

***Central Congregational Church***  
**United Church of Christ**

**SAFE CHURCH**  
**POLICIES AND PROCEDURES**

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# **SAFE CHURCH POLICIES AND PROCEDURES**

**Central Congregational Church, United Church of Christ  
Chelmsford, Massachusetts**

## **A. INTRODUCTION**

### **A.1 MISSION**

Central Congregational Church, UCC, of Chelmsford (CCC) is committed to being a community of Christian fellowship. We seek to ensure that all who participate in our church life, including children, adults, and church workers, whether paid or volunteer, will be able to explore their relationship with God and each other as they seek to grow in their faith and faithfulness in an environment that is physically, spiritually, and emotionally safe, secure, and nurturing.

### **A.2 SCOPE OF POLICIES AND PROCEDURES**

The policies and procedures included in this document apply to all activities that take place within the building and properties of CCC, as well as programs, activities, and events that take place elsewhere as part of the ministry of this church. The policies and procedures apply to all members, friends, volunteers, and employees of the church, as well as renters and non-renters (e.g. Scouts). The policy is meant to support, rather than to limit or inhibit ministry. Clarification of this policy may be solicited from the Safe Church Advocate (SCA).

### **A.3 LOCATION OF POLICIES AND PROCEDURES**

Copies of the Safe Church Policies and Procedures will be kept in binders in four locations:

1. Church Office
2. Christian Education Office
3. Christian Education Store Room
4. Pastor's Office

All forms referenced in this document are located in Section K.

## **B. KEY POLICY**

Any person who seeks possession of a key to CCC (defined by the main church building and all church-owned properties) will have a clearly stated reason for needing a key and will be approved by the Safe Church Advocate and Church Council, if necessary. The policies of this document call for the appointment of a Safe Church Advocate by Council, a position that is described in Section C.2.

1. Certain people are authorized by virtue of their position in the church to hold keys. These people include paid employees, officers of the church, committee chair, youth group leaders, and others requiring access to church properties.
2. The keys will be monitored by the Safe Church Advocate, who may authorize the Office Administrator to assign keys.
3. Records of key holders are maintained by the church Office Administrator. Keys shall be returned when they are no longer needed by the holder, and the return will be documented.
4. It is the responsibility of the Safe Church Advocate to monitor who is in possession of keys and request the return of keys from persons no longer authorized to hold them.
5. The key holder is responsible for the security of the assigned key and will not tag it or otherwise identify it as providing access to CCC. Keys are not to be loaned to unauthorized persons, duplicated, or kept beyond the time that they are needed. All who share a key must sign the Key Holder Agreement form.
6. Renters (both paying and exempt from payment) must sign a Statement of Compliance for Organizations Using Church Facilities, a copy of which is located in the Forms Section K. Renters who have a contract with the Board of Trustees will adhere to the Safe Church Policies outlined in their Contract.
7. Key holders will familiarize themselves with and adhere to the Youth Protection Guidelines outlined in Section D and sign a Key Holder Acknowledgement Signature Card annually.
8. The key holder will lock the door if he or she is the last to leave for the day.

## C. SCREENING AND HIRING

### C.1 APPLICATIONS POLICY

Central Congregational Church of Chelmsford welcomes church staff and volunteers who have been actively and regularly participating as members or friends of the Church for at least six months to become involved with the various programs offered as part of the Youth Ministries.

### C.2 DEFINITIONS

**Adult:** A person aged 18 or older.

**Agreement of Non-Disclosure (AOND):** A signed form, submitted by anyone who is certified to have access to CORI and Nationwide Background Checks, in which they agree to certain terms of confidentiality.

**Authorized Volunteer:** Any person who offers or is recruited, has completed the appropriate Disclosure Form as outlined in subsection C.3, and has been accepted by the appropriate supervisor, Board, or Committee at CCC to provide unpaid services. This may include people to whom keys have been assigned, Sunday School teachers, youth group leaders, or drivers for church-sponsored youth events.

**CCC, the Church:** Central Congregational Church, UCC, of Chelmsford.

**CE:** The Christian Education programs and/or the Christian Education Committee.

**Certification:** A process by which an organization is granted legal access to CORI after a review of an application submitted by that organization to the Massachusetts Criminal History Systems Board.

**Criminal Offender Record Information for Massachusetts (CORI):** Information regulated by the Massachusetts Criminal History Systems Board (CHSB) and maintained by the Board of Probation regarding criminal convictions of persons within the Massachusetts Court System.

**CORI and Nationwide Background Check Administrator:** The designated coordinator of CORI and Nationwide Background Check requests and the information received as a result.

**Direct contact:** Someone who has the immediate responsibility for the care of children or regular face-to-face interactions with children, such as Sunday School teachers, youth group leaders, youth choir directors, or nursery supervisors.

**External candidate:** An applicant for a position, paid or volunteer, who is not a member of CCC, has not been actively and regularly participating as a member or friend of the Church for at least six months, or has never held a position at CCC previously.

**Nationwide Background Check:** A nationwide criminal database check is used to extend the geographical area being search for potential criminal records to the national level.

**Safe Church Advocate** (from Personnel Manual Version 3.1 – May 8, 2019)  
(Updated and Approved by Council on April 10, 2019)

The Safe Church Advocate is a member of Central Congregational Church, UCC who meets the requirements of an Authorized Volunteer and has cleared a CORI and Nationwide Background check checks as noted in the Safe Church Policy. The Safe Church Advocate is appointed by and accountable to the Church Council with no specific term limitations. The Safe Church Advocate shall report to Council as needed but shall also receive assistance as needed from the Pastor, Trustees and Christian Education Committee. This job description outlines the duties and responsibilities of the Safe Church Advocate.

**1. Duties and Responsibilities**

The Safe Church Advocate shall:

- a. Coordinate implementation and ensure compliance with CCC Safe Church policies and procedures; solicit input as appropriate and recommend updates to these policies as needed for Council to discuss and approve.
- b. Ensure compliance with applicable terms of CCC insurance policies related to maintaining a Safe Church.
- c. Ensure compliance with applicable federal and Massachusetts child safety regulations, including the submission of all required background check registrations and fees attached thereto, as well as maintaining all required documentation of these transactions. The Safe Church Advocate will be a certified CORI officer and serve as the CORI Administrator and also serve as the Nationwide Background Check Administrator.
- d. Review completed background checks and inform, disseminate, and act on these as needed.
- e. Assign and issue church keys to approved individuals and maintain records of these assignments.
- f. Investigate and pursue complaints and reports of violations of Safe Church policies or abuses of children for whom CCC is responsible. Should a major incident arise, the Safe Church Advocate will ask Council to form a Pastoral Response Team as outlined in section E.4 of the Safe Church Policy. Should a minor question or issue arise, the Safe Church Advocate will be called upon for interpretation, clarification, and a final decision. Members and friends may appeal the decision through Council. The Safe Church Advocate will receive and maintain a file of Incident Report Forms related to abuse or neglect and file Mandated Report Forms with the Department of Social Services.
- g. Disseminate information about CCC Safe Church policies and recommend education and training programs as appropriate.

**C.3 APPLICATION PROCEDURES**

1. The following shall be completed by all candidates seeking paid employment at CCC, whether external or internal; all paid staff; and all ordained staff, whether paid or unpaid:
  - a. Application for Employment
  - b. Primary Disclosure form
  - c. Signed Authorization for CORI and Nationwide Background checks and
  - d. Signed Statement of Compliance.
2. All authorized volunteers working with youth and children as youth group leaders or who supervise youth overnight as a regular part of their responsibilities, whether on or off CCC property, will complete the following forms. References may be contacted at the

discretion of the supervisor or supervisory board or committee:

- a. Primary Disclosure form
  - b. Signed Authorization for a CORI and Nationwide Background checks and
  - c. Signed Statement of Compliance.
3. All authorized volunteers serving as Sunday School teachers, nursery supervisors, or any position that requires regular direct contact with youth will complete the following:
    - a. Secondary Disclosure form and
    - b. Signed Statement of Compliance
  4. All other chaperones and drivers for field trips will complete the following:
    - a. Secondary Disclosure Form and
    - b. Signed Statement of Compliance
  5. All applications for paid employment will be reviewed by an appropriate supervisor, Board, or Committee. Before assuming a paid position, the applicant will be interviewed.
    - a. Gaps in time, irregular employment patterns, or unexplained absences noted on Application for Employment must be pursued with both former employers and potential employees.
    - b. For candidates for paid positions, references will be contacted for information that may be helpful in determining the applicant's suitability for the position being sought.
    - c. Interviews will be conducted with those applicants who are deemed suitable following the review of the application and contact with previous employers and references.
    - d. If the applicant is deemed suitable for the position being sought, a Massachusetts Criminal Offender Record Information (CORI) check and a Nationwide Background check will be conducted if required per sub-section C.4.

## **C.4 CORI AND NATIONAL BACKGROUND CHECK POLICY**

The CORI and Nationwide Background Checks Administrator's role is to ensure that:

1. Anyone who needs to request information has sent in the Agreement of Non-Disclosure
2. Anyone who no longer needs to receive information has had their name removed from the Church's certification
3. All appropriate applicants, in written form, have consented to a CORI investigation and a Nationwide Background check
4. Information received as a result of the CORI investigation and Nationwide Background Check is reviewed according to the criteria set forth in sub-section C.5
5. Information collected is held in confidence
6. At least two (2) references will be contacted.

In order to ensure that employees and volunteers are appropriate for their positions, a CORI check and a Nationwide Background Check will be performed on candidates for the following



roles:

1. Paid employees
2. Ordained staff, whether paid or unpaid
3. Sunday School teachers
4. Youth Group leaders
5. Chaperones for overnight activities with youth.

Upon receipt of the Primary Disclosure Form and Authorization to Request CORI and a Nationwide Background Check, the CORI and Nationwide Background Administrator will submit a request to the Massachusetts CHSB and to the Nationwide Criminal Database for investigation. If the CORI investigation or the Nationwide Criminal Database determine that a criminal record exists, the Safe Church Advocate will review the information in accordance with the criteria set forth in this policy, consulting with the church's attorney if necessary. After such review, the Safe Church Advocate will make a decision regarding the personnel transaction at issue.

## **C.5 POLICY FOR REVIEW OF CRIMINAL RECORDS**

The following criteria shall be used by the Safe Church Advocate in conducting a review:

1. Anyone convicted of, or who admits to, committing child abuse, whether physical, emotional, or sexual, will not be considered, under any circumstances, for a position involving contact with children.
2. There will be a presumption that the applicant is ineligible for any position involving direct contact with children if the background check indicates a felony conviction for a crime which involves the use of force or violence; rape; performing an unnatural act; sodomy; indecent assault, battery, or the crime of attempting any of the aforementioned offenses; illegally manufacturing, distributing, or dispensing any controlled substances; or the crime of possession with intent to manufacture, distribute or dispense a controlled substance. The applicant will also be presumed ineligible if he or she has been charged with any felony listed above and is either awaiting trial or has been defaulted by the court.
3. The Safe Church Advocate may consider other factors as he or she deems appropriate that bear on a candidate's suitability for a paid or volunteer position.

## **D. YOUTH PROTECTION GUIDELINES**

### **D.1 YOUTH PROTECTION POLICY**

Central Congregational Church of Chelmsford is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. To ensure this, we will provide supervision for all activities and programs involving children and youth, and employ practices that provide for the safety of children, youth, and those who care for them.

### **D.2 YOUTH PROTECTION DEFINITIONS**

**Chaperone:** A volunteer who helps supervise youth for a special activity, such as a party or field trip. To be an approved chaperone, an individual shall be:

1. At least 18 years old and a minimum of five years older than the oldest youth participating in the activity and
2. A member of CCC for at least six months or a regular attendee of CCC for at least six months. For joint activities with another church, chaperones shall be a member of that church for at least six months or have attended regularly for at least six months.

**Field trip:** A youth event that is scheduled off CCC property, regardless of duration or location of activity.

**Helper, Assistant:** A volunteer for regular youth activities, such as Sunday school and related activities or youth group, who functions in a non-supervisory role.

**Supervisor:** A paid or volunteer worker who has direct responsibility for the care of youth, such as a teacher, youth group leader, chaperone, or choir director.

### **D.3 YOUTH PROTECTION PROCEDURES**

The protection of our youth shall be paramount in making all decisions. Because events for youth present different and sometimes unpredictable circumstances, effective youth ministry must be flexible. Exemptions that will not compromise the safety of youth shall be made based on sound argument and the approval of appropriate church leaders, who may be consulted to help determine on a case-by-case basis the requirements for providing the safety regarding youth, according to the procedures outlined in this policy. For Sunday School activities, the CE Committee, in consultation with the Safe Church Advocate and/or pastors as needed, is empowered to make those decisions. For youth group activities, both on-site and off-site, the decision-making role belongs to the Safe Church Advocate and/or pastors.

### **D.3.1 Two-adult rule**

The two-adult rule requires that two adults, not married to each other, must be present with any child or children less than 18 years of age. No adult will be alone in the Church, or at a church-approved activity, with a child or children, with the following exceptions:

- The child is a relative.
- The adult is in a caregiver position for the child outside of church-related duties.
- It is mutually agreed upon by both the child's parent and the adult.

Should only one adult be present, or the assistant is younger than 18 or from the same family as the supervisor, the room's door shall be left open. When using an open door, there must be adults in the vicinity who are aware that the class has only one adult and is leaving the door open. If these criteria cannot be met, the class or activity will be canceled and the children will be returned to their parent(s) or guardian(s). On a field trip, it is permissible to have one adult per vehicle while transporting youth.

### **D.3.2 Five-year older rule**

Classroom and nursery helpers and youth group assistants shall be at least 5 years older than the oldest participant in the class, group, or activity. The minimum age to help in the nursery or Sunday School classroom is thirteen. Youth in classrooms who do not meet the 5 year older rule are not considered assistants.

### **D.3.3 Medical Release Forms**

1. All youth participating in a youth group, or going on a field trip with either a youth group or the Sunday School, must have a Medical Release Form (Section K) on file before their participation.
2. Form must be given to youth or parents/guardians to be completed and returned to the Sunday School Coordinator for Sunday School events, or the youth group leader for youth group participation.
3. The original form will be kept on file in the Christian Education's office.
4. Each time a field trip or overnight event occurs, the copy must be taken with an adult leader, while the original remains in the Christian Education office.

### **D.3.4 Field trip/youth event guidelines**

1. One-month advance notice: The CE Committee shall receive a proposal for all field trips and all evening or overnight functions at the church (with the exception of regular youth group meetings) at least one month in advance.
2. CE Approval: All field trips or events shall receive the approval of the CE Committee before the activity can take place and before fundraising for the activity begins.
3. Approval of Chaperones: All chaperones for youth activities shall be approved by CE, a pastor, or someone designated by CE and/or a pastor.

4. Parental Consent: Parents or guardians shall be fully informed about programs, activities, leaders, chaperones, dates and times, cost, method of transportation, and purpose of the scheduled trip or activity. The appropriate signed Field Trip/Overnight Activities Consent Form (Section K) shall be completed and returned before any child or youth can participate in the event.
5. Transportation:
  - a. All vehicles used to transport children and youth to field trips, activities, or other events will be properly insured. Some insurance companies may require extra coverage for drivers under the age of 25.
  - b. Drivers for field trips must be 22 years or older, have a minimum of 3 years driving experience, and have a copy of their driver's license and registration on file. Drivers must have the permission for use by the vehicle's owner.
  - c. Anyone who has had his/her license revoked or suspended within the past five years will be ineligible to drive for youth activities.
  - d. If the license was revoked or suspended more than five years ago, a pastor or the Safe Church Advocate will make a decision as to eligibility.
  - e. Drivers will not use cell phones while driving. In an emergency, drivers will pull off the road before calling for help.
  - f. Drivers will not use alcohol, drugs, or any substance that would impair judgment.
  - g. All occupants of a vehicle must be restrained by an individual seat belt (no multiple belting) at all times during the operation of the vehicle.
6. Appropriate supervision: The two-adult rule applies for all church-related events.
  - a. Rules for non-overnight activities:
    - 1) On church property: 2 adults for each group.
    - 2) Day trips off church property: 1 Adult for 4 youths for grades Preschool-4, 1 adult for 6 youths for all other ages, with a minimum of 2 adults.
  - b. Rules for overnight activities, either on or off church property:
    - 1) 1 adult for 6 youths, with a minimum of 2 adults, with at least one of each gender.
    - 2) When boys and girls are sleeping in one large room (such as Fellowship Hall), there will be at least one chaperone of each gender sleeping in the same area. Two chaperones of each gender are preferred.
    - 3) When using facilities that have small or separate bedrooms (such as in motels, 9 Worthen), children and youth of the same gender will share rooms. Adults will have separate sleeping quarters.
    - 4) When boys and girls are separated by gender and sleep with chaperones in the rooms, two chaperones of the same gender are required to be in each gender's room.

7. Joint activities with other churches: When activities are conducted as joint activities with another church the following shall apply:
  - a. The CCC Safe Church Policy shall apply to all participants
  - b. If the other church has additional Safe Church requirements for participants, all participants shall comply.
8. Activities where chaperones are unable to be with youth at all times: If a field trip includes periods where the designated chaperones are unable to be with the youth at all times, such as at a work camp, the following shall apply:
  - a. Parents shall be notified in advance as part of the Parental Consent
  - b. Every attempt shall be made to ensure youth will be protected in accordance with this Safe Church Policy
  - c. Safe Church guidelines for sleeping arrangements shall be adhered to.

### **D.3.5 Discipline**

The purpose of discipline with youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.

1. No youth will be disciplined by the use of any form of physical punishment.
2. Supervisors are encouraged to listen to the youth and clearly communicate expectations of appropriate behavior.
3. If a child's behavior is disruptive during Sunday School, one of the adults in the classroom may leave to seek the CE Floater or the child's parent to come to the classroom. During a youth group activity, the leaders may contact the youth's parent to request that the youth be picked up.

### **D.3.6 Appropriate activities**

Activities that involve inappropriate physical contact are not suitable recreational activities.

**D.4 YOUTH PROTECTION GUIDELINES (outlined)**

Length of time a volunteer needs to attend church before supervising youth	6 months minimum
Criminal background (CORI) and Nationwide Background checks to be conducted for these positions:	Pastors and/or volunteer ordained staff Paid employees Sunday School teachers Music Director Youth Group leaders Overnight chaperones
Disclosure Forms will be required for:	All of the above Chaperones for field trips and youth events Sunday School teachers Nursery supervisors Regular helpers in classrooms, nursery, or youth groups
Statement of Compliance with the <i>Youth Protection Guidelines</i> will be required for:	Anyone in possession of a key Anyone having regular, direct contact with children
Key Policy	All who hold or share a key shall sign form
Two Adult Rule	2 adults (not married to each other) shall be with a child (or children) who is not their own, or a relative, or under their care outside the church, at all times unless they have parental consent or use the open door policy.
Open Door Policy	When 2 adults are not present in a classroom, the door shall remain open with a constantly floating CE member roaming the hallways.
Five Year Older Rule	Helpers/assistants shall be at least 5 years older than the oldest child in the class or group
Medical Release Forms required of:	Youth Group participants Field trip participants
Approval of CE Committee needed for:	Field trips and youth events Chaperones for field trips and youth events Drivers for field trips and youth events
Adult to child supervision ratios:	<u>In church during the day</u> —2 adults per group or an open door with floater. <u>Day trip off-site, special on-site youth event</u> —1 adult per 4 youth for pre-school through 4th grade (minimum 2 adults)—1 adult per 6 youth for 5th grade and up (minimum 2 adults) <u>Overnight</u> —1 adult for 6 youths, with a minimum of 2 adults, with at least one of each gender. Two of each gender required if youth and adults of one gender are sleeping in same room, separated from other gender.
Drivers for field trips and youth events:	Shall be 22 years or older with 3 years driving experience. Must have a safe driving record.
Acceptable discipline	Positive, non-physical discipline only
Appropriate activities	No unnecessary physical contact

## **E. SUSPECTED CHILD ABUSE**

### **E.1 REPORTING AND RESPONSE POLICY**

Allegations of child abuse shall be promptly reported to the Safe Church Advocate and the Department of Children and Families (DCF). Members of the church community, including volunteers working in youth ministry, are morally obligated to report reasonable suspicions of child abuse. Contact information is posted on the bulletin board by the back entrance.

All allegations will be investigated with due respect for the dignity and privacy of everyone involved. Activities related to the handling of complaints or incidents will be documented, and documents will be maintained in a secure location determined by the Safe Church Advocate. When necessary, full cooperation will be given to civil authorities under the guidance of the church's attorney.

### **E.2 DEFINITIONS**

**Child:** A person under the age of eighteen as defined by the Commonwealth of Massachusetts.

**Incident Report:** A written report that contains all the information necessary to complete a Mandated Report. The Incident Report must be submitted, within 24 hours of making an oral report to the Safe Church Advocate or pastor, if there is a reasonable cause to suspect child abuse. (Incident reports are also used for reports of injuries unrelated to suspected abuse. Those situations are addressed in the Forms Section K.)

**Mandated report:** A written report that must be submitted to the Department of Children and Families within 48 hours of making an oral report of abuse.

**Mandated Reporter:** A person who, by virtue of their profession or position, is required by law to report all reasonable suspicions of child abuse. More information about who must report and how to make a report can be found on the Commonwealth of Massachusetts website ([www.malegislature.gov](http://www.malegislature.gov)), under General Laws.

Because of the vulnerability of children, their right to our protection supersedes a counselee's right to confidentiality. Mandated reporters at CCC are:

1. Pastor
2. Sunday School Coordinator
3. Director of Music
4. Safe Church Advocate
5. Diaconate members

## **E.3 REPORTING SUSPECTED CHILD ABUSE**

### **E.3.1 Ensure the child's safety**

1. Call an ambulance if the injury or suspected abuse is severe.
2. Make a reasonable attempt to inform the Safe Church Advocate, who will inform the parent(s). If the Safe Church Advocate (SCA) is not available, contact the Pastor, who shall inform the parents. Contact information is located on the bulletin board by the back entrance.

### **E.3.2 Oral reports**

1. The Safe Church Advocate shall be informed immediately, either by the person initially reporting the incident, or by their designee, such as the Pastor.
2. The Safe Church Advocate will make an oral report to DCF by means of a phone call if there is reason to believe that child abuse has occurred.

### **E.3.3 Incident Report**

1. Submit an Incident Report within 24 hours of the oral report.
  - a. The Safe Church Advocate will assist in the completion of the Incident Report.
  - b. An Incident Report must be submitted even if it is determined that a mandated report is not necessary.
  - c. Incident Reports are required for all unusual occurrences.

### **E.3.4 Mandated Report**

1. Submit a Mandated Report within 48 hours of the oral report:
  - a. No one is prohibited from making a report directly to the DCF and may do so if they wish. An immediate report to the Safe Church Advocate is still required.
  - b. However, to avoid duplicate reports and ensure that proper procedures are followed, it is recommended that official reporters, such as the Safe Church Advocate or Pastor, be designated within the church. The person originally reporting the incident will not be identified on the Mandated Report.
  - c. After reviewing the Incident Report, it may be determined that there is not reasonable cause to contact DCF and file a Mandated Report. This determination must be documented in writing and filed with the Incident Report. If the original reporter disagrees, that person may contact DCF directly; they will be assisted as needed in completing the Mandated Report and will be identified as the reporter.

### **E.3.5 Follow-up, investigation, documentation**

1. The Safe Church Advocate (SCA) shall inform the accused of the complaint against him or her once the child's safety is ensured.
2. The Safe Church Advocate and a Pastor will meet with the accused to discuss the accusation. One party present will make and sign a record of the meeting, including date and time, location of the meeting, the parties present, and the disposition of the child.
3. The accused will immediately be removed from all contact with children. Paid employees will be suspended with pay or have their ministry restricted to exclude contact with



children. Both volunteers and paid staff shall be given the recommendation to obtain their own lawyer.

4. The Safe Church Advocate will inform the child's parent(s) or guardian(s), if they were not the ones accused, of the concern, whether or not a report is filed with DCF.

## **E.4 RESPONSE FOLLOWING A MANDATED REPORT**

1. The response following a report of alleged child abuse, including contact with the church's attorney, will be coordinated by the Safe Church Advocate. At the request of the Safe Church Advocate, the Council will appoint a Pastoral Response Team consisting of one or both of the pastors, the Safe Church Advocate, a council representative, a Christian Education representative, and a deacon as needed to address any incidents.
2. If there is an allegation against pastoral staff, a church deacon, designated by the chairman of the Diaconate, will contact the Area Minister and the Pastor-Parish Relations Committee. The church will seek the counsel of the Association Committee on Church and Ministry regarding action to be taken.

### **E.4.1 Investigation**

1. The extent to which information will be shared with the congregation will be determined by the Council President and others as appropriate. The input of the Area Minister may be sought and, if pastoral staff is involved, the Association Committee on the Ministry may be consulted in making this decision.
2. All necessary parties will cooperate with the investigations made by DCF and the police.
3. If necessary, the Council will appoint a liaison to be the designated contact with the media.

### **E.4.2 Continuing the ministry of the Church**

1. Pastoral support will be offered to all parties involved, including those who have made the complaint, the accused, the families of both, and the congregation. Decisions about how this support will be given will be made by pastoral staff and the Diaconate.
2. If the allegations involve pastoral staff, the ministry of the church will need to be maintained while the issue is being addressed. Decisions regarding how this will be accomplished will be made by the Diaconate with assistance from the Area Minister or Association Committee on the Ministry.

### **E.4.3 Documentation**

All information obtained during the investigation, all activities related to the issue being addressed, and all findings are to be carefully documented and signed, including dates, times, and locations of all activities and meetings; the names of the parties present; any decisions or conclusions made; and any further action to be taken. This documentation is to be retained in a secure location determined by the Safe Church Advocate.

## F. ADULT CONDUCT

### F.1 PROHIBITION OF SEXUAL EXPLOITATION AND HARASSMENT

CCC seeks to create and maintain a community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. The Church is strongly opposed to sexual exploitation and harassment of any kind, and such behavior is prohibited by church policy. It is the intention of the church to respond to allegations of behavior that are contrary to this policy and, if necessary, to discipline those persons who violate it.

### F.2 POLICY ON MINISTERIAL CONDUCT

All persons engaged in the ministry of CCC (including elected or appointed leaders, employees, volunteers, and authorized ministers) are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority. Sexual exploitation of parishioner(s) or other individual(s) by anyone engaged in the ministry of CCC is unethical and unprofessional behavior and will not be tolerated within this congregation.

### F.3 DEFINITIONS

**Authorized minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ. This does not include substitute pulpit supply.

**Church member:** A person who has formally joined CCC by confirmation, profession of faith, transfer of membership from another church, or reaffirmation of faith.

**Friend of the church:** A person who has not formally joined CCC, but attends regularly and contributes to the support of the Church.

**Harassment:** Inappropriate or repeated misconduct, whether verbal or physical, that creates an environment that is uncomfortable, unwelcoming, discriminating, or intimidating, or leads to an atmosphere in which a person's ability to participate in worship and activities at the church is compromised.

**Minister:** A person engaged by the church to carry out its ministry. For the purposes of this document, a minister includes elected or appointed leaders of the church, commissioned ministers, employees, and authorized ministers. This does not include substitute or one-time only participants, such as visiting musicians or speakers.

**Ministerial relationship:** The relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Sexual exploitation:** Activity or conduct of a sexual nature in which a minister engaged in the work of the Church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

**Sexual harassment:** Repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination.

## **G. COMPLAINTS OF MISCONDUCT**

### **G.1 INFORMAL MEASURES**

1. The complainant(s) has the option to resolve complaints using informal measures.
  - a. The complainant can attempt to resolve the matter directly with the individual(s) accused of sexual exploitation or harassment.
  - b. The complainant can report the incident(s) to the pastor of the church or their immediate supervisor in an effort to resolve the matter informally.

### **G.2 FORMAL MEASURES**

1. If an informal resolution of the complaint(s) does not seem appropriate or does not succeed, formal proceedings may be instituted. The Safe Church Advocate will be informed of all formal complaints, and the complainant(s) may request of the Safe Church Advocate that he or she initiate an investigation, using the following procedure:
  - a. Gather statements from individuals involved and anyone else with pertinent information.
  - b. Consider all information and make a determination of findings.
  - c. Findings that the complaint is verified may result in recommendations to Council for action, such as:
    - Formal reprimand with defined expectations for changed behavior, including possible public notification
    - Recommending or requiring a program of growth that may include education and/or counseling;
    - Probation, with the terms of the probation clearly identified;
    - Dismissal from employment or volunteer leadership position, and, in extreme cases, affiliation with, or membership in, the Church.
  - d. Finding that no sexual exploitation or harassment has occurred shall be expressed to both the employee or volunteer and the complainant.
  - e. Report these findings to the employee's or volunteer's supervisor or supervisory committee.
  - f. If the accused employee or volunteer is an authorized minister, the chairman of the Diaconate will inform the Area Minister or Association Committee on the Ministry, as well as the CCC's Pastoral Parish Relations Committee, of the allegation. CCC will cooperate fully in any procedures of the UCC related to the person's ministerial authorization while retaining the right and the responsibility to employ or designate leadership within CCC as it determines best.

### **G.3 APPEAL**

If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter, he or she has the right to appeal to the Council who will appoint a committee to review the complaint.

### **G.4 DOCUMENTATION**

All information obtained during the investigation, all activities related to the issue being addressed, and all findings are to be carefully documented and signed, including dates, times, and locations of all activities and meetings; the names of the parties present; any decisions or conclusions made; and any further action to be taken. This documentation is to be retained in a secure location determined by the Safe Church Advocate.

## H. PROTECTION OF PRIVACY

### H1. ONLINE SAFETY

The internet and social media are evolving tools that offer great promise for developing and deepening ministries, but also pose significant safety challenges. CCC requires that adults use discretion, common sense, and caution in all internet activities and refrain from any inappropriate communication (e.g. involving sexual, profane or controversial topics or language) between adults and youth. These guidelines include but are not limited to:

- a. Children's photos shall not be used on the website or on social media unless consent was given on the child's registration form or with written parental permission.
- b. Children's names and/or any identifying information may not be used on the website or on social media.
- c. Adults shall not submit "friend" requests to minors or youth. Youth may request friendships with adults, and adults shall discern the level of contact they want to maintain with youth prior to responding to these requests.
- d. When and where available, adults may choose to create separate private and professional profiles on networking sites to create a line of privacy.
- e. If an adult chooses to accept friend requests from minors or youth that are associated with the youth group, it is recommended that other adults (within the youth group) have full access to the correspondent's profile and correspondence.
- f. Adults who choose to accept friend requests from youth shall use all privacy settings applicable to shield youth from any inappropriate content that may exist within the adult's profile.
- g. All youth and adults shall be informed that any communication that is sent via digital means (email, social networking site notes or posts, texts, etc.) is not confidential and may be reported or shared with others.
- h. Adults shall archive or save all email correspondence with youth.
- i. We strongly recommend "closed" but not "hidden" groups be used for youth groups. These groups shall have both youth and adult administrators.
- j. Members of youth groups shall decide within their covenant whether or not their social networking site groups are open to parents of current members.
- k. Any inappropriate material that is not covered by "Mandatory Reporting" laws shall be deleted from the site. Any material that is covered by "Mandatory Reporting" laws shall be reported to the Safe Church Advocate and/or the pastors, documented for church records, and then deleted from the site.
- l. Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church sponsored event or activity shall be addressed by adult leaders.
- m. Adult leaders are not responsible for internet youth pages that are not sponsored by Central Congregational Church.

## **H2. PROTECTION OF WRITTEN INFORMATION**

- a. The church shall lock and protect all documents relating to employment. Shredders will be used when disposing of documents with personal information.
- b. Children's registrations must be stored in a locked office and shredded when being discarded.
- c.

## **I. TRAINING AND EDUCATION**

### **I.1 POLICY ON EDUCATION AND TRAINING**

Every effort will be made to train all employees, mandated reporters, and volunteers as deemed appropriate regarding the Safe Church Policies and Procedures. Mandated reporters, as well as staff and volunteers who have regular direct contact with youth, shall also receive education about child abuse awareness. Anyone who will have regular contact with children in our church and anyone who will have possession of a key to the Church shall read the Youth Protection Guidelines and sign a Statement of Compliance.

### **I.2 PROCEDURES FOR EDUCATION AND TRAINING**

1. Training will be offered to teachers at the beginning of each church school semester and at the start of employment for paid staff, and for other volunteers, e.g. mission trips, before they have contact with children. It will be considered a mandatory part of volunteer training and employee orientation.
2. Thereafter training will be required every year to ensure that the individual's knowledge is current and accurate.
3. The Safe Church Advocate will maintain a record of who has received training.
4. Training will include the use of the Massachusetts Conference of the United Church of Christ (MACUCC) training materials or available through the online training service "ProtectMyMinistry.com," a review of policies and procedures that are specific to CCC and pertinent to the work in which the employee or volunteer will be involved, and instruction in the use and completion of the various forms.
5. A summary of the training required by various individuals is represented in the chart on the following page.

## Employee/Volunteer Educational Requirements

	Summary of Policies and Procedures	Youth Protection Guidelines	Child Abuse Awareness & Mandated Reporting
Safe Church Advocate	X	X	X
Ordained Staff/Volunteers	X	X	X
Director of Music	X	X	X
Youth Group Leaders	X	X	X
Sunday School Teachers	X	X	X
Nursery Supervisors	X	X	X
ChristCare Leaders		X	X
Diaconate		X	X
Council President	X	X	
House Committee Chair	X	X	
CE Committee Chair	X	X	
Music Committee Chair	X	X	
Trustee Committee Chair	X	X	
Other Paid Staff		X	
Key Holders		X	

## J. SOURCES

*General Laws of Massachusetts*, Part I, Title II, Chapter 6: “Criminal Systems History Board,” Section 172: Dissemination of record information; certification; eligibility for access; scope of inquiry; access limited; use of information, Section 177: Violations; civil liability, and Section 178: Violations; punishment. <http://www.state.ma.us/legis/laws/mgl/6-172.htm> [177, 178]

*General Laws of Massachusetts*, Part I, Title XV, Chapter 94C: “Controlled Substances Act,” Section 31: Classes of controlled substances; establishment of criminal penalties for violations of this chapter. <http://www.state.ma.us/legis/laws/mgl/94C-31.htm>

*General Laws of Massachusetts*, Part I, Title XVII, Chapter 119: “Protection and Care of Children, and Proceedings Against Them,” Section 51A: Injured children reports. <http://www.state.ma.us/legis/laws/mgl/119-51A.htm>

“The Local Church and Sexual Abuse” produced by The Commission for Educational Ministries and The Commission for Mission, Development and Social Responsibility, Massachusetts Conference of the United Church of Christ, One Badger Road, Framingham, MA 01702, 1999.

“Making Our Churches Safe For All: Abuse Prevention Resources for Local Churches,” produced by the Conferences of the United Church of Christ Insurance Board, The Office for Church Life and Leadership, and The United Church Board for Homeland Ministries, 700 Prospect Avenue, Cleveland, OH 44115, 1999.

*Resources for Youth Ministry*, Commission for Educational Ministries, Massachusetts Conference United Church of Christ, One Badger Road, Framingham, MA 01702, 2001.

“Safety Tips on a Sensitive Subject: Child Sexual Abuse,” Church Mutual Insurance Company, 3000 Schuster Lane, Merrill, Wisconsin 54452, 1989.

“Special Issue: Child Abuse Prevention,” *Massachusetts Conference Christian Educators' Newsletter*, May 2002.

Taylor, Nancy S. “Message From the Minister & President: Mandated Reporters,” *United Church News*, Massachusetts Conference Edition, May, 2002.

Taylor, Nancy S. “Message From the Minister & President: Pastors need to communicate about limits of confidentiality,” *United Church News*, Massachusetts Conference Edition, June, 2002.



## **K. FORMS**

- Key Holder Acknowledgement
- Statement of Compliance
- Statement of Compliance for Organizations using Church Facilities
- Application for Employment
- Primary Disclosure
- Secondary Disclosure
- CORI and National Background Check Request Form
- Medical Release
- Field Trip/Overnight Activity Consent
- Incident Report
- Mandated Report

**Name:**

**CCC Key Number #**  
**Fob Number #**  
**Card Number #**  
**9 Worthen St. #**

**CENTRAL CONGREGATIONAL CHURCH, UCC**

One Worthen Street P.O. Box 339  
Chelmsford, MA 01824  
Phone 978-256-5931 Fax 978-250-3565  
[office.admin@cccchelmsford.org](mailto:office.admin@cccchelmsford.org)

**KEY HOLDER ACKNOWLEDGEMENT for September \_\_\_\_ thru August \_\_\_\_**

I acknowledge that I have been assigned and accepted a key, fob, and/or card to Central Congregational Church, UCC, in Chelmsford (CCC) for the following reason:

In doing so, I agree:

- I will be entirely responsible for the security of this key, fob, and/or card. I will not lend this key, fob, and/or card to anyone who has not signed this form nor will I attempt to have a duplicate or duplicates made.
- I will not tag or otherwise identify this key, fob, and/or card as providing access to CCC.
- I will return this key, fob, and/or card when I no longer have an organizational responsibility that requires the use of the key, fob, and/or card.
- I will lock this door if I am the last to leave.
- If I lose my key, fob, and/or card, I will notify the church immediately.

CCC's *Safe Church Policy* requires that this form, or a similar form, be completed annually as long as an individual is assigned a numbered and controlled key, fob, or card for Central Congregational Church or one of its church properties (e.g. 9 Worthen St.). I understand that failure to comply with any of the provisions above may result in the loss of privilege to be a key holder.

Name (print):

Address:

Phone:

Email:

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

Key Holder Acknowledgement recorded on \_\_\_\_\_ by \_\_\_\_\_  
for Central Congregational Church

FOR OFFICE USE WHEN

KEY, Fob, or Card IS RETURNED: Date returned: \_\_\_\_\_ Received by: \_\_\_\_\_

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**STATEMENT OF COMPLIANCE**

I acknowledge that I have read and understand the Youth Protection Guidelines and agree to comply with all conditions set forth in that document in my activities at Central Congregational Church. I have been approved to serve as a:

\_\_\_\_\_ Paid staff member      \_\_\_\_\_ Youth Group Leader      \_\_\_\_\_ Sunday School Teacher  
\_\_\_\_\_ Nursery Supervisor      \_\_\_\_\_ Chaperone      \_\_\_\_\_ Key recipient      \_\_\_\_\_ Other

**To indicate your understanding and compliance, please initial each of the following paragraphs, sign document, and return to your supervisor or supervisory Board or Committee.**

\_\_\_\_\_ I understand that the church requires me to report to the Safe Church Advocate (or a pastor) immediately, and to file an Incident Report within 24 hours, if I believe that a child has been abused and/or neglected on CCC properties or at a church-related activity.

\_\_\_\_\_ I understand that I am not to be alone in any room or secluded area on CCC property, or at any church-related event at any time, with a child or youth that is not my own, with the following exceptions:

- ☐ The child is a relative.
- ☐ I am in a caregiver position for the child outside of my church-related duties.
- ☐ It is mutually agreed upon by both the child's parent and myself.

\_\_\_\_\_ I agree to abide by all policies and procedures regarding the use of the building and properties of CCC with the knowledge that failure to do so will result in the loss of my approval to serve as a volunteer or termination of my employment at CCC.

\_\_\_\_\_ I will be responsible for educating any other leaders in my group regarding the Safe Church Policy and the use of the building.

\_\_\_\_\_ I understand that copies of the Safe Church Policies and Procedures can be found in:  
1) Church Office  
2) Christian Education Store Room (third floor)  
3) Christian Education Office  
4) Pastor's Office

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*A copy of this document will be kept on file with the Safe Church Advocate.*

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**STATEMENT OF COMPLIANCE for Organizations using Church Facilities**

I acknowledge that I have read and understand the *Youth Protection Guidelines*, which are summarized on the reverse side of this form and agree to comply with all conditions set forth in that document in my activities at Central Congregational Church, UCC. I understand that I can find the full text of the Safe Church Policy in the Church Office.

The organization I represent is \_\_\_\_\_

**To indicate your understanding of your responsibilities as a guest in our church, please initial each of the following paragraphs, sign this document, and return it to the church office along with your “Application for Use of Facilities.”**

\_\_\_\_\_ I understand that I am required to report to the Safe Church Advocate (or a pastor) immediately and file an Incident Report within 24 hours, if I believe or have been told that there is reasonable cause to suspect that a child has been abused and/or neglected at CCC. (Please refer to the Safe Church Bulletin Board in the first floor hallway by the elevator for names to contact.)

\_\_\_\_\_ I understand that I am not to be alone in any room or secluded area on CCC property, or at any church-related event at any time, with a child or youth that is not my own, with the following exceptions: a) the child is a relative; b) I am in a caregiver position for the child outside of my church-related duties; c) It is mutually agreed upon by both the child’s parent and myself.

\_\_\_\_\_ When the activity that I am supervising has ended, and I am the last person in the church, I will make sure that the lights are out and the doors are locked before I leave.

\_\_\_\_\_ I will be responsible for educating any other leaders in my group regarding the Safe Church Policy and the use of the building.

\_\_\_\_\_ I agree to abide by all policies and procedures regarding the use of the building and properties of Central Congregational Church with the knowledge that failure to do so will result in the termination of my right to use church facilities for the organization that I represent.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

*A copy of this document will be kept on file by the Office Administrator.*

**D.4 YOUTH PROTECTION GUIDELINES (outlined)**

Length of time a volunteer needs to attend church before supervising youth	6 months minimum
Criminal background (CORI) and Nationwide Background checks to be conducted for these positions:	Pastors and/or volunteer ordained staff Paid employees Sunday School teachers Music Director Youth Group leaders Overnight chaperones
Disclosure Forms will be required for:	All of the above Chaperones for field trips and youth events Sunday School teachers Nursery supervisors Regular helpers in classrooms, nursery, or youth groups
Statement of Compliance with the <i>Youth Protection Guidelines</i> will be required for:	Anyone in possession of a key Anyone having regular, direct contact with children
Key Policy	All who hold or share a key shall sign form
Two Adult Rule	2 adults (not married to each other) shall be with a child (or children) who is not their own, or a relative, or under their care outside the church, at all times unless they have parental consent or use the open door policy.
Open Door Policy	When 2 adults are not present in a classroom, the door shall remain open with a constantly floating CE member roaming the hallways.
Five Year Older Rule	Helpers/assistants shall be at least 5 years older than the oldest child in the class or group
Medical Release Forms required of:	Youth Group participants Field trip participants
Approval of CE Committee needed for:	Field trips and youth events Chaperones for field trips and youth events Drivers for field trips and youth events
Adult to child supervision ratios:	<u>In church during the day</u> —2 adults per group or an open door with floater. <u>Day trip off-site, special on-site youth event</u> —1 adult per 4 youth for pre-school through 4th grade (minimum 2 adults)—1 adult per 6 youth for 5th grade and up (minimum 2 adults) <u>Overnight</u> —1 adult for 6 youths, with a minimum of 2 adults, with at least one of each gender. Two of each gender required if youth and adults of one gender are sleeping in same room, separated from other gender.
Drivers for field trips and youth events:	Shall be 22 years or older with 3 years driving experience. Must have a safe driving record.
Acceptable discipline	Positive, non-physical discipline only
Appropriate activities	No unnecessary physical contact

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**APPLICATION FOR EMPLOYMENT**

Name \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

My previous experience in the past five years (paid or volunteer) related to the position I am seeking to fill includes: (Attach additional page(s) as necessary)

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_

Agency Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip Code \_\_\_\_\_  
Contact Person/Phone \_\_\_\_\_

*Application for Employment / Page 2 of 2*

I have never been found guilty of, or pled guilty or no contest to, nor am I awaiting trial for a criminal charge.

\_\_\_\_\_ True \_\_\_\_\_ Not True

If not true, give a short explanation of the charge. (Include the date, nature, and place of the incident leading to the charge; where the charge was filed; and the precise disposition of the charge.)

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No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired. \_\_\_\_\_ True \_\_\_\_\_ Not True

If not true, give a short explanation of the lawsuit. (Include the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

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I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct. \_\_\_\_\_ True \_\_\_\_\_ Not True

If not true, give a short explanation. (Include the date of termination, name, address, and telephone number of employer or volunteer supervisor; and the nature of the incident(s) leading to your termination.)

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I attest that the information given in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I understand that it is my responsibility to amend the information given in this application if I discover that the information is incorrect when given or, though accurate when given, the information is no longer accurate.

I authorize Central Congregational Church of Chelmsford and/or its agents to make inquiries regarding all statements I have given above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

Central Congregational Church of Chelmsford's hiring process involves the distribution of information regarding applicants to those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize Central Congregational Church of Chelmsford and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes only. I understand that Central Congregational Church of Chelmsford will share with me information it has gathered about me, if I request it to do so.

---

Signature

---

Date

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**This form for:**  
Paid Staff  
Youth Leaders  
Overnight Chaperones

# PRIMARY DISCLOSURE FORM

Name		
Last	First	Middle

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

City	State	Zip Code
------	-------	----------

Home Phone	Work Phone	Cell
------------	------------	------

Position I am seeking to fill (paid or volunteer)

Current place of employment

Address

Employed there since

Immediate supervisor	Supervisor's phone

I have been a member of Central Congregational Church since \_\_\_\_\_

(or) I have been a friend of Central Congregational Church since \_\_\_\_\_

Please list the names and addresses of other churches you have attended for a significant period of time during the past 10 years. These references may be checked.

Church	Address	Phone
--------	---------	-------

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Please list the names and addresses of other organizations for whom you have served as a volunteer in the past 10 years. These references may be checked.

[illegible]

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*Primary Disclosure Form / Page 2 of 2*

I understand that all authorized drivers for youth events at Central Congregational Church in Chelmsford must be at least 22 years of age. I am 22 years or older. ☐ True ☐ Not True

I have a valid driver's license. ☐ True ☐ Not True

State in which driver's license is issued \_\_\_\_\_ Driver's license number \_\_\_\_\_

I have auto insurance. ☐ True ☐ Not True Auto insurance company \_\_\_\_\_

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance. ☐ True ☐ Not True

Is there any fact or circumstance involving you or your background that would call into question you being entrusted with the responsibilities of the position for which you are applying? ☐ Yes ☐ No  
If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

I agree to obey all traffic regulations including speed limits and appropriate seat restraints for all vehicle occupants. ☐ Yes ☐ No

I attest that the information given in this disclosure form is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I understand that it is my responsibility to amend the information given in this application if I discover that the information is incorrect when given or, though accurate when given, the information is no longer accurate.

I authorize Central Congregational Church of Chelmsford and/or its agents to make inquiries regarding all statements I have given above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background and character. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements made in good faith and without malice.

Central Congregational Church of Chelmsford's hiring and volunteer selection process involves the distribution of information regarding applicants to those persons in a position to recruit, secure, and supervise the position I am seeking to fill. To that end, I authorize Central Congregational Church of Chelmsford and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these stated purposes only. I understand that Central Congregational Church of Chelmsford will share with me information it has gathered about me, if I request it to do so.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CENTRAL CONGREGATIONAL CHURCH, UCC**

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**This form for:**  
 Sunday School teachers  
 Nursery workers  
 Chaperones  
 Youth workers not requiring primary disclosure  
 form (see Policies & Procedures, Sec. C3)

## SECONDARY DISCLOSURE FORM

Name	Last	First	Middle
------	------	-------	--------

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

City	State	Zip Code
------	-------	----------

Home Phone	Work Phone	Cell
------------	------------	------

Position I am seeking to fill:

Sunday School Teacher	Nursery Supervisor	Chaperone	Other

I have been a member/friend (circle one) of Central Congregational Church since \_\_\_\_\_

**If there is a chance that you may choose to drive for a field trip or other youth event, please provide the following information:**

I understand that all authorized drivers for youth events at Central Congregational Church in Chelmsford must be at least 22 years of age. I am 22 years or older. True Not True

	True	Not True
I have a valid driver's license.		

State in which driver's license is issued      Driver's license number

	True	Not True	Auto insurance company
I have auto insurance.			

With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.

True	Not True
------	----------

Is there any fact or circumstance involving you or your background that would call into question you being entrusted with the responsibilities of the position for which you are applying? Yes No

If yes, please explain:

I agree to obey all traffic regulations including speed limits and appropriate seat restraints for all vehicle occupants.

Yes      No

Signature

Date \_\_\_\_\_

# Central Congregational Church

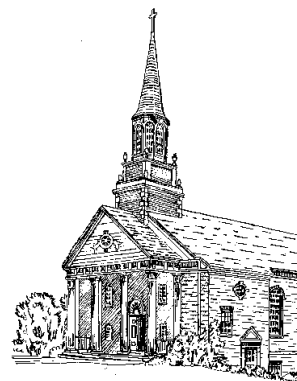
UNITED CHURCH OF CHRIST

*"A Community of Faith, Hope, and Love,  
Growing through Worship and Service"*

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Chelmsford, Massachusetts 01824  
978-256-5931 office.admin@cccchelmsford.org

Rev. Dr. Richard B. Knight, Pastor  
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Rev. Dr. John A. Zachry, Pastor Emeritus



**CHCEC  
172H  
FE678**

## CORI and NATIONWIDE BACKGROUND CHECK REQUEST FORM

Chelmsford Central Congregational Church, UCC, has been certified by the Massachusetts Criminal History Systems Board for access to conviction and pending criminal case data. A Nationwide Background Check will also be performed through [www.ProtectMyMinistry.com](http://www.ProtectMyMinistry.com).

As an applicant/employee for \_\_\_\_\_ (position), I understand that a criminal record check will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

\_\_\_\_\_  
APPLICANT/EMPLOYEE SIGNATURE

\_\_\_\_\_  
APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)

_____ LAST NAME	_____ FIRST NAME	_____ MIDDLE NAME
_____ MAIDEN NAME OR ALIAS (IF APPLICABLE)		_____ PLACE OF BIRTH
_____ DATE OF BIRTH	_____ SOCIAL SECURITY NUMBER	_____ MOTHER'S MAIDEN NAME

CURRENT ADDRESS: \_\_\_\_\_

FORMER ADDRESSES: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

\*\*\*\*\*

THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING  
THE FOLLOWING FORM OF GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION:

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

*CORI and Nationwide Background Check Request Form / page 2 of 2*

**DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION**

In connection with your employment with Central Congregational Church UCC (the “Company”), notice is hereby given that an investigative consumer report (background screening) may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. The reports may also contain information about you relating to your criminal history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com). The scope of this notice and below authorization is not limited to the present and, if you are hired, will continue throughout the course of your employment and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

**MASSACHUSETTS, MINNESOTA and OKLAHOMA applicants or employees only:** Please check the box if you would like to receive a copy of your consumer report, free of charge, if one is obtained by the Company.

Check box to receive report ☐

**CENTRAL CONGREGATIONAL CHURCH, UCC**

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<b>This form for:</b> Youth group activities
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**MEDICAL RELEASE FORM**

Name of Youth \_\_\_\_\_ Birthdate \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of parent/guardian \_\_\_\_\_

Youth's physician \_\_\_\_\_ Phone \_\_\_\_\_

Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

Health history (please check all that apply):

Frequent colds	Seizure disorder	Physical impairment
Appliances (e.g. retainer, contact lenses)	Stomachaches	Diabetes
Sleep disturbances	Mental impairment	Asthma
Emotional disability	Vision/hearing impairment	Motion sickness
Behavioral problems		

Other (describe) \_\_\_\_\_

Allergies (describe) \_\_\_\_\_

Does your child carry an Epipen? \_\_\_\_\_ An inhaler? \_\_\_\_\_

Give important details of items that are checked: \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

Is your son/daughter taking a prescription or non-prescription medication? \_\_\_\_ Yes \_\_\_\_ No

If yes, complete the following:

Medication \_\_\_\_\_

Dosage and frequency \_\_\_\_\_

Medication \_\_\_\_\_

Dosage and frequency \_\_\_\_\_

Medication \_\_\_\_\_

Dosage and frequency \_\_\_\_\_

*Medical Release Form / Page 2 of 2*

Can your son/daughter be expected to take the right amount of medication at the proper time?

☐ Yes ☐ No (If the answer is no, then arrangements must be made with the adult in charge.)

☐ I give my child permission to administer his/her own medications.

All medications, both prescription and non-prescription, **MUST** be in the original container and properly labeled. This applies even if your son/daughter has permission to self-administer his/her medications.

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Date**

Youth's insurance carrier \_\_\_\_\_

Policy number or ID number \_\_\_\_\_

Subscriber's name \_\_\_\_\_

Subscriber Number \_\_\_\_\_

Insurance company customer service number \_\_\_\_\_

Other pertinent information \_\_\_\_\_

**Statement of Consent**

I, the undersigned, parent/legal guardian of \_\_\_\_\_  
do hereby consent to any X-ray exam, anesthetic, medical diagnosis, or treatment and hospital services that may be rendered to my son/daughter, under the general or specific instructions of the on-call physician at a hospital or clinic. It is understood that this consent is given in advance of any specific diagnosis or treatment, and it is given to encourage those persons who have temporary custody of my child in my absence, and said physician, to exercise their best judgment as to the requirements of such diagnosis or said medical treatment.

I understand that any and all medical expenses incurred are my responsibility and that there is not medical insurance coverage provided by Central Congregational Church of Chelmsford, Massachusetts.

This consent will remain in effect for one year from signing unless otherwise specified.

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Date**

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**FIELD TRIP/OVERNIGHT ACTIVITY CONSENT FORM**

Activity \_\_\_\_\_ Date(s) and start/finish time of activity \_\_\_\_\_

Drop-off area for departure/ Pick-up area for return \_\_\_\_\_

Leaders/Chaperones \_\_\_\_\_

Method of transportation \_\_\_\_\_ Cost \_\_\_\_\_ Other money needed \_\_\_\_\_

Additional information \_\_\_\_\_

Parent/guardian's name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_

Work phone \_\_\_\_\_ Other phone/pager: \_\_\_\_\_

Emergency contact \_\_\_\_\_ Phone \_\_\_\_\_

Do we have a Medical Release Form not more than one year old on file for your son/daughter?

\_\_\_\_ Yes \_\_\_\_ No

If "no" please submit one.

Special Instructions \_\_\_\_\_

If this is an overnight event, sleeping arrangements will be in compliance with the CCC Safe Church Policy, and there will be sufficient adult supervision based upon the number and gender of participants. Only adult drivers will be used.

I give my son/daughter \_\_\_\_\_ permission to participate in the activity described in this consent form.

\_\_\_\_\_  
Parent/guardian's signature

\_\_\_\_\_  
Date

I agree to abide by the rules that have been established for this activity by the group leaders and by Central Congregational Church of Chelmsford. In particular, I agree to cooperate with my group leaders and chaperones, and behave in a way that reflects well on my family and my church. I will not engage in any prohibited activities such as smoking, drinking of alcohol; or improper language, physical, or sexual activity. I understand that only adults may drive during youth activities, and I agree not to leave the activity and/or activity site without express permission of the group leader.

\_\_\_\_\_  
Youth's signature

\_\_\_\_\_  
Date

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**INCIDENT REPORT FORM**

This form is to be used to document accidents, injury or suspected child abuse at Central Congregational Church (or its properties) or related to a church program or activity. Any accident or injury occurring during Sunday School shall be reported immediately to the Pastor, with a copy to Trustees. Any accident or injury outside of the Sunday School program shall be reported to Trustees. That person (or his/her designee) will assist you in completing this form, which must be submitted within 24 hours of the oral report. If there is reasonable cause to suspect child abuse, this report must be submitted, within 24 hours of making an oral report to the Safe Church Advocate or pastor, in addition to completion of a Mandated Report Form. Contact information is located on the bulletin board by the church's back entrance.

Name of individual being reported \_\_\_\_\_ Male \_\_\_ Female

Home address \_\_\_\_\_  
 Street Address

City State Zip Code

Home telephone number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of reporter \_\_\_\_\_

Home address \_\_\_\_\_  
 Street Address

City State Zip Code

Home telephone number \_\_\_\_\_ Work phone Number \_\_\_\_\_

**Please answer following questions in space provided or attach separate sheet:**

Briefly describe the nature and extent of the injury, accident or suspected abuse. Include specifics such as date, time, and location.

\_\_\_\_\_  
 \_\_\_\_\_

Describe the circumstances under which you became aware of the incident. Include the names of witnesses.

\_\_\_\_\_  
 \_\_\_\_\_

Indicate action taken by staff and/or volunteers immediately upon becoming aware of the incident.

\_\_\_\_\_  
 \_\_\_\_\_



*Incident Report Form / Page 2 of 2*

Please give any other information that you think might be helpful in establishing the cause of the incident(s) and/or the person(s) responsible for it. If known, please provide the name(s) of the alleged perpetrator(s).

\_\_\_\_\_

\_\_\_\_\_

To whom was this incident reported? \_\_\_\_\_

Signature of reporter \_\_\_\_\_ Date \_\_\_\_\_

Role/function/position of reporter \_\_\_\_\_

---

**For Office Use Only**

Report received by \_\_\_\_\_ Date received \_\_\_\_\_

\_\_\_\_\_ Copy submitted to parents/guardians (if individual is under eighteen years of age).

Submitted by \_\_\_\_\_ Date submitted \_\_\_\_\_

\_\_\_\_\_ Copy submitted to original reporter.

Submitted by \_\_\_\_\_ Date submitted \_\_\_\_\_

Action taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was a report made to DCF? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, then;

Date and time of oral report \_\_\_\_\_

Date and time written report sent \_\_\_\_\_

Comments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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# MANDATED REPORT FORM

Massachusetts law requires an individual who is a mandated reporter to immediately report any allegation of serious physical or emotional injury resulting from abuse, mistreatment, or neglect to the Department of Children and Families by oral communication. This written report must then be completed **within 48 hours** of making the oral report and shall be sent to the appropriate DCF office. The full text of the law can be found at the Commonwealth of Massachusetts website ([www.malegislature.gov](http://www.malegislature.gov)) under General Laws.

Contact the Safe Church Advocate, a Pastor, or the Moderator immediately for guidance. Please complete all sections of this form. If some data is unknown, please signify. If some data is uncertain, place a question mark after the entry.

**DATA ON CHILD(REN) REPORTED:**

	<b>Names (s)</b>	<b>Current Location/Address</b>	<b>Sex</b>	<b>Age/DOB</b>
1.				
2.				
3.				

**DATA ON MALE PARENT/GUARDIAN:**

Name				
	Last	First	Middle	
Address				
	Street Address	City	State	Zip Code
Telephone Number			Age	

**DATA ON FEMALE PARENT/GUARDIAN:**

Name				
	Last	First	Middle	
Address				
	Street Address	City	State	Zip Code
Telephone Number				Age

**DATA ON REPORTER/REPORT:**

Date of Report Mandatory Report Voluntary Report

Reporter's Name: \_\_\_\_\_

Last                      First                      Middle

*Mandated Report Form / Page 2 of 2*

Reporter's address: (If the reporter represents an institution, school, or facility, please indicate institution, school, facility name)

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Reporter's Telephone number(s) \_\_\_\_\_

Has the reporter informed the caretaker of the report? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Please answer following questions in space provided or attach separate sheet:**

What is the nature and extent of the injury, abuse, mistreatment, or neglect, including prior evidence of same? (Please cite the source of this information if not observed first hand.)

What are the circumstances under which the reporter became aware of the injuries, abuse, mistreatment, or neglect?

What action has been taken thus far to treat, shelter, or otherwise assist the child to deal with this situation?

Please give other information which you think might be helpful in establishing the cause of the injury and/or the person responsible for it. If known, please provide the name(s) of the alleged perpetrator(s).

Signature of Reporter \_\_\_\_\_

Date \_\_\_\_\_

**For Office Use Only**

Report received by \_\_\_\_\_ Date received \_\_\_\_\_

\_\_\_\_\_ Copy submitted to parents/guardians (if individual is under eighteen years of age).

Submitted by \_\_\_\_\_ Date submitted \_\_\_\_\_

\_\_\_\_\_ Copy submitted to original reporter.

Submitted by \_\_\_\_\_ Date submitted \_\_\_\_\_

Action taken: \_\_\_\_\_

Was a report made to DCF? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, then:

Date and time of oral report \_\_\_\_\_ Date and time written report sent \_\_\_\_\_

Was a Pastoral Response Team formed by Council? \_\_\_\_\_

Comments (attach additional page if needed) \_\_\_\_\_