

# SAFE CHURCH GUIDELINES

*Reviewed and accepted 3/24/19.*

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## **DOCUMENT PURPOSE:**

We, the First Congregational Church of Brimfield, Massachusetts, are a faith-based community committed to following the teachings of Jesus Christ. We strive to welcome those who enter through the doors of the church with love and dignity and to treat them as members of our family and make our church a safe place for all. Therefore, we endeavor to address the risks that may be presented by taking a strong preemptive stance. While it is understood that not all risks or occurrences can be avoided, we will eliminate as many as we are able to in order to provide a place where people of all ages can deepen their faith and sense of spirituality in a safe and loving environment. It is to that end that we have created this Safe Church Document. We consider this a living document which will be reviewed and amended as needed.

## **POLICIES AND PROCEDURES:**

The Safe Church Document will be maintained and provided to each member of the Church Council. The Church Council will review and amend this document as needed during the year and present it for approval at the Annual Church Meeting.

The policies and procedures included in this document are intended to apply to all activities which take place within the First Congregational Church of Brimfield building located at 20 Main Street, Brimfield, Massachusetts as well as to all programs, activities, or events scheduled as part of the ministry of this church, whether those activities take place on the church property or elsewhere. These policies and procedures apply to all members, friends, volunteers, renters, users, and employees of the church.

## **LOCATION / STORAGE OF POLICIES:**

A Safe Church Document will be provided to each new employee, any volunteers working with minors or vulnerable adults, and a representative of each organization using our facilities. Said individuals or representatives will review the document and sign the appropriate agreements as needed.

Along with the distribution of this document, copies will be kept at the following locations:

1. Church Office
2. Distributed through the newsletter with Annual Reports
3. Online at the Church website

## **BEHAVIORAL COVENANT FOR WORKING TOGETHER:**

(our approved Behavioral Covenant for FCCB)

As a people called together to be church, we recognize our need to be able to work together. We recognize that as different parts of the body of Christ, with different strengths and skills, it is in the best interest of our own spiritual growth, of the whole church's ministry and mission, and in the interest of fruition of God's Kingdom

that we work together well. Therefore, we commit to this behavioral covenant. We commit, with the help of God, to:

1. Be respectful of people at all times.
  - i. Making room for all people to be heard.
  - ii. Asking for and offering clarification as necessary.
  - iii. Speaking calmly and with kindness even when we disagree.
  - iv. Remaining focused on ideas, not the individuals raising those ideas.
2. Recall that the purpose of our gathering is to discern God’s will for us as individuals and for the church as a community.
  - i. Assuming that people have the best of intentions.
  - ii. Retreating for personal prayer and reflection or calling for communal prayer or the tabling of an idea, if needed.
  - iii. Staying connected and committed to finding a mutual resolution even when we are uncomfortable.
  - iv. Trying through deep listening and patience to understand differing points of view.
3. Use best practices in communication to facilitate our work together.
  - i. Framing ideas from our personal perspective. Using “I” statements.
  - ii. Taking responsibility for what we say and do. (no anonymous complaints or speaking for “others” who are not present.)
  - iii. Talking directly to people with whom we have issues and involving a neutral third party if necessary.
  - iv. Communicating with a tone of voice, word choice, and body language that supports open communication and makes space for others to feel comfortable enough to be a part of the conversation.
4. Practice Forgiveness
  - i. Recognizing that as human creations we are not perfect and neither is any other human; therefore, we will seek forgiveness when we have failed, and we will work to forgive others.

And as brothers and sisters in Christ, we recognize our responsibility to abide by this covenant and to hold others to it as well.

“For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ. For in the one Spirit we were all baptized into one body—Jews or Greeks, slaves or free—and we were all made to drink of one Spirit. Indeed, the body does not consist of one member but of many. . . If one member suffers, all suffer together with it; if one member is honored, all rejoice together with it. Now you are the body of Christ and individually members of it.”

1 Corinthians 12: 12-14, 26-27

To be read at the beginning of each meeting:

As a people called together to be church, we recognize our need to be able to work together. We recognize that as different parts of the body of Christ, with different strengths and skills, it is in the best interest of our own spiritual growth, of the whole church's ministry and mission, and in the interest of fruition of God's Kingdom that we work together well. Therefore, we commit to this behavioral covenant. We commit, with the help of God, to:

- Be respectful of people at all times.
- Recall that the purpose of our gathering is to discern God's will for us as individuals and for the church as a community.
- Use best practices in communication to facilitate our work together.
- Practice forgiveness.

And as brothers and sisters in Christ, we recognize our responsibility to abide by this covenant and to hold others to it as well.

"For just as the body is one and has many members, and all the members of the body, though many, are one body, so it is with Christ"; and therefore so we should strive to be.

## **REPORTING RESPONSIBILITIES:**

An Incident Report Form (found in Appendix A1) is to be used to register injuries that result in the need for medical care and that take place during church programs or events on or off church premises by church members or others. It is also to be used for all suspicious child abuse or neglect. Copies of this form should be turned in to Moderator or Minister and can be found at the end of this guideline and extras are available in the back hall of the church.

Any allegation of inappropriate conduct or relationship between an adult and a minor or between two minors shall be promptly reported to the Minister or Moderator who will immediately take the appropriate action by calling an emergency meeting of church council and / or notifying our Associate Conference Minister of the MACUCC and /or calling the MA state police, DCF, and local authorities. All contact with the accused will be done with dignity, respect and under the premise that innocent until proven guilty.

In the case of allegations of physical or sexual abuse appropriate law enforcement agencies must be notified.

## **REPORTING PROCESS:**

If any congregant of the church has been made aware of any possible case of child abuse and / or neglect and has reasonable cause to believe, or has been told, that abuse and / or neglect of a child or youth has occurred in any of the church's buildings and / or properties, or during any church sponsored event, that person is required to file an Incident Report Form (See attached form Appendix A1) with the Minister and the church Council. Failure to do so may result in the loss of privileges and / or action as appropriate.

NOTE: If in the context of a class or other event, a child discloses information or an adult otherwise has a reasonable cause to believe that a child is not safe, the incident should be discussed promptly with the

ministerial staff to clarify and determine an appropriate level of response.

NOTE: If abuse or neglect of minors is suspected by or reported to our Minister or church personnel, they must report such to the authorities as they are state mandated reporters.

## **GUIDELINES FOR CARE OF CHILDREN, YOUTH AND ADULT SUPERVISORS**

### ***Definitions (for all church policies):***

- Children – ages 0 to 12
- Youth – ages 13 to 18
- Minor – anyone under 18 years old
- Adult – Anyone 18 years old or over

### ***The Children / Adult Rule***

In order to ensure strong Safe Church Guidelines to protect the children and youth, reduce the risk of sexual assault and harassment and to help guard against false accusations, it is required that:

- Any adult who will be teaching or mentoring on a regular basis (more than 3 times a year) or transporting children or youth for a church event must file a 'CORI' form and complete the Online Mandated Reporter Training available at [51a.middlesexcac.org](http://51a.middlesexcac.org) or present an equivalent certification through another agency. A copy of their certificate of completion is to be kept on file in the church office.
- Once the disclosure form is received the candidate will be run through the Criminal Offender Record and Information Database (CORI).
- All teachers are to be approved by the Church Council.
- At least one adult CORIed person must be present at all Sunday School classes.
- All activities, such as mentoring or sleep overs, will be structured so that there is no instance where any one adult is left alone with minors.
- A council approved male and female adult must be present for any mixed gender children's overnight activities.
- In situations where groups are split up, another adult needs to be within visual or auditory distance. Youth may be trained as shepherds to assist with one adult in a classroom setting.
- The disclosure forms and CORI record checks are to be kept in a secured file in the church office, and only the person responsible for doing the CORI checks shall have access.
- A list of CORIed individuals shall be given to council annually, updated when changes are made, and maintained in the church office with dates of renewals notated.
- It shall be the responsibility of the CORI checker to keep the CORI checks updated.

Minors in any church activity shall be under adult supervision. No adult or anyone else working with children should place himself or herself in a compromising situation by being alone with a child out of view of other adults. Should the situation arise with a youth where it is probable that the adult and child will be alone for some

amount of time, parental written permission shall be acquired which includes the explanation of why such time is needed and how the safety of the youth will be the highest priority.

When one-on-one interactions between an adult and a child are appropriate and / or necessary (i.e. bathroom emergency, walking up to bring a child to their parent), care shall be taken that they are conducted in an environment that provides visibility to others. If at all possible, another adult should have knowledge of who is meeting and where.

When there are only two adults present at an event with children, they should not be related, in long-term relationship, or married.

## **Overnight Rule**

Adult chaperones supervising overnight stays of minors shall have been cleared by Council. If the overnight event requires separated gendered sleeping quarters, then at least two males will dorm with boys and two females with girls. A signed parental consent form is required which lists the names of the advisors to be present.

## **Discipline**

No person shall be disciplined by the use of spanking, hitting, slapping, or any other form of physical punishment.

Verbal reprimands shall not include destructive criticism, insult or shouting.

Adults working with minors are encouraged to listen to the minor, communicating expectations of appropriate behavior, use time-outs or give alternative choices.

If a child is disruptive, the parent / guardian will be called if the child's behavior cannot be redirected and continues to be disruptive and / or engages in behavior that is of detriment to the other children.

## **Transportation of Children / Youth:**

Written parental permission is required for adults to minors for church activities. Adults will remain with minors until their parent or guardian has picked them up. Anyone driving for the church must be at least 18 years old, hold a valid US driver's license, covered under their own active insurance policy. It is preferred that drivers be over 21.

- All occupants of a vehicle must use an individual seat belt (no multiple belting) at all times during the

operation of the vehicle.

- Only hands-free device is allowable while driving.

### **Bathroom Procedure**

No child shall be admonished for soiling, wetting, or not using the toilet.

In the case of diapered children, parents will be notified in a timely manner that their child's diaper needs to be changed. The parent will be responsible for the changing of their child.

Potty-trained children in Pre-K or under should be escorted to the bathroom by an adult. The adult should be sure that they are visible to others at all times. If additional assistance is needed or if an accident occurs, parents will be notified and invited to change and care for the child.

Children in Grades K and up do not need to be escorted to the bathroom. If a child does not return in a reasonable time frame, send another child to find out where the child is. If assistance is needed in the bathroom, request help from another adult and prop the door open.

### **SOCIAL MEDIA USE AND CHURCH COMMUNICATIONS:**

Social media can be an extremely useful tool for keeping in touch with communities, understand what is important to the people served by the church, building and sustaining relationships, sharing news, etc. It can also provide a safe place to allow people to grieve, and feel they are not alone. However, that is only if this tool is used properly. Accepted use of social media and important aspects to remember when dealing with any church related communications, discussions, meeting agenda items, etc. are as follows:

- Only children's first names shall be published.
- Parents who do not wish their children's pictures taken or adults who wish to not have their pictures used shall notify the photographer, if possible, or Minister.
- Annually, parents will receive an opt in / opt out permission slip with their child(ren)'s registration which will be maintained and followed.
- No confidential conversations / discussions should take place on any social media venue.
- Private conversations should be kept off social media if possible, or if that is not an option then the use of private groups may be permitted with approval of the Council.
- All mandatory reporting rules will be followed.
- No Friend or "Follow" requests will be sent to minors.
- Any speech or discussions that are inflammatory, are meant to cause dissention, are hateful are strictly forbidden.
- Church staff and personnel should use a personal account when entering any web site, discussion group, professional site, etc. for any personal (non-church) discussions / communications to keep the conversations

segregated as appropriate.

- Transition plans should be included in process documents to ensure continuity in church social media activities and sites should staff / personnel need to change.

## **DRUGS AND ALCOHOL USAGE:**

The use of any drugs in a recreational context / non-prescribed to user (this, includes marijuana) on or in church facilities or at church sponsored events, is not permitted.

Alcoholic beverages will not be permitted on church property or in any church sponsored events except when provided by the church event with the approval of the Church Council.

## **EMERGENCY PROCEDURES:**

Emergency Procedures, including evacuation plans, should be created and reviewed annually. Consideration of the execution of preparedness drill will be written in to each procedure.

In the case of an emergency, the acting Moderator or the Minister becomes the responsibility coordinator if they are on site. If they are not on site, the Moderator emeritus or Moderator-in-training will take responsibility. In the cases where none of the above are on site, whomever is in charge of the particular event is in charge until such time that the Minister or Moderators can be contacted and arrive on scene (see phone directory page for contact information).

### **General Emergency Procedures**

- Contact fire, ambulance, or police, if necessary by dialing 911.
- Any time 911 is contacted, an incident report form should be filed once the incident is resolved and everyone is safe. A call should be made to the Minister or Moderator if they are not present during the incident.
- When 911 is called, a person should be assigned to meet the emergency vehicles at the front of the church and guide them to or tell them about the emergency.
- All media inquiries should be referred to the Minister or Moderator.
- A safety word is used to discreetly advise others that there is a problem and that the police shall be contacted.

### **Evacuation Plan**

- When an alarm sounds or an evacuation is called for, all people should proceed safely outside of the church using the designated exits.

- People should not disburse or leave the premises, but gather at the church sign at the front of the church grounds so that all people can be accounted for. In the case of inclement weather, people can move to the Town Hall building for shelter.

- Minister, moderator, or person deemed in charge of the event shall attempt to account for all people. No person should return into the building. An account of any person deemed missing shall be reported to the emergency personnel when they arrive.

1. Fire

- a. The premises shall be evacuated any time the fire alarm goes off. Only trained emergency personnel shall turn off the system.
- b. Fire extinguishers are located throughout the building. Make yourself aware of their location. All people are empowered to use an extinguisher as they are comfortable to extinguish small fires. Fires can move quickly in such an old building. It is important to keep an exit clear and to evacuate if the fire is too big or grows rather than shrinks when the extinguisher is used. If the fire sets the alarm off, desist in use of the extinguisher and evacuate the building.

2. Explosion

- a. NOTE: There are no gas lines at the church.
- b. Evacuate as you are able.

3. Immediate Physical Threat

- a. If there is concern of immediate physical threat, 911 should be contacted as soon as possible.
- b. Based on the threat, leadership will determine if evacuation or sheltering in place is deemed appropriate.

4. Medical

- a. The First Aid kit is located in the kitchen by the phone.
- b. A defibrillator is located in the Fellowship Hall by the TV. If the defibrillator is used, 911 must be called.
- c. If medical situation is deemed appropriate, 911 shall be called.
- d. Incident reports should be filled out for all medical incidents that require treatment.

5. Hazardous Material

- a. In general hazardous material should not be stored at the church.
- b. Cleaning materials and paint should be secured in closets, the pit, or other locations not easily accessible to children.

6. Tornado / Severe Weather

- a. The church is deemed an emergency shelter for the Town of Brimfield.
- b. In the case of tornado or severe weather, people should take shelter in the bottom floor of the church, doing what can be done to move away from outer windows.
- c. A list of those taking shelter in the building shall be collected and maintained by the person in charge as appropriate and possible.

## 7. Earthquake

- a. Evacuate (procedures above) the building and if damage is visible do not re-enter the building until it is evaluated for structural safety.
- b. If time does not allow for evacuation, seek shelter under tables or other sturdy implements. Move toward the back (Northern) of the church as best as you are able.

In the case of downed power line, National Grid and the Brimfield Police should be notified. No untrained person should try to touch or move power lines. A perimeter should be created to prevent others from approaching the area until trained personnel is on site.

In the case of broken pipes or other building maintenance issues, please contact Properties and Finance.

## **Sexual Exploitation, Ministerial Conduct, and Youth / Child Protection Guidelines**

### ***A. Prohibition of Sexual Exploitation and Harassment (See definitions)***

The First Congregational Church of Brimfield is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with First Congregational Church of Brimfield should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church guidelines. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior which is contrary to this guideline and, if necessary, to discipline those persons who violate this guideline.

### ***B. Ministerial Conduct (See definitions.)***

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

Because ministers (including elected or appointed leaders, employees, volunteers, and authorized ministers) often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional, and spiritual health and that they have adequate preparation and education for helping those individuals they seek to serve in ministry. First Congregational Church of Brimfield encourages its leaders, authorized ministers, employees, and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education, and the importance of referring those in need to supportive and helpful resources. It is also expected that those engaged in providing ministry will complete and submit a CORI form.

## **CHURCH KEY GUIDELINES:**

Individuals who receive a key from First Congregational Church shall sign a key receipt form that clearly states the purpose(s) for receiving the key and indicates the person's understanding and compliance with the conditions set forth by this guideline.

When a person receives a key from the church, he/she:

- May not lend the key to anyone else
- May not duplicate the key for any reason
- May not tag or otherwise identify the key as providing access to First Congregational Church
- Is entirely responsible for the security of the key
- Will return the key when he/she no longer has the responsibility for the stated purpose or when it is requested by the Board of Finance and Property or its representative.

Key holders must abide by all policies and procedures regarding the use of all church buildings and properties. When receiving a key, a Key Receipt Form (Appendix B) should be completed and turned in to the office. The form can also be completed through the Breeze Online Database.

## **CONFIDENTIALITY GUIDELINES**

Some information about church members kept in church records is confidential in nature. Information that may be gathered about a member either through self-disclosure or by request of others is confidential. This may include disclosure statements regarding criminal charges, civil lawsuits or background information. Written records of disciplinary actions would also be kept in confidential records.

All confidential records will be securely locked in the church office. Access to the record is limited to those church leaders who require the information in the course of performing their duties

Confidential information will not be shared with other organizations without written permission from the individual, except in the case of legal mandatory reporting regulations.

Congregants have the right to request that other information about themselves is also made confidential i.e. phone number and address. This information may be stored in an online database, but must be made private at the congregant's request and visible only to highest and lowest leadership positions.

## **BACKGROUND CHECKS AND DISCLOSURES:**

- All paid employees of the church shall submit to a Criminal Offender Record Information (CORI) check as condition of employment.
- Ministers are required to keep current and submit their Criminal Background check. It will be requested at the Minister's annual review.

The supervising body (Council et al) has the power to deny employment or a volunteer position to anyone with

unsatisfactory self-disclosure or CORI.

## DEFINITIONS

**Minister:** a person engaged by the church to carry out its ministry. Minister includes elected or appointed leaders of the church, employees, and volunteers, as well as authorized ministers.

**Authorized minister:** a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ.

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

**Sexual exploitation:** sexual activity or contact (not limited to sexual intercourse) in which a Minister or other person engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the Minister or another person.

**Sexual harassment:** repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and

- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning, or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership, or comfortable participation in the life of the church.

### **Procedures for Handling Complaints of Sexual Exploitation or Harassment**

A. A subcommittee of the Council with no less than two members, one male and one female, will be established as needed to hear complaints under this policy. The subcommittee, hereinafter is to be referred to as “The Response Team.” Council is tasked to read through Safe Church Guidelines on an annual basis.

B. Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment (see definitions above) depending on the severity of the complaint:

- If appropriate, the complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
- If the issue continues or if the incident involves physical contact, the complainant should report the incident to the Minister or Moderator.
- If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:

1. The Response Team shall advise the Minister and Moderator of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If either the Minister or Moderator is the subject of the complaint, this notice requirement shall not apply as to that person.
2. The Council, or an appropriate subcommittee thereof, shall make determinations and take actions appropriate to resolve the matter. These may include:

a. finding that sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:

- (i) a formal reprimand, with defined expectations for changed behavior;
- (ii) recommending or requiring psychological or psychiatric assessment, counseling and / or treatment;
- (iii) probationary standing, with the terms of the probation clearly

defined;

(iv) dismissal from employment or authorized volunteer position by, affiliation with, or membership in, the church.

(v) contacting authorities as appropriate.

b. finding that sexual exploitation or harassment did not occur.

- The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.

C. A written summary of the Council proceedings in such cases will be maintained, separately and with consideration of confidentiality.

D. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the church may initiate or proceed with the formal complaint process.

E. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

F. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.

G. If the complainant or respondent is not satisfied with the disposition of the matter by the Council, he or she has the right to appeal to the Moderator, or to the Minister if the Moderator is the subject of the complaint, who shall refer the matter to the Central Association of MACUCC.

## II. Child Abuse

Apart from any legal requirements, the First Congregational Church of Brimfield, UCC will make a report to appropriate authorities, including but not limited to the MA Department of Children and Families, if at any time the church has reasonable cause to believe that a minor may be an abused or neglected child. Any Minister of the church who becomes aware of facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Minister and Moderator so that the church may take appropriate action in a timely manner. The MA Child-At-Risk Hotline currently is: *800-792-5200*.

## III. Clergy

Apart from any disposition of the matter by the church, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Church & Ministry Committee of the Central Association of the MA Conference of the United Church of Christ.

The Central Association of the MA Conference may be contacted at: 508-875-5233 and / or macucc@macucc.org.

Key Receipt Form

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Name: \_\_\_\_\_  Member  Non-member

I am receiving a key for the following purpose(s):

I acknowledge receipt of key # \_\_\_\_\_ and agree that:

- I will not lend the key to anyone else
- I will not duplicate the key for any reason
- I will not tag or otherwise identify the key as providing access to First Congregational Church
- I will be entirely responsible for the security of the key and I will return it when I no longer have the responsibility for the above named purpose or when it is requested by the Board of Finance and Property or its representative.

In receiving this key, I agree to abide by all policies and procedures regarding the use of all church buildings and properties.

I agree to comply with the Incident Report Requirement.

If I am the last person with a key, I will check when I am leaving the building that all the exterior doors are locked.

I have received a copy of the Safe Church Guideline and I acknowledge that it is my responsibility to understand and follow the guidelines. I also understand that I may contact the Council for any clarifications I need.

I understand that failure to comply with any of the provisions set forth in this document may result in my loss of privilege to be a key holder.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Finance & Property Board Member / Minister*

Note: This is available through the Breeze Database.

## Statement of Compliance

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\_\_\_\_\_  
*Printed name*

I acknowledge that I have received the Safe Church Guidelines, and I acknowledge that it is my responsibility to understand and follow the guidelines. I also understand that I may contact the Council for any clarifications I need.

\_\_\_\_\_  
*Signature*

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

Note: This form can be found on the Breeze Database.

## Incident Report Form

This form is to be used to register injuries that result in the need for medical care and that take place during church programs or events on or off church premises by church members or other. It is also to be used for all suspicious child abuse or neglect. Copies of this form should be turned to Moderator or Minister.

Name of Reporter: \_\_\_\_\_

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

Town, State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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

Name(s) of People involved: \_\_\_\_\_

Contact of People involved if known: \_\_\_\_\_

Ages of people involved if known: \_\_\_\_\_

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

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2. Describe the circumstances under which you became aware of the incident and include the name of any witnesses.

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3. Indicate action taken by Staff and / or Authorized Volunteers. Include the names of Staff and / or Authorized Volunteers.

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

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Signature of Reporter

Date

Role/function/position of Reporter: \_\_\_\_\_

### For Office Use only

Date Report Received: \_\_\_\_\_ Report Received by: \_\_\_\_\_

\_\_\_\_\_ (If injured Person is a child) Copy Submitted to Parents/Guardian

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

\_\_\_\_\_ Copy Submitted to Reporter:

Date Submitted: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Further Action: \_\_\_\_\_

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Comments: \_\_\_\_\_

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Appendix of current contact.

### **Contact Page for Emergency Services:**

**Local dispatch number for emergency—** 413-245-7222

**Police, non-emergency numbers—**

Mass State Police, Sturbridge Barracks—508/347-3352

Brimfield Police—245-3442

**DCF—**

Child Abuse and Neglect—800/922-8169

Child at Risk Hotline—800/792-5200

### **Church Contact:**

**Moderator Emeritus, Ronald Christensen—**413/427-1215 cell, 413/967-5936 work

**Acting Moderator -** Bev Clark - (508) 789-9708

**Minister, Dawn Adams—**413/240-1149

Properties & Finance designees: George Adams 860-595-4084; Cliff Holt 413-245-6878 or 413-250-1863; Jack Riddle 413-245-7040 or 413-301-2814

### **Denomination Contact:**

MACUCC Conference Office: *508-875-5233*

*Central Association Office: 508-963-8106*

*Associate Conference Minister: Kelly Gallagher 413-210-1124*

### *Other Contact:*

*National Grid: 1-800-322-3223*

Fire Alarm Company: Fire Service Group - **Phone:** (413) 668-9100

Animal Control: 413-292-7406

Note: Janelle Richter currently does the CORIs

