



Safe Sanctuary Policy & Procedures

For children, youth, special needs and vulnerable or abused persons

Purpose

The purpose for establishing this Safe Sanctuary Policy is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all children, youth, and adults that God has entrusted to our care.

Scope

First United Methodist Church affirms that all people, especially children, youth, and special need and vulnerable or abused adults have the right to safe sanctuary. Therefore, First United Methodist Church is determined to provide an environment in which these persons are safe from neglect or abuse. The scope of this policy and its provisions will apply to all staff, volunteer leaders and laity, who are in leadership roles or other positions of influence in events sponsored by First United Methodist Church.

Covenant Statement

First United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of God's children. We will follow specific guidelines when recruiting and selecting volunteer leaders, and we will train our leaders about our policy and procedures.

I. First United Methodist Church Safe Sanctuaries Committee

A. The Safe Sanctuaries Committee (committee) will be composed of members based on job duties within the church. The committee shall consist of the Pastor (s), Staff-Parish Relations Committee Chair, Board of Trustees Chair, Lay Leader, Youth Director, Director of Children & Family Ministries, and others as appointed by Pastor. This committee shall meet in January of each year to select a chairperson.

B. The Committee will be responsible for reviewing and updating procedures for the final approval by the Pastor (s) and Administrative Council. These procedures will be reviewed on an annual basis.

C. Program staff members will be responsible for overseeing that all volunteers in their program have completed the necessary forms. All paperwork will then be turned over to the chairperson of this

committee for review. The chairperson of this committee will maintain and keep all reports and/or forms in a secure and locked location.

D. If any reports raise questions about the suitability of the prospective leader, the chairperson will notify the Pastor (s) and confer with the applicant. If it is then determined that the person may be restricted or unsuitable to serve due to prior criminal convictions or unfavorable reference checks, the application will be disapproved and the applicant will be notified.

II. Leader Selection Guidelines (Recruiting/Screening/Hiring)

Leader selection guidelines are one way to provide for the safety of participants. This will include but not be limited to background checks, reference checks and training.

A. Standards for Leaders

In order to be approved as a leader, persons must:

1. Be 18 years of age or older at the time of the event;
2. Submit Volunteer Leader Application Packet (*Volunteer Leader Application Form-with references, Authorization and Request for a Criminal Records Check, Arkansas DHS Child Maltreatment form, and Safe Sanctuary Covenant*);
3. Undergo background checks
4. Have satisfactory references and no unresolved record from previous activities indicating that the person is unfit to be a leader;
5. Be at least four years older than the participants with whom they work. This does not apply to paid staff.
6. Be a member or active attendee of First United Methodist Church for a minimum of six months, or individually approved by the Safe Sanctuary Committee, prior to the event/program. This does not apply to paid staff.

B. Volunteer Leader Application Packet. Prior to acceptance as a leader for a First United Methodist Church event/program, the program staff person in charge of the event/program will direct each prospective leader to complete a Volunteer Leader Application Packet. By completing these forms, the applicant will give First United Methodist Church staff and/or Safe Sanctuaries Committee permission to perform the necessary investigations to complete the review of the applicant. This procedure will also apply to persons currently serving as leaders.

C. Criminal Background Check. Prior to acceptance as a leader, the program staff person in charge of an event/program will direct each prospective leader to submit a completed *Authorization and Request for*

a *Criminal Records Check* form, as a part of the Leader Application Packet. Paid Staff members will also complete this form to be filed separate from personnel files.

D. **Child Maltreatment.** Prior to acceptance as a leader, the program staff person in charge of an event/program will direct each prospective leader to submit a completed *ARKANSAS DEPARTMENT OF HUMAN SERVICES: Authorization for release of confidential information: ARKANSAS CHILD MALTREATMENT CENTRAL REGISTRY* form, as a part of the Leader Application Packet. Paid Staff members will also complete this form to be filed separate from personnel files.

E. **Reference Checks.** Prior to acceptance as a leader, the program staff person in charge of an event/program will direct each prospective leader to provide completed reference information from three (3) different persons on the *Volunteer Leader Application Form*. The three references will include a reference from the applicant's minister or program staff member, a personal reference, and a reference from a non-related person who has known the applicant for more than two (2) years.

F. **Six-month Attendance Rule.** Persons who desire to lead children, youth or adults with special needs will be required to be a member or actively attend First United Methodist Church at least six months, or individually approved by the Safe Sanctuary Committee, prior to submitting a Leader Application Packet requesting "Leader Certification." Pending individual approval by the Safe Sanctuary Committee, those who have attended for less than six months may serve as a "helper" alongside a certified leader. This does not apply to paid staff.

G. **Approval Period.** Upon completion of the paperwork, favorable background and reference checks, and training, a leader will be certified to serve in First United Methodist Church events for children, youth or adults with special needs. Certification is for a period of three (3) years unless complaints determined to have merit are filed against the leader, in which case certification will be revoked. The First United Methodist Church Safe Sanctuaries Committee will keep a current list of certified leaders.

H. **Confidentiality of Records.** Access to these records will be limited to the First United Methodist Church Safe Sanctuaries Committee, the involved program staff person and any other persons at the Pastor's discretion. This screening will be valid for three (3) years. If a person has already completed this screening for conference or district, that screening report will be accepted by the First United Methodist Church Safe Sanctuaries Committee; however, the First United Methodist Church Safe Sanctuaries Committee reserves the right to request a more recent or more comprehensive background check.

III. New or Pending Unresolved

Within the 3 year certification period, individuals that have new accusations or newly discovered activities that may affect their ability to serve as a leader or person of influence within the church, as determined by the Safe Sanctuary Committee, shall voluntarily remove themselves from their capacity or follow restrictions as determined by the Safe Sanctuary Committee until the accusation or newly discovered activities have been resolved. Failure to follow voluntary restrictions will require the committee to implement stringent restrictions for that individual.

IV. Leader Training

Upon certification, leaders will participate in required training programs as developed by the First United Methodist Church Safe Sanctuaries Committee.

V. Operating Procedures and Best Practices

First United Methodist Church volunteers should strive to follow these procedures and best practices:

A. Two-Adult Rule. There should be at least two unrelated adults present at all times during an event/program sponsored by First United Methodist Church, in which children, youth or adults with special needs are present. At times when it may be impossible to adhere to the two-adult rule, a “floater” may be used to move in and out of rooms, alternating time in each classroom with only one adult.

B. Five Year Older Rule. Children and youth at all times must be supervised by a responsible adult person (at least 18 years of age and five years older than those being supervised) to lessen the likelihood of any situation that could result in injury, abuse or neglect. This procedure DOES require that the “two adult rule” be met by persons at least five years older than the children and youth in any activity. This procedure does NOT prohibit adults and youth who are less than five years older than the youth or children in an activity from participating as a “helper” for the activity.

C. Open-Door Counseling. During counseling of children, youth or adults with special needs, doors may be closed if there is an unobstructed window viewing into the room. If there is no window, the door should remain open for the entire counseling session unless a second adult is present.

D. Classroom Doors. If only one adult is present in a room and the second adult is observing from the hallway, then the classroom door must be left open at all times. Classroom doors may only be closed when two unrelated adults are present or when doors have an unobstructed window viewing into the room.

E. Check-in/out Procedures. A check-in/checkout procedure is required for all events involving children, youth, and adults with special needs.

F. Outings Away From Church Property. All children, youth or adults with special needs participating in out-of-town and over-night outings must have written consent and a medical release form. (Medical release and consent forms may be completed for a one-year period and must be renewed annually).

There must be access to a phone, cell phone or pager when groups are away from the church property. If the outing involves water activities such as swimming, a certified lifeguard or additional adult volunteers will accompany the group.

In no circumstance is one adult (other than the parent) to take a child or children on an overnight outing alone. On youth overnight outings, there will be a 1:7 staff: youth supervision ratio observed. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth.

Married couples will not stay together but observe the female/female and male/male sleeping arrangements. With the exception of a parent/child combination, an adult and youth will not occupy the same bed or sleeping bag.

G. Classroom Discipline. All teachers and workers will use the following discipline measures:

1. If a person is behaving inappropriately, the teacher or worker will tell the person specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
2. If this measure is not effective, the person will be guided to another activity.
3. If inappropriate behavior continues, the person may be placed to work alone away from the other students.
4. If the person's disruptive behavior continues after these steps have been taken, a teacher will notify the program staff person in charge who will talk with the person and work with the person's parent or guardian.
5. **No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.** If isolating the person within the classroom or removal of the person from the room becomes necessary, the situation will be discussed with the person's parent or guardian as soon as possible.

H. Transportation. All drivers of the church van must have a driver's license check and approval from the Safe Sanctuaries Committee and/or Church Council. No drivers under the age of 21 will be used to transport children, youth, or adults with special needs with the exception of an older sibling, if necessary; any driver age 21 or older would still fall under the five-year age span policy (with the exception of transporting adults with special needs.) All drivers of unrelated children, youth, and adults with special needs must have proper credentials in the State of Arkansas AND meet minimum state automobile insurance requirements. For "out of town" trips, all passengers of vehicles driven by unrelated adults must have submitted a consent form signed by a parent/guardian WITH an accompanying Medical Release form. All passengers should have a seat belt or proper restraint and use should always be enforced. A fully stocked First Aid Kit is to be in the church van at all times. Drivers must insure that first aid kits are in the vehicle before use. No child/youth is to be left alone in the vehicle at any time. Where possible when multiple vehicles will be utilized, travel in a caravan. There should be adequate space for all passengers and for all supplies and equipment. If possible, all drivers should have access to a cell phone or some other way to communicate in the event of an emergency. Any exceptions to the above will be negotiated with the adult leaders of the event and/or The Safe Sanctuaries Committee

VI. REPORTS OF INAPPROPRIATE BEHAVIOR

All responsible adults and youth have an expectation to be alert for behavior directed towards children, youth, and vulnerable adults that is inappropriate. All staff members, volunteers, and leaders shall

protect children, youth, special need and vulnerable or abused persons, and initiate a response to inappropriate behavior however they learn of it.

As inappropriate behavior can range from perceptions to a deliberate criminal act, our responses can range from modifying individual or group behavior to calling civil authorities. As behaviors leave area of perception and move towards poor judgment on the part of the adult, the response from the church will become more formal. A case of poor judgment can be investigated internally, the offending adult counseled and monitored more closely in the future. If the behavior were to be repeated or other examples of poor judgment occur, the adult will be counseled and asked to sign a covenant of conduct in order to communicate the Safe Sanctuary policy and conduct expectations. If at some point along this continuum of inappropriate behavior, the act of an adult towards a youth or child goes beyond perception, bad judgment, and becomes a criminal act. The proper civil authorities will be called, and FUMC expects all persons aware of any suspicious activity to cooperate fully with any investigator.

VII. RESPONSE BY VOLUNTEERS TO ALLEGATIONS OF ABUSE

If abuse is suspected by, observed by or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the Pastor (s) or designee. Be prepared to do the following:

- A. Ensure the protection of and tend to the immediate needs of the child, youth, or adult as the situation requires.
- B. Immediately contact the Senior Pastor and program staff member over the area (Children & Family Ministries Director, Youth Director).
- C. Complete the *Report of Suspected Incident of Abuse/Neglect* form.
- D. Contact proper authorities.

VIII. ADDRESSING KNOWN OFFENDERS IN CONGERGATION

We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the expectation to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship.

First United Methodist Church welcomes all people into its doors. Those who have a been convicted of a felony or misdemeanor involving physical or sexual abuse or neglect will not be allowed to work with children, youth or vulnerable adults Christian Education, and adult social events. Those who have been convicted are welcome to participate in adult worship, adult Christian education, and adult social events, however, they are not to initiate direct contact with children, youth, or vulnerable adults on church property and/or church sponsored events. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday school classrooms and playground or youth classrooms. A registered sex offender shall not be in attendance at any church event where

children or youth are the primary audience. These events include, but are not limited to, United Methodist Youth Fellowship activities Vacation Bible School. *If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the sheriff's office.* The pastors will work with the individual to discuss and sign a Covenant of Conduct in order to clearly communicate the church's Safe Sanctuaries Policy and abuse protection expectations.

VOLUNTEER LEADER APPLICATION FORM

NAME: _____ M F BIRTHDATE: ____/____/____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ HOME PHONE: _____ WORK PHONE: _____

E-MAIL: _____ CELL PHONE: _____

AREA OF CHURCH WHERE IWOULD LIKE TO SERVE (PLEASE CHECK ALL THAT APPLY):

- Youth Ministry Children & Family Ministries

Why would you like to volunteer as a worker with children, youth, or adults with special needs?

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? Yes No

Have you ever been exposed to an incident of child abuse or neglect? Yes No

If you answered yes to either of the above questions, please explain:

SIGNATURE

DATE

REFERENCES

All references must be 18 years of age or older.

No reference may be a member of your immediate family (parents, siblings, spouse, stepparents, grandparents, etc.). Please supply 3 references

1. This reference **SHOULD** be the pastor or a member of the program staff of the church in which you are or were formerly a church member. ** If this reference is not from a pastor or member of the program staff of the church, please explain why.*

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

E-MAIL: _____

2. This reference should be someone who has known you for **TWO YEARS** or more, He/She may be a teacher, employer, classmate, etc.

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ PHONE: _____

E-MAIL: _____

3. This reference should be someone who has known you for **TWO YEARS** or more, He/She may be a teacher, employer, classmate, etc.

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP: _____ PHONE: _____

E-MAIL: _____

You May Also select from the References below:

Pastor Justin Ledbetter

Senior Pastor FUMC, Batesville

615 E. Main Street

Batesville, AR 72501

870-793-3803

Katie McLean

Director of Children and Family Ministires FUMC, Batesville

615 E. Main Street

Batesville, AR 72501

870-793-3803

Lorrie McClure

Director of Youth FUMC, Batesville

615 E. Main Street

Batesville, AR 72501

870-793-3803

Stacey Brown

Director of Worship Arts FUMC, Batesville

615 E. Main Street

Batesville, AR 72501

870-793-3803

SAFE SANCTUARY COVENANT

The congregation at First United Methodist Church is committed to providing a safe and secure environment for all children, youth, adults with special needs and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

All adult volunteers involved with children, youth, or adults with special needs of our church must have been members of the congregation or active attendees for at least six months before beginning a volunteer assignment.

As an employee or volunteer in this congregation, do you agree to:

1. Observe and abide by all church policies regarding working in ministries with children, youth, and adults with special needs? **Yes** **No**
2. Observe the "Two-Adult Rule" at all times? **Yes** **No**
Adult volunteers with children, youth, or adults with special needs shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children, youth, or adults with special needs.
3. Participate in training and educational events provided by the church related to your volunteer assignment? **Yes** **No**
Adult volunteers with children, youth, and adults with special needs should participate in trainings and educational events provided by the church to keep volunteers informed of church policies and state laws regarding abuse.
4. Discuss with the minister of this congregation your experience, if any, as a survivor of child abuse? **Yes** **No** **N/A**
Adult survivors of child abuse need the love and support of our congregation. Any adult survivor, who desires to volunteer in some capacity to work with children or youth, is encouraged to discuss his/her willingness with the Pastor (s) before accepting an assignment.
5. Promptly report abusive or inappropriate behavior to your supervisor? **Yes** **No**
Adult volunteer shall immediately report to the program supervisor any behavior that seems abusive or inappropriate.
6. Inform a minister of this congregation if you've ever been convicted of child abuse?
 Yes **No** **N/A**
No adult who has been convicted of child abuse (either sexual, physical abuse, or emotional abuse) shall be allowed to work with children, youth, or adults with special needs in any church-sponsored activity.

I certify that I have read the First United Methodist Church Safe Sanctuary Policy and I agree to abide by the policies set forth. I understand that a violation on any of these guidelines can lead to my immediate termination as a volunteer leader.

SIGNATURE

DATE

AUTHORIZATION TO OBTAIN CONSUMER REPORT In Compliance with the FCRA (Fair Credit Reporting Act)

Last name	First Name	Middle	
Street Address	City, State		Zip
Date of Birth	M / F Gender*	Race*	
Social Security Number	Driver's License Number	Issuing State	Expiration Date

Other Names (Maiden name, married names, surnames, etc.)

Your Signature below indicates the following

- 1) You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to FUMC any records or information referenced in the provided disclosure statement for employment and volunteer related purposes;
- 2) You authorize FUMC ongoing procurement of any records or information, reports and records at any time during your employment or volunteerism to the extent allowed by law;
- 3) You authorize the use of fax or photocopy of this authorization as having the same authority as the original;
- 4) You authorize and request, without reservation, any present or former employer, school, police department, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish FUMC and/or Trak-1 with all background information in their possession regarding you for these stated purposes;
- 5) You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process;
- 6) You have read and fully understand the foregoing disclosure and this authorization.
- 7) You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- 8) You certify you have received, reviewed, and understand the "Summary of your rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

Signature

Date

**this info will be used for background screening purposes only*

Check this box if you are a **Minnesota, Oklahoma, or California** applicant, and you would like to receive a copy of your consumer report, if one is obtained. For **California** applicants only a copy of your report will be sent to you by the above -referenced employer within three business days beginning on the date of receipt by the employer; For **Minnesota** applicants only: the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer, For **Oklahoma** applicants only: the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1786.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail. Bu submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personal available to explain your file to you and any coded information contained therein. You may appear in person alone. Or with another person of your choice, provided that this additional person furnishes proper identification.

California Civil Code section 1786.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of wrongdoing or misconduct by a current employee.

Covenant Letter for Registered Sex Offender

Dear _____:

It has come to our attention that you are listed on the Sex Offender Registry for **Arkansas**. As a church family, we affirm every person's need to be part of a faith community such as ours, but we hold in balance the imperative to all we can to keep all our parishioners safe in body and spirit.

Under these circumstances, your participation in the life of the **Batesville First** United Methodist Church, or your presence on church premises, requires that a written and binding covenant be made – between you and the church – to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, we are hopeful that the pastor, the staff, and the congregation can be of assistance to you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers.

The terms of the covenant are as follows:

1. Any time you are on the campus of the church, you must be accompanied by a "Designated Attendant." There will be at least two people who will be available to act as a Designated Attendant for you. The names and telephone numbers of those who have agreed to act as a Designated Attendant are listed at the bottom of this letter. You should make contact with one of them prior to coming to the campus on each occasion. One of these Designated Attendants must be present to meet you **at your car in the church parking lot** and be in your company at all times while you are on the campus of the church. This includes accompanying you to the restroom. The Designated Attendant will accompany you to your car at the time you leave the campus.
2. You cannot serve in any positions of leadership or teaching until further notice.
3. You agree to allow the pastor or [her/his](#) designee to contact any law enforcement, probation officer or other governmental official – but not your attorney or any health care provider – in order to request or obtain information that the pastor believes may be of assistance in ministering to you or to the congregation or others in the church community. By signing this letter you agree that the law enforcement, probation officer or other governmental official may share any information with the pastor or [her/his](#) designee, and you release that person and their organization or employer from any liability as a result of releasing this information. This authorization and release specifically includes, without limitation, any information, written or verbal, the law enforcement, probation officer or other governmental official has obtained concerning medical, psychological and psychiatric conditions or treatment.

4. You agree to meet and consult with the pastor upon [her/his](#) request for the purpose of providing assistance to you or for the protection and security of the congregation or others in the church community.

5. You understand and agree that the pastor and SPRC must keep other church staff and members apprised of your status and the guidelines agreed upon.

We trust you understand the reasons for these requirements. If so, and if you are committed to keeping this covenant, please sign and date this letter in the space provided below. If you cannot or are unwilling to do so, we regret that we cannot allow you to visit church premises again for any reason.

Please know that we are praying for you and for ourselves as we locate and follow an appropriate path for moving forward in faith. We look forward to what God will do in your life and in the lives of all members of this congregation and those who seek to participate in its ministries.

Sincerely,

Pastor

Chair, Safe Sanctuary Committee

The Designated Attendants to be called any time you plan to come to the campus of the church are:

1. _____ Tel no. _____

2. _____ Tel no. _____

3. _____ Tel no. _____

I have read the above letter and agree to abide by the mandatory guidelines contained in the letter.

Date: _____

Witness: _____

Name

Covenant Letter for Safe Sanctuary Boundaries

To whom it may concern:

It has come to our attention that you are in process of review per a sexual misconduct investigation. As a church family, we affirm every person's need to be part of a faith community such as ours, but we hold in balance the imperative to all we can to keep all our parishioners safe in body and spirit.

Under these circumstances, your participation in the life of the **Batesville** First United Methodist Church, or your presence on church premises, requires that a written and binding covenant be made – between you and the church – to adhere to the guidelines outlined below. By making this covenant and remaining faithful to it, without exception, we are hopeful that the pastor, the staff, and the congregation can be of assistance to you, and that the church will, in turn, benefit from your presence and participation in the church's ministry. Each of us is in need of the mercy and grace God offers.

The terms of the covenant are as follows:

1. Any time you are on the campus of the church, you must be accompanied by a "Designated Attendant." There will need to be at least two people who will be available to act as a Designated Attendant for you. The names and telephone numbers of those who have agreed to act as a Designated Attendant shall be listed at the bottom of this letter. You should make contact with one of them prior to coming to the campus on each occasion. One of these Designated Attendants must be present to meet you **[at your car in the church parking lot] [or other safe, well-lighted location well outside any church building]** and be in your company at all times while you are on the campus of the church. This includes accompanying you to the restroom. The Designated Attendant will accompany you to your car at the time you leave the campus.
2. You cannot serve in any positions of leadership or teaching until further notice.
3. You agree to allow the pastor or [her/his](#) designee to contact any law enforcement, probation officer or other governmental official – but not your attorney or any health care provider – in order to request or obtain information that the pastor believes may be of assistance in ministering to you or to the congregation or others in the church community. By signing this letter you agree that the law enforcement, probation officer or other governmental official may share any information with the pastor or [her/his](#) designee, and you release that person and their organization or employer from any liability as a result of releasing this information. This authorization and release specifically includes, without limitation, any information, written or verbal, the law enforcement, probation officer or other governmental official has obtained concerning medical, psychological and psychiatric conditions or treatment.
4. You agree to meet and consult with the pastor upon [her/his](#) request for the purpose of providing assistance to you or for the protection and security of the congregation or others in the church community.

5. You understand and agree that the pastor and SPRC must keep other church staff and members apprised of your status and the guidelines agreed upon.

We trust you understand the reasons for these requirements. If so, and if you are committed to keeping this covenant, please sign and date this letter in the space provided below. If you cannot or are unwilling to do so, we regret that we cannot allow you to visit church premises again for any reason.

Please know that we are praying for you and for ourselves as we locate and follow an appropriate path for moving forward in faith. We look forward to what God will do in your life and in the lives of all members of this congregation and those who seek to participate in its ministries.

Sincerely,

_____, Pastor

_____, Chair Trustees & Safe Sanctuary Co-Chair

_____, Chair SPRC & Safe Sanctuary Co-Chair

The Designated Attendants to be called any time you plan to come to the campus of the church are:

1. _____ Tel no. _____

2. _____ Tel no. _____

3. _____ Tel no. _____

I have read the above letter and agree to abide by the mandatory guidelines contained in the letter.

Date: _____

Witness: _____

Name