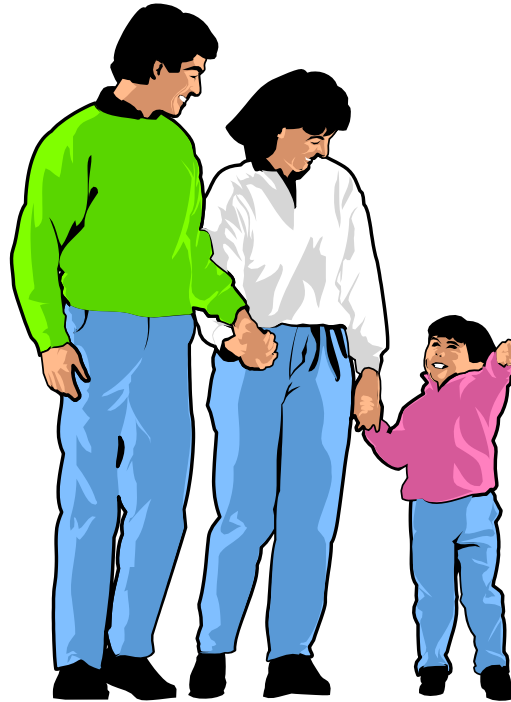




Faith Community Christian Reformed Church,
29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

Ministry Leaders Tool Kit



Safe Church Committee
Of
Faith Community Church, Milford NS

A Christian Reformed Ministry

August 2010
(last revision – November 2011)



Safe Church Ministry Toolkit for Leaders
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Safe Church Policy Statement

Safe Church Mission

They will neither harm nor destroy on all My holy mountain . . . Isaiah 11:9

God is Father, Son and Holy Spirit, the creator and redeemer of all that is, seen and unseen. He is a God of love and truth and He calls humanity out of darkness and into His marvelous light, into a love relationship with him full of splendor and grace.

The fall of the human race into sin and depravity has destroyed God's original design and intent for the world, especially in relationships. The sin of abuse fills relationships with pain, grief and misery, distorts the image of God, devalues and devastates its victims.

FCC has the responsibility of being a safe community that confronts the sin of abuse in all its forms, naming the sin for what it is, standing with victims and bringing healing to all those that suffer, while encouraging offenders to seek help. All children and youth need the church community to be a safe place that brings nurture, healing and renewal.

Goals

The goals of a Safe Community approach to abuse prevention are to:

- protect all children and youth, as well as adults in our care
- to create an environment, which protects volunteers and employees from the possibility of false allegations
- meet the standards of our faith and our society
- show that all leaders who care for others, do everything within their power to keep safe, those in their care
- provide a process so that abuse issues are dealt with effectively and promptly
- bring healing and wholeness through supportive environments, Safe Church awareness and appropriate referrals

Safe Church Guidelines for Volunteers and Staff

Screening is for everyone in a senior leadership position, employees, and anyone who is sixteen years of age and older and wants to volunteer in activities involving children and youth. Volunteers must have attended FCC for at least six months. Volunteers for youth ministries not currently attending FCC should have references and/or screening documented from their home church (e.g., invited speakers).

All senior leaders, employees and volunteers (sixteen and older) must:

- Complete a Safe Church Form, 2 references and a Police Record Check
- Submit and obtain approval for required paperwork to FCC Safe Church Committee before volunteering with children and youth
- Follow the Discipline and Nursery Policy
- Attend an education session by the Safe Church Committee on abuse prevention and creating a safe church at least every three years. Annual attendance at these education sessions is strongly recommended.



Ministry Leader Responsibilities

Senior Leaders of ministries, Pastors, Council members, and employees should be aware of the need to promote Safe Church practices within their area of ministry. The following is advice regarding areas to consider, to ensure children and youth are as safe as possible and our staff and volunteers are well prepared.

List of leaders prior to year start

The Safe Church Committee makes available a list of church members with up to date screening. A current list of screened persons will be posted in the library and kitchen. Program leaders should submit their list of volunteers to SCC prior to Program start each year and prior to any changes during the year.

Information to Program Leaders: screening in advance

Each Program Leader should review the screening status of all current and new volunteers to ensure any outstanding issues are addressed prior to the beginning of each term, and inform those who need updates completed. Ensure all volunteers in your Program know their responsibilities for screening and ensure the availability of Safe Church Guidelines and training manual materials. Know who Council and Safe Church Committee members are.

Attend education update

Everyone will have the opportunity to attend a Safe Church educational session each year. This is a requirement at the minimum every 3 years for volunteers working with children and youth.

Obtain Parental/Guardian Permission

Each child and youth under 18 should obtain a Registration Form with Signed Consent for participation in activities and medical release. Special events may need an Off Site Activity Consent for particular activities, e.g., trips, overnight events. Leaders should be prepared to discuss their Program with parents.

Supervision of visitors

Leaders (e.g., Sunday School teachers, Vacation Bible School teachers, Gems, Cadets) are responsible to supervise Helpers and adult Visitors to Programs.

Keep Tool Kit materials for use, know the resources available

The Ministry Tool Kit, Safe Church Guidelines, Volunteer Training Manual, www.reducingtherisk.com website, Safe Church Committee members, Classis Safe Church Team, and CRC North America Office of Abuse Prevention are all resources at your disposal.

Understand responsibilities under guidelines for reporting

On occasion a child or youth may tell a leader about a situation or event that is suspicious for some form of abuse. Leaders are wise to read and understand the Do's and Don'ts of dealing with this type of situation, and to check with the Safe Church Committee immediately.



Faith Community Christian Reformed Church,

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Screening Instructions for Church Ministry Leaders and Volunteers

Faith Community Church actively encourages all Christians to participate in the ministries of the church community. We also strive to ensure that all to whom we minister may find an atmosphere of trust, comfort and safety. Therefore all those who participate as givers of care and leadership are required to undergo an application process as outlined below.

All materials should be returned to Council, Attention: Safe Church Committee (SCC). Church Council and the SCC keep all materials in confidence. If you have any questions or issues, please feel free to address Council, SCC members, or the Pastor.

Required Materials & Information

Safe Church Form with Code of Ethics

The written form should be completed and returned, with your signature and the names and contact information for two references.

Written reference (2)

References should be contacted in advance to ensure they have agreed to act as a reference. They should be provided with the form to return under separate cover.

Police Record Check

Go in person to the police office nearest to where you live (e.g., Enfield RCMP in East Hants, Bible Hill or Stewiacke RCMP in Colchester County) and request a Police Record Check. Bring your Birth Certificate and a Photo ID. Once you submit the form, the PRC will take about one week to be ready for pick up. Return the results to SCC by placing the PRC form in the Pastor's locked mailbox outside the Pastor's office. If you are charged a fee, submit your receipt to Council.

Safe Church Guidelines; Youth Ministry Training Manual

Please review for your own information these two documents. It is recommended that all persons involved in ministry review the official Safe Church Guidelines of Faith Community Church (copies in the library).

Optional Screening Information:

Interview

New volunteers, guest leaders (e.g., special speakers at youth events) or those being interviewed for ministry leadership positions may undergo an interview with Council representatives at Council's discretion.

Return Materials, marked Confidential, by drop off to the Church office, or to:

**Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0**

Place in: locked mailbox outside Pastor's Office.

Note: Please check with your References periodically to ensure they are returned



Faith Community Christian Reformed Church,

29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

I. Safe Church Form for Volunteers, Leaders, Staff and Pastors

Page One

CONFIDENTIAL

This form must be completed by applicants for any position (volunteer or compensated) that involves the supervision or instruction of children and youth. A safe and secure environment is essential for children and youth in the programs and facilities of Faith Community Church.

Please familiarize yourself with the Faith Community Code of Ethics and the Safe Church Guidelines for Creating a Safe Church before signing this form.

A. Personal

Name (last, first, middle): _____

Address: _____

City _____ Province _____ Postal Code _____

Home phone _____ Work/Cell phone _____

Email _____

B. Activity for which you will be Leading/Assisting

Please indicate the type of leadership or youth work in which you will be participating:

Please indicate the date you will begin:

C. Church History and Previous Church Work

List of other churches you have attended regularly and reason(s) for leaving:

Church _____ Contact Name & Number _____

Church _____ Contact Name & Number _____

Please list all previous church work involving youth:

Please list all previous non-church work involving youth:

How do you communicate your authority to children and youth?

What methods of discipline might you use with children and youth?



II. Safe Church Form for Volunteers, Leaders, Staff and Pastors

Have you had any education in the care of children and youth?

How do you like to be supervised?

Two Personal References

(Non-relatives, employers, supervisors or church co-workers)

Name: _____

Address: _____

Telephone: _____

Name: _____

Address: _____

Telephone: _____

Please give a reference form to each of the people you list above, to complete and return.

I am in agreement with and will abide by the principles and practices of the Faith Community Code of Ethics and the Safe Church Guidelines for Creating a Safe Church.

I agree that I have reviewed these documents and have had opportunity to ask questions. The information in this registration is correct to the best of my knowledge. I authorize the people listed in this registration to give you any information they have regarding my character and fitness for youth work.

I release any individual, church or church official, employer, reference or organization from any and all liability for damages of whatever kind or nature, which may at any time result to me, my heirs, or family as a result of the information shared.

I have carefully read the foregoing release and understand the contents of it.

Signature: _____ Date _____

**Return to: Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0**

Place in: locked mailbox outside Pastor's Office.

Note: Please check with your References periodically to ensure they are returned



Faith Community Christian Reformed Church,

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Reference Form for Ministry

Name of Person registering to Volunteer _____

Name of Reference _____ Title _____

Reference Home Phone # _____ or Cell # _____ or Work # _____

Reference Address _____

How long and in what capacity have you known this person? _____

Have you ever seen this person interact with children? Yes _____ No _____

If yes, please describe:

Describe this person's ability to follow through on commitments:

Does this person have any problems with the abuse of drugs, alcohol, sex, etc.?

Can you recommend this person to care for children without any concern, reservations or hesitation? Yes _____ No _____

Please explain:

Additional information that you think is important for our church to know about this person:

Thank you for your time and effort in completing this survey.

To the best of my knowledge, I believe the above information to be accurate.

Name _____ Signature _____ Date: _____

Print

Please mark as **Confidential** and return within one week to:

**Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0**

Place in: locked mailbox outside Pastor's Office.



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Thank you for your time and effort in completing this survey.

To the best of my knowledge, I believe the above information to be accurate.

Name _____ Signature _____ Date: _____

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**Faith Community Church
C/O Safe Church Committee of Council
29 Highway #14
Milford, NS B0N 1Y0**

Place in: locked mailbox outside Pastor's Office.



Code of Ethics

For Volunteers, Leaders and Pastors in Child and Youth Programs

Believing that God is calling me to serve children or youth in this congregation:

- My first priority in teaching/supervising/leading children or youth will be to seek the welfare of the children/youth physically, socially, educationally, and spiritually.
- I will also try to understand and respect the child's or youth's cultural background.
- I will give the parent(s) full information about the program I am teaching / supervising / leading and what time it begins and ends.
- I will not do anything that will damage a child's or youth's trust. I will try to protect the child or youth from all forms of abuse while he or she is in my care.
- If I suspect that a child or youth may be hurt by the abusive actions or attitudes of another person I will report that suspicion to a responsible person so that it can be investigated properly.
- If I wish to talk to the child or youth alone, it will be within the sight and sound of other people.
- I will answer a child's or youth's questions openly and honestly.
- I will work with children or youth to set some agreed upon guidelines for acceptable behavior within the group. I will expect the children or youth to act on the basis of those guidelines and if a child or youth consistently breaks them, I will seek help from parents and others to assist me in responding to the child or youth.
- If a child is distressed, I will try to offer comfort and help. I will encourage them to find the appropriate help for their needs.
- I will pray for each child or youth regularly and let them know that I care about them.



Guidelines for Hall Monitoring & Youth Ministry Visitor Supervision

Purpose

Hall monitoring and visitor supervision provides a level of safety and security for children and youth during and after church services, Sunday school, ministries to children and youth and certain special events, where parents or guardians may not be providing direct care.

Responsibilities of Hall Monitors and Youth Leaders/Supervisors

- Follow Faith Community Church's Safe Church Guidelines
- Ensure all children entering or leaving worship services and youth events without parents or guardians are safe and accounted for at all times
- Frequently monitor the hallways, rooms and grounds of FCC property, to ensure a safe and secure environment
- Ensure children do not leave the building while unattended.
- Ensure that no one has inappropriate access to children and youth
- Ensure that children do not wander through the premises unattended, and that they return to the common area (Sunday school class, worship service) promptly. e.g., going to the washroom.
- Provide information and liaison to senior leadership, e.g., Sunday school superintendent, Safe Church Committee, Council, in the event of a problem

Appointments

- Child and Youth Ministry leaders are responsible to supervise Visitors.
- The Sunday school superintendent and Ushers Leadership will develop a list of individuals willing to participate as Hall Monitors to be submitted to Council for approval with a copy to the Safe Church Committee
- Appointees should fulfill the requirements of the Safe Church Guidelines, including obtaining up to date screening
- All participating Ushers and Hall monitors, Volunteers and Leaders will have the opportunity to attend a training session yearly, with mandatory attendance every three years.

Visitor Guidelines

- Visitors to youth ministries are welcome to observe the activities in which their child participates. However this is limited to one or two occasions with the permission of the Leader/Supervisor, or during Open House, parent/child events, or similar. The Leader/Supervisor is responsible to oversee visitor parent/guardians. For larger events Leaders should ensure appropriate levels of supervision are available.
- Visitors intending to attend more than one or two youth events should undergo regular screening and be familiar with the Safe Church Guidelines.



Discipline Policy

- .: Corporal punishment (slapping, hitting, and pushing) is not permitted.
- .: Abusive verbal discipline (yelling, hurling insults, threatening) is not permitted.
- .: Parent(s) are to be informed and involved whenever a child/youth misbehaves beyond minor correction, or if a pattern of misbehavior increases.
- .: Concerns about a child's behavior or the appropriate response to a child's behavior should be reported to the program supervisor.
- .: An aide or a parent should be involved weekly in classrooms where misbehavior is an ongoing problem.
- .: Expectations of children/youth's behavior must reflect their age and level of comprehension. Similarly, discipline must reflect their age and level of comprehension.
- .: Children are to be reminded of the kind of behavior that is acceptable for the setting. Older children and youth may benefit from having these expectations in written form.
- .: Appropriate forms of discipline are to be reviewed with volunteers/staff before church-sponsored programs begin a new season. Then periodic reminders are to be given as needed.
- .: Whenever possible, leaders should try to avoid having to discipline a child/youth by choosing one or more of the following options:
 - o distract the child/youth with another activity
 - o help the child/youth focus on another more acceptable behavior
 - o isolate the child/youth from others if another volunteer/staff is available to assist
 - o For young children, time-outs should not last longer (in minutes) than the age of the child. For example, a three-year-old should not have to sit for a time-out any longer than three minutes.
 - o When nothing seems to be working volunteers/leaders should get help before 'losing their cool'.

Acceptable vs. Unacceptable Forms of Discipline

An adult can interrupt or stop an unacceptable behavior by teaching the child/youth which behaviors are acceptable and which behaviors are not. By example and over time, the adult teaches the child/youth how to behave in a socially acceptable way and in a manner that is Christ-like. An adult can also interrupt or stop unacceptable behavior by intervening with a mild form of discipline to the child/youth. The discipline is intended to catch the child's attention and thus act as a deterrent and a reminder that a certain behavior is unacceptable. Discipline can turn into abuse when pain, injury, or humiliation results from the discipline, or it is used excessively in a short span of time.

Abusive Physical Discipline (corporal punishment)

- Slapping, kicking, punching, hitting, choking, pushing, shoving, hair-pulling, twisting, pinching
- Discipline that leaves a bruise, mark, wound, or cut
- Discipline administered with any device or object (such as a paddle, spoon, stick, book)
- Discipline followed by a request/threat to the child/youth not to tell anyone what happened, not to report the discipline, or not to show anyone a mark or bruise

Abusive Verbal Discipline

- Shouting or yelling, threatening, hurling insults or obscenities
- Discipline that is intended to humiliate a child/youth
- Discipline by refusing to speak to a child
- Discipline that involves bribery, coercion, or threats
- Discipline followed by a request/threat to the child not to tell anyone what happened, not to report it.



Faith Community Christian Reformed Church,

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Registration Form

Children and youth under 18 require parental/guardian permission to participate in church activities for children and youth. We want to keep parents and guardians fully informed and to provide proper care for the children/youth while they are involved in our Programs.

INFORMATION FOR THE PARENT OR GUARDIAN TO KEEP:

1. Program/Type of activity: _____
2. Time and place of activity: _____
3. What the child/teen will need: _____
4. In the event of an emergency which makes it necessary to contact a child or teen while the group is away, parents may contact the church office, (902) 758-2808, or the Program Leaders. Information about the activity is provided by the Program Leader in charge of the group:

Name of Program Leader

Telephone Number/Contact Information

THE INFORMATION ABOVE IS TO BE COMPLETED BY THE ACTIVITY LEADER AND GIVEN TO THE PARENTS

Faith Community Christian Reformed Church Parental/Guardian Permission for Participation in Child/Youth Programs

THE PORTION BELOW IS TO BE COMPLETED BY THE PARENT/GUARDIAN AND RETURNED TO THE PROGRAM LEADER

Name of Child / Youth: _____ Provincial (MSI) Health Card #: _____

Any known allergies / medical conditions / circumstances the leader should be aware of? Yes: ___ No: ___

Describe _____

In case of Medical Emergency: Physician's name _____ Ph. # _____

Emergency Contact Information:

1. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

2. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

Consent:

I hereby give my permission for the above named child / youth to participate in _____ (name of activity) sponsored by the Faith Community CRC in Milford, NS. While all reasonable precautions will be taken to ensure the safety and well-being all participants, I recognize that these activities carry some degree of risk. I understand further information about this activity can be obtained from the Program Leader or Church Office.

In the event of an emergency, I may be reached at _____ (home) _____ (work) _____ (cell)

I also hereby grant my permission for emergency medical treatment to be administered if such treatment becomes necessary and I cannot be reached.

Signed by: Parent / Guardian

Name (Print)

Date



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Child / Youth Off-Site Activity Consent Form

To be filled out by FCC Activity Leader (Kept by Parent / Guardian):

Event: _____

Date of Activity: _____

Pick-up time: _____ am / pm, Location: _____

Drop-off time: _____ am / pm, Location: _____

Description of Activity: _____

FCC Group involved _____ Activity Location: _____

Leader(s) Responsible: _____ Leader Contact Phone #: _____

Leader(s) Responsible: _____ Leader Contact Phone #: _____

Leader / Group contact during event: Cell _____ Other _____

Travel arrangements: Private Vehicle: _____ Bus: _____ Other: _____

FCC Child / Youth Off-Site Activity Consent Form

Group: _____ Off-Site Activity: _____ Date: _____

Name of Child / Youth: _____ Provincial (MSI) Health Card #: _____

Any known allergies / medical conditions / circumstances the leader should be aware of? Yes: ___ No: ___

Describe _____

In case of Medical Emergency: Physician's name _____ Ph. # _____

Emergency Contact Information:

1. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

2. Name: _____ Contact # Home _____ Cell: _____ Other _____

Relationship to Child / Youth: _____

Consent:

I hereby give my permission for the above named child / youth to participate in _____ (name of activity) sponsored by the Faith Community CRC in Milford, NS. While all reasonable precautions will be taken to ensure the safety and well-being all participants, I recognize that these activities carry some degree of risk. I understand further information about this activity can be obtained from the Program Leader or Church Office.

In the event of an emergency, I may be reached at _____ (home) _____ (work) _____ (cell)

I also hereby grant my permission for emergency medical treatment to be administered if such treatment becomes necessary and I cannot be reached.

Signed by: Parent / Guardian

Name (Print)

Date



Guidelines for Visitors on Attendance at Child/Youth Program Events

Dear Parent or Guardian,

Thank you so much for allowing your child to participate in a Faith Community Church (FCC) child or youth program. We feel blessed to have your child take part in this ministry. We really appreciate that you want to be involved and participate at times in events that are happening within your child's program.

For the protection of all of our children and youth, Faith Community Church has a Safe Church Guidelines. Within this document are guidelines around the attendance of visitors / parents / guardians at program activities or events. Visitors to youth ministries are welcome to observe the activities or events in which their child participates. This is limited, however, to one or two occasions with the permission of the Leader or during Open House events.

Visitors / parents / guardians who would like to attend more than one or two events should undergo regular FCC screening and be familiar with the Safe Church Guidelines. If you would like to complete the screening process so that you are able to attend more than two events, please speak with your child's Program Leader. Thank you so much for your understanding.

United in our efforts to create a safe church community,

Cheryl Woodworth, Joanne Hankinson, Dr. Mike Howlett, and Scott Smith
The Safe Church Committee of Faith Community Church



Response to Report of Child Abuse

- 1. Observe.** Volunteers/staff who work in child and youth programs should be trained to look for the signs and symptoms of neglect, emotional, physical, and sexual abuse. These signs and symptoms could be either physical and/or emotional. A volunteer / staff could also note that the behavior and attitude of a parent or the way a family functions could lead to an abusive environment. As part of the training, volunteers/staff should learn how to respond to a child if he /she reports abuse.
- 2. Report.** Volunteers/staff who see signs and symptoms of abuse, or who have abuse reported to them, should discuss this immediately with the Program Leader and a member of the Safe Church Committee. If the suspected abuser is a member of the Safe Church Committee of FCC, then the volunteer/staff person should speak with a different member of the SCC. When a volunteer/staff person sees what may be a sign of abuse (i.e. bruises), it is appropriate to **ask** the child how the sign appeared. **However, the volunteer/ staff person should not interview the child. It is never appropriate to suggest to the child that he or she has been abused.** (See also *Youth Ministry Training Manual*).
- 3. Write Down.** When a child reports an incident of abuse or a volunteer/staff person sees signs of abuse, the volunteer/staff person must write down the specifics of what the child said or what signs were noted and the date of the child's report or when the signs were noted. Try to use the child's exact words if possible. This report should be written as soon as possible after the contact with the child, and given to a member of **the Safe Church Committee within twelve hours** if possible.
- 4. SCC/Council Review.** The Safe Church Committee members will review the report and if they believe a reasonable suspicion of child abuse exists they will report this to the Chairperson or Vice Chair of Council and Pastor (unless this person is the alleged abuser). Leaders of youth programs and/or members of the SCC should not interview the child.
- 5. Report to Authorities within 24 hours.** SCC/Council will report to the appropriate Child Protection Agency: Nova Scotia Community Services – regular hours: 1-888-919-4236. Holidays and weekends: 1-866-922-2434 or the RCMP as required. The person who heard directly from the child or witnessed the signs should be available to speak directly with the agency if possible, supported by a Safe Church Committee member. If the child's parent or guardian is the suspected abuser, the police or child protection officials will notify him/her of their investigation. Note: Notification of the local police or child protection authorities of a reasonable suspicion of abuse must occur promptly *within twenty-four hours* after contact with the child.
- 6. Review by full Council.** All written reports of abuse will be brought before full council at the next meeting. The role of the SCC is to assist the Council to:
 - file a report with authorities
 - inform the liability carrier
 - establish a support plan for the child and family, and alleged abuser if possible.
- 7. Disclosure.** There may be sufficient reason for Council to tell the church family of an allegation of abuse against a church volunteer / staff person. The identity of the child or youth will not be revealed. The SCC may also review child abuse prevention guidelines with the church family.
- 8. SCC/Council Liaison.** After a report of suspected child abuse is filed with the proper authorities, one of the members of the SCC or Council who filed the report should become the liaison between the legal authorities/child protection and the church. This person also serves as the liaison between the council and the authorities if the report leads to an investigation, criminal charges, arrest, trial, conviction, or dismissal of charges.



9. **Pastoral Care & Support.** Pastoral and supportive care of the child and his or her family should begin as soon as possible, respecting the wishes of the family. Pastoral intervention and care for the alleged abuser is also a priority.

10. **Disciplinary Action.** There may be sufficient grounds for Council to carry out disciplinary action, or for allegations to go forward for review by the Classical Safe Church Team process. If the alleged abuser is a member of another congregation, the council of the church where his or her membership resides will be notified.

11. **Follow up Guidelines.** It is the responsibility of church leaders and SCC members to be trained about the signs and symptoms of abuse and to assess whether a reasonable suspicion of child abuse exists.

The volunteer/staff person to whom the child reported the abuse or who noticed signs of abuse in a child should be notified that the appropriate agency has been notified (if they do not speak directly with the agency themselves). They should be given guidance on how to respond if the child, the parent(s), or the authorities call him/her.

If the authorities choose not to follow up the report, and if there is still concern for the child's well-being, then the volunteer or staff person who first reported observing signs of abuse or who heard the child's report of abuse should be notified by a member of the SCC. A **written log** of any further signs and symptoms that may reflect an ongoing pattern of abusive behavior or that may lead to detection of another difficulty in the child's life may be kept. Of particular note would be a pattern of increased frequency of signs, symptoms, or complaints of abuse.



Faith Community Christian Reformed Church,

29 Highway #14, Milford, N.S. B0N 1Y0 (902)758-2808

Cost Schedule & Waiver for Facility Use of Faith Community Church

Update: March 9, 2011

As a Christian Church we are pleased to serve our community by allowing groups and individuals the use of our facility. All charges are to cover cleaning, heat, and general upkeep. We reserve the right to restrict the use of our church to events that are consistent with our beliefs.

A. FACILITIES

GROUP	RENT	CLEANING CHARGE
1. Members or regular attenders of Faith Community Church (weddings, anniversaries, receptions, funerals, etc.)	N/C	\$50
2. People not affiliated with Faith Community Church (weddings, anniversaries, receptions, recitals, concerts, etc.)	\$100 for part day \$175 for full day	\$50
3. Non-profit or service organizations	Donation	

B. ARRANGEMENTS

Facilities are to be arranged and paid in advance through the rental secretary; numbered keys will be given out by her and returned to her. Cheques are to be made payable to "Faith Community Church".

C. SOUND SYSTEM

The sound system is not to be used by anyone without one of our sound people. Sound people are to be paid \$25/hour unless other arrangements are made. This is to be arranged in conjunction with the rental secretary.

D. LIABILITY FOR DAMAGE

All groups using the church will be liable for any damage incurred to the facility or items used. Proof of Insurance coverage may be required.

E. COMPLIANCE WITH SAFE CHURCH GUIDELINES

Faith Community Church always strives to ensure a safe environment for children and youth and has Guidelines for Creating a Safe Church (Abuse Prevention). Outside groups or organizations using our facility are expected to comply with these principles and are responsible to ensure appropriate screening and an adequate ratio of staff or volunteers to children, youth and other vulnerable people. A copy of the Guidelines is available by email or hard copy upon request.

F. RENTOR INFORMATION

By signing below, we agree to the above conditions.

Group: _____

Contact Person: _____ Phone: _____

Date & Time required: _____ Deposit amt: _____

Rooms needed: _____

Signature: _____ Date: _____

Faith Community Church - Safe Church Committee - Incident Report

Note: To be completed any time an incident occurs during an activity connected to FCC, which requires either first aid, medical treatment, disciplinary action or involves property damage.

Note: Parents are to be notified any time this form is completed.

Part 1.	
Date: M/D/Y _____	Time: _____ A.M. <input type="checkbox"/> P.M. <input type="checkbox"/>
Location: _____	
Activity: (i.e. GEMS, Cadets, VBS, etc.) _____	
Child / Adult Involved / Injured: _____	Age: (for youth only) _____
Parents Name: _____	Phone Number: _____
Were Parents Notified: Yes <input type="checkbox"/> No <input type="checkbox"/>	By Whom: _____
If unable to notify, explain attempts: _____	
Activity Leader / Person Responsible for the Activity: _____	
Other adults on-site at time: _____	Phone Number: _____
Other Witnesses:	
Name: _____	Phone Number: _____
Name: _____	Phone Number: _____
Part 2.	
The Incident - what happened: (use back of sheet or separate sheet if more room is required.)	

Nature of Injury / Illness: (use back of sheet or separate sheet if more room is required.)	

First Aid Administered: Yes <input type="checkbox"/> No <input type="checkbox"/>	By Whom: _____
Describe: _____	
Medical Aid Administered: Yes <input type="checkbox"/> No <input type="checkbox"/>	By Whom: _____
Part 3.	
Other Comments: _____	

Other Follow-up Recommended: Yes <input type="checkbox"/> No <input type="checkbox"/>	

Form Completed by: _____	Date: M/D/Y _____
Signed: _____	

NOTE: Place completed form in Pastor Paul's confidential mailbox outside his office within 24-hours of incident.

