

**STATEMENT OF PURPOSE AND PROCEDURE**  
**SAFEGUARDING THE WELL-BEING OF**  
**CHILDREN, YOUTH, STAFF, VOLUNTEERS, AND THE CONGREGATION OF**  
**CHRIST MEMORIAL PRESBYTERIAN CHURCH**

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The members of Christ Memorial Presbyterian church (“CMPC”) are committed to the safety, welfare, and protection of all children and youth <sup>1</sup>participating in the activities and programs of CMPC. This commitment includes the protection of all children and youth from any form of abuse or harassment whether physical, mental or sexual. During each baptism of an infant, child, or adult into this covenant of faith, the members of this church pledge to uphold that person in the spirit of Christ and to teach, strengthen and support the individual’s relationship with the household of God.

In our pledge to sustain one another in the Gospel of Christ, we also undertake the responsibility to preserve the integrity of each person within our house of faith.

It is the policy of Christ Memorial Presbyterian Church that no child or youth shall be subjected to the preventable risk of any form of abuse or harassment by CMPC employees, teachers or volunteers while on CMPC property or while engaged in CMPC activities or programs at any location. The standards implemented in this Statement of Purpose and Procedure seek to uphold the commitment to the safety of the children and youth of CMPC, whether members or guests. Therefore, all CMPC activities and programs, regardless of location, involving children or youth, will be subject to the following policy:

- As often as practicable, at least two adults who have been screened will be assigned to supervise or lead all activities involving children and youth.
  - Accept in emergency or special circumstances no adult (screened or unscreened) should be left alone with one child/youth or with a group of children/youth
- No person will be approved as a teacher or volunteer leader of children or youth activities until a Volunteer Information Form and background checks have been completed <sup>2</sup>and

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<sup>1</sup> As used herein, the terms “child”, “children”, and “youth” refer to all persons under 18 years of age.

<sup>2</sup> Security background checks will only be conducted on persons 18 years of age and older

unless the person has been a member of CMPC for a minimum of six (6) months or the Senior Pastor <sup>3</sup> has recommended waiver of the membership requirement.

### **Volunteer Information Form**

Employees, teachers of children and youth, and volunteers for children and youth activities or programs of CMPC will be required to complete information forms in the form set forth in Exhibit “A” attached hereto, providing personal and confidential information necessary to perform background checks on each individual. While this process understandably trespasses into the privacy of our lives, the security of our children and youth outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all background checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be maintained in the strictest of confidence.

Background checks for persons 18 and older will be processed by the church secretary. The results of the security background checks will be reviewed by the Senior Pastor.

The church secretary will maintain a secured storage cabinet in the Church for all information forms. Volunteer Information Forms and background checks will be updated every three (3) years. Whether disclosed voluntarily or as a result of the background check, the following items will automatically disqualify a volunteer from participating in the leadership or sponsorship of any children or youth activity or program.

Any indictment alleging the offenses of, or any conviction for: (i) murder; (ii) rape; (iii) aggravated assault; (iv) crimes related to the possession, use, or sale of drugs or controlled substances; (v) sexual abuse; (vi) sexual assault; (vii) aggravated sexual assault; (viii) injury to child; (ix) incest; (x) indecency with a child; (xi) inducing sexual conduct or sexual performance of a child; (xii) possession or promotion of child pornography; (xiii) the sale, distribution, or display of harmful or illegal material to a minor; (xiv) employment harmful to children; or (xv) abandonment or endangerment of a child. Any indictment alleging the offense of any of the items listed will result automatically in the suspension of the volunteer in activities with children until the matter is resolved.

All applicants must sign and acknowledge that they have an affirmative obligation to notify the Senior Pastor of any arrest, charge, indictment and/or allegation levied against them at any

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<sup>3</sup> Or the designated Head of Staff by the Senior Pastor, Session, or Presbytery

time after their background checks have been processed. Applicants also agree and acknowledge that they will voluntarily cease any and all activities with children or youth pending a resolution of the arrest, charge, indictment and/or allegation.

All other convictions or charges for any other crimes not listed above will be reviewed by the Senior Pastor and, at the Senior Pastor's discretion, any staff persons responsible for children's and youth activities. These persons will be responsible for determining whether such conviction or charges will disqualify a volunteer from participation in any child or youth activity.

If an applicant disputes information that appears in his or her background check, the burden of proof falls solely on the applicant.

### **Reporting Violation of Policy**

In order to maintain an environment free of destructive acts toward all children and youth, the staff, employees, teachers, parents and volunteers of CMPC must be aware of their individual responsibility to report any questionable circumstance, observation, act, omission, or situation thought to be in violation of the Policy. All questions or concerns of any suspected activity of abuse or harassment shall be directed to the Senior Pastor or preschool director. If the Senior Pastor or preschool director is not readily available, then the matter should be reported to the designated Head of Staff. Should the activity of concern involve staff of the church, the matter should be reported to the Senior Pastor of CMPC. Should the activity of concern involve the Senior Pastor, then the matter should be reported to the Committee of Ministry of The Presbytery of Baltimore.

In the event anyone personally witnesses an occurrence in violation of the Policy, that person will be asked to complete an Incident Report. Anyone who should witness such an occurrence should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional, or psychological injury, to all people involved.

- REPORT THE INCIDENT IMMEDIATELY
- DO NOT LEAVE CHILD, CHILDREN, OR YOUTH ALONE TO REPORT THE INCIDENT.
- DO NOT PERSONALLY CONFRONT THE ALLEGED OR ACCUSED VIOLATOR OF THE POLICY.

- ALLOW THE SENIOR PASTOR OR DESIGNATED PROGRAM DIRECTOR TO PROVIDE YOU WITH INSTRUCTIONS FOR REPORTING OF THE INCIDENT TO THE PARENTS OR GUARDIAN.
- THE SENIOR PASTOR WILL BE SOLELY RESPONSIBLE FOR ALL COMMUNICATIONS ON BEHALF OF THE CHURCH.

In the event a child or youth reports abusive conduct, regardless of where the conduct occurred, the person initially contacted by the child should complete an Incident Report. Under this circumstance, the Incident Report should include the specific words first spoken by the child or youth concerning the incident. All reported details of the child's or youth's first conversation with an adult should be recorded verbatim in the Incident Report.

Anyone who receives such a report should consider the following recommendations as to how such a situation should be handled to insure the security of the child or youth involved and to protect against physical, emotional, or psychological injury, to all people involved.

- REPORT THE INCIDENT IMMEDIATELY
- IF APPLICABLE, DO NOT LEAVE CHILD, CHILDREN, OR YOUTH ALONE TO REPORT THE INCIDENT.
- DO NOT PERSONALLY CONFRONT THE ALLEGED OR ACCUSED VIOLATOR OF THE POLICY.
- ALLOW THE SENIOR PASTOR OR DESIGNATED PROGRAM DIRECTOR TO PROVIDE YOU WITH INSTRUCTIONS FOR REPORTING OF THE INCIDENT TO THE PARENTS OR GUARDIAN.
- THE SENIOR PASTOR WILL BE SOLELY RESPONSIBLE FOR ALL COMMUNICATIONS ON BEHALF OF THE CHURCH.

The following acts or omissions are violations of the Policy and will not be tolerated or accepted during any CMPC activity or program. Such acts or omissions should be immediately reported. This is not meant to be an exhaustive list.

- Any direct observations or evidence of sexual activity in the presence of or in association with a child or youth.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a child or youth.
- Sexual advances or sexual activity of any kind between a youth and a child.
- Infliction of physically abusive behavior or bodily injury to a child or youth.

- Physical neglect of a child, children or youth, including failure to provide adequate supervision in relation to the activities of CMPC.
- Emotional or psychological mistreatment of a child, children or youth, including verbal abuse.
- The presence or possession, or being under the influence of any illegal drugs.
- The consumption of or being under the influence of alcohol while leading or participating in children's or youth functions of CMPC.

Any violation of this Policy on the part of any employee, church member or volunteer will result in immediate dismissal from participation in all children and youth activities and programs of CMPC. In the case of employees, any violation of this Policy may result in termination. In accordance with the laws of the State of Maryland, any and all reports of abuse will immediately be forwarded to the appropriate authorities. Compliance with the reporting aspects of this Policy does not necessarily complete the obligation you may have to report the incident to the proper authorities or Child Protective Services.

### **Training**

Periodically, child abuse prevention training will be offered by the church. All volunteers are encouraged to attend at least one training every three years.