

SAFE HAVEN GUIDELINES

Policies for the Protection of All People from Abuse

Adopted September 9, 2020



Christ Lutheran Church Slayton, Minnesota

a congregation of the



Southwestern Minnesota Synod
Evangelical Lutheran Church in America
God's work. Our hands.

CHRIST LUTHERAN CHURCH

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CHRIST LUTHERAN CHURCH SAFE HAVEN GUIDELINES

Policies for the Protection of All People from Abuse

This document may be amended by a vote of the church council.

Introduction

For the sake of the witness to the Gospel of Jesus Christ, we are intentional, open, and clear about the integrity and standard of conduct to which Christ Lutheran Church is called and to which its leaders are held accountable. This document is intended to provide policies, called “Safe Haven Guidelines” (hereafter referred to as “Safe Haven”) to protect people of all ages in congregational life.

Because children, youth, and vulnerable adults are most susceptible to abuse, this document pays special attention to them. Abuse comes in many forms, and abusers come from all ethnic and economic groups. Case studies show that many who abuse children do so out of ignorance of proper disciplinary techniques, thereby inflicting emotional or physical abuse. However, unlike physical abuse which may be accidental, sexual abuse is premeditated. Child molesters defy stereotypes, making them difficult to identify. In many reported cases of sexual abuse, the victims or their families know the offenders.

Children and adults with disabilities often become targets for various kinds of abuse. They are particularly vulnerable to sexual abuse because abusers perceive them to be physically or mentally weak and easy to dominate.

The adoption of Safe Haven Guidelines does not mean that we distrust our staff or volunteers. Rather, Safe Haven reflects our belief that the safety and healthy development of our children, youth, and vulnerable adults are vitally important to how we share in Jesus’ mission in the world. We also believe that having these guidelines in place will equip our staff and volunteers to be better servants of children, youth, and vulnerable adults, and will protect them from situations that put them at risk of a misunderstanding or false accusation.

Overview

Christ Lutheran Church's Safe Haven Guidelines will seek to prevent abuse by:

- **Training** those who work with children, youth, and vulnerable adults,
- **Creating safe settings** for work with children, youth, and vulnerable adults,
- Requesting **background checks** for those who work with children, youth, and vulnerable adults, and
- Communicating a clear **policy and procedure for when and how to report abuse** or suspicion of abuse.

Safe Haven Guidelines help us to carry out the mission of Christ Lutheran Church to "seek God's will, share God's love, and serve as Christ's people," by:

- protecting children, youth, and vulnerable adults and their families from abuse or other misconduct,
- protecting the ministry and resources of this congregation and the wider church from the harm caused by abuse and the loss of trust that abuse causes,
- protecting our ministry staff and volunteers from false accusations of abuse or misconduct, and by
- equipping them to serve the mission of this congregation in safe and healthy ways.

Theological Framework

Our Lutheran faith calls us to provide a Safe Haven for children, youth, vulnerable adults, and their families. Martin Luther's explanation to the Fifth Commandment states:

We are to fear and love God, so that we neither endanger nor harm the lives of our neighbors, but instead help and support them in all of life's needs.

In the service of the Affirmation of Baptism from *Evangelical Lutheran Worship*, page 236, we hear these words:

You have made public profession of your faith. Do you intend to continue in the covenant God made with you in holy baptism: to live among God's faithful people, to hear the word of God and to share in the Lord's supper, to proclaim the good news of God in Christ through word and deed, to serve all people, following the example of Jesus, and to strive for justice and peace in all the earth?

Biblical Framework

The Holy Scriptures include many verses about caring for one another such as:

- Matthew 22:35-40 NRSV:
³⁵...one of them, a lawyer, asked him a question to test him. ³⁶Teacher, which commandment in the law is the greatest? ³⁷[Jesus] said to him, " 'You shall love the Lord your God with all your heart, and with all your soul, and with all your mind.' ³⁸This is the greatest and first commandment. ³⁹And a second is like it: 'You shall love your neighbor as yourself.' ⁴⁰On these two commandments hang all the law and the prophets."
- Matthew 25:40 NRSV:
And the king will answer them, 'Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.'
- Romans 13:10 NRSV:
Love does no wrong to a neighbor; therefore, love is the fulfilling of the law.
- John 13:34-35 NRSV:
³⁴I give you a new commandment, that you love one another. Just as I have loved you, you also should love one another. ³⁵By this everyone will know that you are my disciples, if you have love for one another."

The Scriptures specifically speak about children:

- Psalm 127:3 CEV:
Children are a blessing and a gift from the Lord.
- Mark 10:14-16 NRSV:
¹⁴[Jesus] said to them, "Let the little children come to me; do not stop them; for it is to such as these that the kingdom of God belongs. ¹⁵Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it." ¹⁶And he took them up in his arms, laid his hands on them, and blessed them.

Other passages in both the Old and New Testament give to parents and other adults the responsibility to care for children. Christ Lutheran Church is called to be a safe place for all.

Disclaimer

This document is a compilation of information from a variety of resources which are listed below. This document does not cover every issue that Christ Lutheran Church may encounter, nor does it reflect verbatim the State of Minnesota Statutes of Law.

Acknowledgements

Resources used to create this document include:

- Safe Haven for Children, ELCA
- The Boy Scouts in America
- The Girl Scouts in America
- The Episcopal Church – Safeguarding God’s Children
- Guidelines for a Safe Haven Congregation – First Edition and Second Edition
- Texas Louisiana Gulf Coast Synod, ELCA
- Southwestern Minnesota Synod, ELCA
- YMCA
- Brotherhood Mutual Insurance
- Minnesota Department of Human Services
- Darkness to Light
- U.S. National Library of Medicine
- Zion Lutheran Church, Buffalo Lake, Minnesota
- Southwest Health and Human Services
- Murray County Central Schools
- Shetek Lutheran Ministries

Definitions

Relationships among people are at the foundation of Christian ministry and are central to the life of the church. Defining healthy and safe relationships through guidelines, policies, and codes of conduct is not meant to undermine the strength and importance of personal interaction in our ministries. Rather, it is to assist in identifying behaviors and practices that allow the church to fully demonstrate love and compassion for children, youth, and vulnerable adults in sincere and genuine relationships.

Who are Children, Youth, and Vulnerable Adults?

- **Children** are defined as those under the age of 12 years old.
- **Youth** are defined as those who are at least 12 years old but not yet 18 years old, or who are 18 years old or older and still enrolled in high school.
- **Vulnerable adults** are those over age 18 with one of the following qualifications:
 - Having a physical, mental, or emotional disorder that makes it difficult for them to care for themselves without help and/or to protect themselves from maltreatment
 - Residing in a hospital, nursing home, transitional care unit, assisted living, housing with services, board and care, foster care, or other licensed care facility
 - Receiving services such as home care, day services, personal care assistance, or other licensed services

Who are Church Personnel?

For the purposes of these guidelines, the following are included in the definition of Church Personnel when they are functioning in their respective roles for Christ Lutheran Church:

1. All **rostered leadership** who are engaged in ministry or service to Christ Lutheran Church
2. All **paid personnel** of Christ Lutheran Church whether employed in areas of ministry or other kinds of service such as custodians, office staff, pre-schools, after-school programs, theater groups, choirs, and day camps
3. **Those who contract their services** to Christ Lutheran Church.
4. **Volunteers** who provide or assist with church-related services, including members of the church council, advisory boards, and committees, as well as adults who work with children, youth, and vulnerable adults

What are Types of Abuse?

- **Neglect:** Failure to meet the basic physical, environmental, emotional, medical, and nutritional needs of a child, youth, or vulnerable adult, or the failure to protect them from harm
- **Emotional Abuse:** Verbal or nonverbal violence that demeans, degrades, or disrespects, causing mental or emotional injury to a child, youth, or vulnerable adult and which may cause an observable impairment in the person's growth, development, physical appearance, or psychological functioning
- **Physical Abuse:** Non-accidental injury which is intentionally inflicted
- **Sexual Abuse or Molestation:** Abusive sexual behavior by one person upon another, ranging from touching of the penis, vagina, buttocks, or breast/chest area to sexual intercourse

Sexual abuse includes any sexual contact by an adult with a child, youth, or vulnerable adult and may include

- Any activity that is meant to arouse or gratify the sexual desires of the adult
- Showing a child or youth pornography

Sexual abuse also includes any sexual contact by another child or youth with a child, youth, or vulnerable adult when

- there is no consent
- when consent is withdrawn
- when consent is not possible
- when one child or youth has power over another child, youth, or vulnerable adult
- **Economic Exploitation:** the deliberate use of a child, youth, or vulnerable adult for money or power
- **Bullying and Cyberbullying:**
 - Bullying happens when a person or group intentionally, aggressively, and repeatedly harms or intimidates another person who is perceived to be weaker.
 - Cyberbullying is bullying that is perpetrated in text messages or through online means such as social media, email, or gaming.

Who are Mandated Reporters?

Mandated reporters are those who are required by law to report situations in which they believe a child, youth, or vulnerable adult may be in danger of abuse or neglect. In the state of Minnesota, mandated reporters include, but are not limited to, health care workers, law enforcement, clergy, and teachers. Christ Lutheran Church regards all Church Personnel who work with children, youth, or vulnerable adults as mandated reporters, whether they are paid or volunteer.

What is the Safe Haven Team?

The Safe Haven Team is a small group of Christ Lutheran Church members who are appointed by the Church Council to oversee the implementation of the Safe Haven Guidelines.

What is the Rule of Three?

The Rule of Three states that no Church Personnel shall be alone with a child, youth, or vulnerable adult. A third person should always be present.

Categories of Church Personnel

For the purposes of these guidelines, the following are included in the definition of Christ Lutheran Church Personnel who regularly work with and around children, youth, or vulnerable adults:

1. All rostered leaders who are engaged in ministry or service to the church
2. Adults who participate in overnight activities with children or youth more than three times a year
3. All who supervise or assist with supervising children, youth, and vulnerable adults in ministries, programs, or activities more often than three times a year or for a program that lasts one month or more (i.e. regular Sunday School teachers, Confirmation mentors and leaders, children's ministry volunteers, etc.)
4. All who provide transportation to children or youth without other adults in the vehicle more often than three times a year or for a program that lasts one month or more
5. All who work or assist in the nursery more often than three times a year or for a period that lasts one month or more

For the purposes of these guidelines, the following are included in the definition of Christ Lutheran Church Personnel who occasionally work with and around children, youth, or vulnerable adults:

1. All paid or volunteer Church Personnel whose work regularly takes them throughout the facility or grounds or who have access to the buildings on the grounds
2. All who supervise or assist with supervising children, youth, or vulnerable adults in ministries, programs, or activities infrequently, generally no more than three times a year or for one program or activity during a year that lasts less than a month (i.e. assisting with preparation of the Christmas program, teaching one unit for rotation Sunday School, serving as a substitute Confirmation mentor, etc.)
3. All who provide transportation to children or youth without other adults in the vehicle no more than three times a year (i.e. driving to camp, synod gatherings, service projects, etc.)
4. All who work or assist in the nursery three or fewer times a year, whether on an emergency basis or otherwise

Screening and Selection

All Christ Lutheran Church Personnel who regularly work with and around children, youth, or vulnerable adults should be screened and selected utilizing at least the following:

1. A standard application completed by the applicant
2. Criminal records check in any state where the applicant has resided during the past 7 years, and other states, if any; to be repeated every 3 years; and to include:
 - multi-state or national criminal search
 - national sex offender search
 - Social Security number validation
 - name and address history
 - alias search
 - County Courthouse Criminal Search (if recommended by background check company at the time of check)
 - Driving or Motor Vehicle records check if the person may be providing transportation
3. Individual interview or conversation with the applicant
4. Two reference checks from people who know the applicant, preferably who know how the applicant works with children, youth, or vulnerable adults
5. Signed Abuse Prevention Code of Conduct (see appendix)

All Christ Lutheran Church Personnel who occasionally work with and around children, youth, or vulnerable adults should be screened and selected utilizing at least the following:

1. A standard application completed by the applicant
2. Individual interview or conversation with the applicant
3. At least one reference check from a person who knows the applicant, preferably who knows how the applicant interacts with children, youth, or vulnerable adults
4. Signed Abuse Prevention Code of Conduct (see appendix)

All information gathered about each applicant should be carefully reviewed and evaluated by the Safe Haven Team to determine if it is appropriate for the applicant to work with children, youth, or vulnerable adults. Christ Lutheran Church will keep personnel files in a secure location.

It is recommended that a person be a regular participant of Christ Lutheran Church for a minimum of six months before being invited to work with children and youth.

Background checks completed by other employers or volunteer organizations on Church Personnel may be accepted if the background check is less than 24 months old, and Christ Lutheran Church receives a complete copy of the background check directly from the employer or volunteer organization. No background check will be accepted if it is delivered by the subject of the report.

If a background check shows activity of concern, the Safe Haven Team will determine whether or not the applicant can serve as a ministry leader with children, youth, and vulnerable adults.

Education and Training Requirements

At least 1.5 hours of abuse prevention education and training is recommended for all **Church Personnel who regularly work with and around children, youth, or vulnerable adults** before they start their work or, if that is not possible, one hour of abuse awareness training before they start their work and the rest of the training within three months of starting.

At least .5 hours of abuse awareness education and training is recommended for all **Church Personnel who occasionally work with and around children, youth, or vulnerable adults** before they start their work.

At least .5 hours of abuse awareness education and training is also recommended for all church council members and members of church boards or committees.

It is recommended that Christ Lutheran Church Personnel who are responsible for screening, selection, and supervision of others in programs for children, youth, or vulnerable adults attend the Southwestern Minnesota Synod's boundary workshop every three years, at the expense of the congregation.

Youth Volunteers: Christ Lutheran Church appreciates and encourages youth volunteers to assist with Sunday School. Youth volunteers who are still in high school and who have regular contact with children will be required to attend .5 hours of abuse awareness education and training, but a background check will not be done.

Monitoring of Programs and Enforcement of Guidelines

- The Safe Haven Team is responsible for monitoring programs to ensure that the Safe Haven Guidelines are followed.
- Documentation of applications, screening requirements, and training will be kept in a secure location in the church office.

Responsibilities of Parents and Legal Guardians

- Parents or legal guardians are required to sign Permission to Participate forms, which must include emergency contact information and consent for treatment, for all activities sponsored by Christ Lutheran Church. See Appendix C for samples.
- Parents and legal guardians are expected to drop off and pick up their children in a timely manner before and after church activities.
- Parents and legal guardians must give permission in writing in order for their children to leave church-sponsored activities with anyone else.

Supervision of Programs

The following guidelines are to be carefully followed by all Christ Lutheran Church Personnel when working around or with children, youth, or vulnerable adults:

- Children, youth, and vulnerable adults participating in ministries at Christ Lutheran Church must always be carefully supervised. At no time should a group of children, youth, or vulnerable adults be left unattended.
- A ratio of one adult to every six children, youth, or vulnerable adults should be maintained.
- When both males and females are participating, male and female adult presence is preferred.
- The Rule of Three shall be carefully observed: No Church Personnel shall be alone with a child, youth, or vulnerable adult. A third person should always be present.
- Church Personnel over the age of 21 should directly supervise Church Personnel under the age of 18 and be physically present during all activities.
- Parents, volunteers, or staff of the Church may visit and observe child and youth programs at any time. It is preferred that two Church Personnel be present in classrooms, if possible. If this is not possible, the classroom or office doors will be left open.
- At least two unrelated (non-family members) Church Personnel should supervise activities. Two related church personnel may supervise if another unrelated adult is present.

- Each program will consider age-appropriate procedures to ensure the safety of children, youth, or vulnerable adults for the use of restrooms, showers, and baths, and for diapering and dressing. Personnel should remain in an area observable by other adults or work in pairs.
- If Church Personnel need to have a one-to-one conversation with a child, youth, or vulnerable adult, these conversations should take place in an area with others nearby.
- No private conversation may take place between Church Personnel and a child, youth, or vulnerable adult behind a closed door that does not have a window.
- When a preschool child requires use of a restroom, it is preferred that a parent or legal guardian assist the child.
- If a parent or legal guardian is unavailable to help with toileting, an assistant or helper should accompany the child so that the teacher may continue to supervise the rest of the class. The Rule of Three should be maintained by taking a minimum of two children to the restroom at a time.
- Church Personnel (adult preferred) may enter the restroom if the child needs assistance or supervision. It is recommended to take a minimum of two children to the bathroom at a time to maintain the “Rule of Three”.
- Physical restraint must not be used.
- Volunteers and staff should use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than comparison and criticism.
- Any email conversations or texts between Church Personnel and children, youth, or vulnerable adults should observe the Rule of Three.
- Church Personnel should save all electronic conversations with children, youth, and vulnerable adults for the safety of all concerned.

Youth Volunteers

- Youth volunteers under the age of 18 shall be directly supervised by adults over the age of 21.
- The Rule of Three will apply when youth supervise children. It is preferred that one youth work with a minimum of two children.
- Youth volunteers will be attentive to their students and must refrain from cell phone use and other distractions while working with children.
- When youth volunteers are needed to accompany children to the restroom, it is recommended that the Rule of Three be observed by taking at least two children to the restroom at a time.

Trips and Retreats

- Children and youth must have written permission from a parent or legal guardian to participate in a church trip or retreat sponsored by Christ Lutheran Church.
- It is preferred that at least two unrelated adults supervise all trips, retreats, and at other times when children or youth gather at or away from the church building.
- It is also preferred that the gender of the adult leaders be reflective of the genders of the participants.
- It is required that the gender of the adult leaders be reflective of the genders of the participants at overnight events.
- Parents and legal guardians must be made aware of housing accommodations.
- When children or youth are present in the same room as adults, the Rule of Three must be observed at all times. It is preferred that there be a minimum of three persons present (two un-related adult leaders and one child or youth OR one adult leader and two children or youth).
- There must never be one adult leader housed alone with one child or youth who are not their own children or youth unless the situation calls for a specific caregiver pre-arranged by the parents.
- No adult leader can sleep in the same bed, sleeping bag, tent, hotel room, or other room with children or youth who are not their own children or youth, unless another adult staying in the room is an immediate family member of the youth or children, or there has been written consent by the parents.
- For adult leaders to administer prescription and over-the-counter medications on a trip or retreat:
 - Written permission must be given by a parent or legal guardian along with specific directions for the administering of all medications. See Appendix C.
 - Medications must be kept in their original labeled container(s).
 - All medications should be kept secure in a lockbox and in the custody of an adult leader.
- The adult leader in charge of each trip or retreat shall carry completed medical release forms, including permission for emergency medical care and information on how to reach a parent or guardian in case of an emergency.
- Dressing, undressing, bathing, or showering in the presence of children or youth, unless unavoidable, is prohibited.

Transportation

The following rules apply when volunteer drivers provide transportation for children or youth for activities and events sponsored by Christ Lutheran Church:

- Church Personnel supervising the event must know all drivers.
- No adult will be permitted to drive who appears to have consumed or appears to be under the influence of alcohol or drugs before, during, or following a church activity.
- The driver must be at least 21 years of age.
- The driver must file with the Office Manager or Safe Haven Team a copy of a valid state driver's license and proof of insurance for the vehicle being operated.
- The driver must give written permission for Christ Lutheran Church to make a request from the Minnesota Department of Public Safety for the driver's driving records.
- The driver must read these Safe Haven Guidelines, complete the Volunteer Application, and sign the Child Abuse Prevention Code of Conduct (See Appendix B).
- It is preferred that the driver be accompanied by at least two children or youth in the vehicle.
- Upon return to Christ Lutheran Church, the driver will not leave the church building until the last child or youth has been collected by the person taking the child or youth home.
 - The Rule of Three shall be observed.
 - It is preferred that two non-related adults stay with the child or youth until the child or youth is picked up by a parent or legal guardian, or an approved representative of the parent or legal guardian.
- All drivers should be advised that in the event of an accident (by insurance rules) their insurance company is primary and the Church's insurance company is secondary.

Reporting Inappropriate Behavior or Policy Violations

All reports of inappropriate behavior or policy violations with children, youth, or vulnerable adults need to be taken seriously.

1. When Church Personnel observe any inappropriate behaviors or behaviors that are inconsistent with these Safe Haven Guidelines, they should promptly report their observations.
2. Inappropriate behaviors or possible guideline violations that relate to interactions with children, youth, or vulnerable adults should be reported by a telephone call, email, or meeting with one of the following in order of hierarchy:
 - the immediate program supervisor,
 - the pastor or Safe Haven Team,
 - the church council president or another representative of the council, or
 - the synod bishop or assistants to the bishop.

Reporting Abuse of a Child or Youth

The following action plan needs to be followed immediately when abuse of a child or youth is suspected:

1. Concerns should be documented as soon as possible.
2. Concerns should be shared with a supervisor, the Safe Haven Team, the pastor, or the church council president or other representative of the church council.
3. **Suspected abuse must be reported to legal authorities within 24 hours.**
 - During regular work hours **(8:00 – 4:30)** call **Southwest Health and Human Services at 1-888-964-8407.**
 - **After hours or if the child or youth is in immediate danger call the Murray County Sheriff's Department at 507-836-6168 or 911.**

Reporting Abuse of a Vulnerable Adult

The following action plan needs to be followed immediately when abuse of a vulnerable adult is suspected:

1. Concerns should be documented as soon as possible.
2. Concerns should be shared with a supervisor, the Safe Haven Team, the pastor, or the church council president or other representative of the church council.
3. **Suspected abuse must be reported to legal authorities within 24 hours.**
 - **Call Minnesota Adult Abuse Reporting Center at 1-844-880-1574.**
 - This reporting center is open 24 hours a day, seven days a week.

Additional Information about Reporting Abuse

1. Church Personnel will be considered Mandated Reporters and are required to report known or suspected abuse of children, youth, or vulnerable adults to the appropriate county or state authorities. See FAQ's about Mandated Reporting in Appendix D.
2. Failure of a Mandated Reporter to report suspected abuse of children, youth, or vulnerable adults is a crime. Reports may be made confidentially and anonymously. The State of Minnesota provides immunity from civil liability for persons required to report suspected abuse in good faith and without malice. "In good faith" means that the reporter believes the report to be true.
3. In addition to reporting to authorities, abuse perpetrated by lay Church Personnel should be reported directly to the pastor, Safe Haven Team, or council president or representative so that immediate and proper steps may be taken to ensure the safety of alleged victims.
4. Reports of suspected or known abuse that involve rostered Church Personnel (pastors and deacons) must be reported to the Bishop or Synod Ministers.

Guidelines for Counseling and Advising

Unless you are a trained, certified, professional counselor, you are not qualified to handle every situation that may arise as you serve children, youth, and vulnerable adults in ministry. Issues that should be referred to a trained professional after responsible reporting include:

- Neglect
- Emotional Abuse
- Physical abuse
- Sexual Abuse and Sexual Molestation

Confidentiality

Church Personnel may honor requests for confidentiality from children, youth, and vulnerable adults, only if:

- the children, youth, or vulnerable adults are not in danger, and
- are not a danger to themselves, and
- are not a danger to others.

Mandated Reporters are required to report abuse and suicide threats. See Appendix D for more information.

Suicide

Suicide threats and casual remarks about suicide should always be taken seriously and reported immediately to police or health care workers. Parents or legal guardians and the pastor should also be alerted about suicide threats.

More information can be found at Suicide Prevention Ministry's website:

<https://suicidepreventionministry.org>. Suicide Prevention Ministry is an independent Lutheran organization.

The hotline for those in crisis is the National Suicide Prevention Lifeline:

1-800-273-TALK (8255)

Ministering to Sex Offenders

It is the desire of Christ Lutheran Church to minister to all people without exception. Consistent with our mission to share God's love, we commit our ministry to the inclusion of individuals with publicly known criminal records involving sexual offenses who want to participate in worship and other ministry activities.

At the same time, we are committed to creating a safe environment for all others involved in ministry activities. If a convicted sex offender wishes to participate in the ministry of Christ Lutheran Church, the following precautions must be taken:

- The offender will meet with the pastor and church council president or other representative of the church council prior to participating in the ministries of Christ Lutheran Church.
- A response team will be launched for handling allegations and information regarding any sex offender who is currently attending or who wishes to participate in ministry activities.
- A chaperone team will be established to provide security and accountability for sex offenders during ministry activities.
- A participation agreement with individual sex offenders will be created to determine the conditions of their participation in ministry activities.
- If victims of the sex offender are active in the congregation, primary consideration is given to the victims. The sex offender may not be in the same space as those people they have offended.

Social Media

Social media is computer-based technology which uses various online platforms to facilitate electronic communication. Social media provides a means to interact with others and to share information, ideas, creative work, and other content such as photos and videos. Social media can be used effectively in church ministries when it is done with great care and awareness of the risks involved.

Areas of concern include:

- **Friending** - Friending or following youth is a powerful ministry tool when used appropriately. When adults “friend” people under age 18, they need to remember that it is both very public space and yet can be dangerous space for one-on-one interactions between adults and youth, because communication can be misconstrued or taken too far. Adults must keep in mind the safety issues outlined in this document when communicating with youth online.

It is preferred that the youth’s parents know that Church Personnel have friended them. Before friending anyone under age 18, Church Personnel should obtain permission from the parent or legal guardian, and should also friend the parent or legal guardian. A sample permission form is in the Appendix C.

- **Posts** - Social media, by its very definition is a public forum. There is no privacy in social media, even with the use of security settings. Church Personnel are reminded to think before posting (Would you say this in a room filled with the congregation’s adults or youth?) and to be aware of unintended consequences as people interpret posts.
- **Groups or Pages** - Church Personnel should consider communities that gather on social media in the same way as they would a community gathered in person. Social media groups or pages sponsored by Christ Lutheran Church should be monitored at all times by approved and trained ministry leaders.
- **Cell phones** - Children, youth, and their leaders are discouraged from using their cell phones when participating in worship, Bible study, confirmation, and other church activities unless requested and approved by an adult leader for devotionals or enhancing the learning experience.
- **Inappropriate Use of Technology** - If a child or youth is found to be using technology inappropriately during any activities sponsored by Christ Lutheran Church, the device will be confiscated. It will be returned only after a meeting of the child or youth with their parent or legal guardian, the adult leader, and the pastor.

Appendix A: Additional Information for Church Personnel

Christ Lutheran Church is committed to creating and promoting a positive, nurturing environment that protects our children, youth, and vulnerable adults from abuse and our Church Personnel from misunderstandings.

This appendix includes the following information:

Page 22 - Appropriate Affection

Page 23 - Inappropriate Affection

Page 24 - Other Harmful Behaviors

Page 25 - Ideas for Writing a Group Covenant Prior to a Group Activity

Page 26 - Sample Covenants

Page 27 - Mental Health Resources

Page 28 - Poverty, Children, and Advocacy

Appropriate Affection

Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children, youth, and vulnerable adults.

Some positive and appropriate forms of affection are listed below:

- Brief hugs – if initiated by the child, youth, or vulnerable adult, and if in the presence of other adults. Preferred hugs are side-to-side hugs, one-arm hugs, and a-frame hugs.
- Pats on the shoulder or back
- Handshakes
- “High-Fives” or fist bumping
- Verbal praise
- Touching hands, shoulders, and arms of children or youth
- Holding hands while walking with small children
- Sitting beside small children
- Kneeling or bending down for huddles with small children
- Holding hands during prayer

Inappropriate Affection

Inappropriate behaviors and interactions should be detected and stopped. The following forms of affection are considered inappropriate with children, youth, or vulnerable adults in ministry settings because many of them are the behaviors that molesters use to groom potential victims for later molestation or can be, in and of themselves, sexual abuse.

Some inappropriate forms of affection include:

- Lengthy or full body contact embraces
- Kisses on the mouth
- Holding children over seven years old on the lap
- Any sexualized touching: touching bottoms, chests, or genital areas other than for appropriate diapering or toileting of infants and toddlers
- Showing affection in isolated areas such as bedrooms, closets, rooms with doors closed, staff-only areas, or other private rooms
- Occupying a bed with a child, youth, or vulnerable adult
- Touching knees or legs
- Wrestling
- Tickling
- Piggyback rides
- Any type of massage given by a child, youth, or vulnerable adult to an adult
- Any type of massage given by an adult to a child, youth, or vulnerable adult
- Any form of unwanted affection or physical contact
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You look really good in those jeans" or "I bet the girls/boys love it when you wear that."
- Snapping bras, giving wedgies, or similar touching of underwear
- Singling out individual children, youth, or vulnerable adults with gifts or money
- Private meals, meetings, outings, or events with individual children, youth, or vulnerable adults in a nonpublic place
- Sexual intercourse or oral sex

Other Harmful Behaviors

Examples include, but are not limited to:

- Using, possessing, distributing, or being under the influence of alcohol or illegal drugs, or the misuse of legal drugs while serving as adult leaders, participating, or assisting with programs
- Dating or becoming romantically involved with a child, youth, or vulnerable adult
- Children, youth, or vulnerable adults left unsupervised or given an inappropriate amount of responsibility
- Adults sharing inappropriate jokes, stories, or personal confessions with or around children, youth, or vulnerable adults. This includes conversations about their own sexual activities, dreams, and fantasies, or discussing their use of sexually oriented or explicit materials such as pornography, videos, or materials on or from the Internet with children, youth, or vulnerable adults
- Dancing, games, skits, or jokes that make fun of a person's gender, ethnicity, socio-economic reality, or sexual orientation
- Possessing or viewing any sexually oriented materials (magazines, cards, videos, films, clothing, etc.) on church property or in the presence of children or youth except as expressly permitted as part of a pre-authorized educational program
- Transporting one child, youth, or vulnerable adult alone
- Leaving one adult alone with one child, youth, or vulnerable adult at any time, even when waiting for a parent who is running late to pick up the child or youth
- Asking a youth to transport another child, youth, or vulnerable adult
- Youth transporting youth without parent permission
- Adults meeting alone with a child, youth, or vulnerable adult in a private location - out of the sight of others – such as a Sunday School room, a home, hotel room, or cabin
- Housing one adult with one child, youth, or vulnerable adult at a camp, youth gathering, or other overnight event, unless the adult is an immediate family member of the child, youth, or vulnerable adult. It is acceptable to have multiple adults sleeping in the same open space with multiple children, youth, or vulnerable adults (example: a church basement or camp lodge).
- Dressing, undressing, bathing, or showering in the presence of children, youth, or vulnerable adults
- Using physical punishment in any way for behavior management, including spanking, slapping, pinching, hitting, or any other physical force
- Physical restraint
- Using harsh language, degrading punishment, or mechanical restraint such as rope or tape for behavior management
- Participating in or allowing others to conduct any hazing activities

Ideas for Writing a Group Covenant Prior to a Group Activity

Bible verses to look up and read together...

Matthew 22:34-40

Deuteronomy 6:4-9

Luke 15:1-7

John 13:34-35

Matthew 18:15-17

1 Timothy 4:12

Questions to answer for all participants...

What do these verses tell us about whom we are as people of God?

What do these verses tell us about how we should behave on our trip?

How will we solve conflicts?

How will we hold each other accountable?

Adult Commitment...

Adult sponsors should meet before the trip to work out the following:

- What are the expectations of the adults on this trip?
- What are the different gifts each person offers the trip community?
- How will decisions be made?
- How will accountability happen?
- In case of a crisis or serious situation, who is the point person?
- How will communication with families and the congregation happen?
- Who will handle each step of the preparation process?
- Who is responsible for follow up?

Sample Covenants

1. Covenanting with Children:

Keep it simple! The following example is used with Camp Hope Ministry, Inc. and signed by all participants.

The meaning of each form of respect is discussed.

Showing respect for:

Jesus

Others

Yourself

2. Covenanting for Retreats with Jr. and Sr. High Youth:

Participant's Covenant - **Must be signed by everyone attending the event**

In registering for this event, I am participating in an event which has as its purpose: Christian worship, fellowship, and growth.

- I will refrain from using alcohol, tobacco, or illegal drugs.
- I will not bring anything that could be considered dangerous (fireworks, knives, lighters, etc.)
- I will participate fully in the event, honor time commitments and respect the rights of others.
- I understand that failure to abide by this covenant will result in consequences; one of which includes being sent home immediately at my own expense.

Participant's Signature: _____

Date: _____

3. Suggestions for Covenanting for an Extended Experience:

A discussion about the following topics should be discussed and addressed in the covenant.

- **Respectful Behavior:** How will you live together as a community during this experience?
- **Safety Issues:** Name unsafe behavior or items that are prohibited in this experience.
- **Conflict Resolution:** How will you manage conflicts as a group?
- **Consequences for breaking the covenant:** Agree in advance how violations to the covenant will be handled.
- **Follow through:** Are there expectations for the group after the experience?

Mental Health Resources

Mental health resources to contact:

Marshal Isder:	507-760-1623
New Horizons Crisis Center:	507-836-6272
Western Mental Health Center:	800-658-2429
Mobile Crisis Response Service:	507-337-4980
Minnesota Warmline (Non-Crisis):	877-404-3190
Text Crisis Line:	Text MN to 741 741
Suicide Hotline (Luverne):	1-800-642-1525
National Suicide Prevention Line:	800-273-8255

Poverty, Children and Advocacy

Children who live in poverty tend to suffer from a wide range of health-related problems, including hearing and vision problems. Many poor families are unable to afford notepaper, books, or activities that promote learning. Special fees for art supplies, science labs, or team sports may be out of reach. Poor children have far less access than others to computers. People living in poverty often do not have access to adequate healthcare. Poverty can bring a quiet sense of shame for children and their families.

Racism, sexism, citizenship status, and classism are all factors that affect the economic health and well-being of families. The impact of poverty makes it almost impossible for children to grow up feeling safe, secure, and protected. When parents or caregivers are consumed with survival issues, there is little time or energy left for tending to the emotional and spiritual needs of their children.

If our congregation is truly committed to helping children, our focus needs to be broadened beyond our own families and the families in our congregations to encompass all children. Effectively working towards a Safe Haven for children and youth living in poverty includes learning, advocacy, accompaniment, and community organizing.

Action Plan:

What can my organization, agency, congregation, or family do to respond to poverty with children youth or vulnerable adults?

- _____ Look with honesty at your neighborhood. Talk directly with local school teachers, counselors, and principals about the needs facing the children in your area. Consider the gifts of your congregation. Where is the match?
- _____ Consider larger issues: abuse, addiction, hunger, safety, housing, education, gangs, drugs. Pick one. Become informed as to how this issue is being expressed in your community, where services are, and where the needs are. Can you help?
- _____ Support parenting needs. Every community has this need. Every congregation can do this.
- _____ Create mentoring programs in partnership with local schools.
- _____ Be involved in any recovery programs needed, including responding to natural disasters.
- _____ Write letters to support change in public policy regarding needs, (Examples: WIC, affordable housing)
- _____ Consider a sister-parish relationship with a church experiencing poverty in or out of this country.
- _____ Pray for the children others are not praying for. Be relentless and involve others.
- _____ Contact local congregations whose membership is less economically privileged. How can you be stronger as partners?

Appendix B: Forms for Church Personnel

Forms in this appendix maybe adapted as needed. They include:

Page 30 - Volunteer Application

to be completed by all volunteers including but not limited to Sunday School and confirmation teachers and helpers and youth gathering chaperones

Page 34 - Child Abuse Prevention Code of Conduct

to be completed by all paid staff and volunteers

Pages 35 - Criminal Records & Reference Checks Authorization and Release

to be completed by all paid staff and adult volunteers who work with children, youth, or vulnerable adults

Page 37 - Background Check Release Form

to allow Christ Lutheran Church to access a copy of a background check conducted by another employer or volunteer organization

Page 38 - Permission to Conduct a Check of Driving Records

to be completed by all church personnel who transport children, youth, or vulnerable adults

Note: Drivers licenses and driving record requests are handled by the Minnesota Department of Public Safety Driver and Vehicle Services. To access a records request form, see:

<https://dps.mn.gov/divisions/dvs/forms-documents/documents/recordrequestform.pdf>

Page 39 - First Aid Log

to be kept on hand for every event that includes children, youth, or vulnerable adults

Completed forms will be kept in a secure location in the church office.

Volunteer Application

Confidential

Check desired ministry area: ☐ Children ☐ Junior High ☐ High School ☐ Young Adult ☐ Other

First Name: _____ MI _____ Last _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work _____ Cell _____

Email: _____

Best times to reach me at home are: _____ May we call you at work? _____

Employer: _____ Employer's Address: _____

Position at work: _____ Years at current job: _____

Birth Date (please include year): _____

Church Membership: ☐ Member ☐ Regular Participant

How long have you participated in this church? ☐ less than 1 year ☐ 1-3 years ☐ 3-5 years ☐ 5+ yrs

Emergency contact Name: _____ Relationship: _____ Phone: _____

Previous Addresses for the last 10 years:

Address: _____ City _____ State _____ Zip _____

Address: _____ City _____ State _____ Zip _____

Address: _____ City _____ State _____ Zip _____

High school:	City, State:	Grad year:
College/tech school:	City, State:	Grad year:
Degree and major:	Minor	

Other education, training, and licenses applicable to volunteering:

Church (name, city, state, and zip)	Dates	Area of service	Contact Person	Phone
1.				
2.				
3.				

1. What have you been doing to grow spiritually in the past year?

2. Why are you interested in serving as a volunteer?

3. Explain your background in student ministry at this ministry or elsewhere if any.

4. What special qualities or qualifications would you contribute as a volunteer?

Please provide three character references (other than family members) who can identify your strengths and weaknesses and describe your background.

1. Name: _____ Home/Work Phone _____
Relationship _____
Address: _____

2. Name: _____ Home/Work Phone _____
Relationship _____
Address: _____

3. Name: _____ Home/Work Phone _____
Relationship _____
Address: _____

Please circle the words that best describe you, and cross out words that least describe you.

trustworthy dependable active reliable self-starter punctual flexible compassionate quick thinker
spontaneous decisive teachable team player humorous thoughtful disciplined cautious
risk taker patient reflective honest organized creative faithful proactive
critical thinker team player laid-back solitary leader

Have you had any prior injuries that might be aggravated by volunteering? _____

Are you currently taking any medication prescribed by a doctor for physical or other conditions that would affect your ministry? _____

Do you have any medical conditions that might be hazardous to others? _____

If you answered yes to any of the questions above, please explain.

Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, maltreatment, or neglect?

☐ yes ☐ no

Have you ever been accused or convicted of possession / sales of controlled substances or of driving under the influence of alcohol or drugs?

☐ yes ☐ no

Are you using illegal drugs?

☐ yes ☐ no

Have you been arrested or convicted for any criminal act other than a traffic violation?

☐ yes ☐ no

Have you ever been involved romantically or sexually with any student in the youth ministry, or had sexual relations with any minor after you became an adult?

☐ yes ☐ no

Have you ever gone through treatment for alcohol or drug abuse?

☐ yes ☐ no

Have you ever been asked to step away from ministry or work with students or children in any setting, paid or volunteer?

☐ yes ☐ no

Is there anything in your past or current life that might be a problem if we found out about it later?

☐ yes ☐ no

Is there anything else that might impact your service with children and youth?

☐ yes ☐ no

If you answered yes to any of the questions above, please explain.

I have read and understand Safe Haven Guidelines, including the Child Abuse Prevention Code of Conduct, and agree to be bound by them.

☐ yes ☐ no initial here: _____

I, the undersigned, give my authorization to Christ Lutheran Church representatives, hereafter referred to as The Church, to verify the information on this form. The Church may contact my references and appropriate government agencies as deemed necessary in order to verify my suitability as a church youth ministry worker. I authorize The Church to perform background checks on myself and I will complete training on preventing and responding to abuse.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for ministry to students. In consideration of the receipt and evaluation of this application by The Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs, or family, because of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization that I have identified in this application.

Should my application be accepted, I agree to be bound by the Safe Haven Guidelines and to refrain from conduct unbecoming to Jesus Christ in the performance of my services on behalf of The Church. If I violate these guidelines, I understand that my volunteer status may be terminated. By signing this application, I state that all the information given about myself is true.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT.** This is a legally binding agreement which I have read and understand.

Applicant's Name (printed)

Applicant's Signature

Date

Return completed application to:

Christ Lutheran Church
2959 Queen Avenue
Slayton, MN 56172

Christ Lutheran Church

Child Abuse Prevention Code of Conduct

<ol style="list-style-type: none"> 1. In order to protect Christ Lutheran Church staff, volunteers, and program participants, all Church Personnel will observe the Rule of Three: At no time during any Christ Lutheran Church program may a volunteer or staff member be alone with a single child, youth, or vulnerable adult (hereafter referred to as child or children) where they cannot be observed by others. As volunteers and staff supervise children, they should space themselves in a way that other staff can see them. 2. Volunteers and staff must never leave children or youth unsupervised. 3. Volunteers and staff should conduct or supervise private activities in pairs – bathroom supervision, first aid, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others. 4. Volunteers and staff shall not abuse children including: <ul style="list-style-type: none"> • physical abuse – strike, spank, shake, slap • verbal abuse – humiliate, degrade, threaten • sexual abuse – inappropriate touch or verbal exchange • mental abuse – shaming, withholding love, cruelty • neglect – withholding food, water, basic care, etc. No type of abuse will not be tolerated and may be cause for immediate dismissal. 5. Physical restraint must not be used. 6. Volunteers and Staff should use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than comparison and criticism. 7. Volunteers and staff must respond to children with respect and consideration, and treat all children equally regardless of sex, race, religion, culture. 8. Volunteers and staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. 	<ol style="list-style-type: none"> 9. Volunteers and staff will refrain from intimate displays of affection in the presence of children, parents, and staff. 10. Using, possessing, or being under the influence of alcohol or illegal drugs during program hours is prohibited. 11. Smoking or use of tobacco in the presence of children during program hours is prohibited. 12. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, youth, or parents is prohibited. 13. Volunteers and staff will portray a positive role model for children by maintaining an attitude of respect, patience, courtesy, tact, and maturity. 14. Volunteers and staff may not be alone with children they meet in Christ Lutheran Church programs outside of Christ Lutheran Church. This includes sleepovers and inviting children to one's home with no one else present. Babysitting is acceptable because it is initiated by the parent. 15. Volunteers and staff must not transport a child without written or verbal permission from parents or guardians and shall observe the Rule of Three when written permission to transport is granted. 16. Adult volunteers and staff may not date program participants under the age of 18 years of age. 17. Volunteers and staff should not release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian. 18. Volunteers and staff will document and must report suspected child abuse.
--	---

I understand that any violation of this Code of Conduct may result in being released from volunteering or employment.

Volunteer or Staff Signature

Supervisor Signature

Date

Christ Lutheran Church thanks the YMCA of the USA for the original creation of this code of conduct.

Criminal Records and Reference Checks

Authorization & Release

Christ Lutheran Church, hereafter referred to as "Church," requires a criminal records check as well as employer and personal reference checks for those who wish to work with children, youth, or vulnerable adults or in a support capacity with them pursuant to the church's Safe Haven Guidelines and State law.

- ☐ I authorize the church and its affiliates to perform a criminal background check on me.
- ☐ I authorize the release of information from my current and former employers as needed in response to reference checks by the church.
- ☐ I understand and authorize the church to release the results of my criminal background check and employment and personal reference checks to appropriate leadership on an as-needed basis.
- ☐ I understand and authorize the church to conduct subsequent periodic criminal background checks so long as I continue to be involved with children, youth, or vulnerable adults as a volunteer or employee in any capacity.
- ☐ I understand that, by law, I have the right to review the results of the criminal records check, and I have the right to contest those results with the appropriate civil authorities.
- ☐ I understand that the results of the criminal background check will be utilized for determining my eligibility for working with children, youth, or vulnerable adults or in a support capacity with them.
- ☐ I understand that it is a policy of the church to disallow anyone with convictions for child abuse or sexual crimes to work with or near children, youth, or vulnerable adults.
- ☐ I hereby affirm that I have never been convicted of child abuse or sexual offenses.
- ☐ I hereby affirm that I have never been accused of being sexually, physically, or emotionally abusive to a child, youth, or vulnerable adult.

By my signature below, I for myself, my heirs, executors and administrators, do forever release and discharge and agree to indemnify Christ Lutheran Church and its officers, employees, and agents to be harmless from and against any and all causes of actions, suits, liabilities, costs, demands, and claims and related expenses including attorneys' fees and court costs and any other expenses resulting from the investigation into my background in connection with my application to take or continue in a position as an employee, friendly adult presence, or volunteer of the church.

Print Name: _____ Date: _____

Sign Name: _____
(Applicant signature)

Signed in the presence of: _____
(Witness signature)

Criminal Records Check – Applicant Information

Full Name: _____
Last First Middle Maiden

Gender: Male _____ Female _____

Race:

White _____ Black _____ American Indian _____ Asian/Pac.Islander _____ Hispanic _____ Bi-racial/Other _____

Date of Birth: _____/_____/_____
Year Month Day

Social Security Number: _____

Current Address: _____

Previous Addresses: _____

List other names you have previously used:

Have you ever been convicted of a crime? Yes _____ No _____

Do you have any legal charges pending against you? Yes _____ No _____

If yes in either case, offer explanations regarding convictions or charges pending:

I affirm that the information I have provided above is true and complete.

Signature of Applicant: _____

Date: _____

Background Check Release Form

This form authorizes Christ Lutheran Church an employer or volunteer organization to access background checks performed on the applicant. Note: The background check must have been completed within the past 24 months.

I, _____
Print name

Give my permission to _____
Print name of Employer or Volunteer Organization

To release the results of my criminal background check to:

Safe Haven Team
Christ Lutheran Church
2959 Queen Avenue
Slayton, MN 56172
507-836-8291

Signature Date

Mailing address of employer or volunteer organization:

Phone # _____

Name of contact person at company or organization

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY
DRIVER AND VEHICLE SERVICES**

445 Minnesota Street, Saint Paul, MN 55101-5161
Phone: (651) 296-2940 TTY: (651) 282-6555 Web: dvs.dps.mn.gov

Authorization Form (Grant Access to Record)

Date: _____

I, _____, _____, _____,
First Name Middle Name Last Name

hereby authorize **Christ Lutheran Church, 2959 Queen Avenue, Slayton, Minnesota 56172**

to obtain and/or pick up the following item(s) and/or record information from Driver and Vehicle Services:

- ☐ Motor Vehicle
- ☐ Driver's License
- ☐ Limited Driver's License
- ☐ Other: Driving Record

Driver's License Number: _____

State Where Issued: _____

Authorizer's Signature: _____

The Driver Privacy Protection Act (DPPA) is enforced by the U.S. Department of Justice, which may seek civil and criminal penalties for improperly obtaining, disclosing or using personal information from a motor vehicle record for a purpose not permitted by the DPPA. In addition, private citizens may also seek civil damages in Federal Court. Certification I (we) certify that the information and statements on this request are true and correct, comply with the provisions of the Federal Driver's Privacy Protection Act and understand that the willful, unauthorized disclosure of information obtained from these records for a purpose other than stated on this request, or the sale or other distribution of the information to a person or organization not disclosed in this request may result in penalties imposed under Title 18 U.S.C. Section 2724.

First Aid Log

Date	Person Treated (first/last name)	Description of Injury	Treatment	Treated by: (your name)	Parent note sent (yes or no)

Appendix C: Forms for Parents, Legal Guardians, and Students

Forms in this appendix may be modified as needed for various church programs and events, but they must include requests for permission from parents or legal guardians. Permission forms for synod and churchwide youth events are issued by the organizing bodies. Completed forms will be kept in a secure location in the church office.

Forms may also be created and completed online, but permission to participate requires the signature of a parent or legal guardian.

Forms in this index include:

Page 41 – Student & Adult Participation Form

General application for participation in the ministries of Christ Lutheran Church

Page 42 - Sunday School Registration Form

Page 44 - Confirmation Registration

Page 46 - Vacation Bible School Registration

Page 48 - Permission to Administer Prescription and Over-the-Counter Medication

For trips and retreats. No medication will be dispensed to students without parental permission.

Page 49 – Permission to Friend or Follow a Youth on Social Media

Page 50 - Endowment Fund Grant Application

To request financial support for registration fees for youth gatherings and camps. More information about the Endowment Fund can be found on the church website at:

<https://christinslayton.weebly.com/endowment-fund.html>

Christ Lutheran Church Student & Adult Participation Form

Personal Information:

Participant's Full Name: _____ Prefers: _____ Current grade: _____

Name of School Student: _____ Birth Date: _____

T-Shirt Size: YS YM YL AS AM AL AXL AXXL

Mailing Address: _____

Student E-Mail: _____

Parent/Guardian Name: _____ Parent/Guardian Name: _____

Cell/Home #: _____ Cell/Home #: _____

Work #: _____ Work #: _____

Email: _____ Email: _____

In case of an emergency, contact this person if parents cannot be reached:

Name: _____ Relationship to student: _____ Cell Phone: _____

Medical Information

Does your child (or you) have any allergies or other medical conditions of which we should be aware?

☐ Yes ☐ No (If yes, please explain on the back of this form)

Does your child (or do you) have any diagnoses or history of behavioral or learning concerns which we should be informed? ☐ Yes ☐ No (If yes, please explain on the back of this form)

Insurance Co. _____

Phone Number: _____

Policy # _____

Name of Insured: _____

Participant's Covenant

In registering for this event, I realize that I may be participating in events which purposes may include Christian learning, service, and fun. I will refrain from using alcohol, tobacco, or illegal drugs. I will not bring anything that could be considered dangerous (fireworks, knives, lighter, etc.). I will participate fully in the life of the event, honor the time commitments, and respect the rights of others. I understand that failure to abide by this covenant will result in consequences; one of which includes being sent home immediately at my own expense.

Participant's Signature: _____ Date: _____

Authorization for Participation of Minors (Under 18) I give permission for my child to participate in youth and family ministry activities sponsored by Christ Lutheran Church, including travel to and from locations, for the period of _____. I understand that my child's failure to abide by the covenant may result in his or her being sent home at my own expense. (Adult violators will be asked to leave.)

Medical and Liability Release of a Minor or Self

I, the individual or parent/legal guardian of _____ (child's name or your name), authorize a representative of Christ Lutheran Church to take such action as deemed necessary for the care, welfare, and health of, myself/my child including the giving and consent of medical treatment. I hereby agree to indemnify and hold harmless from any expense of claims of any nature Christ Lutheran Church and its representatives. I understand that I am responsible for any charges that may be incurred.

Media Release: I, the individual or parent/legal guardian of _____ (CHECK ONE) _____ give _____ do not give permission to the church to use, publish, or disclose newsletters, brochures, periodicals, posters, websites, or other media related vehicles, any photographs, videos, audios, and any other material which I or my child may have appeared, spoken, written, or otherwise been represented. I understand that a copy of this release will be kept on file to indemnify Christ Lutheran Church against any of their use of the materials indicated.

Signature of Participant or Parent/Legal Guardian (if participant is under 18)

Date

Christ Lutheran Church Sunday School

Student's Name: _____
First Middle Last

Preferred First Name: _____ Grade: _____

Birth date: _____ Baptismal date: _____

Address: _____

Is student a member of Christ Lutheran? ☐ Yes ☐ No

If no, then where? _____

Parent/Legal Guardian Name:

Address: _____

Cell/Home #: _____

Email: _____

Parent/Legal Guardian Name:

Address: _____

Cell/Home #: _____

Email: _____

Emergency contact in case parent or legal guardian cannot be reached:

Name	Relationship to Child	Phone Number
------	-----------------------	--------------

In addition to parents/legal guardians, does anyone else have permission to pick up your child after Sunday School? If so, list below.

Name	Relationship to Child	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Continued on back)

Medical Information

Does your child have any allergies or other medical conditions of which we should be aware?

- ☐ Yes ☐ No (If yes, please explain below.)

Does your child have any diagnoses or history of behavioral or learning concerns which we should be informed?

- ☐ Yes ☐ No (If yes, please explain below.)

Please share any additional information about your child that we should know to help make this a successful year.

Authorization for Participation: I give permission for my child to participate in Sunday School at Christ Lutheran Church for the period of September 1, 20__ to August 31, 20__.

Media Release: I, the parent/legal guardian of _____

- ☐ give
☐ do not give

permission for Christ Lutheran Church to use, publish, or disclose in newsletters, brochures, periodicals, posters, websites, or other media related vehicles, any photographs, videos, audios, and any other material in which my child may have appeared, spoken, written, or otherwise been represented. I understand that a copy of this release will be kept on file to indemnify Christ Lutheran Church against any of their use of the materials indicated.

Signature of Parent/Legal Guardian

Date

Christ Lutheran Church Confirmation Classes and Activities

Student Name: _____
First Middle Last

Preferred First Name: _____ Grade: _____ Birthdate: _____

Address: _____
PO or Street Address

City Zip Code

Student's cell phone number: _____ Student's email address: _____

Is the student a member of Christ Lutheran? ☐Yes ☐No If not, then where? _____

Has student been baptized? ☐Yes ☐No Date _____

Which church? _____

Has student received first communion? ☐Yes ☐No Where? _____

Parent/Legal Guardian Name:

Address: _____

Cell/Home #: _____

Work #: _____

Email: _____

Parent/Legal Guardian Name:

Address: _____

Cell/Home #: _____

Work #: _____

Email: _____

Emergency contact in case parent or legal guardian cannot be reached:

Name Relationship to Child Phone Number

In addition to parents/legal guardians, does anyone else have permission to pick up your child after Confirmation? If so, list below.

Name	Relationship to Child	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

Medical Information

Does the student have any allergies or other medical conditions of which we should be aware?

☐ Yes ☐ No (If yes, please explain below.)

Does the student have any diagnoses or history of behavioral or learning concerns which we should be informed? ☐ Yes ☐ No (If yes, please explain below.)

Please share any additional information about the student that we should know to help make this a successful year.

Participant's Covenant: In registering for Confirmation Classes and Activities, I understand that I will be participating in events for the purpose of Christian learning and service. I will

- arrive on time,
- bring my Bible,
- treat my confirmation leaders and classmates with respect,
- and be responsible for my confirmation work, including attending worship, helping with worship as requested, and completing 20 worship notes for the school year, and service projects as assigned.
- I will participate fully in confirmation classes.
- I will not bring anything that could be considered dangerous (fireworks, knives, lighters, etc.) to confirmation classes or activities.

Participant Signature

Date

Consent of Parent or Legal Guardian

Authorization for Participation I give permission for my child to participate in Confirmation classes at Christ Lutheran Church for the period of September 1, 20__ to August 31, 20__.

Media Release: I, the parent/legal guardian of _____,

☐ give ☐ do not give

permission to Christ Lutheran Church use, publish, or disclose in newsletters, brochures, periodicals, posters, websites, or other media related vehicles, any photographs, videos, audios, and any other material in which my child may have appeared, spoken, written, or otherwise been represented. I understand that a copy of this release will be kept on file to indemnify Christ Lutheran Church against any of their use of the materials indicated.

Electronic Communications: I, the parent/legal guardian of _____,

☐ give ☐ do not give

permission to the pastor, confirmation leaders, and office manager of Christ Lutheran church to contact my child by text or email message regarding information pertinent to Confirmation classes and activities.

Signature of Parent/Legal Guardian

Date

Vacation Bible School Registration

Christ Lutheran Church, Slayton, MN

Date: _____ Time: 5:30 – 8:30 p.m.

All children who have completed one year of preschool through 6th grade are invited to attend. This year there will be a free will donation to help cover costs.

Student's Name: _____
First Last

Preferred First Name: _____ Age: _____

Grade just completed: _____

Which evenings will this child be attending? (check all that apply)

- ☐ My child will be at VBS every night
- ☐ Monday
- ☐ Tuesday
- ☐ Wednesday
- ☐ Thursday

Parents' Names: _____

Address: _____

Email Address: _____

Telephone Number: _____ *Please supply a name and telephone number where you can be reached from 5:30 – 8:30 pm during VBS.*

Are you willing to volunteer? Please list your name and evenings that will be able to help:

Emergency contact in case parent or legal guardian cannot be reached:

Name

Relationship to Child

Phone Number

In addition to parents/legal guardians, does anyone else have permission to pick up your child after Vacation Bible School? If so, list below.

Name

Relationship to Child

Phone Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

Medical Information

Does the student have any allergies or other medical conditions of which we should be aware?

- ☐ Yes ☐ No (If yes, please explain below.)

Does the student have any diagnoses or history of behavioral or learning concerns which we should be informed?

- ☐ Yes ☐ No (If yes, please explain below.)

Please share any additional information about the student that we should know to help make this a successful experience.

Authorization for Participation

I give permission for my child to participate in Vacation Bible School at Christ Lutheran Church for the period of _____, 20__ to _____, 20__.

Media Release: I, the parent/legal guardian of _____,

- ☐ give
☐ do not give

permission to Christ Lutheran Church to use my child's photograph on the church website or Facebook page. I understand that my child's name will not be published. I also understand that a copy of this release will be kept on file to indemnify Christ Lutheran Church against any of their use of the materials indicated.

Signature of Parent/Legal Guardian

Date

Christ Lutheran Church

Permission to Administer Prescription and Over-the-Counter Medications

Name of Youth (please print): _____

Parent or Legal Guardian _____

Emergency contact information _____

Work Number _____ Cell Number _____

Doctor's Name and phone number: _____

Consent to Administer Prescription Medications:

☐ I hereby give my permission for an adult leader of Christ Lutheran Church to administer the prescription medications as per the directions I have provided. All medications must be in an original pharmacy container with the correct name, date, and instructions on the bottle. Adult leaders cannot give youth any medications not properly labeled or prescribed by a physician/practitioner.

List name of medication, route of administration, frequency, time of day, and dosage. Use back if necessary.

Signature of Parent of Legal Guardian

Print Name of Parent or Legal Guardian

Date

Consent to Administer Over-the-Counter Medications:

Please circle those medications that you would allow the accompanying adult leader to administer to your child or youth, if needed. Then sign in signature spot #1. If you do not circle one or more of the medications, medication will not be administered and an adult leader will contact you by phone before giving that medication. **If you do not want the adult leader(s) to administer any medications sign the signature box #2.**

Ibuprofen (Advil or Motrin)

Acetaminophen (Tylenol)

Other _____

1. **I hereby grant and adult leader permission to administer the over-the-counter medication** (including the generic equivalent) that I have indicated above. I understand that all medications will be administered according to the label directions, and that those medications which I did not circle, will not be given unless in the event of an emergency.

1. Parent/Guardian Signature _____ Date _____

OR

2. **I do not give any adult leader the permission to administer over-the-counter medications** without my permission. I understand that I will be contacted by an adult leader before any over-the-counter medication(s) are administered, unless in case of an emergency.

2. Parent/ Guardian Signature _____ Date _____

Request to Friend or Follow Youth on Social Media

I, _____
(Ministry Leader's Name)

wish to friend/follow _____
(Youth's Name)

on _____
(List social media platform(s) – Facebook, Twitter, etc.)

I prefer friending both youth and their parents or legal guardians as part of my practice to promote transparency and appropriate relationships between youth and adults. I encourage you to monitor all your child's social media practice. I am happy to support you in navigating social media with your youth.

Please complete this form and return it to the church office.

I, the parent/legal guardian of _____
(Student's name)

- ☐ Give permission for the above-named ministry leader to friend/follow my child and me on the requested social media platform(s).
- ☐ Give permission for the above-named ministry leader to friend/follow my child only on the requested social media platform(s).
- ☐ Do not give permission for the above ministry leader to friend or follow my child or me on any social media platform.

Signature of Parent/Legal Guardian

Date

THE ENDOWMENT FUND OF CHRIST LUTHERAN CHURCH

REQUEST FOR ENDOWMENT FUND GRANT

The Endowment Fund Committee is vested with the authority of making available income of the Fund "for religious or charitable purposes of Christ Lutheran Church," subject to the Grant Procedures Policy. Please provide the following information to assist the Board of Managers in evaluating your request for Endowment funding. You are encouraged to supply any additional information which you feel might be helpful to the Committee in making its evaluation.

For more information or to make application online go to:

<https://christinslayton.weebly.com/endowment-guidelines-for-grant-approval.html>

1. Name of individual or group requesting Endowment funding:

2. Address (if group, please provide address of individual responsible for submitting this request):

3. Telephone number(s) of requesting individual:

Home: _____

Work: _____

4. Describe the nature of this request for Grant, including the religious or charitable purpose, the manner in which the Grant may advance those purposes with respect to Christ Lutheran Church, and any other information you deem pertinent:

5. What Christ Lutheran member(s) (or groups) are involved in this project? Please give details as to their specific role(s) in this project:

6. What is the total amount of the requested Grant and what is the amount of total funds needed to implement this project or activity?
7. Are there any other sources of funding for this project or activity? If so, specify any such source and the amount expected.
8. Do you anticipate that this Grant, or any portion, will be repaid?
9. After the Grant Funds are expended, what is the funding source to continue this activity? Has the continuing funding source formally approved this activity?
10. When is disbursement of the Grants needed? Is the entire amount needed at one time or can there be installments disbursements?

Date

Signature of Applicant

DATE RECEIVED BY BOARD _____

DATE REVIEWED BY BOARD _____

DATE OF GRANT APPROVAL _____

DATE OF PAYMENT _____

Appendix D: Frequently Asked Questions about Mandated Reporting

Who Are Mandated Reporters?

All professionals in the following fields: education, health care, social services, childcare, mental health, law enforcement, correctional services, and clergy. For the purposes of ministry at Christ Lutheran Church, all adults who teach or assist with Sunday School, confirmation classes, or Vacation Bible School, or youth ministries shall also be regarded as mandated reporters. All mandated reporters are required to report immediately upon learning of maltreatment.

What do I report?

Children

- Physical Abuse – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for care of a child
- Sexual Abuse – includes any act or threatening of criminal sexual conduct by a person responsible for the child's care or by a person in a position of authority over a child
- Neglect – includes
 - the failure to provide necessary food, shelter, clothing, or medical care
 - the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so

Vulnerable Adults

- Abuse, including physical, emotional, and sexual abuse, use of restraints, involuntary seclusion, or punishment
- Neglect, including failure to provide necessary food, shelter, clothing, health care or supervision because of neglect by a caregiver or because the vulnerable adult cannot meet their own needs
- Financial exploitation, including theft or withholding of money or property and/or use of money or property not for the vulnerable adult's benefit.

To Whom do I report?

Children and Youth

- During regular work hours (8:00 – 4:30) call Southwest Health and Human Services at **1-888-964-8407**.
- After hours or if the child or youth is in immediate danger call the Murray County Sheriff's Department at **507-836-6168**.

Vulnerable Adults

- Call Minnesota Adult Abuse Reporting Center at **1-844-880-1574**.
- This reporting center is open 24 hours a day, seven days a week.

When do I report?

- A report must be made when there is reason to believe that a child, youth, or vulnerable adult has been abused, is being abused, or is in danger of being abused.
- The report should be made as soon as there is reason to believe or receive a disclosure. You do not need to have proof and knowledge beyond a reasonable doubt that abuse is occurring. Again, this means that you do not have to have proof just knowledge to reasonably suspect abuse. Do not wait for proof or more information to make a report.

What information will I need to provide when making a report?

- The name, address, and age of the child, youth, or vulnerable adult, the name(s) and address(es) of the parents or guardians, and the nature of the abuse.
- The name of the perpetrator and the relationship to the child or vulnerable adult as well as any other details of the abuse are helpful. If the child, youth, or vulnerable adult does not readily supply this information, do not continue to question or to investigate further. Law enforcement or child protective services will perform the investigation, and you can add details to a report if they later become available.

Do I need to provide my name when making a report?

You do not need to provide your name; however mandated reporters contact information is confidential and protected by law. While anonymous reports are allowable, it is helpful to provide your name in case further information is needed.

What are the penalties for not making a report?

A person who is required to report abuse and who fails to do so has committed a crime.

Am I liable if I make a report and it is not substantiated?

No. Those persons making a report in good faith are protected from liability.

What if I think I don't have enough information to make a report?

It is always best to err on the side of the child or vulnerable adult. The agency to which you are reporting will help determine if there is enough information to proceed. If there is not, the report remains on file. If you receive additional information you can always call back and add to the report. If additional reports are made for that same person, sometimes multiple reports can lead to an investigation.

Should I tell parents or guardians of my report?

It is best not to contact parents or guardians about your suspicions before making a report. Doing so could result in retribution against the child or vulnerable adult, destruction of evidence, or temporary removal of a perpetrator from the home. Under some conditions you may need to maintain open communication with the parent or guardian. When this happens, never accuse a parent or guardian of wrong-doing and explain that you are legally responsible to report.

Additional Tips for Reporting

When in doubt, call Southwest Health and Human Services, share the situation without using names, and ask them if you should make a report.

Trust your gut. If something does not feel right, make a report. You do not need to understand the whole situation. You are providing a puzzle piece to professionals whose job it is to investigate abuse. If you do not report, a child, youth, or vulnerable adult may never get the help they need.

What should I do if a child discloses abuse to me?

- When a child reports abuse to you, it is very important that you listen without expressing anger or disbelief. Children first need to know that they are believed and that the abuse is not their fault. Listen attentively and ask only open-ended questions, such as "then what happened?"
- **Do not use leading statements.**
- If possible, determine what happened, where and when it happened, and by whom. This is sometimes called a "minimal fact" interview. However, do not ask leading questions or try to draw out information, even if you are certain you know the answers. This can re-traumatize the child and contaminate the investigation.
- Do not attempt further investigation on your own – and especially do not investigate physical signs of abuse. Report immediately to law enforcement, child protective services, or both. Do not make false promises to the child such as keeping the disclosure confidential. Trained investigators need to gather facts and details, and this may involve talking to the child.

Ministering to Victims of Abuse

In addition to reporting suspected abuse, you may want to minister to the child, youth, or vulnerable adult by:

1. Giving affirmation and hope
 - Praising the child, youth, or vulnerable adult for having the courage to come forward.
 - Giving hope through your willingness to listen, understand, and care for them.
2. Giving Assurance
 - Encouraging the child, youth, or vulnerable adult to be truthful and to tell the whole story to county workers or law enforcement.
 - Staying with the child, youth, or vulnerable adult as long as needed, being careful to follow the Rule of Three.
3. Connecting parents and legal guardians with professional counselors for their children if needed or requested.
4. Continue to be part of spiritual healing of the child, youth, or vulnerable adult as appropriate.

Additional resources may be found at New Growth Press in books such as:

- Caring for Survivors of Sexual Abuse by Basyle Tchividjian and Justin S. Holcomb or
- Recovering from Child Abuse: Healing and Hope for Victims by David Powlison