

SAFE SANCTUARIES® POLICY - GOUVERNEUR FIRST UNITED METHODIST CHURCH
In accordance with The Book of Discipline of The United Methodist Church ¶341.5

The Safe Sanctuaries policy set forth below has been established by Gouverneur First United Methodist Church, adapted from the Minimum Standards of the Upper New York Annual Conference. This policy is not inspirational, but outlines set minimum standards to protect children, youth, and vulnerable adults from abuse and exploitation.

A vulnerable adult is someone aged 18 and over; who due to age, illness or a mental or physical condition, is less able to take care of himself/herself, or less able to protect himself/herself against harm or exploitation; including but not limited to physical and sexual abuse, neglect by self or other, financial or material exploitation, emotional or psychological mistreatment. Vulnerable adults are also those adults who work with children and youth who can be in a position where accusations of abuse could mistakenly arise; or, adults who have been abused either as a child or an adult.

Recruiting, Screening and Selecting Workers

1. Recruiting Workers

- a. A written position description that includes the essential functions of the job shall be provided for positions in ministries with children, youth and vulnerable adults.
- b. Interested workers shall complete an application that includes identification, address, employment history for the past five years, volunteer work during the past five years, experiences and skills specifically related to the position, prior church membership (if any), personal references (not related to the applicant) with complete address and contact information, waiver of any right to confidentiality and of any right to pursue damages against the church/charge caused by the references' responses, certification that the information provided is true and correct, voluntary disclosure of past criminal convictions, and authorization to conduct a criminal background check.

2. Screening Workers

- a. References provided by the applicant shall be checked by the pastor or a designated Safe Sanctuaries committee/team member. The reference check shall include questions about the applicant's ability to work with children, youth or vulnerable adults (depending on ministry) and leadership ability.
- b. A personal interview shall be conducted.
- c. A criminal background check and a state central child abuse registry check shall be authorized by and completed for all clergy, paid workers, and volunteers who have regular and direct contact with children, youth, and vulnerable adults. These checks shall be completed at the beginning of service, after every two (2) years of service, and after a break in service of one or more years. Background check results shall be kept in a secure manner.

3. Adult Volunteers

- a. Adult volunteers shall demonstrate an active relationship with the church for at least six (6) months before being allowed to be in a supervisory role in activities for children, youth, or vulnerable adults.

4. Selecting Workers

- a. Only workers that have successfully completed the application and screening process shall be eligible to be considered for selection to a ministry position with children, youth, and/or vulnerable adults.

- b. In the event that the criminal background check or state registry check reveals a conviction or other cause for concern, the pastor and/or another ministry leader shall consult with the applicant.
- c. Adults convicted of child abuse or named as the perpetrator in a founded or indicated child abuse report through a designated state or county agency, or who are under investigation for, or who have charges pending for child abuse, shall not be accepted as paid employees or volunteers to have direct access to children, youth, or vulnerable adults in any church-sponsored activity or setting.

Procedures for Conducting Ministry Programs and Events for Children, Youth and Vulnerable Adults

1. Adult staff and volunteers and clergy shall observe the “Two-Adult Rule” at all times so that no adult is ever alone with children or youth or vulnerable adults at a church/charge, district or conference-sponsored event or activity. The two-adult rule requires that regardless of the size of the group, there shall always be two unrelated, non-cohabiting adults present. This may include the presence of an adult “roamer” who moves in and out of rooms/ministry activities. No child, youth, or vulnerable adult shall be left unsupervised while attending a ministry program or event.
2. Adult staff and volunteers are those who are at least 18 years old and who are at least five years older than the oldest minor present, whom they are leading, ministering to or supervising. Youth (those ages 13-17) are invited to assist adult volunteers but are not to be considered an adult for the “two-adult rule”.
3. All adult staff and volunteers and clergy shall be observant of unusual behaviors and signs of child, youth, and vulnerable adult abuse and shall report them immediately to the appropriate supervisor.
4. All adult staff and volunteers and clergy working with children, youth, and vulnerable adults shall receive a copy of the applicable local church/charge, district or conference ministry or program Safe Sanctuaries® Policy before starting their service and shall agree to covenant with the (local) United Methodist Church, District or Conference ministry or program to fully cooperate with these abuse prevention strategies.
5. All ministry activities shall occur in open view. Each room or space where ministry events occur must be open to public view. This may require enclosed spaces such as classrooms having a viewing window, a glass panel in the door, a half door configuration, or an open door.
6. Attendance records shall be kept for all ministry events/activities involving children and youth. These records shall include at a minimum, the date and names of all participants and shall be kept in perpetuity in the church office.
7. Ministry activities involving transportation shall require a written permission slip/form and signed by a parent/guardian. Drivers of children, youth and vulnerable adults must be 21 years of age. The ministry supervisor shall be required to keep a copy of their current license and proof of insurance card on file with the church. These copies shall be kept in a secure manner.

Education

All adults who work with children, youth, and vulnerable adults will be Safe Sanctuaries® trained with an annual orientation.

Reporting and Response

Reporting

Reporting shall be required by any staff or volunteer that personally witnesses an incident of abuse or exploitation, when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a child, youth, or vulnerable adult discloses abuse or exploitation to a staff member or volunteer. It is crucial that reporting be immediate and the allegations dealt with as soon in time as possible to the incident or disclosure.

1. The staff person or volunteer who observes alleged abuse or to whom such abuse is reported or disclosed, or who suspects abuse shall be required to report the incident/suspected abuse **immediately** to the person in charge of the ministry/activity. Upon receiving the information, the person in charge of the ministry/activity shall **immediately** call the appropriate hotline:

- New York state Child Protective Services Hotline: (800) 342-3720
- New York state Justice Center Vulnerable Adults Hotline: (855) 373-2122
- New York state Office of Children and Family Services Adult Abuse Hotline: (844) 697-3505

Identification information for the alleged victim and the adult responsible for their care is required for the report. The pastor in charge and immediate staff supervisor are to be informed immediately before or subsequent to the making of a report. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.

2. If the accused is the appointed clergy, supply pastor or a member of his/her family, the allegations shall be immediately reported to the district superintendent. The district superintendent shall immediately report to the proper authorities as set forth in paragraph 1 above. The district superintendent shall take responsibility and act according to the established rules in *The Book of Discipline* with respect to claims against the pastor. If the district superintendent is not available, the incident shall be reported to the bishop's office.

3. Every clergy in any active status or relationship with the Conference whose appointment is set or approved by the bishop, every person serving as a supply pastor (assigned by the district superintendent) and retired clergy performing ministerial functions are mandatory reporters as required by *The Book of Discipline*¹.

4. After the person in charge of the ministry/activity has reported the suspected abuse to the proper authorities, the pastor or person in charge of the ministry/activity shall report the incident immediately to the district superintendent. If the district superintendent is not available, the incident shall be reported to the Bishop's office.

5. The pastor or person in charge of the ministry/activity must keep a written report of the steps taken by the church/charge in response to the reported abuse. The report should be kept brief and contain only factual information relevant to the situation. This report should be kept in a secure place. It should be written or typed to prevent it from being changed.

6. **NEVER** discuss allegations with any other people except law enforcement of designated county investigators. To do so can cause irreparable harm to the victim, their family, the church/conference and community.

Response Plan

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations shall be taken seriously. In all cases of reported or observed abuse there shall be cooperation with all official investigating agencies.

1. All media requests for statements shall be directed to the Annual Conference Director of Communications.

2. The Book of Discipline of The United Methodist Church ¶341.5, All clergy of The United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law.

3. Take all allegations seriously and reach out to the victim and the victim's family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the victim's family.

4. Immediately, and with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children, youth, or vulnerable adults and advise the accused that there has been an allegation of abuse. Details of the allegations of the abuse should not be discussed with the accused at the time of the removal. In any removal of a staff member or volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both.

5. When it has been alleged that a member of the church staff or volunteer, has committed an act of abuse or exploitation, the staff member or volunteer shall be required to refrain from all ministry/activities with children, youth, and vulnerable adults until the incident has been fully resolved by the appropriate state authorities and/or in accordance with *The Book of Discipline*.

6. Notify the parents/guardians of the victim and take whatever steps are necessary to assure the safety and well-being of the child, youth, or vulnerable adult until the parent(s)/guardian(s) arrive. **NOTE:** If one or both of the parents/guardian is the alleged abuser follow the advice of the authorities concerning notifications of others.

7. The church shall provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing may take place.

Emergency Contact Information:

Lori Chambers, Nursery Coordinator

Benjamin Lalka, Pastor: (518)779-5991 – Cell phone

Rev. Yohang Chun, Northern Flow District Superintendent: (315)535-5149 – District Office phone

Last Revised:
7-1-2025