

First Wausau United Methodist Church ('First Wausau UMC')

Safer Sanctuaries Policy

God calls us to make our church a safe place, protecting our children, youth, and vulnerable individuals from sexual, ritual, and other forms of abuse. God calls us to create a community of faith where all people can grow safely with healthy boundaries. Jesus said, *"Whoever welcomes a child... welcomes me"* (Matthew 18:5). Children are our present and our future, our hope, and full participants in the life of the church and in the realm of God. Jesus also said, *"If any of you put a stumbling block before one of these little ones... it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea"* (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the most vulnerable among us.

2025 - Index

- 1. Definitions**
- 2. Staff Selection Policies**
- 3. Policies and Practices**
 - A. The Two Adult Rule
 - B. No One-on-One Contact (on-site or at staff home)
 - C. Visibility
 - D. Advance Notice Rule
 - E. Off-site Events
 - F. Photographing Children
 - G. Reporting accidents/incidents
 - H. Overnight Guidelines
 - I. Bathroom Use Guidelines
 - J. Discipline
- 4. Staff Training Guidelines**
- 5. Reporting allegations of abuse/neglect**
- 6. Visitation and Observation**
- 7. Building Tenants and Facility Users**
- 8. Free Will Assistance versus Church Directed Volunteering**
- 9. Community Building Use**
- 10. Disaster Plan**
- 11. Active Shooter Plan**
- 12. Appendices**
 - A. Staff and Volunteer Code of Conduct
 - B. Volunteer Application
 - C. Background Check Waiver
 - D. Permission/Medical Slip
 - E. Program Participation Form (including photography permission)
 - F. Accident Report Form
 - G. Incident Report Form
 - H. Sex Offender Covenant of Participation
 - I. Tenant Acknowledgement

First Wausau UMC Safer Sanctuaries Policy

We adopt these minimum standards for our ministries with children, youth and vulnerable adults.

<u>1. Definitions</u>	
Adult:	any person 18 years of age or older.
Youth:	any person in grades 6-12. Generally, this includes those who are age 13-18.
Child/ren:	any person in grade 5 and below. Generally, this includes those from birth to 12 years old.
Vulnerable Adult:	Any person 18 or older who, because of a physical, mental, emotional, developmental, or cognitive condition, is substantially limited in their ability to care for themselves, communicate needs, make informed decisions, or protect themselves from abuse, neglect, or exploitation.
Paid Staff:	any adult who is employed and approved by the church who is compensated for their work.
Volunteer Staff:	any adult who has completed the volunteer application process, has been approved for service, and is not compensated for their service.
Membership:	any person whose name is on the church's membership roll, having joined through profession of faith, reaffirmation, or transfer from another congregation
Church-sponsored event, ministry, program:	any activity approved by and promoted as an activity organized by paid and/or volunteer staff of the church.
Designee:	any adult approved by the pastor to act in his/her place when s/he is not available or has a conflict of interest.
Lead Person:	the adult who has primary responsibility for an event, ministry, or program
Tenant:	any organization or individual leasing or regularly occupying space within the church building

2. Selection Policies

A. All volunteers and paid staff at First Wausau UMC will:

- Be at least 18 years old or 5+ years older than the oldest child/youth they may be supervising
- Complete and sign an application (see Appendix B) and the related waivers (Appendix C) giving permission to check references and background information.
- Provide the names and contact information of 3 non-related personal references.
- Undergo a national criminal background check at no expense. Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program with, or including, children, youth, or vulnerable adults, and must submit to a Covenant of Participation with the Church (see Appendix H)
- Volunteers and staff must demonstrate an active relationship (membership or similar) with this church for at least 6 months prior to applying as staff or to volunteer, or undergo a full employment interview and application process, as well as a background check by the Staff-Parish Relations Committee.

B. All volunteer and paid staff will resubmit to screening procedures every three years, or if they have a break in service of one or more years.

- C. All forms and reference reports shall be kept as a part of an applicant’s confidential personnel file in a locked file on church premises.**

3. Policies and Practices

A. The Two Adult Rule

- No fewer than two volunteers or staff shall be present with each group of children, youth or vulnerable adults for any church sponsored program, event, or ministry. For the purpose of this rule, adults living in the same household working with the same group are considered one volunteer or staff.
- If a second volunteer or staff is not available during times of major use at the church (Sunday school, meeting nights, choir),
 - ✓ the classroom door should remain open at all times and windows unobstructed, and a second, non-related, adult should supervise the groups by “floating” in the area,
- In the nursery, while parents attend other functions at the church, at least two qualified persons must supervise/babysit the children.
 - ✓ One of these must be an adult who has undergone a background check.
 - ✓ The other may be a youth helper, age 16 or older, who has been trained to work in the nursery.
- Youth groups meeting at the church
 - should have two volunteers or staff present.
 - In the event two volunteers or staff are not available, parents should be notified that only one approved volunteer or staff is present, and another non-related adult must be present.

B. No One-on-One Contact

- One-on-one contact between adults and children, youth and vulnerable adults for a church-sponsored event is not permitted
 - ✓ In situations that require personal conferences, the meeting is to be conducted in view of other adults, children or youth (“open door” policy).
- At no point in time should a single youth or child be in a staff member or volunteer’s home
 - ✓ Without an adult non-family member present regardless of the nature of the church-sponsored event, program or ministry. This is not intended to prevent youth group meetings at a staff member or volunteer’s home.
 - ✓ For off-site guidelines, see Policy 3.E.
- One-on-One contact is not permitted in electronic form including video calling, livestream, or social media.

C. Visibility

- There should be windows on all classroom doors where children or youth are actively in class.
- Door windows should remain unobstructed. If the door does not have a window, the door should remain open while the room is in use.
- In the event of counseling or one-on-one sessions with youth or children, **an “open door” policy** should be maintained.
- Another staff or volunteer should remain in the vicinity even if they are not within actual listening distance.

D. Advance Notice Rule

- Children and youth ministry leaders shall always give the parents advance notice and full information regarding the event(s) in which their children will participate.

E. Off-site Events

- For off-site events, overnight events or those that require transportation,
 - ✓ Parents must give written permission for their child’s participation (see Appendix E).

- ✓ These forms should be maintained by the staff or volunteer person responsible for age-level ministries.
- ✓ The leader of the event should carry copies of permission slips and forms off-site with them.
- ✓ When feasible, there should be at least three people in each vehicle.
- ✓ Youth are not allowed to be drivers for any part of an event or program, even if they are driving their own vehicles,
 - Unless they have written permission from a parent/guardian.
 - In such a case, they may not transport other youth.

F. Photographing Children

- Parents must give permission for their children to be photographed or videotaped
 - ✓ when they fill out annual Program Participation forms (see Appendix E).
- No identifying names shall be displayed.
- The church is not responsible for pictures taken unofficially by other attendees of an event.

G. Reporting accidents/incidents

- When an accident involving a child or youth occurs resulting in an injury or which has the potential for serious injury:
 - ✓ The lead person should complete the **Accident Report Form (See Appendix F)**.
 - ✓ **An Accident Review meeting** should be convened by one of the ministers or designees as soon after the accident as possible.
 - ✓ The review should focus on developing steps that would prevent a similar accident from reoccurring.
 - ✓ **The Accident Report Form** and the minutes from the **Accident Review** meeting should be **filed in the church office**.
 - ✓ Blank copies of the Accident Report forms will be kept in the office.
- Other serious incidents (such as fighting, stealing, drug use) should be documented on **the Incident Report form (See Appendix G)**.
 - ✓ Incidents of abuse shall be documented according to directions in **Section 4 of this policy**.
 - ✓ **An Incident Review** should be convened by one of the ministers or designees as soon after the incident as possible.
 - ✓ The review should focus on developing steps that would prevent a similar incident from reoccurring.
 - ✓ The **Incident Report Form** and the **minutes from the Incident Review** meeting should be **maintained in a confidential file in the church office**.
 - ✓ Incident reports shall be stored at the church office indefinitely.
 - ✓ Blank copies of the Incident Report forms shall be kept in the same manner as Accident Report forms.

H. Overnight Guidelines

- **Special care is to be taken when supervising children or youth in an overnight setting, in addition to all other aspects of our Safer Sanctuaries Policy.**
 - ✓ Adults may not sleep in the same rooms as youth. Exceptions are:
 - a parent and his/her own child/ren when no other youth are housed in the same room
 - a bunkhouse or similar style facility in which there are more than four people to a room.
 - ✓ Adults shall not share a bed with a person of either gender under age 18. Exceptions are:
 - parents and his/her own child/ren.
 - ✓ Where group (not individual) showers are provided,
 - Adults will not bathe at the same time as youth.
 - Mixed gender bathing is not allowed.
 - ✓ If the youth are of both genders, the adults accompanying them must be of both genders.

I. Bathroom Use Guidelines

- **Bathroom Use Procedures for the Nursery**
 - ✓ A volunteer staff may assist a child in the nursery bathroom provided the door remains partially open and another volunteer staff is present in the nursery.
 - ✓ Parents can request to be called with the phone paging system
- **Bathroom Use Procedures for Children**
 - ✓ An adult volunteer staff should accompany two or more children to the nearest bathroom.
 - ✓ The adult should check the bathroom to make sure that no one else is inside.
 - ✓ The adult should wait outside the bathroom for the children to finish and accompany them back to the classroom.
- **Bathroom Use Procedures for Youth**
 - ✓ Adults should check occupancy of bathrooms on a regular basis, with a “knock and enter” protocol.
 - ✓ Adult leaders are responsible for knowing the location of all youth, including the bathroom.

J. Discipline

- If children, youth or vulnerable persons are behaving inappropriately,
 - ✓ Staff members and Volunteers will use techniques of
 - guidance,
 - redirection,
 - positive reinforcement,
 - and encouragement to change their behavior.
 - ✓ They will not foster competition, comparison, or criticism among youth or children.
 - Instead, the volunteers and staff will work with the children and youth to set up guidelines and create an environment that minimizes the need to discipline children, youth, or vulnerable persons.
- **Paid and volunteer staff must never knowingly engage in the following conduct:**
 - ✓ **Strike, spank, shake, slap, or otherwise physically discipline anyone**
 - ✓ **Humiliate, degrade, or threaten anyone**
 - ✓ **Shame, withhold love, or speak or act with cruelty**
 - ✓ **Withhold food, water, or other basic cares as punishment**

<h2><u>4. Training Guidelines</u></h2>

- A. There will be an annual orientation for paid and volunteer staff regarding the Safer Sanctuaries procedures.
- This orientation should occur at the beginning of each new school year.
 - Parents of youth and children should receive a brief statement of the policy, including information forms and other handouts.
 - This information should be a part of the website, visitor packets, ministry handbooks and information given to new members.
 - Online training may be used to train hired and volunteer workers who cannot participate in the annual orientation.
 - All paid and volunteer staff must read the Safer Sanctuaries Policy and sign the Staff Code of Conduct (Appendix A).
 - The Staff-Parish Relations Committee shall be responsible for ensuring the annual orientation takes place.
- B. First Aid/CPR
- Information about annual First Aid/CPR training shall be given to all paid and volunteer staff.
 - First aid kits should be available in each ministry area.

- Participation in First Aid and CPR classes shall be encouraged and may be offered as a program by the church to volunteers and congregation.

5. Reporting allegations of abuse/neglect

- A. **Volunteer and paid staff who observe alleged abuse or to whom such alleged abuse is reported are required to report the incident immediately to the pastor.**
- B. The pastor shall ensure
- An immediate attempt to obtain necessary information and call Marathon County Department of Human Services at (715) 261-7500 to make a report with the adult who has direct knowledge of the alleged abuse.
 - In the absence of the pastor, the reporting adult should work with the **Lay Leader, chair of Staff-Parish Relations, or Church Council chair.** (To get current names and contact information for these positions, check with the church secretary.)
- C. Any person who is the object of the report will be required to refrain from all activities with children, youth, or vulnerable adult until the incident report is resolved.
- D. If the allegation is against a **paid or volunteer staff person,**
- The custodial parent will be notified immediately and a face-to-face meeting with the parent will be scheduled.
 - The pastor shall also contact the District Superintendent and the insurance representative. FUMC has an insurance policy from SFM Insurance. For more information about this policy and its coverage, please contact the pastor or the Chair of Trustees.
 - In any removal of a person from activities, care shall be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.
- E. **The pastor of the local church, or his/her designee, is the only person/s authorized to make statements to representatives of the media.**
- All requests for statements should be directed to the pastor.
 - This is suggested language: *“We here at First Wausau United Methodist Church are saddened by the allegations that have been brought. We have attempted to create an environment here that is welcoming and safe, whereby all persons might experience the Good News in Jesus Christ. We are cooperating fully with local officials who are investigating this incident. Our Bishop’s office has also been notified, and an investigation will also be conducted through that office. If you desire more information, we will help you get in touch with our Bishop. This is all we can comment on at this time.”*
 - If the pastor is the object of allegations, **the Lay Leader and the chairpersons of Staff-Parish Relations Committee and Church Council** shall meet together with the District Superintendent to determine next steps.

6. Visitation and Observation

- A. Parents, volunteers, and staff of the church may visit and observe the program at any time so long as they have an affiliation or connection to the activity and participants.
- B. If, during a regularly scheduled program, an unknown person enters the program area, an adult paid or volunteer staff will approach the unknown individual with care and concern inquiring about their needs.
- If the unknown individual has a valid reason to be present, the adult paid or volunteer staff will escort them to the proper location for that reason.
 - If the unknown individual does not have a valid concern or need,
 - ✓ The staff member or volunteer will ask the unknown individual to leave the church and its property immediately

- ✓ Notify the staff member in charge of the church activity or pastor immediately.
- ✓ The staff member in charge of the activity or pastor will make sure the individual has left the premises.
- ✓ The unknown person cannot wander around the church when children, youth or at risk persons are present.
- ✓ The unknown person should be supervised at all times until he/she leaves the premises.
- ✓ Any adult who is not participating in the program, including parents, should have a defined area to meet their children/youth during or after the program.

7. Building Tenants and Users

- A. Compliance with Safer Sanctuaries Policy
- All tenants whose activities involve children, youth, or vulnerable adults must agree in writing to comply with First Wausau UMC Safer Sanctuaries Policy while using the premises.
 - Tenants shall ensure that all staff, volunteers and program participants under their supervision are informed of, and operate in compliance with, these policies.
 - The church reserves the right to terminate building use or lease agreements if tenants fail to adhere to these policies.
- B. Screening and Supervision
- Tenants are responsible for conducting appropriate background checks on their staff and volunteers when their activities involve children, youth, or vulnerable adults. The church uses a third party background check service through their insurance at a discounted rate which is available for tenants to utilize upon request.
 - Tenants are responsible for providing adequate supervision for their own participants at all times and visitors are expected to comply with church safety standards while on property.
 - The church reserves the right to ask any visitor to leave the premises if behavior raises safety concerns.
 - Children, youth, or vulnerable adults under tenant supervision must not be left unattended in any shared or common areas (kitchen, fellowship hall, parlor, restrooms, parking lot, etc.).
 - Tenants and their visitors shall not access children's or youth areas belonging to the church unless specifically authorized and supervised.
- C. Shared Space Guidelines
- Tenants must restrict their program participants to areas designated in their rental or lease agreement.
 - Church staff or volunteers observing unsafe or suspicious behavior by tenant staff or visitors will immediately report concerns to the Pastor, Safer Sanctuaries committee, and building manager, who will follow the reporting procedures outlined in this policy.
- D. Incident Reporting
- If an incident involving a tenant or visitor occurs in shared areas, the church and tenant will both complete an incident report.
 - The Pastor or designee will notify the District Superintendent and insurance carrier if the incident involves children, youth, or vulnerable adults, regardless of which organization is directly responsible.

8. Free Will Assistance versus Church Directed Volunteering

- A. First Wausau UMC cannot be held liable for any actions taken by a member of the Church if the activity involved was done off church property, outside the scope of it's ministry, under the free will of that member. In other words, if a Church member offers to assist, of their own free will, to meet a need of someone in the Church or community at large, outside the scope of the Church ministry and off church property,

- ✓ Then that Church member is solely liable for anything that he/she may do that might harm or injure himself, another person or any property.
- ✓ This Manual refers to the acts of volunteerism and not to free will assistance or generosity of our congregation and God's people.

9. Community Building Use

- A. All outside organizations, individuals and institutions that use the church building for events at which children and youth under the age of 18 will be present (including childcare) will do the following:
- Receive a copy of *First United Methodist Church Safer Sanctuaries Policy for Community Use*
 - ✓ and review with a member of Trustees or the Pastor.
 - ✓ Adhere to the policy
 - Complete the Building Use Request Form
- B. At any time during the period of the building use agreement, failure to follow the agreed-upon child protection policy shall result in termination of the building use agreement.
- Any allegations of noncompliance shall be reported to the Staff-Parish Relations Committee for discussion with the Board of Trustees.
 - Any allegations of abuse shall immediately be brought to the attention of the Pastor. The Pastor shall follow protocol for reporting allegations of abuse as listed in section 5 of this policy.

10. Disaster Plan

- A. In case of fire,
- Staff and/or volunteers should take their class and quickly leave the building through the nearest exit. Go to the YMCA's park/courtyard area on the side of their building off 4th Street
 - Once outside the building, call 911.
 - Staff and volunteers should stay with their class.
 - Teachers need to have a count of all children in their care at all times and must recount them when they are re-situated in the YMCA or under their carport.
- B. If the local disaster/tornado siren sounds,
- All building occupants should go to the bathrooms or the lower-level window-less rooms of the church in a quick and orderly fashion.
 - Once inside the designated area, the individuals will position themselves along the walls and stay there until notified that it is safe to return to the other areas of the building.
 - If there is not enough room in the designated areas, the pastor and/or staff will instruct certain classes to go to other areas of the building, depending on what time of the day it is and who is in the building.

11. Active Shooter Plan

- A. **In case of an armed intruder, call 911 as soon as it is safe to do so. Ushers, teachers, and other responsible adult leaders must choose the best action based on how close you are to the shooter.**
- *If a safe exit is available, then...*
 - **RUN** – Escape quickly. Leave all belongings behind.
 - One adult should go first, another adult should come behind everyone, and other available adults should help others get to Safety quickly and quietly.
 - Alert others to stay away.
 - Go to the YMCA's park/courtyard area on the side of their building off 4th Street

- *If you cannot escape Safely, then...*
 - **HIDE** – Lock and barricade doors.
 - Silence phones.
 - Keep silent.
 - Close curtains and block door windows.
- *As a last resort...*
 - **FIGHT** - Do whatever it takes to stay alive.
 - Work together.
 - Be aggressive.

B. Emergencies:

- **First and foremost, call 911.** (From church phones, you need to dial “9” first to get an outside line) Telephones are located:
 - ✓ In the kitchen
 - ✓ In the offices
 - ✓ In the narthex
- First Aid kits are found in the following locations:
 - ✓ In the kitchen
 - ✓ In the narthex
 - ✓ Upstairs near the drinking fountain
- AEDs and Narcan can be found in the BK Smith Room hallway, outside the parlor door.

<u>12. Appendices</u>

- A. Staff and Volunteer Code of Conduct**
- B. Volunteer Application**
- C. Background Check Waiver**
- D. Permission/Medical Slip**
- E. Program Participation Form (including photography permission)**
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APPENDIX A

First Wausau UMC Staff and Volunteer Code of Conduct

Paid and volunteer staff in our church must uphold Christian values and conduct. The public and private conduct of staff can inspire and motivate people. Responsibility for adherence to this code of conduct rests with the individual.

As a staff member or volunteer, I agree to:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Keep focused only on my particular area of expertise.
- Be supervised by and bring any problems, questions, or concerns to the supervisor or pastor.
- Not engage in physical, psychological, written or verbal harassment or discrimination towards any involved in church activities nor tolerate such behavior by others.
- Respect and maintain confidentiality which pertains to anyone involved with the church.
- Be diligent and responsible towards my spiritual health.
- Be competent and proactive in seeking out education and training commensurate with my role and responsibilities.
- Exercise responsible stewardship of resources.
- Complete Safer Sanctuary training and follow the Safer Sanctuary Manual as I have been trained to do.
- Submit the required information to the criminal background check volunteer for a background check when asked.

When working with children or other vulnerable people, I shall:

- Make every attempt to avoid situations where I am alone in the building with children, youth and/or vulnerable people at church sponsored activities.
- Support the rights and roles of parents/guardians.
- Use positive reinforcement rather than criticism, competition, comparison.
- Never use physical discipline or touch anyone inappropriately.
- Report to the appropriate church authorities any suspected abuse of children, youth or other vulnerable populations and cooperate fully in any investigation.
- Not smoke or use tobacco products, use illegal drugs or alcohol, in the presence of vulnerable populations and will not procure any of these products for them.
- Not pose any health risk to the vulnerable populations (i.e. fevers or other contagious situations.)
- Not use profanity, tell inappropriate jokes, or share intimate details of my own life in the presence of children, youth, or vulnerable adults.
- On overnight trips, I will ensure that children and/or youth will never be left alone in an unsafe or unfamiliar environment.

I understand that while volunteering, I am representing First Wausau UMC and agree to act in accordance with its teachings.

Signature

Date

A copy of this signed Code of Conduct will be placed in the volunteer file for each volunteer.

APPENDIX B

First Wausau UMC Volunteer Application

This application is to be completed by all persons who desire to work on a regular basis with children, youth or at-risk population in our church's ministries. This application form is being used to help the church provide a safe and secure environment for the protection of the church and all God's people under the care of the church. * **Indicates mandatory fields. PLEASE PRINT LEGIBLY.** First Wausau United Methodist Church reserves the right to deny volunteer opportunities to anyone in its sole discretion.

*First Name _____ *Middle Name _____ *Last Name _____

*Sex _____ *Date Of Birth _____

Address _____ City _____ State _____ Zip _____

How Long At Present Address? _____ Home Phone _____

Previous Address (if at present address less than 2 years)

I am () Adult Occupation _____

Present Employer _____

May We Inquire of Your Employer? _____

() Student Age _____ Current Grade _____

School _____

Please give us three non-related references we may contact (name and evening phone number):

How Long Have You Been A Member Or Attending First Wausau? _____

Volunteer Position Desired: _____

Have You Ever Filled Out An Application To Volunteer Here Before? _____ If So, When? _____

Position Requested Previously _____

Our church has an open-door policy, which means that a parent, volunteer or church staff may visit/observe at any time. Are you comfortable with this atmosphere? _____

Our church requires at least two leaders for all children & youth activities. Are you comfortable with team teaching? _____

Do you have a valid driver's license? _____ Yes _____ No Driver's License # _____

Do you have driver's liability insurance? _____ Yes _____ No Carrier Name _____

Have you had a traffic violation within the past 5 years? If yes, specify for what and the date(s) of the ticket(s).

By signing this form, I am affirming that the above statements I have made are true and factual to the best of my knowledge. I am granting permission for all persons, organizations, or agencies, such as the department of human services or state law enforcement, be contacted for criminal records check for the expressed purpose of volunteer screening.

Applicant's Signature _____

Parent's Signature If Under 18 _____

Date _____

APPENDIX C

DISCLOSURE AND AUTHORIZATION

[IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

[Wausau First United Methodist Church] (“the Company”) may obtain information about you for employment or volunteer purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by LexisNexis Screening Solutions Inc, P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Renewal Requirement:

Background checks must be renewed every three (3) years, or sooner if the individual has a break in service of one (1) year or more from employment or volunteer activity involving children, youth, or vulnerable adults.

The following offenses **automatically disqualify** an individual from serving in any capacity involving children, youth, or vulnerable adults:

1. Registered sex offender or any conviction for a sexual offense, including but not limited to sexual assault, rape, child molestation, possession or distribution of child pornography, or indecent exposure.
2. Any crime of child abuse, neglect, or endangerment.
3. Any crime of domestic violence or battery involving a spouse, partner, child, or household member.
4. Any conviction of physical assault or aggravated assault.
5. Any conviction related to human trafficking or exploitation.
6. Any felony drug-related offense within the past 10 years (some exceptions may be considered for non-violent or minor possession charges after a clear record of rehabilitation).
7. Any conviction for homicide, manslaughter, or kidnapping.

These offenses do not automatically disqualify a person but require case-by-case review to determine appropriateness for specific roles:

1. Driving-related offenses (e.g., DUI, reckless driving) if the individual will drive church vehicles or transport participants.
 - A DUI or OWI conviction within the last five (5) years disqualifies an individual from any driving responsibilities.
2. Misdemeanor theft, fraud, or embezzlement (especially relevant for roles involving money handling).
3. Simple assault or disorderly conduct (case review to determine context and recurrence).

Other Disqualification Grounds:

- Falsifying information on an application, background check form, or during the screening process.
- Refusal to complete the required background check or training.
- A pattern of behaviors that raises reasonable concern for the safety of others, as determined by the Pastor, Safer Sanctuaries Committee, or Staff-Parish Relations Committee.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by LexisNexis Screening Solutions Inc., P.O. Box 105108, Atlanta, GA 30348-5108, 1-800-845-6004, another outside organization acting on behalf of the Company, and/or the Company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name _____ First _____ Middle _____

Signature: _____ Date: _____

Consumer Information

Last Name _____ First _____ Middle _____

Other Names/Alias _____

Social Security* # _____ Date of Birth* _____

Driver's License # _____ State of Driver's License** _____

Present Address _____ Phone Number _____

City/State/Zip _____

*This information will be used for background screening purposes only and will not be used as hiring criteria

APPENDIX D
First Wausau UMC Event Medical/Permission Slip

I, the undersigned, am parent or legal guardian of _____,
 and I give permission for him/her to attend the *(enter event)* at *(location)* on *(date)* with the
(group) led by *(paid/volunteer staff)*. We will meet at church at *(time/day)* and return by
(time/day). During this event, the leader can be reached at *(contact number)*.

During the event, I (we) can be reached at:

Name _____ Phone _____

Name _____ Phone _____

If I (we) cannot be reached in the event of an emergency, the following person is authorized to
 act in my (our) behalf:

Name _____ Relationship _____

Address _____ Phone _____

Youth's physician _____ Phone _____

Address _____

Additional Remarks:

In the event I cannot be reached in an emergency, I hereby give my permission to the physician,
 hospital, or medical service selected by the leaders to hospitalize, secure proper treatment for,
 and to order injection, anesthesia, or surgery for my child as named above. It is understood that a
 conscientious effort will be made to locate me (us) or the emergency contact listed before any
 action is taken.

Parent/Guardian signature _____ Date _____

Address _____ Phone _____

Insurance Company _____ Phone _____

Policy Holder _____ Policy/Group No. _____

APPENDIX E
First Wausau UMC Child/Youth Program Participation Form

*This form must be filled out and submitted annually.
This form is in effect from January 1, 20____ through December 31, 20____.*

This form was submitted on _____ (Date)

Full name of child _____

Nickname _____

Date of Birth _____ Grade _____ School Attends _____

Parents' or legal guardians' names _____

Address _____

Home Phone _____

Place of Employment (Father) _____

Work Phone (Father): _____ Cell (Father): _____

Place of Employment (Mother) _____

Work Phone (Mother) _____ Cell (Mother) _____

Email (Father) _____ Email (Mother) _____

Email (Child or Youth) _____

Please provide the information for a second parent or guardian if that information differs from any of the above.

Name _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____

Medical Information:

Name of child's physician _____

Physician phone number _____

Insurance information _____

Allergies? _____ Please describe.

Does your child take medication? _____ Yes _____ No If yes, please describe.

Additional Information

Name and phone number of additional contact person in case of emergency. (this should be someone who is familiar with the family members and who would be likely to know where a parent or guardian can be located.)

Name

Phone

Parent/Guardian Permission

I hereby give permission for photographs or videos taken of my child to be used for ministry publicity, either printed or electronic. I understand that my child's name will not be disclosed.

Yes _____ No _____

I hereby give permission to paid or volunteer staff designated by Wausau First United Methodist Church to obtain emergency medical services including transportation to the hospital emergency room for my child if immediate medical care is necessary.

Yes _____ No _____

I hereby give permission for Wausau First UMC paid or volunteer staff to administer first aid treatment to my child in any situation encountered while my child is participating in a program with Wausau First United Methodist Church.

Yes _____ No _____

I hereby give permission for my child to travel with approved volunteer drivers to participate in activities with Wausau First United Methodist Church.

Yes _____ No _____

Parent or guardian signature

Date

Relationship to child _____

All information will be assumed to be current. It is the responsibility of the parent or guardian to update this information as needed!

APPENDIX F
First Wausau UMC Accident Report Form

Please print all information!

Date of accident _____ Time of accident _____

Name of child/youth injured _____

Address of child/youth _____

Location of accident _____

Parent or guardian _____

Name of person(s) who witnessed the accident:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Description of accident:

Action taken:

Parents notified _____ (include date and time)

Report filed with Senior Minister _____

Name of person filling out this report _____

Signature

Date

APPENDIX G
First Wausau UMC Incident Report Form

Please print all information!

Date of incident _____ Time of incident _____

Name(s) of child/youth involved _____

Address of child/youth _____

Location of incident _____

Parent or guardian _____

Name of person(s) who witnessed the incident:

Name: _____	Phone: _____

Description of incident:

Action taken

Parents notified _____ (include date and time)

Report filed with Senior Minister _____

Name of person filling out this report: _____

Signature

Date

This form should be destroyed 5 years from the date of the incident.

APPENDIX H

First Wausau UMC Sex Offender Covenant of Participation

First Wausau United Methodist Church, hereafter referred to as the church, affirms the dignity and worth of all people. We are committed to being a religious community welcoming all who desire to worship with us, especially in times of serious troubles. We affirm both prevenient and sanctifying grace, and extend this grace, gifted to us that meets us where we are and leads us to where we are going. To furnish this, and to support your continued discipleship, we desire to covenant together regarding your contact with children, youth, and other vulnerable people in our congregation. Although we welcome you to our congregation and our membership, your participation in events involving the children/youth of the church and those considered vulnerable adults will be limited to ensure the Safety of these people and to reduce risks to you. The following guidelines have been established to that end.

The congregation welcomes your participation in church activities and affirms that you must act within the guidelines set forth herein when attempting to serve in any role that includes children, youth, or other vulnerable populations:

1. This covenant will be in effect for the duration of your registry probation period ending _____.
2. You shall comply fully with all restrictions and requirements placed upon you as a result of any legal actions—past, present, and future.
3. You shall not be alone at any time with any child, youth, or vulnerable adult.
4. We highly encourage professional counseling throughout the duration of this covenant.
5. You shall be a member of an accountability group, made up of at least two members of the congregation (one of which shall be the same sex as you), the senior pastor of the church (or another church leader designated to act as a representative of the senior pastor), and you. This group will be assigned to you for the entirety of your involvement with the church, or at the expiration of your registry restrictions.
 - a. The accountability group will establish a schedule with you for whenever you are planning to be on church property or participate in a church-sponsored event.
 - b. The accountability group will meet together with you, at least once a quarter, to offer support, discuss issues you may be having, and to pray with you. If the need to meet more frequently occurs, the frequency will be determined by the accountability group in response to your needs.
 - c. The accountability group will report quarterly to the Safer Sanctuaries team.
 - d. You shall take the most direct, visible route to your destination while on the church premises. While on church premises, you shall always stay within common areas, which is any room or event space where at least 4 or more non-related, non-vulnerable adults are present.
 - e. If restroom facilities are needed while on church grounds, use the single-occupant restroom (handicap restroom), if possible. If not possible, a member of your accountability group, or another non-related, non-vulnerable adult of the same gender, will check the restroom facility before you enter to ensure it is vacant. You will be permitted to enter, and the team member will ensure no one else enters while you occupy the restroom. The team member will then accompany you back to a before mentioned common area.
5. At no time, even with a member of your accountability group, are you to be in the nursery, child Sunday School rooms or in rental areas.
6. You are welcome to attend any public worship service not designated for children, youth, or other vulnerable people where at least 4 or more non-related, non-vulnerable adults are present. You may also attend those worship services not predominately led and directed by children or youth, as approved by your accountability group.

- 7. Any church-sponsored activity held off-site from the church campus shall be approved by the Safer Sanctuaries team prior to participation.
- 8. At no time shall you hold a position of authority with the church, serve as a representative of the church for groups that include ministry with vulnerable populations, or serve as a volunteer for any activities including children, youth, or other vulnerable people.
- 9. At no time will your name be allowed to appear in the church newsletter, the weekly bulletin, or in any item of print associated with the church, excluding the weekly prayer concern list and the church directory.
- 10. As part of our church family and in an attempt to provide the safest environment possible, you shall inform your accountability group and the Safer Sanctuaries team if you become aware of other sex offender(s) who are attending our church.
- 11. Terms of this covenant will be reviewed with your probation/parole officer if one is established. As part of this covenant, you will be required to provide the contact information for your probation/parole officer or agency.
- 12. The covenant must be signed by the representatives of your accountability group, the senior pastor (or another church leader designated to act as a representative of the senior pastor), your probation/parole officer (if applicable), and any other person involved in your after-care or treatment.
- 13. This covenant will remain on file with the church and will be readily available to members of the church. It will be shared with all people involved directly with children, youth, and other vulnerable people working with the church.

By signing this covenant, I agree that if at any time, any item of this covenant is suspected of being broken, I will meet with the Safer Sanctuaries team.

- I agree that all findings of the Safer Sanctuaries team are final.
- I agree that if the Safer Sanctuaries team finds that any item of this covenant at any time was broken, I will immediately discontinue attendance at all church functions.
- I understand and agree that all church members will be made aware of the violation.
- I agree that all violations will be shared with my accountability group, my probation/parole officer or agency, and any other person involved in my aftercare or treatment.

Any violation that occurs that is illegal in nature will be reported immediately to the appropriate authorities.

Signature

Date

Accountability Group Rep. 1 Signature

Date

Accountability Group Rep. 2 Signature

Date

Senior Pastor Signature

Date

Probation/Parole Officer Signature (if applicable)

Date

APPENDIX I
First Wausau UMC Tenant Acknowledgement of Safer Sanctuaries Policy

As a tenant or regular facility user of First Wausau UMC, our organization acknowledges receipt of, and agrees to comply with, the First Wausau UMC Safer Sanctuaries Policy while using the premises. This includes all expectations regarding supervision, conduct, and reporting responsibilities under Section 7.0 of the Safer Sanctuaries Policy.

This agreement remains in effect for the duration of the Tenant’s lease or facility use agreement and must be renewed at time of lease renewal or upon any revision to the Safer Sanctuaries Policy.

Organization Name: _____

Primary Contact: _____

Phone: _____

Email: _____

Signature: _____

Date: _____