

**The Unitarian Universalist Church in Eugene**  
**Safe Congregation Policy**

Safe Congregation Policy for Adults  
October, December 2017

And

Health and Safety Policies and Guidelines  
Children & Youth Programs  
Adopted 12/20/15

1.0 Purpose. The purpose of this Policy for Adults and the Health and Safety Policy for Children and Youth is to exert every effort to provide an environment supportive of health and safety. It provides policies and procedure to protect the physical, emotional, and sexual safety of all members, children, and friends of this congregation.

## Safe Congregation Policies

### Table of Contents

1.1.	Philosophy for Safe Relationships .....	4
1.2.	Statement of Commitment .....	4
1.3.	Goals .....	4
2.0.	Mission for Adult Conduct .....	4
3.0.	Definition of Terms.....	4
4.0	Church Staff.....	5
4.1.	Minister .....	5
4.2.	Director of Lifespan Religious Education .....	5
4.3.	Church Staff.....	5
5.0.	Procedure to Handle Complaint Against Church Employees.....	6
5.1.	Sexual Harassment of Employees.....	7
5.2	Complaints by Church Employees.....	8
5.3.	Abuse Response Team (ART).....	8
6.0	Expectations for Adult Conduct.....	8
6.3.	Need for Immediate Response Disruptive Behavior Policy.....	9
6.4.	Situations Permitting a Delayed Response .....	9
6.5.	Disruptive Behavior in the Sanctuary .....	10
7.0	Guidelines for Anchor Training.....	10
7.8.	Internet Policy .....	10
8.0.	Key Policy (required by insurance).....	10
	Health and Safety Policy for Children and Youth.....	12
A.	General Information.....	12
B.	Program Times and Pick-up.....	13
C.	Playground.....	13
D.	Health Concerns .....	14
E.	Confidentiality.....	14
F.	Injury and Accident Prevention.....	15
G.	Injury and Accident Response.....	15
H.	Fire and Other Emergencies.....	16
I.	Behavioral Guidelines.....	16
J.	Supervision.....	16
K.	Guests.....	17
L.	Field Trips .....	17
M.	Personal Safety and Prevention of Abuse.....	18
N.	Childcare .....	19
O.	Snacks .....	20
P.	Youth Group Policies and Procedures.....	20
Q.	Reporting and Responding to Child Abuse.....	23

Monitoring Duties of UUCE Board.....25  
Reproducible Forms..... 27-31  
Appendix 1: Disruptive Behavior Policy 2011.....32

List of Acronyms

ART	Abuse Response Team
DLRE	Director of Lifespan Religious Education
UUCE	Unitarian Universalist Church in Eugene
RE	Religious Education
UU	Unitarian Universalist
UUA	Unitarian Universalist Association

## **1.0. Commitment:**

This document answers to the UUCE Mission, “Empowered by love, we transform ourselves and serve our world.”

We are committed to providing a safe environment for spiritual growth and religious life. This interdependent web of community means that misconduct in any area by any person affects the whole congregation, and each individual. The worth and dignity of all are preserved through clear covenantal agreements, policies and consequences.

### 1.2. Goals

- To provide a fruitful and non-threatening climate for all ages;
- Prevent, insofar as is humanly possible, sexual, physical and emotional abuse.
- To limit the church’s legal risks and liabilities.

## **2.0. Philosophy Affecting Adult Conduct**

### 2.1. Unitarian Universalist Principles

UUCE members abide by the seven UU principles in their relationships with others. The first two principles ask us to affirm and promote the “inherent worth and dignity of every person” as well as “justice, equity and compassion in human relations.” “Affirming the inherent worth and dignity of every person” means that every person is worthy of respect. Promoting justice, equity and compassion in human relations means treating others as we ourselves would want to be treated. UUCE members have a responsibility to ensure that our congregation is a place where every effort is made to provide safety from abuse: interpersonal, verbal, physical, or sexual.

## **3.0 Definition of Terms:**

### 3.1 Harassment / common alternative spelling: harrassment

Harassment includes unsolicited and unwelcome conduct that in the case of sexual harassment has sexual overtones. All forms of harassment can feel intrusive, intimidating, hostile, offensive and/or humiliating to the victim. This includes physical, psychological, and sexual harassment. Stalking is also a type of harassment. We consider these three areas to overlap, but are focusing on where the primary complaint is. Unwelcome physical touch with sexual overtones would be considered sexual harassment.

### 3.2 Abuse

Abuse is a pattern of behavior that is used to control and/or dominate another person.

Abuse can be physical, psychological, and/or sexual.

*Physical*– includes actual or threatened harm, such as hitting, shoving, kicking, or throwing things. The harm or threat thereof may also be against family members, pets, or treasured belongings.

*Psychological*– includes being mistreated mentally and emotionally, such as being insulted, ridiculed, or threatened verbally.

*Sexual*– includes any of the behaviors above. Three major areas of concern are:

- (a) Sexual relating or contact between an adult and a minor;
- (b) Sexual relating or contact between minors that violates one of them because of the other's role or position of power;
- (c) Sexual relating or contact between adults that violates one of them because of the other's role or position of power.

#### **4.0 Policy Regarding Behavior of Church Staff**

All who work for the congregation have a ministry here and do this work together. The staff will abide by the (yet to be finalized) Staff Covenant. These guidelines

Keep each other informed of the community's needs, both spiritual and non-spiritual;

Keep in confidence all private conversations regarding members of the congregation;

Keep open lines of communication in order to facilitate their work, as well as to be prepared in times of crisis or conflict;

Support one another's efforts and speak well of each other;

Avoid triangulation. That is, if a member of the community complains to a staff member about another staff member, the first staff member asks the complainant to address the concern with the party involved using covenantal communication, or with their supervisor.

No sexual harassment or sexual conduct in relation to one another or the congregation. Attend trainings on this topic provided by the standing minister.

4.1. Minister (in accordance with UU Minister Association; <http://www.uuma.org>).

The minister will recognize the power the ministry gives him/her and refrain from practices which are harmful to others and which endanger his/her integrity or professional effectiveness.

Such practices include, but are not limited to, sexual activity with a child, with an adult in the congregation who is not his/her spouse or partner, with a counselee, with the spouse or partner of a person in the congregation, with an intern, with an employee/staff member, or with anyone else whose relationship with the minister would be exploited by a sexual involvement. If the minister is single, before becoming sexually involved with a person in the congregation, the minister will take special care to examine his or her commitment, motives, intentionality, and the nature of such activity and its consequences for the minister, the other person, and the congregation.

The minister will not invade the private and intimate bonds of others' lives, nor trespass on those bonds for the minister's own advantage or need. In any relationship of intimate confidentiality, the minister will not exploit the needs of another person.

Sexual misconduct is a violation of the ministerial relationship in which a person in a position of religious leadership takes advantage of a vulnerable person instead of protecting

him/her. It covers a wide range of activity, and the harm caused by this misconduct is related to the degree of seriousness.

The range below is from (a) the least degree of seriousness to (e) the greatest degree of seriousness:

- (a) Sexual Innuendoes / language
- (b) Inappropriate touching
- (c) Unwelcome advances or requests for sexual favors
- (d) Sexual relations with an adult under inappropriate circumstances
- (e) Sexual relations with a minor under any circumstances.

#### 4.2. Director of Lifespan Religious Education (DLRE)

The Liberal Religious Educators Association has a Code of Ethics that binds all religious education staff members. The Association's web site is as follows:

[http://www.mbdoua.org/uploads/MBD\\_Ethics\\_Safety\\_Guidelines.pdf](http://www.mbdoua.org/uploads/MBD_Ethics_Safety_Guidelines.pdf)

The DLRE is expected to respect and protect their own needs for spiritual growth and ethical integrity and to model healthy boundaries regarding sexuality and interpersonal relationships.

#### 4.3. Church Staff

The staff shall be held to similar standards as the minister. Staff members, if single, shall not be prohibited from a dating relationship with another staff member or a person in the congregation. Before becoming sexually involved with another staff member or a person in the congregation, a staff member will take special care to examine his/her commitment, motives, intentionality, and the nature of such activity and its consequences for himself/herself, the other person, and the congregation.

### **5.0. Procedure to Handle Complaint Against Staff**

The complainant shall make a confidential statement, verbally or in writing, to the staff person's immediate supervisor. The supervisor is mandated to report to the Minister (if the minister is the issue, see page 5) who shall communicate with the Chair of ART. Should a satisfactory process for resolution not be reached within 10 days, the complainant may then contact the chairperson of ART, who will arrange for the three (or more) person panel formed from the Abuse Response Team to meet within ten days of the complaint being made. A written record of the complaint shall be made at the time of the meeting.

The panel from the Abuse Response Team shall issue a decision within ten days of the panel's first meeting. The process of reaching this decision may include a meeting between the complainant, the staff member the complaint is directed against, and the panel, if such a meeting will not put the complainant at risk. As is deemed appropriate by the

panel, the panel shall report the nature of the complaint and the panel's decision regarding the complaint to the Personnel Committee.

#### 5.1. Policy Regarding Sexual Harassment of Employees *(Under Title VII of The Civil Rights Act of 1991)*

All employees and persons who have been contracted with for their labor have the right to an environment free from sexual harassment. Sexual Harassment is illegal under Title VII of the Civil Rights Act of 1991. When a person is sexually harassed, s/he is afforded the same protection and redress as a victim of any other form of discrimination.

Sexual harassment is defined by the U.S. Equal Employment Opportunity Commission (EEOC) as the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his/her refusal of same; or the creation of an intimidating, hostile or offensive working environment through verbal or physical conduct of a sexual nature.

It prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conducts of a sexual nature when:

- (a) submission to such conduct is made either explicitly or implicitly a term or condition of employment; and/or
- (b) submission to or rejection of the conduct is used as the basis for a decision or decisions affecting such individual; and/or
- (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; and/or
- (d) such conduct has the effect of creating an intimidating, hostile, or offensive working environment, and the supervisor knows or should know of the existence of the harassment and fails to take timely and appropriate action.

All individuals in positions of supervision are responsible for their own conduct and for the conduct of individuals they supervise. Supervisors will communicate with the minister, and shall take affirmative steps to stop sexual harassment by subordinates when it is brought to their attention, including warning or disciplining the offending individual. Such disciplining may include any legally acceptable means, to be decided with the Minister, or as above the assistance of the Abuse Response Team, and if deemed

advisable, the Board of Trustees.

## 5.2. Procedure to Handle Complaint Of Church Employee

When an employee has an unresolved complaint about another employee or anyone s/he encounters in the context of the church work environment, the employee shall first discuss the complaint with the minister. If the employee would like further assistance in resolving the complaint, the employee can submit the complaint in writing to the Abuse Response Team, along with an explanation of actions taken to date. If the minister and/or the Chair of ART have been involved in any attempts at resolution, they shall also submit documentation. (If the complaint is against the minister, see page 5 for procedure.)

Once activated, the Abuse Response Team will, within ten days of receiving the complaint, have the panel meet to review all written materials relating to the complaint and meet with all relevant parties. Except under extenuating circumstances, the panel will issue a decision within ten days of the panel's first meeting, which will close the complaint process.

## 5.3. Abuse Response Team (ART)

Any charge of abuse or mistreatment, as described in the rest of this Policy, must cause the DLRE, the Minister, or any member of the UUCE Board of Trustees to convene an ad hoc ART. The ART may include the Minister, DLRE, Chair of the Board of Trustees, an attorney for the church, and others as needed.

## 6.0 Expectations for Adult Conduct

### 6.1. Normal Expectations for Conduct Between Adults

Adults are to conduct themselves appropriately and in accordance with the UUCE Right Relations covenant, guided by the UUA principles, and the UUCE Mission and Aspirations. They will not engage in harassment or physical, sexual or emotional abuse.

- (a) All complaints shall be given prompt and fair consideration.
- (b) A complaint against the minister will be handled by a special Abuse Response Team panel consisting of: the President of the Board of Trustees, another board member, and three members of the congregation.
- (c) A written record shall be kept using a standard form(s) developed by the ARTs Team. Unless otherwise required, this confidential record shall only be accessible to the ARTs members, the Board of Trustees and the minister. Access shall be further limited if the complaint involves any of these parties.

### 6.2. Deviations

Any of the following actions should induce a response:

- (a) Perceived threats to the safety of others;
- (b) The disruption of church activities;
- (c) Physical, emotional, or sexual abuse.

### 6.3. Need for Immediate Response see DISRUPTIVE BEHAVIOR POLICY Appendix 1

If misconduct requires an immediate response, the Minister, Chair of the Board, and/or the leader of the group involved, must act by either asking the offending person or persons to leave, or must suspend the meeting or activity until it can safely be resumed. If further assistance is required, the Police Department may be called. The Minister must always be notified of the event if not present. The Minister and the chair of the Board of Trustees must send a follow-up letter to the parties involved detailing what steps must be taken before returning to regular attendance.

### 6.4. Situations Permitting a Delayed Response

Situations not requiring immediate response must be referred to ART, who must collect all necessary information to determine why the disruption occurred. ART must consider the frequency and degree of the disruption, and the likelihood that the problem behavior will diminish. ART should consider three levels of response:

Danger - Is the individual the source of a threat or perceived threat, including unwanted attention, to persons or property?

Disruption - How much interference occurs with church functions?

Offensiveness - How likely is it that prospective or existing members will be driven away?

ART must decide on the necessary response on a case-by-case basis. If it is determined that action is required, the following three options should be considered:

#### 6.4.1. First Level

A member of ART and the Minister, or the Minister alone, must meet with the individual to communicate the concern as soon as possible and to develop a Limited Access Agreement.

#### 6.4.2. Second Level

If the offensive behavior continues, the individual may be excluded from the church and/or specific church activities for a limited period of time. The reasons and the conditions of return must be made clear.

#### 6.4.3. Third Level

If the behavior continues, the offending individual may be excluded permanently from the church premises and all church activities. Before this happens, ART must consult

with the full Board of Trustees. If it is decided that expulsion is required, the Minister must send a letter explaining the expulsion and the individual's rights and possible recourse.

#### 6.5. Disruptive Behavior in the Sanctuary

A selected group/network of church members will be trained to deal with disruptive behavior at worship and all other church activities. The UUCE Board will ensure that Covenantal trainings and trainings on dealing with disruptive behavior are regularly offered to the congregation.

### **7.0. Guidelines for Training identified members (called Anchors)**

7.1. Identified members will be alert to anything that makes other congregants uncomfortable or that disturbs the whole service. Whenever possible, a team of three people should be present: pastoral care/chaplain, person experienced in managing agitated people, and one other.

Actions include learning name of the person involved, speaking to them quietly, asking them to leave the sanctuary, asking them to leave the building. Identified members will report the incident to the minister.

7.2.1. In the case of people sleeping on the church campus, the Custodian, Minister and one other will follow these steps: speaking to the person, giving them two time limits to leave, and a third warning that the police will be called if they are not gone in the next 15 minutes, calling Cahoots, and next the police (911). The church has registered with the Eugene police department to be on their regular rounds, and is registered to receive an immediate visit to encourage people to leave.

7.2.3. A first-aid kit is available in the Kitchen.

#### 7.3. Classes for New Member Orientation and Faith Forward Inquirers

Faith Forward and New Member classes must include a review and discussion of the UUCE Safe Congregation policy.

### 8.0. Key Policy (required by insurance)

Access to the building and the office is controlled by punchcode. Codes are given out and tracked by office staff. Separate keys are kept by the Minister and the Intern to their offices for pastoral confidentiality. A lockbox of physical keys is in the custodial area; the code for the lockbox is controlled by office staff. (Old from pre November 2017: All committee chairs are given keys and are responsible for returning them when they leave office. All keys for church buildings must be distributed through the church office during normal office hours. In addition, key keepers will be available some Sundays during coffee hour to sign out keys.)

9.0. Internet Policy

- (a) Children using computers must be monitored by an adult program leader;
- (b) Church computers must be password-protected and passwords changed at least yearly, or more frequently as circumstances dictate in order to protect against improper use. Passwords must be maintained by the church administrator;  
No personal information shall be posted on the Internet or the UUCE web page;
- (c) Using the church directory for non-church business (e.g., any solicitation) is forbidden;
- (d) Cyber-bullying is forbidden.

9.1. The internet Administrator(s) and/or ART must deal with reports of Internet misuse.

## **Health and Safety for Children and Youth**

### **A. General Information**

1. The Unitarian Universalist Church in Eugene (UUCE) is concerned with the health and safety of children and youth, as well as with spirituality, religious education, and community building. The Religious Education Committee (REC) has developed the following policies and procedures to ensure a safe, healthy, and respectful environment.

2. Definitions:

- a. “Caregivers” are individuals aged 18 or older, who volunteer or are hired by church staff to care for children (generally age 11 and under) for a specific time period or event.
- b. “Assistant caregivers/volunteers” are persons age 12 and up who are hired to care for children or assist volunteer teachers. Persons under age 18 must always be in the room with an adult and must not be left alone with children.
- c. “Teachers” are individuals who contract with religious education staff to teach designated classes of children and youth.
- d. “Advisors” is another term for teachers of high school and middle school youth.
- e. “Mentors” are adults, age 25 or older, who have been screened, interviewed, and matched with individual youth as part of the “Coming of Age” program.
- f. “Sponsors” are adults, age 25 and over, who serve in the role of chaperone at youth classes, meetings and events. Sponsors must be approved by the DRE.
- g. “Youth leaders” are youth enrolled in the RE program who have significant influence on, or responsibility for, other youth enrolled in the program.

3. All adults who volunteer or are hired by RE staff to care for children and youth are screened which includes a criminal background check annually.

### **B. Program Times and Pick-up**

1. Early drop-off is available for children age 5 and under, 15 minutes prior to service. All children/youth are welcome in the service. Children/youth in Kindergarten – High School begin Sunday programming in the Sanctuary with the rest of the congregation, unless supervised by an adult in the classroom. Teachers are not responsible for children until the program begins. Approximately 15 minutes after the service begins, children and youth will be dismissed to their classes.

2. Children ages Pre-K age 5 and under are to be escorted to their appropriate class by parent/guardian/designee. Unregistered newcomers/visitors of all ages should also be brought to class and checked in until they have completed the registration form. (See Guest section L)

3. The RE Program runs approximately 15 minutes after the start of service to 15 minutes after the scheduled end of service. Parents/Guardians are also invited to visit their child’s class at any time. Please allow the classes to finish their closing before picking up your children/and youth.

4. Dismissal and pick up for children will work as follows:

- Ages Infant through 4<sup>th</sup> grade will be held in their classes for parents to pick up. On some occasions, the teachers/volunteers may bring the children to their parents. Children must be picked up by 15 minutes after the service.
- 5<sup>th</sup> Grade through Middle School will be released to their parent/guardian approximately 15 minutes after service lets out.

\*There is no supervision for children and youth after the end of class. The expectation is that children/youth will not leave the building without expressed parental consent. Families are responsible for communicating these expectations.

5. Parents/guardians who, on occasion, will not be on the premises while children/youth are attending RE or other church-sponsored activities are required to communicate with the teacher/sponsor and leave a phone number where they may be contacted, or a name and phone number of an alternate contact person. Children in 5th grade and younger, must either be with an older sibling or paired with another family or individual who will be the on-site adult contact.

#### **D. Health Concerns**

1. Parents of children and youth who have serious medical concerns and allergies are requested to specify issues on the program registration form. Please discuss your child/youth's condition with the DRE and their teacher(s). Parents are responsible for providing updates to ensure information is current and accurate.

2. We wish to take steps to limit the spread of contagious diseases among children and youth attending RE. Therefore, parents are requested to keep children home when they display the following symptoms:

- diarrhea, vomiting or fever (above 100.4°F) within the past 24 hours;
- thick greenish-yellow mucus or pus draining from the eye;
- sore throat, especially combined with fever or swollen neck glands;
- rashes unrelated to diapering, heat, or other known non-communicable diseases;
- unusual tiredness, paleness, lack of appetite or irritability.

(excerpted from the "Good Growing" newsletter of Children's Hospital and Medical Center, Fall 1997)

3. When a child or youth has a serious illness, which may prevent the child from attending RE for two or more weeks, parents are requested to inform the Director of Religious Education (DRE) or the child's teacher. Parents/Guardians are also requested to let us know if there is any support or assistance which can be provided to the child, youth or family by the religious education staff.

4. If a child comes down with a communicable disease (i.e., chicken pox) shortly after attending RE, please notify the RE staff.

#### **E. Confidentiality**

Information about the health or abilities of any child or youth, or a family's status will be

considered confidential. Such information will only be shared with staff or volunteers as necessary to meet the needs of the child/youth, or upon family request.

#### **F. Injury and Accident Prevention**

1. Well-stocked first aid kits are stored in each classroom. These are well marked with a red cross symbol. Notice should be given to the DRE if any items need to be re-stocked. Ice is available in the freezer in the kitchen.
3. A first aid kit shall be carried by each driver on church-sponsored field trips. If the driver does not already own one, he/she may borrow a kit from the RE office. These must be returned after each event. Notice should be given to the DRE if any items need to be re-stocked.
4. Regular Religious Education Staff and paid childcare providers shall have up-to-date CPR and First Aid cards.
5. All caregivers must be 18 years of age or older. Younger caregivers (under 18) must always be assisted by an adult and never left alone to care for children. (see exception Section N)
6. Emergency telephone numbers (Fire, Cahoots, Police, Medical), as well as information about the location of the church, are posted by each classroom door. All staff are provided with the DRE's home phone number.
7. Toddlers and young pre-schoolers are requested not to bring toys with small parts into the classroom.
8. Toys and supplies in the classrooms of infants, toddlers and pre-schoolers are reviewed, sorted and cleaned periodically. Those which are broken or unsafe are discarded.
9. Alcohol and illegal drugs are not permitted at any events for children and youth. If alcohol is served at a family or intergenerational event, it is the responsibility of parents, teachers, caregivers, other adults in attendance, and sponsors to insure that it is not served to minors.

#### **G. Injury and Accident Response**

Occasionally, accidents and injuries do occur despite close supervision of children and youth. In

such cases, the following steps shall be taken by the teacher, sponsor, or caregiver:

1. Determine if the injury is an emergency (i.e., severe bleeding, possible neck or spine injury, compound fracture, difficulty breathing, etc.). If so, call 911 as quickly as possible. Do not move the victim in cases of possible head, neck or spine injury.
2. Administer first aid if qualified.
3. In case of injury, notify the parent/guardian or contact person. The parent will make the decision regarding how to handle the injury (i.e., they will come to get the child/youth, they will request transport to a hospital or doctor, etc.).

In the case of a head injury, please notify the parent even if the child/youth seems to be okay.

4. Complete an Accident/Injury Report form. Give one copy to the parent and one to the DRE or the RE office. Reports should be completed for all accidents, even minor scrapes

and bruises, and possible poison oak contamination.

#### **H. Fire and Other Emergencies**

1. Fire extinguishers are installed in two locations in the RE wing.
2. A map showing the location of telephones, first aid kits, fire extinguishers and fire exit routes is posted in each classroom, as well as in the RE office.
3. Fire evacuation plans are reviewed at teacher training, and a fire drill is conducted during RE once per year.
4. In the event of a fire or fire alarm, teachers shall lead children out of the room, taking the Daily Sign-In Sheet with them. They shall insure that all children are out of the room. Teachers and children shall gather in the designated meeting place. The DRE or his/her designee shall check in with all teachers prior to a return to the classroom or, in the event of a serious fire, at a designated safe location.
5. UUCE's fire extinguishers and the fire alarm system are maintained by the custodian or administrator.
6. UUCE is a non-smoking facility, and is posted as such.
7. If it becomes necessary to evacuate the building, children will be taken out according to the fire evacuation map if circumstances permit.
8. Children will be released only to parents or guardians.

#### **I. Behavioral Guidelines**

1. The Unitarian Universalist Church in Eugene principles respect the uniqueness of each individual and support the resolution of conflicts through peaceful means. Our RE classes and church-sponsored activities endeavor to provide engaging opportunities for young people with a wide range of temperaments, interests, and learning styles.
2. We expect children and youth to behave in ways which respect the feelings, opinions, and actions of others, as well as any property belonging to others and to the church community.
3. A concern for safety predominates. Behavior that risks or inflicts physical harm to oneself or to others is never an acceptable choice.
4. Teachers, sponsors or caregivers who see children or youth making inappropriate choices of behavior shall discuss it with them. Alternate choices may be offered, along with potential consequences. Sometimes the only effective means of intervention is to empathize and then to re-state behavioral expectations. If necessary, the individual may need to be separated from the group and brought to their parent/guardian/family.
5. We will make reasonable accommodations as appropriate to meet the needs of children and youth with special needs.
6. Teachers, sponsors and caregivers shall bring to the attention of the DRE and the parent any patterns of inappropriate behavior on the part of a particular child or youth, so that they may work together to seek a mutually acceptable solution to the problem.
7. Teachers, sponsors and caregivers shall bring to the attention of the DRE and the parent if the child/youth leaves or "disappears" from a class, meeting, event or activity. (See also section J.5)

#### **J. Supervision**

1. Groups of children and/or youth shall not be left unattended in a classroom.

2. There shall be at least two adults present at every church-sponsored youth event, with a recommended ratio of one sponsor per every 10 youth. (Exception: The “Coming of Age” program offers opportunities for youth and mentors to meet on a one-to-one basis with parental permission.)
3. Rules and guidelines have been developed with regard to events and activities for middle and high school youth. See the following forms and hand-outs at the back of this manual:
  - a. Youth Events Rules and Guidelines
  - b. Parental Permission Slip
  - c. Youth Agreement for Attending Overnights
4. Any social event taking place outside the church, attended by church youth, that does not have approved sponsors is not a church-sponsored event. Parents retain responsibility for their own youth in these situations.
5. If a child or youth leaves or “disappears” from a class, meeting, event or activity, a reasonable attempt will be made to find him/her. If a child in 8th grade or under has not been found within 10 minutes, parents will be contacted and, if necessary, the police will be called. If a youth in 9th grade or older has not been found within 30 minutes, parents/guardians will be notified.

#### **K. Guests**

1. RE classes, meetings, events and programs are designed primarily to benefit and engage the children and youth of UUCE members and friends. Parents are requested to register their children and youth once per year to attend our church-sponsored programs.
2. Guests (children and youth who are not registered) are welcome to visit 3 times. Parents/Guardians are asked to bring visiting children to their class and sign the visitor’s log each visit until they have completed and submitted a registration form.
3. Guests are expected to conform to the same policies, procedures, and code of conduct as those who are registered for UUCE programs.
4. Guests must register before attending overnights for children or youth.
5. Guests may only attend off-site church-sponsored events with written consent from the parent/guardian, the DRE, and the event leader.

#### **L. Field Trips**

1. A Field Trip Permission Slip signed by a parent, guardian, or other adult responsible for the child, is required for each child or youth to participate in an off-premise event. (Note: some RE classes may have an “ongoing” permission slip for short walking trips away from church on Sundays.)
2. The destination, time of departure, and expected time of return shall be posted in the church school office (or on the office door). A list of children/youth attending, drivers, and chaperones, along with vehicle descriptions and license plate numbers, shall also be posted. (See “Field Trip Information” form.)
3. Each driver shall carry copies of the permission slips for each child/youth in his/her car. The designated leader for the trip shall carry originals of all permission slips for the entire group participating, as well as names, vehicle descriptions, and license plate numbers of all drivers and chaperones.

4. Children 60 pounds and under shall be restrained in age-appropriate car/booster seats. All passengers and drivers must wear seat belts. If the front passenger seat is equipped with an automatic air bag, young children shall not be seated there. (To be safe, front seat passengers need to be tall enough to see over the dashboard, or approximately 4 to 4 1/2 feet tall, depending on the vehicle.)
5. All drivers shall have a current driver's license and personal automobile liability insurance which meets or exceeds the requirements of Oregon State law. Drivers shall sign a Field Trip Driver's Data form and Safety Agreement, which will be kept on file. Teachers will be responsible for ensuring that a form is on file for all drivers for a particular trip.
6. Written parental permission is required for children or youth to ride with any driver under 21 years of age. It is recommended that parents arrange for youth to be transported to/from church-sponsored functions, conferences at other churches, and district youth events by adult drivers.
7. At least two adults, when possible, shall be present on each field trip. In cases where there is only one adult per vehicle, it is recommended that vehicles travel in pairs, keeping within sight of one another at all times.
8. Children or youth must have attended RE regularly (average of twice per month) for 3 months before they may attend a field trip or out-of-town trip without a parent/guardian.

#### **M. Personal Safety and Prevention of Abuse**

The Children & Youth Programs RE Committee and the religious education staff are committed to creating and maintaining a church community in which all people can worship, learn, and play together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Such behavior is unethical and will not be tolerated within our programs.

We seek teachers, advisors, caregivers, mentors, and sponsors who promote a spiritual community that affirms the UUA principles and demonstrate personal integrity. We seek individuals who nurture, care for, respect, and support children and youth, and are worthy of our trust.

All people engaged in children, youth, and family programs at The Unitarian Universalist Church in Eugene are responsible for knowing the possible impact of their words and actions upon the individuals with whom they engage.

With the above guidelines in mind, we have developed the following policies and procedures relative to personal safety:

1. All teachers, advisors, caregivers, mentors, and sponsors are interviewed in person or by telephone and approved for service by the DRE. Caregivers, Mentors and persons who have been attending UUCE less than six months must provide references.
2. All youth advisors, caregivers, and mentors are required to complete a Criminal History Background Check form.
3. If a once-active individual ceases to participate in the church community for a significant period of time and then wishes to re-establish a relationship in the church communi-

ty with responsibility for children and youth programs, steps 1 and 2 may be required anew.

4. Youth advisors, mentors, and sponsors must be 25 years of age or older and an active “member,” or “friend,” of the church in good standing. Care givers and lead teachers must be 18 years of age or older. Care givers and teaching assistants under age eighteen must always be in the presence of an adult. Written procedures and expectations of length of affiliation with UUCE for volunteers has been established. (See “Volunteer Recruiting and Screening Procedures)

5. Teachers, advisors, caregivers, mentors, and sponsors must review and sign a Code of Ethics on an annual basis. The Code of Ethics specifically prohibits verbal, emotional, and physical abuse and sexual involvement with children and youth. If there is an alleged violation of Code of Ethics, the DRE will consult with the Abuse Response Team (see Teacher Handbook or The UUCE Policy Book), or take other appropriate actions.

6. Supervision standards:

a. RE classes are generally taught by a team of at least two persons.

b. Every attempt shall be made to assure that at least one male and one female adult are present at church-sponsored overnights.

(Note: See additional standards for supervision in Section L, Field Trips and Section N, Childcare.)

7. Training on preventing, recognizing, responding to, and reporting child and sexual abuse and harassment shall be offered each year. All persons working with children and youth, whether staff or volunteers, are considered mandatory reporters, and as such are expected to contact protective services.

8. The “Our Whole Lives” program is offered on occasion to children in Kindergarten/1<sup>st</sup> grade and 4<sup>th</sup>/5<sup>th</sup> grades, and to middle school and high school youth on a rotating basis. Leaders will be screened by the DRE and the district training team and must have satisfactorily completed a District or UUA-approved training program.

## **N. Childcare**

1. Church-sponsored childcare is provided by paid and volunteer caregivers as follows:

a. To infants and/or toddlers and/or pre-schoolers during Sunday morning church services,

b. To multi-age groups of children during church events such as meetings, membership orientation classes, adult education classes, and adult-oriented social events.

Health & Safety Guidelines for UUCE’s Children and Youth Program

2. Caregivers shall be at least 18 years of age and shall be screened according to the procedures stated above (see section M. Personal Safety).

3. Assistant Caregivers under 18 must be supervised by an adult and will not be left alone with children. An exception is when a youth is caring for four children or less and the parents are in the very next room. If no other childcare provider is available to assist, the youth may care for the children if the door is kept open and/or a frequent check-in is made by an adult from the group. Two youth may care for 8 children if no more than one child is an infant. Parents must be informed if someone under 18 is caring for their children.

4. There shall be a minimum of two caregivers in all situations, at least one of which must be 18 years or older. An exception shall be made for small groups of children (numbering four or fewer) when childcare is provided on the premises within hearing range of the parents or guardians. Minimum ratios for children: caregivers shall be as follows:

One provider -- not include more than one infant/toddler, or more than 5 children. Child-care must happen in the next room and members of the group must make a visual check on the provider once per hour.

- |  |                           |
|--|---------------------------|
| 4–10 children, with no more than two under age 2:              | two caregivers.           |
| 4–10 children, with two or more under age 2:                   | three caregivers.         |
| 10 or more children:<br>based on<br>ages of children enrolled. | three or more caregivers, |

In the case of one provider, parents/guardians are expected to make a visual check at least once per hour.

5. Church-sponsored childcare shall utilize the following procedures, detailed above:
- a. Visitors Registrations (for non-registered children), and Accident/Injury Report forms.
  - b. Caregivers shall have easy access to a telephone and first aid kit.
  - c. Field trip policies and procedures shall be followed by caregivers.
7. Caregivers shall receive information about childcare and emergency procedures at the church. A summary information sheet for caregivers shall be readily available.

**O. Snacks**

- 1. Snacks for Toddlers through High School will be provided each Sunday. Snacks are not to be considered a meal.
- 2. Parents/Guardians are responsible for alerting the program to special allergies or dietary needs. There is a place on the registration form and the Guest Log for this information. If information changes throughout the year, parents/guardians are to contact the DRE. Families of children/youth with special dietary conditions should bring their own snack, or communicate easy to purchase alternatives to the DRE. The DRE may ask the family to supply the snacks if the dietary needs are complicated.

**P. Youth Group Policies and Procedures**

The following criteria are for middle school and high school young people registered with our church school program.

- 1. A parental consent form is needed for each and every event sponsored by the church outside of regular church school hours. No youth may participate in any event unless a church school registration or guest slip and a parental permission slip is on file with the church.
- 2. A field trip permission slip is needed for each and every event away from the church during church hours. Some classes may have an ongoing “open” permission slip for short

walking trips away from church on Sunday mornings and evening gatherings.

3.a. All church-sponsored events have adult sponsors in attendance at all times. A sponsor is an adult who is over age 25 and serves in the role of chaperone. The ratio shall be one adult to every 10 youth, with a minimum of two adults.

3.b. The adult sponsors have the responsibility of maintaining a safe environment for our youth. To do so, adult sponsors must remain awake and aware during their shift. There will be two sponsors per shift at all times. Behavior that is out of covenant will be immediately addressed by sponsors, especially if youth are not taking responsibility of bringing their peers into covenant. Any social event occurring off-premises with church youth in attendance that does not have these designated sponsors is not a church-sponsored event. Parents are responsible for their Youth in these situations.

4.a. Youth must participate in advanced planning of any youth event, in order to establish buy-in. Adult leaders must provide opportunity for youth participation in event planning and consistent review of rules.

4.b. Rules for all youth overnights include the following:

- All youth will stay in the church building during an overnight event. There will be no leaving or entering of the building without sponsor permission.
- All youth will respect the property of others and the church.
- Youth will not engage in the use of weapons, drugs, alcohol or tobacco, nor bring these things, nor paraphernalia related to these things, onto church grounds.
- Youth will not engage in sexual activity on church grounds.

(See UUCE Safe Congregations Procedures, Policy #2: Definitions of Harassment and Abuse, 6/25/2014)

There is a line between affection and sexualized behavior. Affection: Okay. Sexualized: Not okay. Neither non-consensual nor consensual activity is appropriate in a church setting.

- All youth will help clean up the church so it will be left as it was prior to use.
- All youth will help to maintain covenantal behavior, of themselves and their peers.
- All youth will follow the requests of sponsors.
- All youth will be respectful of one another. If you can't be respectful, you don't get to play.

Each youth is to sign an agreement regarding these rules prior to attendance at an event, and the youth group will read them aloud in unison at the beginning of each overnight. Quiet time, sleep curfews and sleeping arrangements in specific rooms are established at each of the overnight events by the sponsors.

5. If a youth attending church-sponsored or district events does not follow the accepted rules, parents/guardians will be contacted and the youth will be removed/sent home if necessary. If the event is on the church premises, the parents/guardians will be contacted and may be requested to pick up the youth from the event. A group may be formed at each event (size to be decided at event) of adults and youth who will help decide consequences.

6. Any youth not registered in the UUCE church school program are considered "guests" and are expected to conform to the same "Youth Group Covenant" as church youth. Guests are not permitted to attend youth overnights unless prior arrangement has been

made with the DRE and advisor.

7. Youth are expected to be on time to all church events and field trips. This is for the convenience of the sponsors and other participants and contributes to the overall success of the event.

8. If any youth leaves or disappears from any event, a reasonable effort will be made to find the youth. If he/she is not found within 30 minutes, parents will be notified. If necessary, police will be contacted.

9. It is recommended that adults over the age of 21 provide transportation for youth to church-sponsored events, as well as to events at other churches, youth conferences, and district events. Anyone of legal age may drive youth, however, written parental permission is necessary for a youth to ride to/from a church-sponsored event with any driver under the age of 21.

10. Youth group gatherings provide an opportunity for the sharing of experience, thoughts and concerns. For that reason, information shared in this forum shall be considered confidential. Under most circumstances, such information will not be shared with parents. However, if information pertaining to mandatory reporting of suspected abuse is disclosed, such information will be reported. If a youth discloses behavior or intent that constitutes a risk of significant harm to him/herself or others, this information will be shared with parents/guardians or the appropriate authorities.

11. Youth and youth advisors choosing video/movies for the group to watch should keep in mind the following criteria:

- Choose movies that are PG-13 or under, that support Unitarian Universalist ideals and principles.
- Movies rated R may be shown to only to youth in 9-12<sup>th</sup> grade with permission from a parent or guardian (not middle school or younger). These movies may only be shown if they deal with a social justice issue that can be discussed by the group and if they do not contain extreme violence or overt, crude or violent sexual content. No movies that contain blood, gore, or violent action may be shown.
- The youth advisors or DRE should ok all movie choices requested by the youth and the adult in charge or DRE must have recently (within the last month) viewed/reviewed the video before showing it to the group. If the movie has not been recently viewed by the adult in charge or DRE, the group must watch a different choice.

12. Facebook/Email Policy:

- Youth may request advisors as friends. Advisors should wait to be asked and not initiate.
- All correspondence on Facebook should be via “The Wall” and individual emails between advisor and youth on FB (or regular email) are discouraged unless another advisor has been cc’d on the email.
- Use both the church youth e-list (so parents are also informed) and the youth group Facebook site to communicate information.
- If a youth approaches an advisor via email or FB regarding problems/concerns, the advisor may communicate with the youth in this way, but should try to refer them to counseling or set up a meeting with another advisor and the youth (if they are comfortable) to talk together. Please inform the DRE or RE Chair if individual conversations are taking place due to youth requests for support.

## Q. Forms

Youth Covenant  
for Attending Church Overnights

Class or group: \_\_\_\_\_

Name of event: \_\_\_\_\_ Date: \_\_\_\_\_

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Because this event will require my cooperation, interest, and good will in order to succeed,

Because I want to make and strengthen friendships, and

Because I want the adult sponsors to enjoy their experience in hosting this event...

I agree that:

- I will stay in the church building during an overnight event. There will be no leaving or entering of the building without sponsor permission.
- I will respect the property of others and the church.
- I will not engage in the use of weapons, drugs, alcohol or tobacco, nor bring these things, nor paraphernalia related to these things, onto church grounds.
- I will not engage in sexual activity on church grounds.

(See UUCE Safe Congregations Procedures, Policy #2: Definitions of Harassment and Abuse, 6/25/2014)

There is a line between affection and sexualized behavior. Affection: Okay. Sexualized: Not okay. Neither non-consensual nor consensual activity is appropriate in a church setting.

- I will help clean up the church so it will be left as it was prior to use.
- I will help to maintain the group's covenantal behavior, for myself and my peers.
- I will follow the requests of sponsors.
- I will be respectful of my sponsors and of my fellow youth. If I can't be respectful, I understand that I don't get to play.

---

Signature of Youth

---

Date

## **Reporting and Responding Procedures**

Child Abuse means the nonaccidental injury, sexual abuse (touching and non-touching), exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances which indicate that the child's health, welfare and safety are harmed.

### **1.1. Procedures for Previously Investigated Offenses or Charges**

1.1.1. Anyone who becomes aware of child sexual or physical abuse charges made against an employee, volunteer, member, or attendee of the church should notify a Minister, the Chair of the Board of Trustees or the DRE. Of these, whoever receives the information shall be responsible for reporting to the others. In the event that the charges involve a minister, the next points of contact shall be the Board Chair, the District Executive of the Pacific Northwest District, or the UUA Department of Ministry.

1.1.2. The Minister(s), the Board Chair, and the DRE shall:

1.1.2.1. collect and review all pertinent facts regarding the incident or charges;

1.1.2.2. review the application and reference forms kept on the person;

1.1.2.3. determine what, if any, actions need to be taken; and

1.1.2.4. carefully document all meetings, conversations, information, etc. regarding this matter, and keep all this information as confidential as the circumstances warrant.

1.1.3. If the allegations have merit or cannot be disproved, actions to be considered shall include:

1.1.3.1. signing a limited access statement;

1.1.3.2. determining who in the church and the larger community should be notified, and means of notification; and/or

1.1.3.3. suspending or terminating employment, volunteer duties or membership.

### **1.2. Procedures for an Uninvestigated Occurrence**

1.2.1. Any inappropriate conduct or relationships between an adult volunteer worker and a member of the youth group or a child should be reported immediately to the DRE.

1.2.2. Anyone informed of an incident of child sexual or physical abuse (whether the abuse may have occurred during a church activity or not) shall report the incident to either a Minister, the Chair of the Board of Trustees or the DRE. Of these, whoever receives the information shall be responsible for reporting to the others. In the event that the charges involve a minister, the next points of contact shall be the Board Chair, the District Executive of the Pacific Northwest District, or the UUA Department of Ministry.

1.2.3. Oregon state law, 419B.005-100, the Child Abuse Law, states that a mandatory reporter who has reason to suspect that a child under the age of 18 has been abused and/or neglected must make a report to the Department of Human Services within 24 hours. This law also states that any person making a report in good faith is immune from any civil or criminal liability.

1.2.3.1. In the presence of one of the above listed church leaders, report the incident to DHS (Oregon: 1-855-503-SAFE (7233), Lane County: 541-686-7555). Keep careful written notes of the telephone conversation and the name of the person you speak with. A follow-up written report may be required by DHS.

1.2.3.2. While you will be required to provide DHS with your name, they will keep your identity confidential if you wish.

1.2.4. The entire matter must be kept confidential from anyone other than the Minister(s), the Board Chair and the DRE until you are informed that an investigation has been completed.

1.2.5. The Minister(s), the Board Chair and the DRE shall carefully document the handling of the incident, and report the incident immediately, as appropriate, to the child's parents, the church's attorney, the proper civil authorities, and the church's insurance company.

1.2.6. Do not prejudge the situation, but take the allegations seriously. The Minister(s), the Board Chair and the DRE shall reach out to the victim and the victim's family. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the first priority.

1.2.7. In the event that knowledge of the incident becomes public, the Minister(s) and the Board Chair shall designate a spokesperson for the church. The spokesperson shall use the text of a prepared statement to answer the press and to convey the incident to the congregation, taking care to safeguard the privacy of all parties involved.

1.2.8. The Minister(s), the Board Chair and the DRE shall determine how to address the incident within the congregation. While civil authorities are investigating the reported incident, this committee shall determine the appropriate actions to be taken regarding the accused, as specified herein under "Procedures for Previously Investigated Offenses or Charges".

### **1.3. Procedures for Working with and Caring for a Person Against Whom Allegations Have Been Made**

1.3.1. Treat the accused with dignity and support.

1.3.2. If the accused is a paid staff person or a volunteer, that person shall be suspended from all activities involving the supervision of children. This is true for an incident that allegedly occurred either within or outside the realm of the church. Suspension will continue pending the outcome of the investigation by the appropriate authority.

1.3.3. Regardless of where or under what circumstances the alleged incident takes place, if a paid staff person is involved and convicted, or a legal charge is brought but not acted upon for reasons that leave too many questions unanswered, it may be considered as job related and affecting job performance.

1.3.4. Reinstatement of a paid staff member or volunteer will occur only after all allegations have been cleared to the satisfaction of the Board of Trustees.

1.3.5. Restricted Access to Children

If it is determined that any person should have restricted access to children, he/she shall be required to sign a Limited Access Agreement, and shall not be allowed to have any further contact with children.

**Monitoring of Policies and Procedures**

The Board of Trustees will ensure that evaluation of any changes to the policy or procedures will be conducted within three months of the change. Results of the evaluation process will be provided to the Board of Trustees.

While complete enforcement of policies may not always be possible, screening procedures, reference checks and initial training must always be enforced. The success of these efforts will be checked by the Board regularly.

The Board of Trustees will conduct an annual review of the prevention program. The Board will assess how well the program has met its goals. Ministry leaders can report on the prevention efforts. A brief questionnaire can be given to workers and representative church members asking for their reactions and concerns.

**Unitarian Universalist Church in Eugene  
Safe Congregation New Member Packet Insert**

**For the Children**

In recent years the topic of child sexual abuse has received much attention in the media. We would like to think that churches are immune that churches are immune from such harsh realities. However, they are not -- not even our UU Church in Eugene.

Children can be sexually molested in their homes, schools, rec centers and churches. Certainly we can never guarantee full protection or absolute safety. The world is not a perfect place. But as a church we have a moral and legal obligation to reduce the risk of child sexual abuse in our church.

In 2014 the Board of Trustees adopted a Safe Congregation policy. In addition, the health and safety policies and procedures have established guidelines for screening and training volunteers working with children, reporting occurrences of child sexual abuse, and dealing with any such charges in our congregation. If you have questions about those guidelines, you may speak with any one of us.

We are committed to making our church as safe as reasonably possible. We are committed to the care of our children and to the principles of fairness, kindness and forgiveness that have long been part of our religious tradition.

Minister Rev. Dr. Sydney Morris  
Director of Religious Education Katy Siepert

**Confidential**  
**Limited Access Agreement**

The Unitarian Universalist Church in Eugene (UUCE) has reason for concern that your contact with children and/or youth in our congregation potentially places both you and them at risk of incident or accusation. UUCE thus stipulates the policy guidelines in this Agreement. Within these guidelines, UUCE welcomes your participation in worship services, committee meetings, adult discussion groups, and adult social events. The guidelines are as follows:

1. Avoid all contact with children and youth on church property or at church-sponsored events including:
    - refraining from any contact with children and youth.
    - not volunteering or chaperone for children or youth events.
    - remaining in the presence of an adult at all times when children are in the building.
    - not entering into conversations with children.
  2. You may not enter the RE Wing of the church on Sundays.
  3. You may not attend coffee hour or intergenerational events.\*
  4. UUCE must provide safety for a variety of groups that use the building during the week. To that end, you are not allowed in the church building unsupervised when activities involving children are in session. You may not possess or borrow a key to the church building.
  5. You will have access to a Pastoral Care Associate for support and problem solving around limited access.
  6. UUCE will attempt to keep this matter as confidential as possible, while ensuring the church remains a safe place for our children. Please consider the Minister(s) and the Chair of the Board of Trustees as your contact persons should further questions arise.
- \* Should you already be under the supervision of a chaperone via parole, probation or state sexual offender program, attendance will be considered by the Minister(s), the Chair of the Board of Trustees and the DRE.

\*\*\*\*\*

Agreement

I have reviewed this policy and agree to abide by it or I will relinquish my participation and membership in this church.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

## Incident Report

Please fill out this report of an accident or unusual occurrence, such as an escaped child from class, and return to the DRE, one of the ministers, or the acting supervisor.

Your name \_\_\_\_\_

Your role in the Religious Education program \_\_\_\_\_

The child's name \_\_\_\_\_

The time and date of the incident \_\_\_\_\_

Where did the incident occur?

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Who else was involved \_\_\_\_\_

How did the incident happen

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Signed by:

DRE \_\_\_\_\_ date \_\_\_\_\_

Minister \_\_\_\_\_ date \_\_\_\_\_

Parent \_\_\_\_\_ date \_\_\_\_\_

PERMISSION SLIP

Understanding that there may be a time when my child would like to speak in confidence with one of the ministers of the Unitarian Universalist Church in Eugene, I hereby give permission for my child(children) to meet with a minister of the Unitarian Universalist Church in Eugene without the presence of another adult. I realize by giving this permission slip, the Safe Congregation Policies and Procedures, which require that my child be in the presence of two adults during all church events, will not apply to any such meeting with minister.

---

Parent(s)/Guardian(s) Name

---

Parent(s)/Guardian(s) Signature

---

Date

**The Unitarian Universalist Church in Eugene  
Volunteer/Employee Consent for Criminal History Check**

**FULL name:** \_\_\_\_\_  
(PLEASE PRINT)

**How long have you lived in Oregon?** \_\_\_\_\_years/months

**If less than five years, what state did you live in previously?** \_\_\_\_\_

**Do you give permission for us to check your records in that state?** Y N

**Have you ever been convicted of a crime?** \_\_\_\_\_

**If yes, what were the circumstances?** \_\_\_\_\_

\_\_\_\_\_

**Current residence:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip/Postal code:** \_\_\_\_\_

**Telephone number:** \_\_\_\_\_ **Birthdate:** \_\_\_\_\_  
(Required)

**Social Security number:** \_\_\_\_\_  
(Required)

**Other names: (name changes, maiden name):**

**By signing below, I agree that the information I have provided on this form is true,  
and that I give the Unitarian Universalist Church in Eugene permission to check my  
criminal history.**

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

**Need to add: Limited Access Agreement**

**Forms and Additional Sections available at the RE Office:**

Program Registration

Fire Evacuation Plan

Visitors Sign In

Field Trip Information

Code of Ethics

Youth Agreement for Attending Overnights

Job Description/Agreement for Religious Education Teachers/Advisors

Information/Agreement for Caregivers at UUCE

Volunteer Recruitment and Screening Process

Accident/Injury Report

Fire Extinguisher Locations

Field Trip Permission Slip

Field Trip Driver Data

## Appendix 1 PROCEDURE FOR ADDRESSING DISRUPTIVE BEHAVIOR

While openness to diversity is one of the prime values held by our congregation and expressed in the values of who we are as Unitarian Universalists, we affirm the belief that our congregations must maintain a secure atmosphere where such openness can exist. Concern for the congregation as a whole must be given priority over the privileges and inclusion of the individual.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens the emotional and/or physical security of our members and friends. Our church will follow all applicable state laws and reporting procedures for physical abuse.

In a case of clear and present danger, if the person in the pulpit is the first to recognize this, a sign will be given to the Head Usher to immediately call the police. The person in the pulpit is the most likely to see everything going on in the sanctuary and social hall, but if an usher observes potentially dangerous behavior, then an immediate call to 911 is in order.

In situations that are not as seriously urgent:

When a person's disruptive behavior requires an immediate response, it will be undertaken by the Minister and the leader of the group involved. If in a meeting where the Minister is not present, the leader of the group will ask the offending person or persons to excuse themselves. Or, the meeting may be suspended until it can be safely resumed. If there is a question of safety, the leader of the group or the Minister will call 911.

The Minister and the President of the Board will be notified immediately if not present at the time of the incident.

A follow-up letter or document detailing what steps must be taken by the offending party or parties before he/she/they may return to the activities involved will be sent by the Minister to the offending party or parties.

For ongoing situations and those not requiring an immediate response, the process begins with a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it, to the Minister.

The Minister will determine whether he/she wishes to handle the situation privately, or request formation of an ad hoc committee from among the members of the Committee on Congregational Ministry. This committee will include the Minister and two members of the COCM. Further investigation and reflection of the situation will take place at this point. The Minister will meet with the person or persons considered disruptive to the well-being of the congregation to hear their concerns and to let them know that concerns

have been raised from others regarding what is being considered a disturbance to the peace of the church.

The Minister and/or the ad hoc committee will respond to situation as they arise, using their own judgment, without defining acceptable behavior in advance.

The Minister and/or the ad hoc committee will need to evaluate each situation to determine if it is:

- Dangerous: Is the individual the source of a threat or perceived threat to persons or property, including herself or himself?
- Disruptive: How much interference with church functions is occurring?
- Offensive: How likely is it that prospective or existing members will be driven away?

Responses by the Minister and/or the ad hoc committee may include:

- No Action: After meeting with all persons involved, a resolution may be reached without further action needed.
- Warning: The Minister and a COCM Member will meet with the offending individual(s) to communicate the concern and expectations for future behavior.
- Suspension: The offending individual is excluded from the church and/or specific activities for a limited period of time, with the reasons and the conditions of return made clear in writing.
- Expulsion: The committee recommends that the offending individual should be expelled from membership or friendship with UUCE. This will need approval of the Board of Trustees. The Minister will then write a letter to the individual(s) explaining the reasons.

(Adopted UUCE Board 10 March 2011)