

SEXUAL MISCONDUCT AND CHILD PROTECTION POLICY AND PROCEDURES

For

New Hope Presbyterian Church, Katy, Texas

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I. Policy Statement

It is the policy of New Hope Presbyterian Church (“NHPC”) that all church staff, adult members, and adult non-member volunteers are to maintain the integrity of the ministerial and professional relationship at all times. Persons who engage in sexual misconduct are in violation of the principles set forth in Scripture, and also of the ministerial, pastoral, employment, and professional relationship. It is never permissible or acceptable for a church minister, member, employee, or nonmember volunteer to engage in sexual misconduct. It is the goal of this policy to set forth the standards of conduct and the procedures for effective response when receiving a report of sexual misconduct.

Our congregation affirms that all children are a gift from God, and depend upon adults for safety and security. We take seriously our baptismal covenant to nurture all children committed to our care.

New Hope Presbyterian Church and its members and friends acknowledge the gift and privilege of ministry to children and youth, and strive to model the love and grace of God and provide safety and security for children and youth, as well as for the adults to whom they are entrusted.

The goals of this policy are to:

- Provide adults and children with a safe environment for working, learning, nurture, and care
- Protect volunteers and church staff from false allegations of abuse
- Establish procedures to lower legal risk to the church

Distribution and Awareness

This policy aligns with the policy of the Presbytery of New Covenant and of the General Assembly of the PC (USA).

Copies of this policy and its procedures shall be given to all church staff, and to each volunteer leader, teacher, and helper who has contact with the children and youth of the church [Sunday school, Little Angels, The Son Shines (childrens choir), Parents’ Night Out (babysitting outreach), youth activities, etc.]. They must sign and return a copy of the attached Signature Page.

Copies will be made available to all other congregation members, non-member volunteers, and guests, for their guidance. Copies shall also be made available to persons who accuse others of misconduct, including those who are or claim to be victims of sexual misconduct and their families.

The most recent version of the policy will be posted in areas that are readily visible and accessible to the congregation; will be available upon request, from the church office; and will be posted on the church's website.

The congregation will be reminded at least annually of the existence of this policy, and its intentions, together with the need for vigilant supervision between scheduled activities

II. Standards of Conduct

The ethical conduct of all who minister in the name of Jesus Christ is of vital importance to NHPC because through those representatives an understanding of God and the gospel's good news is conveyed.

The basic principles of conduct guiding this policy are as follows:

1. Sexual misconduct is not acceptable. It is a violation of the role of pastors, employees, counselors, teachers and advisors of any kind who are called upon to exercise integrity, sensitivity, and caring in a trust relationship. It breaks the covenant to act in the best interests of the persons being supervised or counseled.
2. Sexual misconduct is a misuse of authority and power that breaches Christian ethical principles by misusing a trust relationship to gain advantage over another for personal pleasure in an abusive, exploitative, and unjust manner. If the person being supervised or counseled initiates or invites sexual content in the relationship, it is the responsibility of the person providing supervision or counseling to maintain the appropriate role and prohibit any sexual relationship, contact, conduct or harassment.
3. Sexual misconduct takes advantage of the vulnerability of persons, including children, who are less powerful and unable to act for their own welfare.
4. Sexual misconduct may include, but is not limited to, child sexual abuse, sexual abuse, sexual harassment, rape or sexual contact by force, sexual malfeasance, and misuse of technology. See definitions below.
4. Sexual conduct between a teaching elder (pastor), commissioned ruling elder or Certified Christian Educator and a congregation member or counselee, is only permissible in the context of their marriage.

Definitions

Sexual Misconduct is the comprehensive term used in this policy to include:

Sexual misconduct for the purposes of this policy refers to sexual advances or sexual activity of any kind between an adult, youth, or child and another child or youth. It may include, but is not limited to, child sexual abuse, sexual abuse, sexual harassment, rape or

sexual contact by force, sexual malfeasance, and misuse of technology. See definitions below.

Child Sexual Abuse - includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the adult person or of a third person. The behavior may or may not include touching. Sexual behavior between a child and an adult is always considered forced whether or not it is consented to by the child. In the Presbyterian Church (USA), a child is anyone under the age of eighteen.

Sexual Abuse - as defined in the Book of Order: “Sexual abuse of another person is any offense involving sexual conduct in relation to (1) any person under the age of eighteen years or anyone over the age of eighteen years without the mental capacity to consent; or (2) any person when the conduct includes force, threat, coercion, intimidation, or misuse of office or position” (*Book of Order*, D-10.0401c). It is any type of sexual contact (including unwelcome touching or fondling) that is harmful to a child’s physical, mental, or emotional welfare and when there is inequity in age, understanding, size or power.

Sexual Harassment - as defined for this policy: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, or their continued status in an institution;
- b. submission to or rejection of such conduct is used as the basis for employment decisions affecting such an individual;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, or offensive working environment; or
- d. an individual is subjected to unwelcome sexual jokes, unwelcome or inappropriate touching, or display of sexual visuals that insult, degrade, and/or sexually exploit men, women, or children.

Rape – the unlawful compelling of a person through physical force or duress to have sexual intercourse.

Sexual Misconduct – such offensive, obsessive, or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling, that is injurious to the physical or emotional health of another.

Sexual Malfeasance – defined as the broken trust resulting from sexual activities within a professional ministerial relationship.

Misuse of Technology – includes the use of technology, **whether owned by the church or by the individual**, to communicate harassing or abusive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. **There is never an expectation of personal privacy when using technological equipment (including Wi Fi) within the context of ministry, whether on church premises or during off-site activities.**

III. NHPC's Response to Allegations of Sexual Misconduct

(A) Principles

In responding to allegations of sexual misconduct, staff, members, and non-member volunteers of NHPC should seek healing and assure the protection of all persons. Where possible, the privacy of persons should be respected and confidentiality of communications should be maintained.

In responding to allegations of sexual misconduct, staff, members, and non-member volunteers of NHPC should seek to uphold the dignity of all persons involved, including persons who are alleging harm, persons who are accused of sexual misconduct, and the families and communities of each.

NHPC has jurisdiction over its members and staff such that if a staff member, church member, or non-member volunteer is alleged to have committed an offense against NHPC's personnel policies and procedures, NHPC has the duty to inquire into the allegations and, if the allegations are proven, to correct the behavior of the member or employee and ensure the safety of others in the community.

If the person accused of sexual misconduct is not or is no longer a member, member or employee of NHPC, but the conduct occurred while the person was acting on behalf of NHPC, NHPC does not have jurisdiction to correct the behavior, but it does have a duty to hear the allegations of offense and to take measures to prevent future occurrences of harm (e.g. through education and policy).

(B) Reporting Requirements

Failure to report an incident of sexual misconduct will be treated by Session as grounds for termination (of an employee), or suspension or prohibition (of a volunteer) of participation in church activities involving children and youth.

(1) Reporting Sexual Misconduct

A person needing to report that a teaching elder, church member, staff person, or non-member volunteer of NHPC has committed sexual misconduct is encouraged to seek guidance as detailed below. Reports of allegations should be made to the pastor or the clerk of session.

Teaching Elders (Ministers): If the person accused of committing sexual misconduct is the minister (pastor), the report of allegations should be made to the clerk of session who will then contact the Stated Clerk of the presbytery and request guidance on the procedure to be followed in processing the allegation and in obtaining a moderator for the session

Congregation Members: If the accused is a member of NHPC, the report should be made to the pastor or the clerk of session. NHPC will respond according to the procedures set forth in this document (and the Rules of Discipline of the *Book of Order*, if applicable).

Nonmember (Employee or Volunteer): If the person accused of committing sexual misconduct is a nonmember employee or a nonmember volunteer of NHPC, the report should be made to the pastor or the clerk of session. NHPC will respond by using procedures set forth in this document by the Session of the congregation.

When children or youth are involved

Any concerns or suspicions regarding inappropriate conduct or relationships between (i) a church staff member or volunteer (member or non-member) and a child or youth or (ii) a child or youth and another child or youth, should be reported immediately to the leader of the activity or program involved and the pastor (or the clerk of session if the pastor is unavailable). Anyone who witnesses an incident, or receives a report from a child or youth is asked to follow the steps 1-8 outlined below:

1. Personally secure the safety of the child or youth. Do not leave the child or youth alone, in order to report the incident.
2. Do not confront the alleged or accused violator.
3. Report the incident immediately to the leader of the church event/ activity and the pastor (or the clerk of session if the pastor is unreachable).
4. The leader of the event/activity and the pastor shall immediately contact the parents of the victim.
5. Complete an Abuse Incident Report Form ([Appendix 9](#)) and send it to the pastor, the clerk of session and the moderator of the Christian Education Committee.
6. In the case of allegations against a church member or non-ordained staff person, the clerk of session shall notify the General Presbyter (currently Mike Cole, Tel # (713) 526 2585; email: mcole@pbyofnewcovenant.org), or presbytery's Stated Clerk (Lynn Hargrove, email: lhargrove@pbyofnewcovenant.org).

(2) Responding to Reports of Sexual Misconduct

Because NHPC cannot control to whom the victim of sexual misconduct will speak first, it is important that everyone understands how reports of incidents are channeled to the proper person. The allegations may come from persons who have or do not have a formal relationship with NHPC, and may be made to a variety of leaders within NHPC. It is the duty of anyone receiving such a report to see that any allegation of sexual misconduct is reported appropriately keeping in mind the mandatory reporting requirements for allegations of child abuse (detailed in the next section (3) below).

Reports of allegations of sexual misconduct should never be taken lightly or disregarded and allowed to circulate without concern for the integrity and reputation of the victim, the accused, and NHPC. Reports of allegations should be dealt with as matters of highest confidentiality, both before and after they have been submitted to appropriate authorities as outlined below.

The first person to learn of an incident of sexual misconduct should not undertake an inquiry alone or question either the victim or the accused unless the incident is divulged in the process of pastoral care, counseling, or a therapy session. If the victim is hesitant to talk to "higher authorities," the person who has received the initial report has a special pastoral responsibility to build trust and willingness to speak with the accuser, lest the church be unable to respond because no one is able to give firsthand information.

The person receiving the initial report of allegations of sexual misconduct shall note the relationship of the person accused of sexual misconduct with NHPC (member, employee, non-member volunteer etc.) and shall make sure that the allegations are reported to the pastor or clerk of session.

If the report is made orally, the person receiving the report of allegations should request that the person making the report of allegations place it in writing. A report of allegations of sexual misconduct in writing from a member of NHPC alleging another member of NHPC committed an offense must be acted on according to the Rules of Discipline of the *Book of Order*. If the clerk of session receives a report of allegations in writing from a nonmember of NHPC alleging a member or employee of NHPC committed sexual misconduct, the report also should be acted upon according to the Rules of Discipline of the *Book of Order*. If the person who makes the report is unwilling or unable to place it in writing, any member of NHPC may make the written statement that automatically will trigger the Rules of Discipline of the *Book of Order*.

(3) Mandatory Reporting of Child Abuse

All teaching elders (Ministers of Word and Sacrament), ruling elders and deacons are required to report knowledge of child abuse to the civil and ecclesiastical authorities according to the *Book of Order*. The *Book of Order* (G-4.0302) requires that:

“Any member of this church engaged in ordered ministry (ministers, elders, deacons) and any certified Christian educator employed by this church or its congregations, shall report to ecclesiastical and civil legal authorities knowledge of harm, or the risk of harm, related to the physical abuse, neglect, and/or sexual molestation or abuse of a minor or an adult who lacks mental capacity when (1) such information is gained outside of a confidential communication as defined in G-4.0301, (2) she or he is not bound by an obligation of privileged communication under law, or (3) she or he reasonably believes that there is risk of future harm or abuse.”

All persons covered by this policy have a duty to report **concerns or suspicions** of sexual child abuse to the pastor or clerk of session of NHPC. An Abuse Incident Report Form (**Appendix 9**) must be completed and given it to the pastor or clerk of session. The pastor or clerk of session will be responsible for checking that the adult reporting the incident has contacted law enforcement authorities as required by law. All persons should be informed of and must comply with state and local laws regarding incidents of actual or suspected child sexual abuse. These reports should be made to the appropriate authorities (police, sheriff etc.) within forty-eight (48) hours of receiving the information.

These provisions of the *Book of Order* attempt to balance conflicting moral duties for the leadership of NHPC – between the duty to protect children from future harm and the duty to hold in confidence any information revealed during the exercise of pastoral care or as a result of a secular relationship such as counselor/client. The secular duties will be a function of secular law, subject to the law as stated in the state of Texas.

(C) Responding

The appropriate response within NHPC will vary according to the relationship of NHPC with the person who is accused of sexual misconduct. Teaching Elders (pastors) and NHPC members are subject to inquiry and discipline (censure and correction) under the *Book of Order*. Non-NHPC members (employees or volunteers) are subject to oversight and correction by the policies of NHPC (this policy and the Personnel Policy).

The pastor (or a representative of New Covenant Presbytery, if the accused is the pastor) shall guide the Session through discussions of the necessary actions. Designated member(s) of the Session will be responsible for all communications on behalf of the church, including those with the victim's family, civil authorities (e.g. police, Child Protective Services), the Presbytery, the church's insurance company, and the media. If necessary, the Session shall have access to an attorney, and to counselors for both the alleged victim and the alleged abuser. The Session will ensure that pastoral needs are addressed, and will notify the accused and the accuser that they have the right to retain their own counsel. The church's counsel would represent the church, but not individual interests. Any employee or volunteer who is accused of sexual misconduct will be suspended automatically from further participation in any church activity for children and youth. The suspension will continue until a response to the report has been formulated by the Session.

(1) Accused is the Pastor or a Member of New Hope

When an allegation of offense of sexual misconduct against a pastor or member of NHPC has been received by the pastor or clerk of session, the clerk of session will report to the General Presbyter of the Presbytery of New Covenant that an offense has been alleged and that NHPC will proceed according to the procedures set forth in the Rules of Discipline of the *Book of Order*.

The session has original jurisdiction in disciplinary cases involving members, ruling elders and deacons of NHPC. Session shall appoint an investigating committee to inquire into the allegations. The investigating committee must begin promptly its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused. The investigating committee shall:

- (a) Determining whether or not the allegation gives rise to a reasonable suspicion of sexual misconduct by the accused.
- (b) If so, gathering information necessary to make a decision about correcting the behavior.
- (c) Determining any remedies, including limited ministry, suspension, or termination necessary and advisable under the circumstances.
- (d) Informing the victim and the accused of the remedy.
- (e) In all cases, preparing a written report that shall be included in the accused permanent personnel file, and allowing the accused to attach any written statements to said documents, also for permanent inclusion in the permanent file.

Session will cooperate with civil authorities in an investigation of child sexual abuse or other criminal sexual misconduct. NHPC's disciplinary proceedings cannot interfere with a criminal investigation by civil authorities and may have to be suspended until these are completed.

If an ordained NHPC elder or deacon renounces jurisdiction, the clerk of session shall report the renunciation at the next meeting of the session and shall record the renunciation in the minutes of the meeting. The status of any pending charges may be shared with the session at that time.

A presbytery has original jurisdiction in disciplinary cases involving teaching elders (ministers of Word and Sacrament). A presbytery may dissolve a pastoral relationship if, after consultation with the teaching elder, the session, and the congregation, it finds the church's mission under the Word imperatively demands it (G-2.0904). However, a presbytery may place a teaching elder (minister) on administrative leave only when allegations of child abuse have been received and the presbytery has followed the *Book of Order* procedures to conduct its risk evaluation to determine whether or not the accused teaching elder should be placed on administrative leave (D-10.0106). It is recommended that the permanent judicial commission (PJC) members will conduct this risk evaluation based upon the allegations and a hearing should also take into account secular legal advice.

(2) Accused is a Non-member (staff or volunteer)

When the pastor or clerk of session receives an accusation of offense of sexual misconduct against a nonmember employee or volunteer, the procedural response will be guided by the written personnel policies of NHPC. Inasmuch as NHPC has a Personnel Committee, that group will be responsible for the inquiry. A written report that shall be included in the accused permanent personnel file, and the accused shall be allowed to attach any written statements to said documents, also for permanent inclusion in the permanent file.

(3) Record Keeping

The Session is responsible for ensuring that the proper written documentation of the allegations and proceedings is maintained.

If a staff member is involved, the Personnel Committee shall keep records of its actions and deliberations; and its conversations with the accuser, the accused, and other parties involved. Copies of correspondence and the reports received from committees or commissions shall be kept by the clerk of session. Such records will be kept confidential as far as possible. The clerk of session shall maintain records while the enquiry is in process.

(D) Consequences

1. Any employee, member, or non-member volunteer who is accused of child sexual misconduct will be suspended automatically from further participation in any church activity for children and youth. The suspension will continue until a response to the report has been formulated by the Session.
2. The response will be based upon such evidence as the Session deems appropriate. The evidence may include the results of any investigation (by the church or by law enforcement agencies, or by child protection agencies), or the filing, prosecution, or outcome of any criminal charges or other legal proceedings.
3. The Session may, at its discretion, delay its response pending the outcome of any investigation or proceeding involving the alleged violation.

4. Upon review, if a majority of the Session believes from the evidence that the accused person has committed sexual misconduct, such person shall be prohibited from future participation in all church activities for children and youth, either permanently or for such a length of time and in such a manner as the Session shall determine at its discretion. If the accused person continues to participate in worship, fellowship, mission, etc., session will visually supervise the person.
5. If the person is an employee, such conduct may also result in termination of employment.
6. If the Session determines that the allegations are false, the pastor will determine the appropriate response.

IV. Educating and Training Awareness

Any professional therapists, advocates, attorneys, mediators and arbitrators used by NHPC in the course of dealing with a sexual misconduct case should have access to experts qualified in the field of sexual misconduct if they themselves are not.

Meeting the Needs of All Involved in a Sexual Misconduct Allegation

In cases of sexual misconduct there are needs that have to be met for the good of all persons, groups, and entities. The session should coordinate a process that will meet the specific needs of victims and their families (if any), the accused and family (if any), employing entities, and the congregation.

(A) The Needs of the Victim

The session should ensure that adequate treatment and care are available for alleged victims of sexual misconduct and their families. Even if offers of help are perceived as insincere or as attempts of a cover-up, the session should continue to offer help. In all cases the session should assume that the victim has been emotionally wounded to some degree by the experience. Feelings of guilt, shame, anger, mistrust, lowered self-esteem, unworthiness; and of alienation from God, the faith community, and family, can be experienced by victims. Responses by session should be sensitive to these, and recognize the need for healing and pastoral care.

- Victims need to be heard and taken seriously.
- They should receive immediate attention and serious consideration from all church representatives.
- They should receive pastoral support and offers of therapeutic/professional help. (Discussions with such people would be confidential, privileged conversations)
- A member of session should be the church contact person for the victim, and they would keep the victim informed as to church progress with regard to the accusation.
- The session should suggest that the victim might benefit from independent legal advice (legitimate claims might be more effectively pursued and flimsy or false claims discouraged).
- Victims should be assured of an advocate of their own choosing (for continuing moral support). This advocate may be a relative, friend, or someone suggested by session. The advocate would speak for the victim, if necessary.
- Victims should be assured that justice would be pursued by the session and the processes of the church (fact-finding, truth-telling, confrontation, and agreement that may include removal or temporary exclusion of the accused from office, etc.).

- Victims should receive a sense of healing and reconciliation with all concerned – self, family, church and, ideally, the accused. Session can help bring this about using the church's processes and resources.

It should be recognized that all of these needs might only occur over a length of time beyond the handling of the specific case. All should be taken seriously and compassionately, and the rights of the victim respected.

(B) The Needs of the Accused

The session shall offer treatment and care for the accused as well as the alleged victim(s) and their families. If the accused is a minister, this is the primary responsibility of presbytery's Committee on Ministry. Feelings of guilt, shame, anger, mistrust, lowered self-esteem, depression, unworthiness; and feelings of alienation from God, self, the faith community, and family are often experienced by the accused. In addition, there may be fear of job loss and incarceration, and indignation if an allegation is false.

When a person is found not guilty of charges of sexual misconduct, it is important for the session to see that the decision is disseminated as widely as possible within their power, unless doing so would further injure the person accused.

Whether the allegations about the accused are eventually found to be true or not, the accused deserves to be treated with Christian kindness and respect. The session may suggest that the accused seek spiritual support or professional counseling.

(C) The Needs of a Congregation

The allegations may polarize the congregation, damage morale, create serious internal problems, and even limit the trust a congregation may place in succeeding pastors. Efforts should be taken to recognize and identify the problems and heal any damage that may be done to the congregation. Those managing the church's response should be aware that the following needs might emerge:

(1) Pastoral Care

Members and staff will need pastoral care. If it is the pastor who is involved in the allegation, care will need to be provided by another member of the ordained staff (if applicable) or by a trained interim pastor. If it is not the pastor who is involved in the allegation of sexual misconduct, then the pastor will care for the congregation (consulting with denominational specialists if necessary).

(2) Information About the Case

Members of the congregation will need opportunities both to receive and give information. If a case of sexual misconduct becomes a matter of public knowledge within a congregation and if the pastor has been found guilty of sexual misconduct, the interim pastor or consultant may hold appropriate meetings with individuals, small groups, or with the whole congregation. Such meetings should provide information about sexual misconduct in general, Presbyterian polity and our judicial process, and how others who may have been victimized may be heard and ministered to. If the offender is not the pastor, then the pastor may perform these duties. At such meetings, one may expect members to vent their feelings. An opportunity for this to happen should be provided. If the venting does not take place, then it may create serious problems for the future of the congregation, for future pastors, and for the session.

(3) *Resource Persons*

The following are resource persons whose services would be valuable to a congregation in the context of sexual misconduct:

- A trained interim pastor
- A Committee on Ministry representative knowledgeable in polity and the effects of sexual misconduct in the church
- A consultant or therapist with knowledge and experience in dealing with sexual misconduct
- An attorney who can discuss legal aspects of a case
- An insurance agent who can advise the congregation about coverage or their exposure to liability

V. Children's Ministry Safeguards

Children's Ministry refers to church-sponsored activities on and off the church property, including but not limited to: Sunday school classes, Nursery on Sunday mornings, the Little Angels activities, Parents' Night Out, youth lock-ins, youth mission trips (day and overnight), youth conclaves, youth rallies, Vacation Bible School, special fellowship or worship activities such as Advent Event, and on-site babysitting associated with special events such as the Sweetheart Dinner. **All New Hope Presbyterian Church volunteers and staff members, who work with the children or youth in the congregation, must comply with this policy and its procedures.**

Approval and Screening of Volunteers and Staff.

- Ordinarily, all volunteers who work with children and youth must have had a minimum of six months of active involvement as members of New Hope Presbyterian Church. Exceptions may be made at the discretion of the Session or a body authorized by the Session. In such cases a newer member would be paired with an established longer term volunteer.
- Persons under the age of 18 who help with children or youth must do so under the supervision of an adult twenty-one years of age or older.
- All volunteer leaders, helpers, and employees who work with the children or youth, must:
 - Read and sign a copy of New Hope's Sexual Misconduct and Child Protection Policy,
 - Complete a Volunteer Application Form (Appendix 1, Parts I and II), and be approved by the Christian Education Committee.
 - In addition, volunteers who accompany children or youth on overnight activities (on or off church property) must give written consent for the church's office manager to carry out background checks (Appendix 1, Part III).
- The moderator of the Christian Education Committee will be responsible for gathering the Volunteer Application Forms, and maintaining an up-to-date list of approved volunteers that will be available to Session upon request.
- All volunteers will be requested to review their applications and statements on an annual basis.
- If a background check report shows a "Not Clear" status, the pastor will discuss the report with the individual. If the individual wishes to continue pursuing his or her application to work with children or youth, the report will be submitted to the Session for review. The pastor will determine any appropriate pastoral response throughout this screening process.
- Background checks will be repeated every three years (arranged by the Christian Education Committee).

- Volunteers who drive children or youth should be at least twenty-one years old. Younger drivers (e.g. senior high students) must have written permission from the parents of their passengers.
- Drivers must show a valid driver's license, and proof of car insurance.
- Drivers must transport children and youth in groups. Ordinarily there should be a minimum of two adults present in each vehicle, but if only one adult is present there must be a minimum of two youth or children.
- Session, at this time, feels that it is appropriate to exclude non-overnight and non-driver volunteers from background checks. For these volunteers (e.g. Sunday school teachers, Little Angels leaders), the focus will be on other safeguards such as the two-adult rule, and the visibility rule (see "Supervision").

Disqualifying Offenses

- Any conviction of assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, or any other kind of sexual offense
- Any felony conviction
- Any misdemeanor involving moral turpitude (theft, fraud, lying, etc.)
- Conviction of any misdemeanor involving use of alcohol or drugs within the past year or 2 in the last 3 years

Disqualifying Driving Offenses

- Any DWI arrest in past year or 2 DWI convictions in last 3 years
- More than 2 convictions (moving violations) during the last 2 years
- More than 2 moving accidents within the last 18 months
- Any accident in the past 3 years caused by the applicant, that resulted in loss of life

Other Prohibited Acts

The following acts are prohibited during any organized activity for children and youth.

- The infliction of physically abusive behavior or bodily injury, to a child or youth.
- The physical neglect of a child or youth, including failure to provide adequate supervision in relation to organized activities. Adequate supervision means the type of supervision that a responsible person would provide in the same or similar circumstances.
- The causing of mental or emotional injury to a child or youth.
- The possession of illegal drugs, or being under the influence of any illegal drugs.
- The consumption of, or being under the influence of, alcohol while participating in any activity for children and youth.
- The carrying of any kind of weapon.

Confidentiality

- Our Session believes that the safety of our children and youth outweighs the invasion of personal privacy inherent in this process.
- All personal information voluntarily disclosed, all results of background history checks, and the refusal of any person to make such disclosures, will be considered confidential.
- Ordinarily this information will be accessed only by the pastor, the Christian Education Committee moderator, and the office manager.
- All confidential information will be stored in a secure place in the church office.

Supervision

- It is the responsibility of the organizer of any church fellowship event that provides babysitting (e.g. The Sweetheart Dinner) to provide adequate adult supervision, using these guidelines.
- Any adult assigned to lead activities involving children and youth must be twenty-one years of age or older, and at least five years older than the oldest participant. An exception will be made if a second, older, (and approved) adult is present.
- For overnight activities, there must be a male assigned to provide leadership if boys are present, and a female if girls are present.
- Programs or activities involving children or youth must, whenever possible, have at least two approved adult leaders present (“the two-adult rule”), and additional adults present if there are more than ten children or youth. Youth must never be left in charge of, or alone with, other youth or younger children.
- When working alone with children or youth is unavoidable (e.g. in the case of some classroom-based activities) the classroom window blinds must remain open, and windowless classroom doors must be remain open to maintain visibility (a safety gate will be available, if needed, for the younger classes).
- Interactions of children and youth with leaders, volunteers, and employees must be conducted in ways that promote visibility by others, and that remove opportunities for secrecy and isolation. Leaders, volunteers and employees should avoid, to the greatest extent possible, any situation in which they would be alone, and out of sight of others, with a child or youth (“the visibility rule”).
- Counseling sessions with children or youth should take place in a room where the door has a window (if not, the door must remain open for the entire meeting).
- No exceptions to the two-adult rule will be made for overnight activities at the church (e.g. lock-ins), or for activities occurring away from the church property.
- When dropping off their children, parents must confirm that adult supervision is present. (No child or youth should be on church property without adult supervision)
- Supervision must be maintained until all children or youth have been released to their parent(s), legal guardian or other pre-arranged designated adult.
- Once the children or youth have been released to parents (or other designated adults), supervision is no longer the responsibility of the activity leader(s).
- It must be stressed that family adults (parents, grandparents, etc.) are also responsible for supervising their children or youth on church property (i) prior to the start of Sunday school or any other scheduled event, (ii) between Sunday school and the worship service, (iii) and following worship or other scheduled events.
- During such times, family adults are expected to:
 - (i) prevent unsupervised running/play in the classroom corridors,
 - (ii) prevent unsupervised time in the sanctuary (there are numerous expensive pieces of sound equipment),
 - (iii) supervise their children on the playground.
- In addition, it is important that parents/grandparents accompany their children or youth when they ask to go to the restroom during a worship service (it is also recommended that they check the restrooms before letting the children enter).

Guest Sign-in/ Registration

- Guests using the nursery (for children ages birth to approx. three years old), and utilizing the Little Angels Program (children’s church, ages around three years to first grade) are asked to sign in their children (see Appendix 2).

- All children and youth (including guests) participating in Sunday school classes must have a completed and up-to-date registration form on file with the class teacher/leader (Appendix 3).

First Aid and CPR

- Volunteers and employees who interact with children and youth are encouraged to obtain training in first aid and CPR.
- Opportunities for this training will be provided.

Safety Reviews

- In order to ensure the safety of all persons on the church premises (and especially the children and youth) semi-annual checks of the facilities and grounds will be carried out by members of the Buildings and Grounds Committee together with the moderator of the Christian Education Committee. Any safety hazard (e.g. missing electric socket covers, tripping hazards, defective electrical wiring) should be corrected as quickly as possible.
- Safety hazards noted by any member of the congregation should be reported immediately to a member of the Session, for prompt referral to the Buildings and Grounds Committee.

If timing does not allow approval by full session at stated session meeting, then fellowship activities for children and youth must be approved by a minimum of two elders serving on session.

Communication

- Prior to any planned activity for children or youth, leaders must distribute information about the event to the children, youth, and parents, in a timely manner. This information should include the names of all activity leaders and volunteers, and the drivers who may provide transportation.
- For any overnight activity, or any activity occurring outside the Katy area, an Activity Plan (Appendix 4) must be completed and signed by the participants' parents.

Parental Permission

- The following documents must be obtained annually, by the moderator of the Christian Education Committee (or designated Christian Education Committee member), from the parent(s) or guardian(s) of each participating child or youth:
 - A Participation Release (Appendix 5)
 - A Medical Release, with a copy of the medical insurance card (Appendix 6)
 - A Publicity Release (Appendix 7) – optional
 - Rules for Respectful Behavior (Appendix 8, Part I or II as applicable)
- These releases will be reviewed for accuracy on a regular basis (and updated as necessary), and especially before a child or youth participates in an overnight activity, or an activity occurring outside the Katy area.
- Originals of the signed releases will be kept in a secured location in the church office, and copies will be given to the activity leaders (to be carried at all activities)

Mandatory Reporting of Child Abuse

All pastoral staff, non-pastoral staff, volunteers are also required to report knowledge or suspicion of physical child abuse or neglect (in addition to sexual misconduct as described in [PART III](#)).

Any concerns about suspected child abuse or neglect should be reported immediately to the pastor (or clerk of session in the absence of a pastor), who shall then contact the local authorities, as required by law. In Harris County a report is made to Child Protective Services at (713) 394 4000.

Possible Signs of Physical Abuse

- Frequent injuries such as bruises, cuts, black eyes, or burns, especially when a child cannot adequately explain the cause.
- Frequent complaints of pain without obvious injury.
- Burns or bruises in an unusual pattern that may indicate a human bite, cigarette burns, or the use of an instrument on the face, arms, legs or palms.
- Lack of reaction to pain.
- Fear of going home or seeing a parent.
- Injuries that appear after the child has not been seen for several days.
- Unseasonable clothes that may hide injuries to the arms or legs.
- Reluctance about sitting down.
- Evidence of poor self-concept.
- Complaints of beatings or other harsh treatments.
- Chronic runaway.

Possible Signs of Sexual Abuse

- Physical signs of sexually transmitted disease.
- Evidence of injury to the genital area.
- Pregnancy in a young girl.
- Difficulty in sitting or walking.
- Extreme fear of being left alone with members of the opposite sex.
- Exhibits sexually suggestive or promiscuous behavior.
- Knowledgeable about sexual relations.
- Reports sexual assault.
- Complaints of pain or itching in the genital area.
- Unusual odors from the genital area.
- Drawings or writings with strong, often bizarre, sexual theme.
- Suicide attempts.
- Regressed clingy behavior.
- Poor peer relationships.
- Declining grades.
- Abrupt change in behavior.

Possible Signs of Emotional Abuse

- Speech disorders.
- Habit disorders.
- Conduct disorders.
- Developmental lags.
- Delinquent behavior.
- Overly adaptive behavior.
- Substance abuse.

Possible Signs of Neglect

- Obvious malnutrition.
- Dirty hair and body / offensive body odor.

- Habitually dressed in torn and dirty clothes.
- Obvious fatigue and listlessness.
- Unattended for long periods of time.
- In need of glasses, dental care, and other medical attention.
- Beggars for, or steals, food.
- Abnormally short or underweight for age.

VI Policy Implementation, Compliance and Awareness

Pastor/Session Responsibilities

- Implementing the policy
- Reviewing (and amending as necessary) the policy at least every two years.
- Regularly reminding the congregation of the existence and purpose of the policy (especially supervision responsibilities).
- Authorizing committees and ministries to adopt and implement additional procedures (consistent with these guidelines) as may be necessary to accomplish the purpose of this plan.

CE Committee Responsibilities

- Posting a copy of the reviewed policy in Schulenberg Hall.
- Collecting annually, from each participating child and youth, the following releases and forms:
 - a) Participation Release
 - b) Medical Release
 - c) Copy of the front and back of medical insurance card (for off-site activities)
 - d) (Optional) Publicity Release
 - e) Sunday School Registration Form
- Collecting annually (for approval or review), from each volunteer activity leader or driver, a Confidential Information Form.
- Arranging background checks of overnight chaperones, as needed.
- Periodically checking that all information on above-mentioned forms is correct
- Giving signed originals of above-mentioned releases and forms to the office manager, for secured storage.
- Giving copies of the signed releases and forms to the children's ministry leaders, as needed.
- Having blank copies of the Activity Plan available to each activity leader, for distribution to participants.
- Maintaining a plentiful supply of releases and forms.
- Conducting (together with the Buildings and Grounds Committee) semi-annual safety checks of the New Hope facilities.
- Arranging for First Aid and CPR training as needed
- **A copy of this policy will be given to:**
 - each church family unit with children or youth
 - each volunteer leader, teacher, helper, and employee who has contact with the children and youth of the church
 - new member families and, upon request, to guests
 - parents of children participating in the Congregational Care Committee's "Parents' Night Out" babysitting ministry
 - Each staff member

- The most recent version of the policy will be posted in areas that are readily visible and accessible to the congregation; will be available upon request, from the church office; and will be posted on the church's website.
- The congregation will be reminded at least annually of the existence of this policy, and its intentions, together with the need for vigilant supervision between scheduled activities

Prepared by: Janet Rainey (Clerk of Session) September, 2014
Adopted by session on , 2014

This document is a combination of New Hope's new Sexual Misconduct Policy and the recently-revised Child Protection Policy.

New Hope Presbyterian Church Sexual Misconduct & Child Protection Policy

Volunteer Application Form

Must be completed by all volunteer leaders for child/youth activities, and all volunteers who drive children and youth on the church's behalf.

Part 1 General

Full Name: _____

Name you go by: _____

Date of Birth: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Tel Number: _____ Mobile Tel Number: _____

Names of social media accounts (Facebook, Twitter etc.): _____

Employer: _____

Are you a member of New Hope Presbyterian Church? Yes No

Have you been active in the life of this church for more than six continuous months? Yes No

Part II Confidential Information

Because of the nature of ministering to youth and children, this part of the Volunteer Application Form asks you to answer questions that are intended to protect the children/youth, the volunteers, and the church. Because answers to these questions are personal and sensitive, access to this part of the application will be limited to church staff (pastors), Moderator of the Christian Education Committee, and the office manager.

Have you ever been arrested? If yes, please explain. Yes No

Have you ever been convicted of, plead guilty to, or are you currently charged with assault, kidnapping, abuse, neglect, possession or promotion of child pornography, indecency with a child, or sexual offense of any kind? If yes, please explain. Yes No

Are you now, or have you in the past ever been subject to the reporting or registration requirements of the Sex Offender Registration Program? Yes No

Have you ever been reported to a social service agency, law enforcement agency, child abuse registry or similar organization regarding child abuse or neglect? If "Yes", please describe: Yes No

Other than that above, is there any fact or circumstance involving you or your background that would affect your ability to supervise, guide, or care for children/youth? Yes No
If yes, please explain.

For Those Driving Children/Youth To and From Activities

Texas Driver's License Number: _____ Expiration Date: _____

Has your driver's license ever been suspended or revoked? Yes No

Do you carry at least the minimum required level of personal automobile insurance? Yes No

Insurance Company: _____

Policy #: _____ Copy of insurance card provided: _____(Y/N)

Do you agree to require seat belt usage at all times? Yes No

**Part III Consent to Perform Background Checks For Overnight Activity
Leaders and Chaperones**

The church is required by law to obtain the following authorization before requesting criminal background and driving record history checks:

By my signature below, I authorize New Hope Presbyterian Church, or its agent, to conduct a criminal background check. I acknowledge that I have the right to review and challenge any negative information that would adversely affect a decision to let me chaperone and/ or drive children and youth at New Hope Presbyterian Church. Upon request, I will be provided with the name, address, and telephone number of the reporting agency.

I understand that these background checks require my Social Security Number.

My Social Security Number is _____

I have had background checks run in the past (through employers, citizenship application etc.). For more information please contact :

Name: _____

At: _____

Tel #: _____

The information given on this form will be treated as confidential, and the form will be kept in a locked location in the office of New Hope Presbyterian Church, Katy, Texas.

The information obtained in this application is within my personal knowledge and is true and correct. I have received, and read, a copy of the church's Child Protection Policy _____ (Initials)

Signature: _____ Date: _____

Please print your name: _____

SUNDAY SCHOOL REGISTRATION FORM

Name: _____

Address: _____

_____ Zip: _____

Tel # (Home) _____ (Cell) _____

E-mail: _____

School Year: _____ (e.g. 2014-2015)

Birthday: (mm/dd/yy) _____ Grade level: _____

Siblings: (Names/ages) _____

Allergies or other health issues: _____

Tel # where parents can be reached during Sunday School (if they are not staying in the building):

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

ACTIVITY PLAN (for Activities that are Overnight or Outside Katy Area)

Dear Children/Youth and Parents:

We are going to: _____

We are leaving on: (day of the week and date) _____

Departing from: (place and time) _____

We will be returning on: (day of the week and date) _____

Pick up at: (place and time) _____

The leaders/sponsors are (names): _____

The drivers are: _____

We will be staying at _____ Tel # _____

We will be participating in the following activities _____

If YOU need to contact US during the activity (because of an emergency) call:

Name: _____ Tel # _____

Name: _____ Tel # _____

Cost per person: _____

Please pay by (date) _____, and make checks payable to New Hope Presbyterian Church.

Attachments include a list of items you need to bring, and additional forms you need to complete and return.

Parents, please update medical and insurance information if it changes.

(Please complete and sign the portion below, detach it, and return it (with your payment) to the activity leader)

Name of participant: _____

I am unable to drop off / pick up (circle if applicable), from the above-mentioned meeting points, and have arranged for the following person to do so.

Name: _____ Relationship: _____ Tel # _____

Parent / Guardian Signature: _____ **Date:** _____

Parent / Guardian Printed Name: _____

Parent / Guardian Emergency Contact # _____

Appendix 5

PARTICIPATION RELEASE

Name of Child or Youth Participating: _____

Parent(s) or Guardian(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Tel #: _____ Other Phone #(s): _____

Age of Participant: _____ Birth Date: _____ Grade: _____

Functions and Activities:

It is my understanding that participation in the programs, recreational activities, and other activities of New Hope Presbyterian Church is a privilege. Prior to my child's participation in such activities, I acknowledge that there are certain risks associated with the activities, including, by way of example, physical injury due to activity-related accidents, physical injury due to transportation-related accidents, illness, or even death. In addition, I acknowledge that there may be other risks inherent in these activities of which I may not be presently aware.

Release of Liability:

By signing this Participation Release, I expressly warrant that the child/youth named above, or I if I am a participant, is capable of withstanding both the physical and mental demands of the activities discussed above. I also expressly assume all risks of the child or me participating in the activities, whether such risks are known or unknown to me at the time. I further release New Hope Presbyterian Church and its ministers, leaders, employees, volunteers, and agents from any claim that my child may have or I may have against them as a result of injury, or illness incurred during the course of participation in these activities. This release of liability shall include (without limitation) any claims of negligence or breach of warranty. This release of liability is also intended to cover all claims that members of the child's family or my family or estate, heirs, representatives, or assigns may have against New Hope Presbyterian Church or its members, leaders, employees, volunteers, or agents.

Indemnification:

I further agree to indemnify and hold harmless New Hope Presbyterian Church and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in its activities and programs, or as a result of injury or illness of my child or me during such activities.

I represent that I am the parent/guardian of the child named above, who is under 18 years of age and a participant in activities for children and youth at New Hope Presbyterian Church. I have read the above Participation Release and am fully familiar with the contents thereof.

I have received, and read, a copy of the church's Child/Youth Protection Policy. _____(Initials)

I agree to inform New Hope Presbyterian Church if I am involved in a child custody dispute over any of my children currently attending New Hope Presbyterian Church. _____(Initials)

Parent /Guardian Signature: _____ Date: _____

This Participation Release shall remain in effect for one year from the date of signing.

Appendix 6

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

MEDICAL / EMERGENCY RELEASE

Name of Participating Child or Youth: _____
 Parent(s) or Guardian(s): _____

Address: _____
 City: _____ State: _____ Zip: _____

Home Phone: _____ Other Phone(s): _____
 Age of Participant: _____ Date of Birth: _____ Grade: _____

Family Physician: _____ Physician's Phone: _____

Health Insurance Company: _____ Phone: _____
 Policy/Group #: _____ ID #: _____

Does your child have any type of medical, physical, or mental condition that staff/volunteers should be aware of to provide adequate care? If so, please explain:

Condition: _____
 Medication(s) Being Taken: _____

Does your child have any allergies? If so, please explain:

Allergic to: _____
 How Reacts: _____
 Medication or Treatment: _____

Name of two (2) relatives or friends authorized to act on your behalf in case you cannot be reached:

Name: _____ Phone: _____ Relationship: _____
 Name: _____ Phone: _____ Relationship: _____

First Aid and Emergency Medical Treatment:

I recognize that there may be occasions where the child named above, or I if I am a participant, may be in need of first aid or medical treatment as the result of an accident, illness, or other health condition or injury. I hereby give permission for agents of New Hope Presbyterian Church to seek and secure any needed medical attention or treatment for the child named above, or me if I am a participant, including hospitalization, if in the agent's opinion such need arises. In doing so I agree to pay all fees and costs that arise from this action to obtain treatment. I give permission for attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery, and again I agree to pay for the medical treatment.

I also agree to notify agents of New Hope Presbyterian Church if there are any changes in the above information.

_____ (Initials) I have attached a copy of the front and back of my medical insurance card.

Parent /Guardian Signature: _____ Date: _____

Appendix 7

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

PUBLICITY RELEASE

Name(s) of Participant(s): _____

Parent(s) or Guardian(s): _____

On occasion, New Hope Presbyterian Church takes photographs or makes audio or video recordings of children and/or adults involved in church activities. Such photographs or recordings may be used by staff and volunteers to remember the activities and participants, and may be used in the church's publications or advertising materials (including our website) to let others know about its ministry. Any public use of such recordings must be approved by the Session. The church may also invite local news organizations to photograph or record our events for news reporting or special interest features.

I consent / do not consent (circle one) to the use of any such photograph or audio or video recording of the child(ren) named above or me, if I am participating, to be used, distributed, or displayed as agents of the church deem appropriate.

Parent /Guardian Signature: _____ **Date:** _____

Appendix 8

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

RULES FOR RESPECTFUL BEHAVIOR (BY YOUTH)

Part I On Site Activities (at New Hope)

This agreement was developed to enhance the quality of New Hope Presbyterian Church's Youth Sunday School, Worship, and Youth Activities Group ministries and programs. Participants accept the responsibilities of these rules in order to build a community characterized by respect, trust, concern, and dignity. It is expected that parents/guardians will discuss these rules with their children, and that all participants and their parents/ guardians will accept, sign, and abide by these rules.

- I promise to participate in all scheduled activities
- I promise not to leave the classroom, church building or grounds without an adult. (this is for my own safety as well as for the purpose of people knowing where I am, and can be reached, at all times)
- I promise to be responsible to, and respectful of, the adult leaders. I will be where I need to be, when I need to be, doing what I need to be doing
- I promise to respect the privacy of others by not entering areas assigned to females, if I am male; or areas assigned to males, if I am a female
- I promise to respect those around me by not engaging in reckless behavior that would cause harm to others or to myself
- I promise not to bring fireworks, firearms, alcohol, tobacco products or illegal drugs onto the church property
- I promise to abstain from inappropriate sexual behavior
- I promise not to use hateful language, profanity, racial slurs, and words that hurt or emotionally injure another person
- I promise to silence and not operate for personal use, any cell phones, smart phones, MP3 players, tablets or any other electronic devices, during a scheduled event (mission work, worship, Sunday school, group time etc.) unless invited otherwise by the adult leader
- I promise to demonstrate to my fellow participants the depth and width of Christ's love and mercy by listening with interest, behaving kindly, not judging, sharing my thoughts and faith, and working to be compassionate and full of grace

I understand that my failure to abide by these rules during various on-site activities may result in my being dismissed from the activity and my parents being informed.

Date: _____ Participant's signature: _____

Date: _____ Parent/Guardian signature: _____

Appendix 8

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

RULES FOR RESPECTFUL BEHAVIOR (BY YOUTH)

Part II Off-site Activities e.g. Mission Trips, Conclaves

This agreement was developed to enhance the quality of New Hope Presbyterian Church's Youth Sunday School and Youth Activities Group ministries and programs. Participants accept the responsibilities of these rules in order to build a community characterized by respect, trust, concern, and dignity. It is expected that parents/guardians will discuss these rules with their children, and that all participants and their parents/ guardians will accept, sign, and abide by these rules.

- I Promise to participate in all scheduled activities for this event
- I Promise not to leave the classroom, church building or grounds without an adult. (this is for my own safety as well as for the purpose of people knowing where I am, and can be reached, at all times)
- I Promise to be responsible to, and respectful of, the adult leaders. I will be where I need to be, when I need to be, doing what I need to be doing
- I Promise to respect the local community and those we live with/ work with by not damaging the facilities, its vehicles or other property
- I Promise to respect the privacy of others by not entering areas assigned to females, if I am male; or areas assigned to males, if I am a female
- I Promise to respect those around me by not engaging in reckless behavior that would cause harm to others or to myself
- I Promise not to bring fireworks, firearms, alcohol, tobacco products or illegal drugs onto the church property
- I Promise to abstain from inappropriate sexual behavior
- I Promise not to use hateful language, profanity, racial slurs, and words that hurt or emotionally injure another person
- I Promise to silence and not operate for personal use, any cell phones, smart phones, MP3 players, tablets or any other electronic devices, during a scheduled event (mission work, worship, Sunday school, group time etc.) unless invited otherwise by the adult leader
- I Promise to demonstrate to my fellow participants the depth and width of Christ's love and mercy by listening with interest, behaving kindly, not judging, sharing my thoughts and faith, and working to be compassionate and full of grace

I understand that my failure to abide by these rules during various on-site activities may result in my being dismissed from the activity and my parents being informed.

Date: _____ Participant's signature: _____

Date: _____ Parent/Guardian signature: _____

Appendix 9

New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

SEXUAL MISCONDUCT or ABUSE INCIDENT REPORT FORM

(Deliver immediately to the Pastor or Clerk of Session)

Date of incident: _____ Time of incident: _____ Place: _____

Name(s) of Child(ren): _____ Ages: _____

Child's parent or other person responsible for the child's care: _____

Name(s) of person(s) suspected of doing a prohibited act (as described in the protection policy):

Relationship of the accused to the child: _____

Describe what happened (attach extra page if necessary):

What was the child's demeanor and appearance?

What, if anything, did the child say about the incident?

What immediate action was taken?

Were there any witnesses? Does anyone else have relevant information?
(Give names and telephone numbers)

Printed name of person reporting: _____

Address: _____ Phone : _____

City: _____ Zip: _____

Report submitted to: _____

Reporter's signature: _____

Appendix 10

LEADER CHECKLIST -- for activities AT New Hope

- Activity approved by Session.
- Two approved leaders assigned (more if needed).
- Parents given names of activity leaders and helpers.
- Have copy of signed Participation Release for each participant.
- Have copy of signed Medical Release for each participant.
- Have copy of front and back of current medical insurance card for each participant.
- Have copy of signed Publicity Release for each participant.

Additional Requirements for OVERNIGHT Activities at New Hope

- Male leader or chaperone assigned if boys are to be present.
- Female leader or chaperone assigned if girls are to be present.
- Emergency contact numbers obtained from any parents who are going to unreachable during the activity.
- Obtained names of designated person (if other than parent) to drop off or pick up child or youth (and written permission of the parent if the driver is under the age of 21 years).

Appendix 11
New Hope Presbyterian Church Sexual Misconduct and Child Protection Policy

LEADER CHECK LIST – for activities AWAY from New Hope

- ___ Activity approved by Session
- ___ Two approved adult leaders assigned (more if needed).
- ___ Activity Plan Form completed and signed (by parent) for each participant.
- ___ Have copy of signed Participation Release for each participant.
- ___ Have copy of signed Medical Release for each participant (up to date?).
- ___ Have copy of front and back of medical insurance card for each participant.
- ___ Have copy of signed Publicity Release for each participant.
- ___ Drivers are over the age of 21 years.
- ___ Drivers have been approved by the CE Committee moderator
- ___ Drivers under 21 years of age have written permission from their passengers' parents.
- ___ Signed Confidential Information Form on file for each driver (up to date?).
- ___ Minimum of three people (including the driver) per vehicle.
- ___ Obtained names of designated person (if other than parent) to drop off or pick up child or youth
 (and written permission of the parent if the driver is under the age of 21 years).

Additional Requirements for OVERNIGHT Activities at New Hope

- ___ Male leader or chaperone assigned if boys are to be present.
- ___ Female leader or chaperone assigned if girls are to be present.
- ___ Emergency contact numbers obtained from any parents who are going to be unreachable during
 the activity.

**SIGNATURE PAGE: DETACH AND RETURN TO THE CLERK
OF SESSION OF NEW HOPE PRESBYTERIAN CHURCH**

(check whichever applies to you)

- Teaching Elder**
- Ruling Elder (or Deacon, if applicable)**
- Non-ordained Member**
- Non-ordained Church Staff (member of New Hope)**
- Non-ordained Church Staff (not a member of New Hope)**

I have read ***SEXUAL MISCONDUCT AND CHILD PROTECTION POLICY AND PROCEDURES FOR NEW HOPE PRESBYTERIAN CHURCH***, a covenantal agreement within this PC (USA) congregation and by my signature below, agree to abide by the standards therein.

Printed Name

Signature

Date of Signature

Please return this form to Jo Ann in the church office.
Thank you.