



St. Sanctuary Church

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Safe Church Policy Summary (see Safe Church Policy itself for more detail)

On Mt. Sinai, God told Moses,
“Have them create me a sanctuary so I can dwell among them.”
Exodus 25:8

As Christians, St. Sanctuary Church takes our responsibilities to our children, youth, and vulnerable adults very seriously and therefore created a policy and procedures to protect those who participate in our ministry. Abuse or harassment of a child or of an adult will not be tolerated at the church or any of its sponsored activities.

Volunteers enhance the vitality and effectiveness of our ministry. Some are adult *Primary Volunteers* whose role may include being alone with youth or work in a regular supervisory capacity. *Secondary volunteers* (ages 12 and older) include those who assist no more than three or four times a year or for an short-term event or activity. Secondary volunteers always work with another adult present.

All volunteers who have regular and direct contact with children, youth, and vulnerable adults must have been a church member for six (6) months or associated with the church for one (1) year.

Screening will help protect our children, youth and vulnerable adults from potential victimization.

Potential volunteers shall fill out a Volunteer Information Form and be interviewed. Primary volunteers and staff will also be fingerprinted and have at least two of the their references contacted.

To be an eligible driver who can transport others on behalf of the church, the Driver Authorization Form must be on file with the church and updated yearly.

Volunteers and staff who are approved for ministry (see disqualifications in the policy) will receive regular training in emergency response, abuse prevention and, if required by the policy, first aid and CPR.

The Office Manager will keep records of volunteers' and staff member's completion of screening and training. Pastors will maintain in secured files any information that is confidential in nature, like background checks.

Safe Practices for ministry with children and youth include:

- Minimum age requirements
- Recommended ratios of primary volunteers to children/youth
- The Two-Adult Rule (requiring adequate adult supervision)
- The requirement that all activities involving children and youth be easily visible through windows, open doors, etc.
- Appropriate language, dress, and demonstration of affection
- Written parental permission before involvement in church sponsored programs, activities or whenever an adult might be spending time alone with a child in an unsupervised, one-adult situation (including counseling and transportation)
- Medical and emergency contact information on each child/youth
- Bathroom protocol
- Safe transportation practices
- Responsible safeguarding from registered sex offenders.

Response and Reporting Procedures encourage every participant in ministry at St. Sanctuary to contact church leaders if he or she is ever concerned about a safety issue, whether it's a hazardous sidewalk or the person witnesses or hears about risk of harm to a child, youth or vulnerable adult in the church. Information can be given to a Pastor, Director, or anyone serving on Council. The concern will then be referred to the appropriate leader or committee for resolution—unless the concern involves suspicions of abuse, which will be reported to civil authorities.

Anyone may also contact civil authorities directly:

_____ (City) Police Department	911 or (xxx) xxx-xxxx
_____ Costa County Sheriff's Department	(xxx) xxx-xxxx
_____ County Child Protective Services	(xxx) xxx-xxxx
_____ County Adult Protective Services	(xxx) xxx-xxxx

St. Sanctuary desires to be a nurturing and protective community through the implementation of this Safe Sanctuary policy. Adoption of these policies and practices will enable the church to provide a safer and more secure environment for each individual of our church family and our guests. Together we can create *sanctuary*, so that God may dwell among us.