

STATEMENT OF PURPOSE AND PROCEDURE SAFEGUARDING THE WELL-BEING OF CHILDREN, YOUTH, STAFF, VOLUNTEERS, AND THE CONGREGATION OF CHRIST MEMORIAL PRESBYTERIAN CHURCH
Revised and Approved by Session December 2025

The members of Christ Memorial Presbyterian church (“CMPC”) are committed to the safety, welfare, and protection of all children and youth¹ 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 practicable, at least two adults, one of whom must be at least 21 years old, will supervise or lead all activities involving children and youth. These adults are subject to background checks.
 - Except 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 background check has been completed² and

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

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

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

The Background Check Process

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.

All program leaders have the responsibility to inform volunteers that a background check is required. This information should be included in any written description of the program. Program leaders also have the responsibility to provide the names of all volunteers to the church communications coordinator at least one week prior to volunteers serving in a position within the church.

The online background checks for persons 18 and older will be facilitated and processed by the church communications coordinator. The results of the security background checks will be reviewed by the Senior Pastor. The church communications coordinator will retain and maintain the results of all background checks. 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 have an obligation to notify the Senior Pastor of any arrest, charge, indictment and/or allegation levied against them at any time after their background checks

³ Or the designated Head of Staff by the Senior Pastor, Session, or Presbytery

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 TO THE SENIOR PASTOR OR PRESCHOOL DIRECTOR. If the Senior Pastor or preschool director is not readily available, then the question or concern 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 Session of CMPC and the Commission on Ministry of The Presbytery of Baltimore.

In the event anyone personally witnesses an occurrence in violation of the Policy, that person is asked to REPORT THE INCIDENT IMMEDIATELY TO THE SENIOR PASTOR OR PRESCHOOL DIRECTOR and may be asked to complete an Incident Report.

Similarly, in the event a child or youth reports abusive conduct, regardless of where the conduct occurred, the person initially contacted by the child is asked to REPORT THE INCIDENT IMMEDIATELY TO THE SENIOR PASTOR OR PRESCHOOL DIRECTOR and 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 should witness or receives a report from a child or youth of, such an occurrence should consider the following recommendations as to how such a situation should be handled to ensure the security of the child or youth involved and to protect against physical, emotional, or psychological injury, to all people involved.

- 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.

Child Protection Policy Incident Form
Christ Memorial Presbyterian Church

This form is to be filled out when reporting an incident in violation of the **Child Protection Policy**.

Date: _____ **Name of child:** _____

Name of Person Reporting Incident: _____

Time of incident: _____

Location of Incident: _____

Description of Incident:

Signature of Person Reporting Incident _____

Signature of Pastor (or Preschool Director) Receiving Report _____

Date Reported _____

Action Taken by Senior Pastor or Preschool Director

Note: Senior Pastor (or Preschool Director) will notify others involved as needed or appropriate, including parents of minors. Completed forms, indicating the actions, taken will be securely stored by the Senior Pastor in the church office.