covered Youth Servant Leader by the Director of Family Ministries, or who regularly assists with a Foundry program or activity designed for children or youth younger than himself/herself/themselves or for vulnerable persons. Thus, for example, teenagers who assist regularly with Children's Church or with Sunday School classes for younger children are Covered Youth Servant Leaders. Youth who assume leadership roles in classes or activities designed for their own age group are not included unless the Director of Family Ministries designates them as Covered Youth Servant Leaders. Covered Youth Servant Leaders always act under the supervision of a member of the Foundry staff or an adult Covered Servant Leader, who must be present whenever a Covered Youth Servant Leader assist with a program or activity for children, youth, or vulnerable persons. A parent or guardian must sign the Covered Youth Servant Leader's application. The Covered Youth Servant Leader will also sign a behavioral covenant and complete Safe Sanctuaries training at the earliest opportunity. After Covered Youth Servant Leaders read Foundry's Safe Sanctuaries policy, they must return a receipt form to the Director of Family Ministries within 14 days acknowledging that they read the policy.

"Sexual abuse [in ministry] is a form of sexual misconduct and occurs when a person within a ministerial role of leadership (lay or clergy, pastor, educator, counselor, youth leader, or other position of leadership) engages in sexual contact or sexualized behavior with a congregant, client, employee, student, staff member, coworker, or servant leader" (The Book of Resolutions of the United Methodist Church – 2012, p. 136). Sexual abuse within the ministerial relationship involves a betrayal of sacred trust, a violation of the ministerial role, and exploitation of those who are vulnerable.

"Sexual harassment [is] any unwanted sexual comment, advance, or demand, either verbal or physical, that is reasonably perceived by the recipient as demeaning, intimidating, or coercive. ... Sexual harassment includes, but is not limited to, the creation of a hostile or abusive working environment resulting from discrimination on the basis of gender" (Book of Discipline 2012, ¶161.1). "[I]t is unwanted sexual or gender-directed behavior within a pastoral, employment, ministerial (including servant leaders), mentor, or colleague relationship that is so severe or pervasive that



it alters the conditions of employment or servant leader work or unreasonably interferes with the employee or servant leader's performance by creating a hostile environment that can include unwanted sexual jokes, repeated advances, touching, displays, or comments that insult, degrade, or sexually exploit women, men, elders, children, or youth" (The Book of Resolutions of the United Methodist Church 2012, p. 136).

Sexual misconduct is a continuum of inappropriate sexual or gender-directed behaviors by either a lay or clergy person regardless of age. "It can include child abuse, adult sexual abuse, harassment, rape or sexual assault, sexualized verbal comments or visuals, unwelcome touching and advances, use of sexualized materials including pornography, stalking, sexual abuse of youth or those without capacity to consent, or misuse of the pastoral or ministerial position using sexualized conduct to take advantage of the vulnerability of another" (The Book of Resolutions of the United Methodist Church - 2012, 2044, p. 136).

Vulnerable person is used in this Policy to mean any person, 18 years or older, who because of physical or mental infirmity or emotional disability or other physical, mental, or emotional dysfunction may be vulnerable to maltreatment (Minnesota law 626.557).

Sections of this Policy

- I. Procedures for Approving Staff and Covered Servant Leaders
- II. Safety Procedures for Church-Sponsored Activities and Events Cyber Safety Policy
- III. Cyber Safety Policy
- IV. Community Building Use
- V. Incident Reporting, Escalation, and Response Procedures
- VI. VI. Procedures for Responding to Personal/Media Inquiries
- VII. Policy for Registered Sex Offenders

In all our ministries with children, youth, and vulnerable adults, Foundry United Methodist Church is committed to showing the love of Jesus Christ so that each child of God will be "...surrounded by steadfast love,...established in the faith, and confirmed and strengthened in the way that leads to life eternal" (Congregational pledge in the Baptismal Covenant, UMH page 44).



I. Procedures for Clearing Staff and Covered Servant Leaders

Pastors, all paid staff, and Covered Servant Leaders in the church who have either regular direct, unsupervised access, or indirect and/or supervised access to children, youth, and vulnerable adults in any ministry setting must follow the procedures outlined below.

Written Position Guidelines:

All written descriptions of staff and Covered Servant Leaders' positions will include this Policy as well as the essential job functions requiring regular direct, unsupervised access, or indirect and/or supervised access to children, youth, and vulnerable adults.

Application, References, Interview:

All paid staff will undergo an interview with the appropriate church committee, provide three references, and complete an application, a sexual misconduct questionnaire (updated annually), and an authorization for criminal records check before beginning to work with children, youth, or vulnerable persons. Volunteers who express an interest in working with children, youth, or vulnerable persons ministries will have a meeting with the leader of that ministry after the background check and prior to beginning ministry to discuss the appropriate position guidelines. Covered Servant Leaders must also provide three references and complete an application, a sexual misconduct questionnaire (updated annually), an authorization for a criminal records check (Foundry Personnel Handbook, Section 4.C.2). All paid staff and Covered Servant Leaders will receive a copy of the Safe Sanctuaries policy and return a form within (14) days of receipt acknowledging that they have read the policy.

Background Checks:

Before beginning their ministry at the church, prospective staff will undergo a criminal records check and a child abuse history check for the state or jurisdiction in which they currently reside. Every three years thereafter, the Foundry staff member or Covered Servant Leader will undergo a new criminal records check and a new child abuse history check for each jurisdiction in which he or she has resided since their last clearance.

Record Maintenance:

Only authorized members of the Foundry staff have access to information obtained through background checks, which they will secure in a confidential location along with all policy receipt acknowledgement forms. Foundry staff also will maintain a database of cleared adult Covered Servant Leaders for easy reference.

Restrictions:

Foundry will not accept as a Covered Servant Leader, a paid staff member, or ministry volunteer with access to children, youth, or vulnerable persons in any church-sponsored activity or setting (1) an adult convicted of an offense involving the abuse of a child, youth, or



vulnerable person (including, but not limited to sexual abuse, physical abuse, or emotional abuse); (2) an adult named as the perpetrator in a founded or indicated report of such abuse by a district, state or county agency; or (3) an adult (under investigation or with charges pending for abuse.

This Policy applies to workers including but not be limited to: Sunday School and Christian Education staff, helpers, youth group leaders and helpers, trip leaders and helpers, childcare providers and assistants, and nursery staff and helpers.

Covered Servant Leaders:

Foundry will carefully screen all prospective Covered Servant Leaders and pay the cost of background checks, as needed, through the church budget. Other organizations will pay for the cost of background checks for Covered Servant Leaders from those organizations who have incidental contact with Foundry children, youth, or vulnerable persons.

Only the Senior Pastor, the Church Business Administrator, the Director of Family Ministries, the Director of Connecting Ministries, the Director of Support Services, the President of the Management Board and/ or the Chair of the Personnel Committee of the Management Board will see the results of Covered Servant Leader background checks and will keep them confidential. They will inform other staff members of individuals who are not cleared to serve as Covered Servant Leaders.

Foundry requires individuals who serve as Covered Servant Leaders in consecutive years to renew their background checks every three years.

Foundry will not permit individuals who fail the background check to serve as Covered Servant Leaders. All approved Covered Servant Leaders must sign and return the following documents (attached to this Policy):

- Volunteer Consent Form;
- Sexual Misconduct Questionnaire (with a request for three different character references);
- Child and Youth Protection Policy Statement; Background checks must be renewed every three years for individuals that serve as Covered Servant Leaders in consecutive years.
- And Disclosure and Authorization for Criminal Records Check.



Staff ministry leaders will supervise Covered Servant Leaders assigned to their ministry. It is the responsibility of the staff ministry leader to collect and submit all forms to finalize Covered Servant Leaders' clearances under this Policy.

Training:

Foundry will offer Safe Sanctuaries training for sexual abuse and misconduct awareness prevention and response procedures at least once each year.

All Foundry staff must participate in Safe Sanctuaries training upon initial hire and every two years thereafter. All Covered Servant Leaders who work with children, youth, and vulnerable adults must participate in Safe Sanctuaries training during the first year in which they begin acting as a Covered Servant Leader and every two years thereafter.

This training includes but is not limited to the following topics:

- Biblical background for sexual abuse and misconduct prevention;
- Imperatives for sexual abuse and misconduct prevention;
- Nuts and bolts of providing a safe sanctuary;
- Recognizing suspected sexual abuse and misconduct and reporting it;
- And covenanting to prevent sexual abuse and misconduct.

Safety Procedures for Church-Sponsored Activities and Events

Foundry clergy and staff members will follow the safety procedures outlined below for church-sponsored events and activities.

Adult/Youth Ratio:

Foundry will ensure enough adult Covered Servant Leaders and/or staff attend church-sponsored activities for children, youth, and vulnerable persons to provide adequate supervision for safety. The suggested ratios are: 1:4 for children/youth with moderate or special needs and 1:8 for children/youth without special needs. Moderate or special needs include children of ages requiring more assistance in activities. Covered Servant Youth Leaders should not replace an adult as a supervisor at a church-sponsored activity.

Large Group Events:

At large group events sponsored by Foundry, such as the Great Day of Service, an appropriate number of staff persons and/or Covered Servant Leaders will monitor for unusual behavior among participants that suggests sexual abuse or misconduct. Covered Youth Servant Leaders should not replace an adult as a supervisor at a church-sponsored activity.



Incidents Involving Possible Sexual Abuse or Misconduct:

A Foundry staff member, Covered Servant Leader, or Covered Youth Servant Leader who observes or receives information about possible sexual abuse or misconduct during a church-sponsored activity or event must immediately take necessary action to ensure the safety of children, youth, or vulnerable persons and then follow the procedures set forth in Section V of this Policy.

Two Unrelated Adults Rule:

Adult staff and Covered Servant Leaders must observe the "Minimum of Two Unrelated Adults Rule" whenever feasible so that no adult is alone with children or youth at a church-sponsored event or activity. The two adults must not be related by birth, adoption, marriage or other union, and submit to the clearance process described in Section I of this Policy. Unassigned adult "Roamers" who move in and out of rooms or areas may serve as a second adult if the assigned adult has undergone the Covered Servant Leader clearance process described in Section I of this Policy.

The "Minimum of Two Unrelated Adults Rule" also applies to online gatherings involving children, youth, or vulnerable persons. At least two unrelated persons who are adult Covered Servant Leaders or staff must attend any virtual church-sponsored activity for children, youth, or vulnerable persons. If the larger group separates into smaller groups, using the breakout feature of the multi-user video software, a qualified adult "Roamer" who moves between the breakout groups may substitute for one of the two required adult Covered Servant Leaders or staff in each breakout group.

Adult Covered Servant Leaders are those who are at least 18 years old and who are five years older than those children or youth whom they are leading, ministering to, or supervising in person or in a virtual gathering. Covered Youth Servant Leaders may assist adult Covered Servant Leaders but are not considered an adult as defined in the "Two Unrelated Adults Rule."

Communication:

The Director of Family Ministries will ensure that applicable procedures are followed and families receive appropriate information prior to any online program (other than Family Ministries' regularly scheduled programming) that will include Foundry's children or youth.

Roamers:

Foundry will assign Roamers to provide protection for children and workers as appropriate.

Half-doors or Windows in Doors:

Half-doors prevent children from wandering outside the classroom while at the same time



allowing full visual access. Doors with windows prevent isolation and secrecy. Doors must remain open and ajar in rooms where half-doors or doors with windows are not installed.

Attendance and Release of Children Ages 10 and Younger:

Foundry clergy or staff will document attendance at each church-sponsored activity so that a roster of children is available in case of evacuation or other emergency. Foundry clergy or staff will release children only to their parents, guardians, or assigned siblings over 15 years of age (prior parental notification required) at the end of each church-sponsored child and youth event.

Advance Parent/Guardian Notification and Permission:

Parents or guardians must complete and submit registration forms before their children participate in church-sponsored events and trips. Foundry clergy or staff will provide parents/guardians with detailed written information regarding proposed church-sponsored events and activities for children and youth. Parents/guardians must complete a Consent and Emergency Care Form for both one-day offsites and overnight trips. The church office maintains a copy of the Consent and Emergency Care Form.

Foundry requires a parent/guardian to sign a permission slip before their children or youth travel or attend an event outside of the church campus. If circumstances arise in which one adult Covered Servant Leader transports one child/youth, a parent/guardian must sign a permission slip stating the time and location of the required transport.

Foundry clergy or staff will inform parents/guardians of the expected duration of each activity for their children or youth. Parents/guardians must pick up their children and/or youth at the time specified as the end of each event. Staff, Covered Servant Leaders, or Covered Youth Servant Leaders will supervise a child until the child's parent/guardian arrives.

Drivers and Transportation:

Foundry does not permit any person under the age of 25 to drive children or youth as part of a church-sponsored event or activity. Any adult Covered Servant Leader responsible for transporting children and youth will show their current driver's license, proof of vehicle insurance policy, and vehicle registration to the activity leader prior to any event requiring driving. Covered Servant Leaders who drive on field trips and overnight events must complete the Volunteer Driver Checklist. Drivers and all passengers must always wear seat belts.



Overnight Accommodations and Group Travel:

Foundry clergy or staff will provide parents/guardians with guidelines for group supervision, room assignments, and behavior expectations for children and youth staying overnight in hotels, dormitories, or other accommodations to attend a church-sponsored event. The guidelines will clearly explain the consequences of misbehavior.

Unrelated Persons:

No adult should ever sleep alone with an unrelated child (or children) or youth in a room. When traveling, adults serving as chaperones must reserve rooms separate from unrelated children or youth. Only children/youth of the same sex are allowed to sleep in the same room, unless related.

Interior Rooms:

When possible, Foundry clergy or staff will choose hotels where the rooms open to the interior of the building, rather than to the outside.

Adult-Between:

If possible, Foundry clergy or staff will arrange room assignments so that an adult room is between two children and/or youth rooms.

Random Checks:

Foundry clergy or staff will conduct periodic child/youth room checks during the night.

Large Group Sleeping Arrangements:

Adult chaperones will separate boys and girls and the doors or other divide separating the boys and the girls if sleeping in an open space in a church. Two approved adults will always supervise large group sleeping arrangements.

All-Girl/All-Boy Events:

Adult women and adult men will chaperone all-girls or all-boys events, respectively. Both female and male chaperones will supervise any overnight event involving both girls and boys.

Proper Displays of Affection:

Covered Servant Leaders and Covered Youth Servant Leaders need to be aware of, and sensitive to, the special and differing needs and preferences of each child or youth. Physical contact with children and youth should be age- and developmentally- appropriate.



Bathroom Procedures:

Only parents/guardians, Covered Servant Leaders authorized by the parents/guardians, or designated staff may change non-toilet-trained children in diapers. Two adults will preside if a situation arises requiring someone other than a child's parent/guardian to change their diaper. A designated adult must escort young children (up through Kindergarten) to the restroom. Children will remove and replace their own clothing. Adults may assist with clothing closures only. Children in 1st through 4th grade may accompany each other to the restroom if no adult escort is available.

Covered Youth Servant Leaders may not escort children to the bathroom if an adult is available. Adult escorts will wait outside the bathroom unless the child requires assistance.

Privacy:

If circumstances arise in which there is a need to speak to a child/youth alone, Covered Servant Leaders and Covered Youth Servant Leaders will do so in an open area and in public view. For example, a Covered Servant Leader should meet the child/youth in a public setting such as the sanctuary, hallway, or fellowship hall. If the situation calls for immediate attention, a Covered Servant Leader may meet with the child/youth in a room with doors ajar where people walking by can see the interaction.

Discipline:

Covered Servant Leaders or Covered Youth Servant Leaders will discipline children or youth in ways that show respect and care. Foundry does not permit corporal punishment of its children or youth.

III. Cyber Safety Policy

Although the internet and portable smart devices allow people to stay in contact with each other and can facilitate ministry to young people, there are inherent risks involved with the use of electronic communications. Foundry clergy and staff will follow Safe Sanctuaries procedures to minimize those risks.

Advance Permission:

In addition to general permission to participate in a church-sponsored event or activity, Foundry will request a parent/guardian's written permission prior to posting on any website, e-mailing, or texting photos of children/youth making videos of children/youth for any use; or e-mailing, instant messaging (IM'ing), calling, texting, or sending data to a child, youth, or vulnerable adult by computer, Personal Digital Assistant, or cell phone.



Personal Identifiable Information (PII):

Foundry clergy and staff will avoid "broadcast" e-mails to children, youth, and vulnerable adults and instead "BCC" (blind carbon copy) addressees so they see only their email address; use caution when transmitting PII such as names and addresses; and limit PII communicated in electronic prayer requests.

Direct Communication with Children, Youth, and Vulnerable Adults:

Any direct electronic communication between Foundry clergy, staff, or servant leaders and an individual child, youth, or vulnerable adult will remain professional and avoid suggesting familiarity or intimacy between the sender and recipient. Foundry will retain confidential electronic communications with or regarding children, youth, and vulnerable adults (IMs, chat room conversations, e-mails, etc.). Foundry clergy or staff will honor the privacy of children, youth, and vulnerable adults but may BCC a parent/guardian or another trusted adult if they are concerned about a topic addressed in an e-mail or other electronic communication with a child, youth, or vulnerable adult. Foundry clergy, staff, and servant leaders will immediately report abuse or misconduct divulged electronically following procedures set forth in this Policy.

Multi-User Video Software:

The safety procedures outlined in Section II of this Policy apply, to the extent feasible, to church-sponsored online gatherings conducted through multi-user video software. Organizers of a virtual gathering involving children, youth, or vulnerable persons will comply with the "Two Unrelated Adults Rule" described in Section II as well as the "best practices" listed below when feasible.

- **Attendance** – Foundry clergy or staff will keep a record of attendance for online gatherings involving children, youth, or other vulnerable persons.
- **Chat** – For church-sponsored online gatherings of children ages 12 or younger, Foundry clergy or staff will disable the chat function of multi-user video software unless parents/guardians of the participating children provide written advance consent for the use of the chat function. Foundry clergy or staff may enable the chat function for online gatherings of children ages 13 or older but will record the chat and download it at the close of the meeting.
 - **Recording/Streaming** – Foundry clergy or staff will not record or stream any online event with children ages 12 or younger unless the parents/guardians of the participating children provide written advance consent. Foundry clergy or staff are discouraged from but may record or stream events with participants ages 13 and older provided they announce the event will be recorded and obtain verbal consent from each participant before and again after the recording has started. Organizers may not



record to the cloud and should stream recordings to secured and password-protected groups only.

Identification – The organizer will use a church-sponsored multi-user video software account rather than a personal account to host an online event. Servant leaders should use their names, rather than nicknames, whenever possible in virtual ministry meetings.

Password Protection – All virtual gatherings should be password protected.

Screen It is a best practice to disable screen sharing for participants.

Safety Measures for Electronic Photo Sharing:

Foundry will request a parent/guardian's written permission prior to posting on any website, e-mailing, or texting photos of children/youth; making videos of children/youth for any use; e-mailing, instant messaging (IM'ing), calling, texting, or sending photos to a child, youth, or vulnerable adult by computer, Personal Digital Assistant, or cell phone. When posting photos, Foundry will not list names or other PII. Foundry will post only photos that uphold Foundry's mission and do not involve vulnerable/compromising situations. Foundry clergy or staff will block the "save photo as" option on websites.

Safety Measures for Social Networking Sites:

Foundry may use popular social networking sites, including but not limited to Facebook, Twitter, Pinterest, Xanga, Friendster, Instagram, Tumblr, Twitch, Kik, WhatsApp and Snapchat, to share information about Foundry's Families and Youth Ministries. Foundry clergy and staff will use appropriate privacy settings to limit who can see Covered Servant Leader and staff profiles, otherwise the full profile will be viewable. Covered Servant Leaders and staff will use prudent judgment in accepting requests from youth. They will use higher level security features even with a restricted profile (such as requiring approval of all comments posted to the profile) and will not post anything to a social networking, blog, or other site online that they would not want attached to a resume or printed in the church bulletin or newsletter. Covered Servant Leaders and staff should not post inappropriate comments, photos, etc. and encourage youth to follow these same guidelines.

IV. Community Building Use

All outside organizations, individuals, and institutions that use the church building for events including children and youth under the age of 18 will receive a copy of this Policy upon submitting the Building Use Request Form. Failure to follow this Policy will result in termination of the Building Use Agreement. The Senior Pastor in partnership with the Management Board will immediately investigate allegations of noncompliance, sexual abuse, or other misconduct on church property. The Senior Pastor will follow protocol for



reporting allegations of sexual abuse or misconduct as listed in this Policy.

Incident Reporting, Escalation, and Response Procedures:

Failure to observe, but not report, an abusive or otherwise inappropriate situation perpetuates the exploitation of children, youth, and other vulnerable persons. It is the responsibility of Foundry's clergy, staff, and Covered Servant Leaders to caution each other regarding inappropriate behavior, to monitor suspicious behavior, and to report abusive behavior. The safety of children, youth, and vulnerable persons is Foundry's paramount concern. Foundry will follow procedures below with respect to suspected or actual sexual abuse and misconduct:

- A. Any Foundry staff member or Covered Servant Leader who observes unusual behaviors, comments, or physical signs indicating that a child, youth, or vulnerable person may be the victim of sexual abuse or misconduct will immediately report the matter to a member of the Foundry staff. A staff member receiving such a report will immediately inform the Director of Family Ministries and/or the Senior Pastor, who will confer and, if warranted, report the concerns to appropriate authorities/agencies. At their discretion, the Director of Family Ministries and/or the Senior Pastor will inform the person making the report of the results of the intervention.
- B. Any Foundry staff member or Covered Servant Leader who observes or receives information about sexual abuse or misconduct involving a child, youth, or vulnerable person during a church-sponsored event or activity will immediately (i) take action to protect children, youth, or vulnerable persons from immediate danger, and (ii) as quickly as possible report the matter to a Foundry staff member, in the case of Covered Servant Leaders, and to the Director of Family Ministries and/or the Senior Pastor in the case of Foundry staff members. Foundry staff members will notify the police if they cannot ensure the safety of children, youth, and vulnerable persons (e.g., the person who has allegedly engaged in sexual misconduct may still be on the premises).
- C. If Foundry staff members determine there is no imminent threat to the safety of children, youth, or vulnerable persons, the Director of Family Ministries and/or the Senior Pastor will collect information about the alleged misconduct. If the identity of the person responsible for the alleged misconduct is known, the staff will determine whether the person responsible for the alleged misconduct is a registered sex offender and notify the police, as appropriate.



- D. If any allegation of sexual abuse or misconduct involves the Director of Family Ministries, witnesses will report the matter instead to the Senior Pastor. The Chair of the Personnel Committee of the Management Board will hear allegations involving the Senior Pastor. The recipient of the report will promptly ascertain the facts and take appropriate action, which may include alerting authorities/agencies.
- E. The Director of Family Ministries and/or the Senior Pastor will notify appropriate authorities/agencies in all instances where criminal conduct is reasonably suspected, alleged, or confirmed. They will determine the timing of such notification based on safety considerations of the alleged victim(s) of the misconduct in question.

Foundry clergy, staff, and Covered Servant Leaders will make every effort to assure children, youth, or vulnerable persons who allege they have been abused or mistreated that their safety and well-being is a priority. If necessary, Foundry clergy or staff will remove the victim from the site of the abuse or mistreatment and place them in an open, safe spot in view of other people. If possible, a trusted and familiar person will stay with the victim and not leave them alone.

Foundry staff will handle incidents and allegations of sexual abuse and misconduct in a professional and caring manner and notify the proper authorities as well as the District Superintendent. Staff and Covered Servant Leaders should not discuss allegations of sexual abuse or misconduct with others, except as necessary to satisfy reporting obligations under the law or this Policy. Staff and Covered Servant Leaders will keep the victim informed of events in an age-appropriate way.

Staff members who are not specifically authorized to talk to the media on behalf of Foundry and Covered Servant Leaders should not answer questions from the media. Staff members should be polite, but firm, and never tell a reporter, "No Comment," as this response can easily be misconstrued. Nothing is "off the record." All statements to the press should be treated as if they will be used publicly.

VII. Policy for Registered Sex Offenders

Registered sex offenders must inform Foundry of their status as such, as directed in the weekly church bulletin, at the Foundry website, or in new member orientation materials.

The District of Columbia, Maryland, Virginia, and West Virginia maintain sex offender registries, which attempt to list all persons residing in those jurisdictions convicted by a court of law of a variety of sexual offenses. The public may access the registries online at:



District of Columbia: <https://sexoffender.dc.gov/>

Maryland: <https://dpscs.maryland.gov/onlineservs/socem/default.shtml>

Virginia: <https://www.vspso.com/>

West Virginia: <https://apps.wv.gov/StatePolice/SexOffender/Disclaimer>

Contrary to popular belief, these registries do not list only convicted "pedophiles," which, strictly speaking, describes persons with a primary sexual interest in prepubescent children aged 13 or younger. Rather, the registries include sex offenders whose victims, depending on the crime, may include minors as old as 17 years of age or even adults.

From time to time, a pastor, staff member, Covered Servant Leader, or other congregant will learn that a church member or other person who regularly frequents Foundry for worship or other reasons is a registered sex offender. When that happens, and even while resolutely affirming every person's need to be part of a faith community and receive redemption, we hold in balance the imperative to do all we can to keep Foundry safe, especially our children, youth, and vulnerable persons. To that end, in striving to maintain an environment of love and safety for all, Foundry's process for responding to such information will include:

- A. Maintenance of List:** The Senior Pastor and the Director of Family Ministries will establish and maintain a list of registered sex offenders who are members of the church, attend worship, or are otherwise known to have visited the church premises (buildings or grounds) on one or more occasions. Registered sex offenders attending or visiting Foundry must inform the church of their status as such. The Senior Pastor will update the list of registered sex offenders when clergy, staff, or members of the Management Board learn that a church member or visitor is a registered sex offender. The District Superintendent and appropriate Foundry staff, clergy, and lay leadership will receive a current copy of the list whenever it is updated.

- B. Meeting and Covenant with the Registrant:** Upon learning that a member or visitor is a registered sex offender, the Senior Pastor, the Director of Family Ministries, and an executive officer or another member of the Management Board designated by the President will meet in-person with the registered person (Registrant) and an adult of the Registrant's choosing to discuss the procedures allowing the Registrant to participate in the life of the congregation or visit the church premises for any purpose. During that the meeting, the Senior Pastor, Director of Family Ministries, and representative of the Management Board will:
 - i. Indicate that Foundry is aware of the person's name on a Sex Offender Registry;
 - ii. Summarize the congregation's principles and guidelines in such situations, as outlined here and in the attached "Covenant Letter;"



- iii. Explain and emphasize the importance of the "Designated Attendant" policy (as described below), for the safety and well-being of the church community and the Registrant;
- iv. Provide the Registrant with a Covenant Letter, signed by the pastor and the President of the Management Board, substantially in the form attached hereto;
- v. And require the Registrant to countersign and date the Covenant Letter in front of a witness and provide it to the Senior Pastor before returning to the church premises.

C. "Designated Attendant:" An adult member of the congregation approved by the Senior Pastor and the Director of Family Ministries to serve as a "Designated Attendant" for registered sex offenders must accompany the Registrant when the Registrant visits the church building or church grounds.

- i. The Senior Pastor and the Director of Family Ministries will maintain a list of Designated Attendants for registered sex offenders.
- ii. Each Registrant will receive the list of named Designated Attendants and their telephone numbers to arrange for an escort when they visit the church. A Registrant may not select a Designated Attendant to whom they are related by birth, adoption, or marriage. If a Designated Attendant is not available, the Registrant may not enter any church building or visit the church grounds.
- iii. Designated Attendant must meet the Registrant in the church parking lot, or at another safe and well lit outdoor location, when the Registrant arrives at the church's property. The Designated Attendant must physically accompany the Registrant while the Registrant is within any church building or anywhere on church grounds.
- iv. It is the Registrant's responsibility to arrange to have a Designated Attendant present when they arrive at the church property. If a Designated Attendant does not appear for any reason, the Registrant may not enter any church building and may not stay on the church grounds.
- v. The requirement for a Designated Attendant will remain in place for as long as the Registrant remains on a Sex Offenders Registry.



D. Exceptions: Only the Senior Pastor, Director of Family Ministries, and Executive Committee of the Management Board may approve an exception to these policies and procedures, and then only after they provide advance written notice and explanation of the exception to the District Superintendent 14 days before the proposed exception is to go into effect. The District Superintendent thereafter must indicate in writing that he/she/they concurs with the exception. Furthermore, District Superintendents must:

- Maintain copies of each congregation's list of registered sex offenders;
- Provide congregations with clear instructions on preparing their lists of registered sex offenders, updating them biannually, and providing a current list to the District Superintendent every January;
- And ask congregations to review the regional Safe Sanctuaries training DVD every year.



SAFE SANCTUARIES POLICY RECEIPT ACKNOWLEDGEMENT

I, _____, acknowledge that I have received a copy of the Foundry UMC Safe Sanctuaries policy on this day, _____. I have read the policy and will comply with all policy requirements.

[Print Name]

[Signature]

[Date]

SIGNATURE OF PARENT/GUARDIAN IF UNDER 18 YEARS OF AGE:

[Print Name]

[Signature]

[Date]



COVENANT LETTER FOR REGISTERED SEX OFFENDER

Dear

It has come to our attention that you are listed on the Sex Offender Registry for [the District of Columbia] [Maryland] [Virginia] [West Virginia]. As a church family, we affirm every person's need to be part of a faith community such as ours, but we hold in balance the imperative to keep all parishioners safe in body and spirit.

Under these circumstances, your participation in the life of Foundry United Methodist Church, or your presence on church premises, requires a written and binding covenant between you and the church to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, we are hopeful that the pastor, staff, and congregation can assist you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers.

The terms of the covenant are as follows:

- 1.** "Designated Attendant" must accompany you any time you are inside a Foundry church building or on church grounds. A current list of people who have agreed to act as a Designated Attendant is attached to this letter. You must contact one of them before every visit to Foundry. A Designated Attendant must meet you [insert safe, well-lit location outside the church building] and escort you at all times while you are on church premises—including accompanying you to the restroom. The Designated Attendant will accompany you to your car, bus, or metro when you leave the campus.
- 2.** You agree to allow the pastor or her/his/their designee to contact law enforcement, your probation officer, or other government official – but not your attorney or any health care provider – to request information that enables the pastor to minister to you and support your specific and unique spiritual needs. By signing this letter, you agree that law enforcement, your probation officer, or another government official may share information with the pastor or her/his/their designee, and that you release these individuals, their organizations, and employers from liability. This authorization and release specifically include, without limitation, any information, written or verbal, that these individuals have obtained concerning your medical, psychological, and/or psychiatric conditions or treatment.
- 3.** You cannot serve in any Foundry leadership or teaching position until further notice



4. You agree to meet with the pastor upon her/his/their request to support the pastor's ministry to you or to help protect the congregation or others in the church community. You understand and agree that the pastor and the Foundry Management Board must keep other church staff and members apprised of your status and the guidelines agreed upon
5. You understand and agree that the pastor and the Foundry Management Board must keep other church staff and members apprised of your status and the guidelines agreed upon.

We trust that you understand the reasons for these requirements. If so, and if you are committed to keeping this covenant, please sign and date this letter in the space provided below. If you cannot or are unwilling to do so, we regret that we cannot allow you to visit church premises again for any reason.

Please know that we are praying for you and for ourselves as we discern an appropriate path for moving forward in faith. We know that God's love is life-changing for members of this congregation and for those who seek to participate in Foundry's ministries.

Sincerely,

Pastor or President, Foundry Management Board



You must contact one of these Designated Attendants any time you plan to visit Foundry church premises:

1. Tel no:

2. Tel no:

3. Tel no:

I have read the above letter and agree to abide by the mandatory guidelines contained in the letter.

Witness: Date:



