

# Sample Forms

PLEASE NOTE THAT all of the forms, checklists, and other items in this section are samples and need to be modified to meet your specific needs. Permission is given to reproduce these forms for churches who have purchased *Safe Sanctuaries*.

## Items include

1. Membership Form for the Local Church Safe Sanctuaries Task Force
2. Child and Youth Abuse Prevention Policy
3. Employment Application
4. Authorization and Request for Criminal Records Check
5. Volunteer Application
6. Form for Reference Check
7. Participation Covenant Statement for Workers with Children and Youth
8. Report of Suspected Incident of Child or Youth Abuse
9. Accident Report Form
10. Local Church Self-Evaluation Form
11. Childcare Worker Position Description
12. Youth Ministry Staff Position Description
13. Director of Youth Ministry Position Description
14. Camper Cybersafety Form
15. Camp Employee Cybersafety Form
16. Order of Worship: A Safe Sanctuaries Celebration



**MEMBERSHIP FORM FOR THE LOCAL CHURCH  
SAFE SANCTUARIES TASK FORCE**

**Pastor**

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

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

Phone: \_\_\_\_\_

**Member of Staff-Parish Committee**

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

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

Phone: \_\_\_\_\_

**Member of Board of Trustees**

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

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

Phone: \_\_\_\_\_

**Lay Leader**

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

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

Phone: \_\_\_\_\_

**Minister of Youth/Director of Youth Ministries**

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

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

Phone: \_\_\_\_\_

**Minister of Children/Director of Children's Ministries**

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

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

Phone: \_\_\_\_\_

**Director of Any Weekday Program for Children**

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

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

Phone: \_\_\_\_\_

**Representative from Each Group Working with Children or Youth**

*(The number of members listed here will depend on the number of groups active in your congregation.)*

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

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

Phone: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_



## SAFE SANCTUARIES POLICY OF \_\_\_\_\_ CHURCH

### Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, "Whoever welcomes [a] child...welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are 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 little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical, emotional and sexual exploitation and abuse" (§ 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse ["ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be] occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. (From *The Book of Resolutions of The United Methodist Church—2000*, pp. 180–181. Copyright © 2000 by The United Methodist Publishing House. Used by permission.)

Thus, in covenant with all United Methodist congregations, we adopt this policy for reducing the risk of abuse of children and youth in our church.

### Purpose

Our congregation's purpose for establishing this Safe Sanctuaries policy and accompanying procedures is to demonstrate our strong and unwavering commitment to the physical safety and spiritual growth of all of our children and youth.

### Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to engage in the ministry of the Gospel in ways that assure the safety and spiritual growth of all of our children and youth as well as all of the workers with children and youth. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate all of our workers with children and youth regarding the use of appropriate policies and methods; we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

### Conclusion

In all of our ministries with children and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child will be "...surrounded by steadfast love, . . . established in the faith, and confirmed and strengthened in the way that leads to life eternal." ("Baptismal Covenant II, *United Methodist Hymnal*, p. 44).



## EMPLOYMENT APPLICATION

(This type of application should be completed by all who seek any position that will involve the supervision and/or custody of children or youth. You should tailor the application to the specific circumstances in your congregation. However, the employment application should include, at a minimum, sections for personal identification, job qualifications, experience and background, references, and a waiver/consent to a criminal records check.)

Name: \_\_\_\_\_  
                    Last                    First                    Middle

Are you over the age of 18?  Yes  No

Present address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date you are available to start: \_\_\_\_\_

### Qualifications:

Academic achievements: (Schools attended, degrees earned, dates of completion)

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

Continuing education completed: (Courses taken, dates of completion)

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

Professional organizations: (List any in which you have membership)

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

First aid training?  Yes  No Date completed \_\_\_\_\_

CPR training?  Yes  No Date completed \_\_\_\_\_

**Previous Work Experience:** Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

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**Previous Volunteer Experience:** Please list any relevant volunteer positions you have held and list the duties you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

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Have you ever been 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)?  No  Yes

If yes, please explain:

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**References:** Please list three individuals who are not related to you by blood or marriage as references. Please list people who have known you for at least three years.

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_  
Length of time you have known reference: \_\_\_\_\_  
Relationship to reference: \_\_\_\_\_

**Waiver and Consent:**

I, \_\_\_\_\_, hereby certify that the information I have provided on this application for employment is true and correct. I authorize this church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become employed by \_\_\_\_\_ Church, I agree to abide by and be bound by the policies of \_\_\_\_\_ Church and to refrain from inappropriate conduct in the performance of my duties on behalf of \_\_\_\_\_ Church.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

\_\_\_\_\_  
Signature of Applicant                      Date

\_\_\_\_\_  
Witness    Date

*\*This is a sample form. Please tailor your congregation's form to comply with the reporting requirements of the laws of your state and your congregation's policies.*  
Sample Employment Application, p. 3



## AUTHORIZATION AND REQUEST FOR CRIMINAL RECORDS CHECK

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_ Church to request the \_\_\_\_\_ police/sheriff's department to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department from all liability that may result from any such disclosure made in response to this request.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Print applicant's full name: \_\_\_\_\_

Print all other names that have been used by applicant (if any):  
\_\_\_\_\_

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

Social Security number (if required by sheriff's dept.) \_\_\_\_\_

Driver's license number: \_\_\_\_\_ State issuing license: \_\_\_\_\_

License expiration date: \_\_\_\_\_

Request sent to: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

*\*This is a sample form. Your congregation may prefer to conduct the criminal background checks on applicants through one of the many companies that now provide this service. The United Methodist Property and Casualty Trust ( [www.umcpact.org](http://www.umcpact.org) ) can provide a website link to Trak-1 from which local congregations can obtain these services.*



## VOLUNTEER APPLICATION

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

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

Daytime phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

Current job responsibilities and schedule: \_\_\_\_\_

\_\_\_\_\_

Previous work experience: \_\_\_\_\_

Previous volunteer experience: \_\_\_\_\_

\_\_\_\_\_

Special interests, hobbies, and skills: \_\_\_\_\_

How many hours per week are you available to volunteer? \_\_\_\_\_

\_\_\_\_\_ Days \_\_\_\_\_ Evenings \_\_\_\_\_ Weekends

Can you make a one-year commitment to this volunteer role? \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_

Do you have liability insurance? (list policy limits and name of carrier) \_\_\_\_\_

Why would you like to volunteer as a worker with children and/or youth?

\_\_\_\_\_

\_\_\_\_\_

What qualities do you have that would help you work with children and/or youth?

\_\_\_\_\_

\_\_\_\_\_

How were you parented as a child? \_\_\_\_\_

\_\_\_\_\_

How do you discipline your own children? \_\_\_\_\_

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)?  No  Yes

If yes, please explain fully:

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

If yes, how did you feel about the incident? \_\_\_\_\_

Would you be available for periodic volunteer training sessions?  Yes  No

**References:** Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

3. Name: \_\_\_\_\_

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

Daytime phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

Relationship to reference: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

*\*This is a sample form. Use it as a guide for tailoring your own application based on your congregation's needs.*



## FORM FOR REFERENCE CHECK

Applicant name: \_\_\_\_\_

Reference name: \_\_\_\_\_

Reference address: \_\_\_\_\_

Reference phone: \_\_\_\_\_

1. What is your relationship to the applicant?
2. How long have you known the applicant?
3. How well do you know the applicant?
4. How would you describe the applicant?
5. How would you describe the applicant's ability to relate to children and/or youth?
6. How would you describe the applicant's ability to relate to adults?
7. How would you describe the applicant's leadership abilities?
8. How would you feel about having the applicant as a volunteer worker with your child and/or youth?
9. Do you know of any characteristics that would negatively affect the applicant's ability to work with children and/or youth? If so, please describe.
10. Do you have any knowledge that the applicant has ever been convicted of a crime? If so, please describe.
11. Please list any other comments you would like to make:
12. Please list contact information for one additional person from whom we can obtain a reference for this applicant.

Reference inquiry completed by: \_\_\_\_\_  
Signature Date

*\*This is a sample form. Please tailor it to the specific needs of your local congregation.*



## SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT

The congregation of \_\_\_\_\_ Church is committed to providing a safe and secure environment for all children, youth, workers, 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.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, emotional abuse, or ritual abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
3. Adult volunteers with children and youth shall observe the "Two Adult Rule" at all times so that no adult is left alone with children or youth on a routine basis.
4. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
5. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

### Please answer the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  Yes  No
2. As a volunteer in this congregation, do you agree to observe the "Two Adult Rule" at all times?  Yes  No
3. As a volunteer in this congregation, do you agree to abide by the "Six Month Rule" before beginning a volunteer assignment?  Yes  No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?  Yes  No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor(s)?  Yes  No
6. As a volunteer in this congregation, do you agree to inform a minister of this church if you have ever been convicted of child abuse?  Yes  No

I have read this **SAFE SANCTUARIES PARTICIPATION COVENANT STATEMENT**, and I agree to observe and abide by the policies set forth above.

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Signature of Applicant

Date

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Print full name

*\*This is a sample form. Please tailor it to fit your congregation's specific needs.*



## REPORT OF SUSPECTED INCIDENT OF CHILD ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of child abuse: \_\_\_\_\_

\_\_\_\_\_

2. Victim's name: \_\_\_\_\_

Victim's age/date of birth: \_\_\_\_\_

3. Date/place of initial conversation with/report from victim: \_\_\_\_\_

\_\_\_\_\_

4. Victim's statement (give your detailed summary here): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Name of person accused of abuse: \_\_\_\_\_

Relationship of accused to victim (paid staff, volunteer, family member, other): \_\_\_\_\_

\_\_\_\_\_

6. Reported to pastor: \_\_\_\_\_

Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Call to victim's parent/guardian: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Call to local children and family service agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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

9. Call to local law enforcement agency: \_\_\_\_\_

Date/time: \_\_\_\_\_

Spoke with: \_\_\_\_\_

Summary: \_\_\_\_\_

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

10. Other contacts: \_\_\_\_\_

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

Date/time: \_\_\_\_\_

Summary: \_\_\_\_\_

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

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

Date

*\*This is a sample form. Please tailor your congregation's form to comply with the reporting requirements of the laws of your state and your congregation's policies.*



## ACCIDENT REPORT FORM

*(Please print all information.)*

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_

Name of child/youth injured: \_\_\_\_\_ Age: \_\_\_\_\_

Address of child/youth: \_\_\_\_\_

Location of accident: \_\_\_\_\_

Parent or guardian: \_\_\_\_\_

Name of person(s) who witnessed the accident: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe accident:

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

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

\_\_\_\_\_  
Date

*\*This is a sample form. Please tailor it to fit your congregation's specific needs.*



## LOCAL CHURCH SELF-EVALUATION FORM

Use the following list to help your congregation assess its policy needs for the prevention of child abuse in your church. Read each statement, and mark the appropriate response in the column to the right. By completing the form, you will be able to see at a glance the areas needing attention.

Statement	Yes	No	Unsure
1. We screen and check references for all paid employees, including clergy, who have contact with children or youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. We screen and check references for all volunteer workers for any position involving work with children or youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. We train at least annually all volunteer or paid workers with children or youth to understand the nature of child abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. We train at least annually all volunteer or paid workers with children or youth in how to carry out our policies to prevent child abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Our workers are informed of state law requirements regarding child abuse and their responsibility for reporting incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. We have a clear reporting procedure for a suspected incident of child abuse that follows the requirements of our state law.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. We have insurance coverage available in case a child abuse complaint occurs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. We have a clearly defined building usage strategy as a component of our child abuse prevention plan.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. We have a clearly defined response plan to be implemented in the event an allegation of child abuse is made against someone in our church.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. We offer periodic educational opportunities to parents of children and youth about how to recognize and how to reduce risks of child abuse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. We take our policies to prevent child abuse seriously, and we are committed to the enforcement of our policies for the safety and security of all our children and youth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## CHILDCARE WORKER POSITION DESCRIPTION

**Position:** Childcare worker in the church nurseries

**Reports to:** Nursery Supervisor/Coordinator

### General qualifications required

1. All childcare staff members shall be of good character and be of the Christian faith.
2. All childcare staff members shall
  - a. be physically, mentally, and emotionally healthy.
  - b. have a basic understanding of children and their needs.
  - c. be adaptive to a variety of situations.
  - d. be willing to grow in their knowledge of children through periodic education and training events.
3. All childcare staff members shall have a physician's report stating that the staff member is in good health and has presented the result of a current Tuberculin test.
4. \_\_\_\_\_ Church hires without regard to race, sex, or national origin.

### Educational qualifications required

All childcare staff members shall have completed the equivalent of a high school diploma.

### Duties of childcare staff member

1. Provide physical, emotional, and intellectual support and stimulation to each child in your care, as appropriate for the circumstances.
2. Provide appropriate guidance to each child in your care.
3. Develop a relationship of trust and continuity with the children in your care, which will enhance each child's development of positive self images.
4. Provide support and assistance to parents when they arrive with their child.

### Performance expectations of a childcare staff member

1. Be punctual. Notify the nursery supervisor in advance if you must be late.
2. Be reliable in your attendance. Notify the nursery supervisor in advance if you must be absent.
3. Attend periodic training and education events provided by the church.
4. Be polite, friendly, and courteous to others, both children and adults.
5. Do not engage in physical punishment/discipline of any child.
6. Cooperate with other childcare staff and with parents.
7. Abide by and apply the childcare policies of \_\_\_\_\_ Church at all times.

I have read the position description for childcare staff members of \_\_\_\_\_ Church and understand its contents. My signature below indicates my agreement and covenant to abide by the requirements set forth above.

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Signature of Applicant

Date

*\*This is a sample form. Please adapt it to the specific needs of your congregation.*



## **CAMP \_\_\_\_\_ POLICY ON SOCIAL NETWORKING AND BLOGGING**

### **FOR VOLUNTEER LEADERS AND CAMPERS**

In general, Camp \_\_\_\_\_ views social networking sites (e.g. MySpace), personal websites, and Weblogs positively and respects the right of campers and adult volunteer leaders to use them as a medium of self-expression. If a person chooses to identify himself or herself as a camper or volunteer leader at our camp on such Internet venues, some readers of such websites or blogs may view the camper or adult volunteer as a representative or spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in the camp, that campers and adult volunteers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or employees and volunteers, in a blog or on a website.

1. Campers and volunteer leaders must be respectful in all communications and blogs related to or referencing the camp, its employees, other volunteers, and other campers.
2. Campers and volunteer leaders must not use obscenities, profanity, or vulgar language.
3. Campers and volunteer leaders must not use blogs or personal websites to disparage the camp, its employees, other volunteers, or other campers of the camp.
4. Campers and volunteer leaders must not use blogs or personal websites to harass, bully, or intimidate campers, volunteers, or employees of the camp. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
5. Campers and volunteer leaders must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and illegal drugs, sexual behavior, sexual harassment, and bullying.

Any camper or adult leader found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including dismissal.

(This policy was adapted from the policy developed by Anne Horton for Camp Sumatanga)



## **CAMP \_\_\_\_\_ POLICY ON SOCIAL NETWORKING AND BLOGGING**

### **FOR EMPLOYEES**

In general, Camp \_\_\_\_\_ views social networking sites (for example MySpace, Facebook, etc.), personal websites, and Weblogs positively and respects the right of employees to use them as a medium of self-expression. If an employee chooses to identify himself or herself as an employee of our camp on such Internet venues, some readers of such websites or blogs may view the employee as a representative or spokesperson of the camp. In light of that possibility, our camp requires, as a condition of employment at the camp, that each employee observe the following guidelines when referring to the camp, its programs or activities, its campers, its volunteer leaders, and/or other employees, in a blog or on a website:

1. Employees must be respectful in all communications and blogs related to or referencing the camp, its campers, and/or other employees and volunteers.
2. Employees must not use obscenities, profanity, or vulgar language.
3. Employees must not use blogs or personal websites to disparage the camp, campers, or other employees of the camp.
4. Employees must not use blogs or personal websites to harass, bully, or intimidate other employees or campers. Behaviors that constitute harassment or bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or camper.
5. Employees must not use blogs or personal websites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of drugs and alcohol, sexual behavior, sexual harassment, and bullying.
6. Employees must not post pictures of campers or other employees on a website without obtaining written permission.
7. Our camp does not host or sponsor a social networking site. The use of our copyrighted camp name or logo is not allowed without written permission from the Executive Director.

Any employee found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including termination of employment.

(This policy is revised and adapted from the policy of Camp Sumatanga, developed by Anne Horton.)



## **A SAFE SANCTUARIES CELEBRATION**

### **Prelude**

"Jesus' Hands Were Kind Hands " (United Methodist Hymnal, No.273) or  
"Jesus Loves Me" (United Methodist Hymnal, No.191)

### **Call to Worship**

Leader: O God, by our presence here today,

**People: *We welcome the children!***

Leader: O God, by our promise in Holy Baptism,

**People: *We welcome the children!***

Leader: O God, by our participation in the ministries of this congregation,

**People: *We welcome the children!***

Leader: O God, by our commitment to keeping this place holy and safe in every way,

**People: *We welcome the children!***

Leader: O God, in this time of worship, fill our hearts with joy as

**People: *We welcome the children!***

Leader: O God, give us wisdom, strength, and courage enough to show the world that

**ALL: *We welcome the children! AMEN!***

### **Hymn of Praise**

"This Is the Day!" (United Methodist Hymnal, No. 657)

(Lead the congregation in singing this hymn as a round: first group—the children's choir; second group—all male voices; third group—all female voices.)

### **Congregational Prayer**

Gracious and most merciful God, you have brought us together in witness to your love of all children and youth. Open our hearts and minds in this moment and prepare us to receive your message. Show us your will and fill us to overflowing with courage enough to preserve our church as a safe and holy place where our children and youth may grow in faith and in their knowledge of your presence in their lives! Amen.

### **Pastoral Concerns**

**Silent Prayer**

**Pastoral Prayer**

**The Lord's Prayer**

### **Old Testament Lesson**

Micah 6:6-8 (Have a junior-high female read this passage. Or both a junior-high female and male could read it together, in unison, as a powerful and different way to proclaim the Word.)

### **Congregational Singing or Children's Choir**

"I'm Goin'a Sing When the Spirit Says Sing" (United Methodist Hymnal, No. 333)

"We Are the Church" (United Methodist Hymnal, No. 558)

### **Gospel Lesson**

Matthew 19:13-15 or Luke 2:41-52. Have the Gospel Lesson read by a senior high male.

**Response to the Gospel**

“Heleluyan” (*United Methodist Hymnal*, No. 78)

**Epistle Lesson**

1 Corinthians 13:1-13 (Have a nursery worker or a grandparent from your congregation read this lesson.)

**Affirmation of Faith**

(*United Methodist Hymnal*, Nos. 883 or 887)

**Recognition of Task Force Members**

Invite all members of the Safe Sanctuaries Task Force that developed the child and youth abuse prevention policy to come forward in the Sanctuary. Describe the work they have done, and express gratitude and appreciation for their service. Present a guardian angel lapel pin or other appropriate item as a token of appreciation for their work on behalf of the children and youth.

**Recognition of All Workers with Children and Youth**

Invite all members who work with children and youth to stand. Express gratitude and appreciation for their time and devotion to our children and youth. Lead in a round of applause.

**Passing of the Peace****Offertory Anthem** (by the congregation or youth choir)

“Morning Has Broken” (*United Methodist Hymnal*, No. 145)

“God of the Sparrow

God of the Whale” (*United Methodist Hymnal*, No. 122)

**Doxology**

(*United Methodist Hymnal*, No. 95)

**Sermon**

“We Are Our Children’s Safe Sanctuary” (based on the Gospel and Epistle lessons)

**Invitation to Christian Discipleship****Hymn of Dedication**

“Jesus’ Hands Were Kind Hands” (*United Methodist Hymnal*, No. 273)

**Benediction****Response Hymn**

“Pass It On” (*United Methodist Hymnal*, No. 572)