

# HOME MORAVIAN Church

*Fulfilling Christ's call to love God, live in  
community, and serve our neighbor.*



## Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults

*“...remembering that our children are the property of the Lord Jesus Christ, we will bring them up in the nurture and admonition of the Lord and take all possible care to preserve them from every evil influence.” (Acts 20:28, 1 Peter 1:19, Ephesians 6:4)*

In keeping with our covenant and history, Home Moravian Church maintains an absolute and unwavering commitment to the physical safety and spiritual wellbeing of its children and vulnerable adults.

**Purpose:** The purpose of establishing this policy and accompanying procedures is to:

- 1) demonstrate our absolute and unwavering commitment to the physical safety and spiritual wellbeing for all our children, youth, and vulnerable adults
- 2) protect our staff and volunteers from potential false allegations of inappropriate behavior
- 3) limit the extent of legal liability of the congregation and the Southern Province

**Scope:** The scope of this policy applies to all Home Moravian Church programs and activities that involve children, youth, and vulnerable adults.

**Effective Date:** Fall 2013 (revised January 2023)

**Policy review and accountability for the review:** annual review; responsibility of the Christian Education Committee.

**Approval by:** The Boards of Elders and Trustees of Home Moravian Church

**Definitions:**

*Pastor* – the ordained and appointed (senior) clergy of Home Moravian Church.

*Staff* – refers to any person who is paid, either hourly (including contract workers) or salary on behalf of Home Moravian Church.

*Volunteer* – refers to any person who performs an unpaid job for Home Moravian Church. There are two categories of volunteers.

- *Ongoing Volunteers:* refer to volunteers who are repeatedly present (i.e. on a week-to-week basis) and includes those who chaperone overnight or off-site events. Sunday School teachers, mission trip leaders, youth fellowship leaders, Godly Play leaders, etc. fall into this category. An *Ongoing Volunteer* must be a minimum of 21 years of age.
- *Occasional Volunteers* refers to those who volunteer infrequently to assist staff. An example would be a Women's Fellowship volunteer helping 1-2 times for their assigned month of nursery duty.

*Adult* – refers to any person who is 21 years of age or older.

*Child or Children* – refers to any person from birth through the 5<sup>th</sup> grade of school

*Youth* – refers to any person from the 6<sup>th</sup> grade through high school and may include persons up to 21 years of age

*Vulnerable adult:* a person who is 21 years of age or older whose functional, physical, or mental ability to adequately care for him or herself is compromised.

*HMC* – Home Moravian Church

*PEC* – Provincial Elders Conference

# TABLE OF CONTENTS

REQUIREMENTS FOR EMPLOYED & CONTRACTED STAFF	4
REQUIREMENTS FOR ON-GOING VOLUNTEERS	7
REQUIREMENTS FOR OCCASIONAL VOLUNTEERS	9
REQUIREMENTS FOR YOUTH VOLUNTEERS	9
OUTINGS AWAY FROM CHURCH PROPERTY	10
SUPERVISION of CHILDREN, YOUTH, and VULNERABLE ADULTS	12
HOME MORAVIAN CHURCH PHOTOGRAPHY POLICY	14
REPORTING of INAPPROPRIATE BEHAVIOR	15
POLICY ON CHURCH PARTICIPATION FOR REGISTERED SEX OFFENDERS	17
CHURCH AUTHORITY and GOVERNANCE	19
SUPPORTING DOCUMENTS	
<b>Appendix I</b> <i>Volunteer Covenant of Participation</i>	21
<b>Appendix II</b> <i>Youth Covenant of Participation</i>	23

Appendix III	<i>Incident Report Form</i>	24
Appendix IV	<i>Accident Report Form</i>	27
Appendix V	<i>Permission to Photograph Form</i>	28
Appendix VI	<i>Home Moravian Church Volunteer Application</i>	29
Appendix VII	<i>Driver Certification Form</i>	32
Appendix VIII	<i>Appropriate &amp; Inappropriate Behavior Matrix</i>	33
Appendix XIX	<i>Emergency Plans</i>	36

## REQUIREMENTS FOR EMPLOYED & CONTRACTED STAFF

### **Recruitment and Screening Guidelines:**

#### A. **Applications:**

1. All applicants for paid positions within the church (including contract workers) will submit applications for employment, which include personal identification, qualifications, experience, and references. Church leadership or staff will verify the information submitted.
2. All staff employees who work with children, youth, and vulnerable adults will be required to undergo drug screening and sign an “***Authorization and Release of Information and Records***” form as part of the application process.
  - a) The information requested on the form will be used to obtain a nationwide criminal background check.
  - b) The background check and drug testing results will be obtained by the human resource department of the Southern Province of the Moravian Church at HMC expense.
  - c) Home Moravian Church reserves the right to refuse to allow any person from working with children, youth, and vulnerable adults based on their previous record or convictions.

**B. Background Checks:**

1. Criminal background checks and drug tests will be obtained for all ordained positions as required by the PEC, all non-ordained staff, and contract workers who have responsibilities for children, youth, and vulnerable adults.
  - a) A background check may include criminal records, sex offender registry, child abuse registry and motor vehicle report when applicable.
2. Background checks and drug tests will be repeated every three (3) years if the person is in a continuous staff or contract worker position.
3. A Motor Vehicle report documenting a valid driver's license and an applicant's driving record will be required for those who may be driving children, youth, and vulnerable adults to church related functions.
  - a) This report is to be updated every year as needed.
  - b) Motor Vehicle reports can be obtained by including the request at the time of background checks or by requesting the church's insurance agency to obtain the report.

C. **Employment Interviews:**

1. The Personnel Committee will work with the Pastor as head of staff and any consultative program committee (for example, *Music & Worship Committee*) to help recruit and screen/interview all applicants for non-ordained staff positions and contract workers.
2. All information gathered during recruitment and screening will be considered strictly confidential.
3. Personal interviews must be conducted for all staff with at least two interviewers present and documented by a written summary.
4. The Pastor as head of staff will oversee interviews and will be the primary receiver of background checks.

D. **References:**

1. Staff applicants will be asked to provide a minimum of two (2) character and work history references.
2. A screener designated by the personnel committee will contact the references and other contacts supplied by the applicant. A particular concern will be the applicant's experience and abilities when working with children and youths.
3. All responses to each reference check or attempted reference check will be documented in writing.

**II. Orientation**

- A. Paid staff and contract workers who work with children, youth, and vulnerable adults will have training provided by HMC regarding this policy and must participate in the orientation and training prior to working with children, youth, or vulnerable adults. The HMC Director of Christian Education is responsible for developing the plan for education, orientation, and training and assigning accountabilities for its implementation.
- B. All paid staff and contract workers will sign an acknowledgement of training regarding this policy.

1. A copy of the *Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults* will be provided to all paid staff and contract workers upon acceptance of a position working with children, youth, or vulnerable adults.
2. Upon receipt of this policy, paid staff and contract workers will be required to sign a statement that he/she has read this policy.
3. Policy orientation and training is required for all paid staff and contract workers who work with children, youth, or vulnerable adults, but it is also open to all interested parents and church members.
4. Orientation may be done one-on-one or at available workshops.

## REQUIREMENTS FOR ON-GOING VOLUNTEERS

### I. Recruitment and Screening Guidelines:

#### Applications:

1. *Ongoing Volunteers* who work with children, youth, or vulnerable adults will submit a ***Volunteer Application Form*** that will include personal identification, qualifications, prior experience of working with children, youth, or vulnerable adults, and names of leaders or colleagues the volunteer has worked with in the past. Church leadership or staff will verify the information submitted.
2. All *Ongoing Volunteers* who work with children, youth, and vulnerable adults will be required to undergo drug screening and sign an “***Authorization and Release of Information and Records***” form.

The information requested on the form will be used to obtain a nationwide criminal background check.

- b) The background check and drug testing results will be obtained by the human resource department of the Southern Province of the Moravian Church at HMC expense.
- c) Home Moravian Church reserves the right to refuse to allow any person from working with children, youth, and vulnerable adults based on their previous criminal record or convictions.

All information gathered during application or screening processes will be considered strictly confidential

### B. Background Checks:

1. Criminal background checks and drug tests will be obtained for ***Ongoing Volunteers*** who have responsibilities for children, youth, and vulnerable adults.
  - a) A background check may include criminal records, sex offender registry, child abuse registry and motor vehicle report when applicable.
2. Background checks and drug tests will be repeated every three (3) years if the person is in an ***Ongoing Volunteer*** position.
3. A Motor Vehicle report documenting a valid driver’s license and an applicant’s driving record will be required for those who may be driving children, youth, and vulnerable adults to church related functions.
  - a) This report is to be updated every year as needed.

- b) Motor Vehicle reports can be obtained by including the request at the time of background checks or by requesting the church's insurance agency to obtain the report.

**References:**

1. Names of leaders or colleagues the volunteer has worked with in the past will be obtained from information submitted on the *Volunteer Application Form*.
2. The church leadership or staff will verify the information submitted.
  - a) Verification checks will be documented in writing.

**II. Orientation:**

A. ***Ongoing Volunteers*** who work with children, youth, and vulnerable adults will have training provided by HMC regarding this policy and must participate in the orientation and training. The Director of Christian Education is responsible for developing the plan for education and training and assigning accountabilities for its implementation.

B. All ***Ongoing Volunteers*** will sign an acknowledgement of training regarding this policy.

1. A copy of the *Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults* will be provided to all *Ongoing Volunteers* upon acceptance of a position working with children, youth, or vulnerable adults.

2. Upon receipt of this policy, *Ongoing Volunteers* will be required to sign a statement that he/she has read this policy.

3. Policy orientation and training is required for all *Ongoing Volunteers* who work with children, youth, or vulnerable adults, but it is also open to all interested parents and church members.

4. Orientation may be done one-on-one or at available workshops.

5. ***Ongoing volunteers*** will sign the Home Moravian Church ***Volunteer Covenant of Participation*** form. **See Appendix I.**

## REQUIREMENTS FOR OCCASIONAL VOLUNTEERS

- I. *Occasional Volunteers* refers to those who volunteer infrequently to assist staff for activities involving children, youth, or vulnerable adults.

Examples of activities that involve *Occasional Volunteers* include (but are not limited to) Women's Fellowship nursery helpers, Bible School helpers, helpers with holiday parties and seasonal one-time events.

- II. *Occasional Volunteers* will sign the Home Moravian Church *Volunteer Covenant of Participation* form. **See Appendix I.**
- III. Last minute replacements for *Ongoing Volunteers* at activities (for example Sunday school teachers) will be treated as an *Occasional Volunteer*.
- IV. *Occasional Volunteers* will always work in the presence of one of the pastors, paid staff, or an *Ongoing Volunteer*.

## REQUIREMENTS FOR YOUTH VOLUNTEERS

- I. Youth volunteers must be supervised at all times by one of the pastors, paid staff member, or an *Ongoing Volunteer*.
- II. *Youth volunteers* will sign the Home Moravian Church *Youth Covenant of Participation* form. **See Appendix II.**

## OUTINGS AWAY FROM CHURCH PROPERTY

*All church related activities requiring transportation for children and youth as a part of the event must adhere to the following policies:*

1. All children and youth participating in events requiring transportation away from the church must have written permission from parents or guardians including insurance information, notification phone numbers, medical emergency authorization, etc. Parents are to be given all pertinent information about outings including names of leaders and their cell phone numbers, planned activities and schedule, departure and arrival times, etc.
2. Both male and female leaders will be present for overnight activities. Children and youth will be separated into gender-specific sleeping quarters with at least two same-gender leaders overseeing each group. If middle school and high school youth have joint overnight events, then separate age-appropriate programs and supervision are strongly desired as much as possible.
3. All participants at youth activities are expected to remain with the group throughout the activity, unless the group leader approves otherwise.
4. Transportation:

No youth will ride alone with any staff or volunteer without written permission from a parent or guardian.

All staff and volunteers who drive must have a valid driver's license and Motor Vehicle Report with acceptable results.

All motor vehicle and traffic laws must be obeyed.

All drivers must be a minimum of 21 years of age.

- a) In vehicles carrying more than four children or youth, there will be one adult in addition to the driver.
- b) Occupants are required to wear seat belts or use age-appropriate child restraints as required by law.

c) Smoking, consumption of alcohol, and/or consumption of illegal drugs are not allowed by anyone in the vehicle. Consumption of prescription drugs that can cause mental and/or physical impairment are not allowed in the vehicle by drivers, staff, or supervising volunteers. Children and youth under the care of a licensed physician may take medications according to the schedule and frequency dictated by the therapeutic regimen(s) prescribed by their physician(s).

d) A cell phone must be available when groups are away from the church. If a personal cell phone is not available, the church will take steps to make one available. The cell phone should only be used for emergencies when driving. The driver will make every effort to pull to the side of the road to safely make the call. The driver must pull to the side of the road to text as required by law.

e) When driving, drivers must refrain from using electronic devices such as DVD players, iPods, smart phones, computers, etc.

## SUPERVISION of CHILDREN, YOUTH, and VULNERABLE ADULTS

**Supervision procedures are designed to reduce the possibility of inappropriate behavior and to protect staff and volunteers from unwarranted accusations:**

1. **2 Adult Rule:** Minimum supervisory standards will include the “two-adult” rule. The two-adult rule requires that no matter the size of the group, there will always be two adults (preferably not related) present. If necessary, classes and/or activities will be combined to ensure compliance with rule.
  
2. **Recommended Ratios of Adult to Child/Youth/Vulnerable Adult:**
  - 1: 4 for nursery/preschool age
  - 1: 5 for elementary age
  - 1: 5-7 sixth through eighth grades
  - 1: 6-8 ninth through twelfth grades
  - 1: 6-8 vulnerable adultsNote: minimum for *any size group* is 2 adults.
  
3. **Classroom Window Rule:** Each door or space where children, youth, or vulnerable adults are being cared for shall have a window or opening in the door or the door shall be left open. All activities will occur in open view. Doors will never be locked when children, youth, or vulnerable adults are present in the room. Custodial parents of children or youth, or legal custodians of vulnerable adults, pastors, and staff of the church have the right to visit and observe the activities, classroom, or church sponsored program at any time.
  
4. **Nursery Rule:** There will be two adults in the nursery at all times. If two persons can't be found, the nursery will be closed on that day. A description of nursery procedures and policies, including those for emergency evacuation, will be given to parents and volunteers.
  
5. **Sign-in/out Procedure:** The church will provide orientation to the sign-in/out procedures for parents leaving children in the Nursery. All children left at the Nursery will be required to be signed in and out to insure safe retrieval by the correct party. Only parents or adults with advance written permission can pick up children. It is the responsibility of the parents to report to a member of the church staff (who forwards the information on a need-to-know basis) a change in custody and/or restraining orders, etc., so that children can be retrieved safely by the correct party.
  
6. **Diaper Changing/Bathroom Usage:** All diaper changes for babies/toddlers will take place in an open area (such as the changing table in the nursery). If a child needs to use the bathroom during an event or program, a properly screened staff member or *Ongoing Volunteer* (preferably one of the same gender) shall accompany them and wait outside of the bathroom stall for the child to return. Only properly screened staff or *Ongoing Volunteers*

may provide hands on assistance to children using the bathroom (i.e. unfastening buttons, etc.) but hands on assistance will be as minimal as possible.

7. **Parental Consent:** Children and youth under 18 shall have signed written consent of a parent/legal guardian before attending and/or assisting activities or programs away from the church's facilities.
8. **5 Year Separation Recommendation:** It is desirable that all staff and volunteers in a supervisory role be at least 5 years older than the oldest child or youth attending any church event, program, or ministry.
9. **Age 21 Rule:** No person shall supervise any age group unless he/she is a minimum of 21 years of age.
10. **Drugs, Tobacco and Alcohol:** The illegal use of drugs, tobacco, and/or alcohol in congregational facilities or at congregational sponsored youth events is prohibited. Public consumption of alcohol and tobacco at functions specifically organized for youth and children is prohibited.
11. **Leaving and Locking:** To the best of our ability, every attempt will be made to have two adults present when a child, youth, or vulnerable adult is left at the facility waiting to be picked up by a parent/guardian at the end of an activity.
12. **Overnight rule:** Any and all adult volunteers supervising overnight stays at our facilities or on congregational sponsored trips shall have been cleared to do so by staff. When married couples chaperone on trips, it is preferable for spouses to lead different groups in activities where possible. It is highly desired that adult to child/youth ratios are applied to the separate groups of boys and girls so that volunteers will be chosen in proportion to the gender of child/youth attendees. This may warrant the recruitment of additional adults beyond the 2-adult minimum per group.
13. Outside groups using the church's facilities for children/youth/vulnerable adult activities are responsible for ensuring appropriate compliance with this policy while using the church's facilities. Upon approval by the Elders to use the church's facilities, a copy of this policy will be given to a leader of the outside group.

## **Home Moravian Church Photography Policy**

### **Guidelines for HMC members taking photographs:**

HMC strongly encourages its members to act responsibly when taking photographs and to abide by the following guidelines:

- Only children whose families have signed the HMS Photo Permission Form will be photographed.
- Only the Director of Christian Education (DCE), Staff, or those authorized by the DCE, will take images of children.
- The DCE will control the contents of the camera used to photograph the children.
- Members should be respectful of every parent's right to control the image of his/her child/children, including group pictures.
- Members should refrain from posting pictures that include other peoples' children on any social media outlet or public forum without parental permission.

## REPORTING OF INAPPROPRIATE BEHAVIOR

*All adults and young people have a responsibility to be alert for inappropriate behavior directed toward children, youth, or vulnerable adults. Once an incident of inappropriate behavior occurs or an allegation of an incident is made, it is crucial that it be dealt with in a timely and clearly outlined manner.*

1. Inappropriate behavior can range from the appearance of such to a deliberate criminal act and as such response can range from modifying individual or group behavior to calling civil authorities.
2. As behaviors leave the area of perception and move toward poor judgment on the part of the adult, the response from the church will become more formal. A case of poor judgment can be investigated internally, the offending adult counseled and monitored more closely in the future. If the behavior were to be repeated or other examples of poor behavior occur, the adult could be assigned to activities where they are more closely supervised by the program director, staff member or a volunteer leader. The adult could also be required to step down from their current role.
3. At some point on the continuum of inappropriate behavior, the act of an adult towards a child, youth, or vulnerable adult goes beyond appearance or bad judgment and becomes a criminal act. If there is any reason to believe that a person has committed a criminal act towards a child, youth, or vulnerable adult, the church is to notify the PEC and the proper civil authorities will be notified. The church will cooperate fully with the investigation.

### **Reporting Procedure:**

Home Moravian Church will abide by the NC Statute for Reporting incidents of suspected abuse of children, youth, or vulnerable adults.

### **NCGS § 7B-301. Duty to report abuse, neglect, dependency, or death due to maltreatment.**

(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making

the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor.

(c) Repealed by Session Laws 2015-123, s. 3, effective January 1, 2016. (1979, c. 815, s. 1; 1991 (Reg. Sess., 1992), c. 923, s. 2; 1993, c. 516, s. 4; 1997-506, s. 32; 1998-202, s. 6; 1999-456, s. 60; 2005-55, s. 3; 2013-52, s. 7; 2015-123, s. 3.)

[Chapter 7B-Article 3 North Carolina General Assembly](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_7B/Article_3.html)

[https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter\\_7B/Article\\_3.html](https://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByArticle/Chapter_7B/Article_3.html)

In addition, HMC reporting guidelines will include:

1. If abuse is suspected by, observed by, or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the Pastor. In the event that the Pastor is the alleged perpetrator, then the reporting will be to the Vice-Chair of the Elders.
2. Any person who observes alleged abuse or to whom such alleged abuse is reported during a church event or activity is required to report the incident immediately to the person in charge of the activity or event. If the person in charge is the perpetrator, the incident will be reported immediately to the Pastor. If the perpetrator is the Pastor, then the Vice-Chair of the Elders will be immediately notified. The Vice-Chair of the Elders will immediately notify the president of the Provincial Elders Conference (PEC).
3. The person in charge will ensure the protection of and tend to the immediate needs of the child, youth, or vulnerable adult as the situation requires.
4. The person in charge or the Pastor will notify the parents or legal custodian of the victim and take whatever steps are necessary to assure the safety of the child, youth, or vulnerable adult until the parents or legal custodian arrive(s).
5. Care must be exercised so that those reporting the incident are not identified or persons are not falsely accused.
6. The person who oversees the 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. The incident will be documented in writing as soon as possible using approved *Incident Report Form*. **See Appendix III.**
7. Upon receiving such information, the person in charge will report the incident and all information gathered to the Pastor or Vice-Chairman of the Board of Elders. If the Pastor is

the accused party, the Vice-Chairman of the Board of Elders will report the incident to the PEC immediately.

8. The PEC may also notify the proper authorities. Proper authorities will be notified even if the parents do not wish the incident to be reported. **It is important to note that State law requires the person who has witnessed or been made aware of an incident of abuse or neglect to notify the Department of Social Services.** Staff members may serve as resources to aid in the reporting of the incident if necessary to assist the primary reporter in this duty.
9. If the accused is a worker, volunteer, or staff employee, the Pastor shall immediately remove the accused from further involvement with children, youth, or vulnerable adults.
10. All allegations, investigation and reports of the alleged incident are considered confidential. Information will only be discussed with those on a need-to-know status.
11. The PEC is the only entity authorized to make statements to representatives of the media. Care will be taken to safeguard the privacy and confidentiality of all persons involved.

#### **Policy on Church Participation for Registered Sex Offenders**

Our *Moravian Covenant for Christian Living* requires us to “take all possible care” to preserve our children from “every evil influence” (para. 24). Home Moravian Church has a duty to keep its children safe from spiritual and physical harm.

At the same time, “we acknowledge the responsibility to deal compassionately and redemptively with human frailty and sin in every area of life” (para 23). We believe in the church as a place of grace for all sinners, including those convicted of crimes.

These requirements and responsibilities are most urgently before us when a person with a record of offenses against children wishes to participate in the life of the church. In an effort to protect our children from harm while also living as a redemptive community, Home Moravian Church sets forth this policy for those convicted of sexual offenses against children.

Our *Church Order of the Unitas Fratrum* requires us to “observe the orders of the civil authorities, as long as they do not require us to deny the will of God” (para. 665). North Carolina law (N.C. General Statute 14-208.18) therefore guides Home Church’s decisions regarding the presence of registered sex offenders on church property.

In keeping with North Carolina law, because of the location of childcare facilities on our campus, registered sex offenders whose victims were under 18, or who have been legally determined to present a danger to minors, are not permitted on Home Church property. In keeping with our duty to protect our children, neither will such offenders be permitted at child-focused Home Church events off church property, for example, children’s choir performances or Home Church Day at Laurel Ridge.

The Board of Elders will consider permitting such an offender to attend Home Church events off campus, within the limitations placed on offenders by North Carolina law, provided that

- the offender has met with the pastor.

- the offender has authorized the pastor to have full access to all criminal, medical, and probation records, and to discuss his or her case with all legal and medical professionals including probation or parole officer and therapist.
- the offender is actively engaged in an ongoing program of professional therapy designed to prevent recidivism.

If the offender meets these conditions, the Board of Elders will consider creating a Church Participation Covenant articulating the conditions under which the offender may attend activities. At the very least, this covenant will stipulate that the offender will be accompanied by a designated member of the church at any Home Church event. Other conditions will be determined on an individual basis. This covenant, signed by the offender, the Pastor, and the Vice-Chair of the Board of Elders, will be available to be read by any member of the congregation.

The *Moravian Covenant for Christian Living* states that “as a redemptive community we will be much more concerned in aiding than censuring those who falter, being conscious of our own need for correction and forgiveness” (para. 34). The Covenant also recognizes the duty of church discipline, which “is exercised in the confident faith that it is not the Lord’s will that a single member should be lost, nor that the clear witness of the congregation should be hindered.... **Therefore, the main object of church discipline is the prevention of offenses** and not the punishment of the individual” (para. 103, emphasis added). In setting forth this policy and in making the decisions it entails going forward, we pray for wisdom, discernment, and confidence in the power of God’s redeeming love.

## CHURCH AUTHORITY and GOVERNANCE

- I. **Right of refusal:**
  - A. Home Moravian Church reserves the right to refuse to allow any person from working with children, youth, or vulnerable adults based on their previous record or convictions.
- II. **Ongoing Volunteers' database:**
  - A. A database of all *Ongoing Volunteers* will be established by the church and maintained by the church administrator.
- III. **Responsibility for Annual Reviews:**
  - A. The Personnel Committee is responsible for an annual review of the *Ongoing Volunteers* database of volunteers.
  - B. The Christian Education Committee is responsible for an annual review of the *Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults, Volunteer and Youth Covenants of Participation, and Incident Report Form*.
- IV. **Policy approval:**
  - A. The Board of Elders and the Board of Trustees of Home Moravian Church are responsible for approval of this policy.

## SUPPORTING DOCUMENTS

<b>Appendix I</b>	<i>Volunteer Covenant of Participation</i>
<b>Appendix II</b>	<i>Youth Covenant of Participation</i>
<b>Appendix III</b>	<i>Incident Report Form (Child Abuse &amp; Neglect)</i>
<b>Appendix IV</b>	<i>HMC Accident Report Form</i>
<b>Appendix V</b>	<i>Permission to Photograph Form</i>
<b>Appendix VI</b>	<i>Home Moravian Church Volunteer Application</i>
<b>Appendix VII</b>	<i>Driver Certification Form</i>
<b>Appendix VIII</b>	<i>Appropriate &amp; Inappropriate Behavior Matrix</i>
<b>Appendix XIX</b>	<i>Emergency Plans</i>

Effective date: Fall 2013

Revision date: November 2014; approved by HMC Elders 1/5/15

Revision date: January 2023

# APPENDICES

Appendix I:	<i>Volunteer Covenant of Participation</i>
Appendix II:	<i>Youth Covenant of Participation</i>
Appendix III:	<i>Incident Report Form</i>
Appendix IV:	<i>Accident Report Form</i>
Appendix V:	<i>Permission to Photograph Form</i>
Appendix VI:	<i>Home Moravian Church Volunteer Application</i>
Appendix VII:	<i>Driver Certification Form</i>
Appendix VIII:	<i>Appropriate &amp; Inappropriate Behavior Matrix</i>
Appendix XIX:	<i>Emergency Plans</i>

*On-Going Volunteer Covenant of Participation*

As a volunteer in this church, I pledge to observe and abide by all policies regarding the ministry of children and youth that are part of the Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults. I have read that policy and have been given appropriate training.

I pledge that I will respect our congregation's commitment to preserving this church as a holy place of safety and protection for all who experience our programs and activities.

During church related activities for children and youth, I agree:

- to not illegally consume alcohol or tobacco-related products, and to not publicly display the consumption of alcohol or tobacco-related products in the presence of children and/or youth;
- to not have in my possession nor consume illegal drugs;
- to not have in my possession firearms or fireworks;
- to observe the two-adult rule at all times;
- that only staff or screened volunteers will escort children to the bathroom or give hands-on assistance in this situation;
- to participate in training and educational events related to my volunteer assignment;
- to promptly report abusive or inappropriate behavior to either the person in charge of the activity/program, to the Pastor, or to the Vice-Chair of the Elders, as applicable and to follow NCGS Reporting Guidelines for reporting suspected abuse.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### *Occasional Volunteer Covenant of Participation*

As a volunteer in this church, I pledge to observe and abide by all policies regarding the ministry of children and youth that are part of the Home Moravian Church Protection Policy for Children, Youth, and Vulnerable Adults. I have read that policy and have been given appropriate training.

I pledge that I will respect our congregation's commitment to preserving this church as a holy place of safety and protection for all who experience our programs and activities.

During church related activities for children and youth, I agree:

- to not illegally consume alcohol or tobacco-related products, and to not publicly display the consumption of alcohol or tobacco-related products in the presence of children and/or youth;
- to not have in my possession nor consume illegal drugs;
- to not have in my possession firearms or fireworks;
- to observe the two-adult rule at all times;
- that only staff or screened volunteers will escort children to the bathroom or give hands-on assistance in this situation;
- to participate in training and educational events related to my volunteer assignment;
- to promptly report abusive or inappropriate behavior to either the person in charge of the activity/program, to the Pastor, or to the Vice-Chair of the Elders, as applicable and to follow NCGS Reporting Guidelines for reporting suspected abuse.

Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix II**

### *Youth Covenant of Participation* (For Middle & High School participants)

As a youth participant and/or volunteer, I pledge to honorably represent my church and my family. I realize that I am seen as a role model and promise to behave as such.

I will not have in my possession firearms, fireworks, illegal drugs, alcohol, or tobacco.

I understand that pranks and name-calling are not tolerated.

I will practice self-restraint during play, free time, and contact activities, respecting the safety and space of all participants and helping create a safe environment for everyone.

At church related functions and activities, I will:

- follow directions given to me by the adult leaders supervising the program or event. I will always treat adult leaders with proper respect.
- respect the other participants. I will neither bully nor watch others bully without speaking up.
- agree to treat others, adults, and fellow youth, as I would like to be treated.
- be inclusive and supportive of all youth.
- agree to tell a trusting adult or my parents if I have concerns about my safety or the safety of others.
- agree to stay within the immediate area of the activity and not leave without permission of the adult in charge.

I understand that I will be held accountable for all I have pledged. If I do not uphold my pledge, I may lose the privilege of participating in youth events.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This document will be reviewed and signed at the beginning of every school year.*

**Appendix III**

**Home Moravian Church**

529 South Church Street Winston-Salem, NC 27101  
 336-722-6171 336-723-5085 (fax) [home1771@homemoravian.org](mailto:home1771@homemoravian.org)

**INCIDENT REPORT**

**SUSPECTED CHILD/YOUTH ABUSE**

**If more than one child/youth is involved, complete a separate Incident Report for each victim.**

*(Please print all information)*

Person who observed or received disclosure of alleged abuse:	Name:	Phone number:
Child/youth involved:	Name:	
	Age:	
	Name of parent(s) or guardian(s):	
Reporter's initial conversation with victim:	Date:	
	Time:	
	Place:	
Detailed summary of victim's statement and/or reason why reporter believes that the child may be a victim of abuse/neglect: Include: • name(s) of witness(es)		

<ul style="list-style-type: none"> <li>• location of event</li> <li>• behavioral indicators (if any)</li> </ul>	
Name of alleged suspect:	
Relationship of alleged abuser to victim (paid staff, volunteer, family member, other):	
Incident reported immediately to person in charge of the activity <i>(unless person in charge is alleged suspect.)</i>	Date:
	Time:
Call to parents or guardian(s) <i>(by the person in charge unless that person is alleged perpetrator. In that case, the call is made by the Pastor):</i>	Date:
	Time:
Reported immediately to the Pastor <i>(Or Vice-Chair of the Elders if the pastor is the alleged perpetrator:</i>	Date:
	Time:
	Summary:
Describe actions taken to tend to the immediate needs of the child/youth and assure his/her safety until the arrival of the parent(s) or guardian(s):	Summary:

Reported to Dept. of Social Services as required by law	Date	Time
Signature of person making report:		
	Print Name:	Date:

**Reference phone numbers:**

Name	Business	Mobile	Other
Pastor: Ginny Tobiassen	336-725-0663	336-682-6082	
Vice-Chair Elders: Betsy Bombick	336-723-2281		
Provincial Elders Conference: Beverly Johnson	336-725-5811		
Police, ambulance, sheriff	<b>Call 911</b>		

12. All allegations, investigation, and reports of the alleged incident are considered confidential.  
Information is discussed only with those on a need-to-know status.
13. Do not speak with the media. The PEC is the only entity authorized to make statements to representatives of the media.

11/2014

**Accident Report Form**  
**Home Moravian Church**

Date of accident: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

Name of injured person: \_\_\_\_\_  
\_\_\_\_\_

Who was injured person? (Circle one) Participant Volunteer

Type of injury: \_\_\_\_\_  
\_\_\_\_\_

Witness to accident: \_\_\_\_\_

Details of accident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

Was first aid administered? Yes \_\_\_ No \_\_\_\_\_

Type of first aid provided: \_\_\_\_\_

---

---

Person who administered first aid: \_\_\_\_\_

---

---

---

---

Signature of accident reporter

Position

Date

Notify and return this form to Director of Christian Education as soon as possible.

**Appendix V**

**Home Moravian Church**  
**PERMISSION FOR TAKING AND USING**  
**PHOTOGRAPHS, AUDIO AND/OR VIDEO**

Dear Parent or Guardian,

Home Moravian Church (“HMC”) uses photographs and audio, digital, video and other recordings of children/youth to publicize church activities in a variety of mediums, such as: newsletters, brochures, ministry publications, directories, and the HMC website.

HMC requests your permission to photograph and record your child's participation in church activities and ministries.

\*\*\*\*\*  
 I, the undersigned, grant HMC permission to photograph and/or record my child's participation in church activities and ministries.

I grant to HMC permission to use and publish photographs, slides, audio and/or video, digital and other recordings, or any other similar reproduction of my child's likeness in promotion, education, public information, and/or any other HMC ministry use.

Name of child/youth member:  _____ Age: _____ (Please print or type)	
If student to be photographed or taped is over 18 years of age, the student must sign this Release Form.	Signature of Student: Date:  _____
Name of Parent or Guardian:  _____ (Please print of type)	Signature of Parent: Date:  _____
Address:  _____ _____	Home Phone: _____  Cell/Phone: _____

**Appendix VI**

**Home Moravian Church Volunteer Application**

Instructions: Please print clearly in black or blue ink.

**Personal Information**

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Last Name \_\_\_\_\_

Address \_\_\_\_\_

Street

City, State, Zip Code

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**Skills and Qualifications:** (licenses, skills, training, awards, and/or other)

---

---

---

---

**Previous Positions/Experience:**

---

---

---

**References:** List below three persons who have knowledge of your work performance within the last four years. Please exclude family references.

1. Name – First, Last: \_\_\_\_\_

Occupation / Relationship to applicant: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

City, State, Zip

Email: \_\_\_\_\_

2. Name – First, Last: \_\_\_\_\_

Occupation / Relationship to applicant: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

City, State, Zip

Email: \_\_\_\_\_

3. Name – First, Last: \_\_\_\_\_

Occupation / Relationship to applicant: \_\_\_\_\_

Number of Years Acquainted: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Street

City, State, Zip

Email: \_\_\_\_\_

I certify that the information contained in this application is true and complete. I authorize the verification of all information listed above.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

---

Request for Criminal Records Check and Authorization

I hereby request any Police Department or agency to release any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me, whether local, state, or national. I hereby release said Police Department or agency from any and all liability resulting from such disclosure

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Full Name (Please print) \_\_\_\_\_

Maiden Name if Applicable \_\_\_\_\_

List of all aliases: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Appendix VII

**DRIVER CERTIFICATION FORM 2023-2024**

**Required for Staff or Volunteers to Transport Children/Youth in a Personal or Rental Vehicle**

Driver's Full Legal Name:

Mobile Phone:

Alt Phone:

Driver's Maiden Name, Former Name, Aliases (if any):



provides consequences for inappropriate or unacceptable actions by staff or volunteers. The lists are illustrative and not all-inclusive; other behaviors may be identified.

<p><b><u>Zero Tolerance</u></b> These behaviors, when substantiated, represent gross misconduct, and may include termination of employment/service.</p>	<p><b><u>Appropriate Behaviors</u></b> These behaviors are generally accepted.</p>	<p><b><u>Inappropriate Behaviors (NOT ALLOWED)</u></b> These behaviors could result in corrective action up to and including termination of employment/volunteer service.</p>
<p><b><u>Physical Contact</u></b></p> <ul style="list-style-type: none"> <li>● <b>Sexual Abuse /Molestation</b></li> <li>● <b>Physical Abuse, punishment, discipline</b> (use of physical force, striking, squeezing, whether used for behavior management or not)</li> <li>● <b>Physical Interaction involving intimate touch or risk of injury</b> (tickling, wrestling, swinging minors by ankles or wrists, massages, caressing, patting on bottom, kissing, sitting on lap for children over three years of age)</li> </ul>	<p><b><u>Physical Contact</u></b></p> <ul style="list-style-type: none"> <li>● <b>Shaking Hands</b></li> <li>● <b>High Fives</b></li> <li>● <b>Hand Signs &amp; Greetings</b></li> <li>● <b>Side Hugs</b></li> </ul> <p>Even appropriate contact, when excessive, done for personal pleasure, or with intent to give preferential treatment, can become unacceptable.</p> <p>The minor must consent to all appropriate behaviors and the behavior must be appropriate for the situation.</p>	<p><b><u>Physical Contact</u></b></p> <ul style="list-style-type: none"> <li>● <b>Frontal Hugs/Bear Hugs</b></li> <li>● <b>Patting on the head</b> (can be demeaning to some cultures)</li> <li>● <b>Touching any parts of the body w/o consent</b></li> <li>● <b>Holding Hands with intent to show special favor or relationship</b> (Ok for group games or children needing assistance)</li> <li>● <b>Restraint of a minor</b> (unless minor is in immediate danger to self or others)</li> <li>● <b>Excessive Roughness with Minors for behavior management</b> (yanking arm, grabbing shoulder, pushing minor to position)</li> <li>● <b>Roughhousing or Horseplay</b> (aggressive physical contact when playing)</li> <li>● <b>Lifting or carrying minors</b> (including piggyback or arm chair rides, except for games, challenge course activities, moving an injured minor)</li> </ul>
<p><b><u>Zero Tolerance</u></b> These behaviors, when substantiated, represent gross misconduct, and may include termination of employment/service.</p>	<p><b><u>Appropriate Behaviors</u></b> These behaviors are generally accepted.</p>	<p><b><u>Inappropriate Behaviors (NOT ALLOWED)</u></b> These behaviors could result in corrective action up to and including termination of employment/volunteer service.</p>
<p><b><u>Verbal/Non-Physical Interactions</u></b></p>	<p><b><u>Verbal/ Non-Physical Interactions</u></b></p>	<p><b><u>Verbal/Non-Physical Interactions</u></b></p>

<ul style="list-style-type: none"> <li>● <b>Verbal Abuse</b> (yelling in an aggressive or threatening manner, belittling, taunting or teasing others, threatening bodily harm to others, discriminatory and inflammatory remarks regarding an individuals' family, national origin, religion, sexuality, ethnicity, disability, or sexual orientation)</li> <li>● <b>Bullying</b> (taunting, threatening behavior to others including threats of physical force)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Edifying and affirming speech meant to build up a child's self-esteem.</b></li> <li>● <b>Calm and deliberate directions / verbal cues for behavior management</b></li> <li>● <b>Nonverbal cues to redirect behavior</b> (proximity, signals)</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Emotional Abuse</b> (sarcasm, harsh or abusive words)</li> <li>● <b>Rejection or stating you do not like a minor child</b></li> <li>● <b>Speaking negatively about a child in front of others</b></li> </ul>
<p><b><u>Adult-Child Relations</u></b></p> <ul style="list-style-type: none"> <li>● <b>Display/use of sexually explicit materials in the presence of children/youth</b> (magazines, cards, videos, films, cell phone footage)</li> <li>● <b>Sexual Exploitation</b> (taking and/or sharing nude pictures)</li> <li>● <b>Being nude or wearing promiscuous clothing in front of minors under your care/direction</b></li> <li>● <b>Dating a program participant who is a child</b></li> <li>● <b>Unauthorized off-hours contact</b> (attending activities together, weekend trips, dating, social networking and texting minors)</li> </ul>	<p><b><u>Adult-Child Relations</u></b></p> <ul style="list-style-type: none"> <li>● <b>Abide by Child Protection Policies regarding supervision and direction of minor children/youth</b> (including two person rule, rules for physical/verbal contact, and child safety)</li> </ul>	<p><b><u>Adult-Child Relations</u></b></p> <ul style="list-style-type: none"> <li>● <b>Providing personal gifts to minors or their parents intended to give special attention not given to others</b> (gift, note, craft, food, or beverage)</li> <li>● <b>Crossing Boundaries with minors</b> (telling stories of personal sexual relationships, illegal activity, supporting minor rather than staff rules)</li> <li>● <b>Singling a minor out for favored attention or giving the appearance of grooming</b></li> </ul>
<p><b><u>Zero Tolerance</u></b> These behaviors, when substantiated, represent gross misconduct, and may include termination of employment/service.</p>	<p><b><u>Appropriate Behaviors</u></b> These behaviors are generally accepted.</p>	<p><b><u>Inappropriate Behaviors (NOT ALLOWED)</u></b> These behaviors could result in corrective action up to and including termination of employment/volunteer service.</p>
<p><b><u>Child Safety</u></b></p> <ul style="list-style-type: none"> <li>● <b>Founded violation from Child Protective Services or law enforcement</b></li> </ul>	<p><b><u>Child Safety</u></b></p> <ul style="list-style-type: none"> <li>● <b>Follow all procedures listed for child safety in the Home Moravian</b></li> </ul>	<p><b><u>Child Safety</u></b></p> <ul style="list-style-type: none"> <li>● <b>Losing a minor</b> (Depends on duration, when/where)</li> </ul>

<p><b>relating to safety of a minor</b></p> <ul style="list-style-type: none"> <li>● <b>Failure to cooperate with an investigation by program staff, law enforcement, or other external agency regarding the safety of a minor</b></li> <li>● <b>Neglect of a Minor</b> (failure to provide basic needs including failing to provide medical care, access to restrooms, or withholding food/water)</li> <li>● <b>Use of Inappropriate Consequences for misbehavior</b> (seclusion in closet, cabinet, or restraining a minor inappropriately such as gagging or covering mouth, tying hands or feet)</li> <li>● <b>Failure to Report</b> (Telling a minor not to tell an adult or parent of staff/volunteer misbehavior or telling someone not to report an instance requiring mandatory reporting to authorities)</li> <li>● <b>Serving food with nuts or other allergens to a child with known allergies</b></li> <li>● <b>Illegal activity while supervising youth/children or at work</b></li> <li>● <b>Undisclosed past criminal history</b> (as required by routine background checks performed at hiring)</li> </ul> <p><b><u>Child Safety Con't</u></b></p> <ul style="list-style-type: none"> <li>● <b>Using, selling, or providing alcohol or illegal drugs on site, or in program. Selling or providing over the counter drugs to minors, except by documented parent authorization.</b></li> </ul>	<p><b>Church Protection Policy for Children, Youth, and Vulnerable Adults</b></p> <ul style="list-style-type: none"> <li>● <b>Review and understand all crisis/safety plans for HMC</b> (including fire, lockdown, evacuation)</li> </ul>	<p>minor found, how occurred)</p> <ul style="list-style-type: none"> <li>● <b>Failure to report suspicion of abuse or neglect to Child Protective Services or violating reporting procedures to supervisor or risk management/human resources</b></li> <li>● <b>Illegal activity outside program hours or off site</b></li> <li>● <b>Possession of a weapon on program site</b></li> <li>● <b>Possession or use of alcohol or drugs on site and/or in program</b></li> </ul>
--	---	--

**Emergency Plans**

If there is a crisis or emergency while children are in our care, the following guidelines will be followed:

**Fire Emergencies:** For Fire emergencies, all children will exit the CE Building by the designate escape route for their classroom.

Option 1: We will exit the front door of the CE Building and walk up the sidewalk towards God's Acre. We will gather the children in the yard of the parsonage. The children will remain there with their teachers until parents arrive.

Option 2: If access to the front door is blocked, we will exit to the rear. We will descend the back stairs and exit the CE Building at the lower level. We will walk the children to the yard of the parsonage. The children will remain there with their teachers until parents arrive.

**Evacuation Emergencies:** At times there may be a crisis that requires evacuation to farther distances (bomb threat or gas leak for example). In this situation, all children will exit the CE Building by the designated Fire Escape Routes. We will travel up the sidewalk into God's Acre and gather in the Band Meadow. The children will remain there with their teachers until their parents arrive.

**Tornado Emergencies:** In the event of a tornado, the children will shelter in place using the following options:

Option 1: Both Nursery and Godly Play will exit the classroom to the right and travel down the stairs to the hallway by the fellowship hall. The children will remain there with their teachers until the "all clear" allows them to return to their classrooms.

Option 2: If the threat is imminent and there is limited time to travel, children in the nursery will exit to the hallway outside their classroom and shelter in place until the "all clear" allows them to return inside the classroom. The children in Godly Play (CE 101) will exit to the hallway by the restrooms outside their classroom. The children will remain there with their teachers until the "all clear" allows them to return to their classrooms.

**Lockdown Emergencies:** If there is a threat within the building (intruder for example), the children will shelter in place inside their classrooms. The protocol will be to hide and barricade/lock doors and turn off the lights. If evacuation is directed by law enforcement, they may be evacuated to the evacuation emergency staging area in God's Acre (The Band Meadow). The children will remain there with their teachers until their parents arrive.