
Safe Church Policy of



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Table of Contents

Introduction.....	3
Definitions.....	3
Purpose.....	4
Personnel.....	4
Procedures.....	4
Steps to be completed by all Personnel.....	4
Additional Requirements for Paid Employees:.....	5
Additional Requirements for Volunteers:	5
Distribution of Guidelines.....	5
Supervision	6
Reporting of Incidents.....	9
Reporting.....	9
Response	10
Digital Communication.....	11
Appendices:.....	12
Appendix A: Flowchart for Reporting Incidences	12
Appendix B: Incident or Suspected Abuse Report Form.....	13
Appendix C. Digital Communication Release Form	15
Appendix D: Photo Release Form	16
Appendix E. Background Disclosure: Acknowledgement of Documents Received; Authorization for Criminal Background Check Form	17

APPENDIX E DISCLOSURE IS TO BE COMPLETED AND RETURNED

Introduction

University City United Church (UCUC) is a non-profit religious organization. We are committed to creating a safe and healthy environment in which all can learn about and experience God's love. The Safe Church Policy seeks to keep children, adults, staff, and volunteers safe in the context of church. This Policy encompasses, but is not limited to:

- sexual misconduct
- harassment
- physical, emotional, mental abuse.

All who participate in UCUC's ministries freely and willingly agree to the standards of behavior outlined in this policy. The standards included in this policy are not exhaustive; rather they provide a guideline of conduct we believe is in accordance with our standards.

In particular, it is the policy of UCUC to safeguard children, youth, and vulnerable individuals (those with physical or cognitive limitation). We strive to keep our actions above reproach in all things. Consequently, the following standards by employees are regarded as a serious breach of integrity and could result in discipline, up to and including termination. Violations of these standards by volunteers may result in removal from the volunteer team. Any person known to pose a threat to children, youth, or vulnerable individuals will be prohibited from working in any ministry involving those populations. This policy will be in effect when and wherever children, youth or vulnerable individuals are involved in church activity.

The UCUC Preschool has their own guidelines and are subject to their own policies.

The Vice Moderator/BBM Chair is responsible for oversight of this policy and will ensure that a review of this policy will be conducted at least once every two years.

Definitions

For purposes of this policy, the terms "child" or "children" or "youth" or "minors" includes all persons under the age of 18 years.

Administrators may include ministry leaders including clergy, officers, Church Council and/or BBM.

Custodian of Records: The designated individual at UCUC responsible for the safekeeping and management of records. This is the pastor, unless otherwise determined.

Staff includes all UCUC paid staff members. Note that UCUC Preschool adheres to their own guidelines as set forth by state licensing.

Mandated Reports: California Penal Code section 11165.7 identified who are considered mandated reporters.

UCUC or the church: University City United Church, United Church of Christ

Volunteer: A regular volunteer is any volunteer who is 18 years of age or older and who has direct contact with, or supervision of, children for more than 16 hours per month or 32 hours per year. An occasional volunteer is any volunteer who is 18 years of age or older and who has contact with children and works less than 16 hours per month or less than 32 hours per year.

Vulnerable Individuals: Anyone in our community, who because of age, disability or impairment might be unable to ward off an incident of abuse or seek help on his/her own.

Youth Service Organization: UCUC has activities that involve the direct supervision of children. Youth Service Organization is defined by the State of California in Business and Professions Code section 18975.

Zero Tolerance: When an incident of physical or sexual abuse occurs, it will be reported as found on PAGE 9 (reporting of incidents) and to all and proper authorities.

Purpose

Our congregation's purpose for establishing the Safe Church Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety, spiritual growth, and well-being of all our children, youth and vulnerable individuals.

Personnel

These guidelines apply to all paid UCUC staff and to all volunteers who have contact with minors and/or vulnerable individuals. The term personnel will include, but is not limited to:

- All paid UCUC employees, including pastors, office staff, and youth and paid music staff.
- All volunteer educators and youth leaders, including those volunteers who are under 18 years of age and those who are not members of UCUC.
- All nursery care providers, both paid and volunteer.
- All volunteer or paid chaperones of mission trips, confirmation events and any other event involving minors and/or vulnerable individuals.
- All volunteer or paid persons who visit elderly/homebound/otherwise vulnerable individuals as a part of Spiritual Nurture or on behalf of the church

Procedures

Steps to be completed by all Personnel

In order to be considered an "approved person" by UCUC, meaning a person who may have contact with minors and/or vulnerable adults, the following steps must be completed prior to contact. Careful screening and training is one way to prevent the abuse of minors and vulnerable adults. Personnel screening involves a careful gathering and review of information in search of those who can provide safe and caring supervision in a safe environment.

1. **Background Disclosure**: UCUC requires that all personnel truthfully fill out this form (attached) to provide information to assist the pastoral staff in determining whether it is appropriate for the individual to have contact with minors and/or vulnerable individuals. (The pastoral staff is defined for the purposes of this document as the Pastor, Children's Ministry/Administrative Coordinator, and/or the Executive Board.) All Background Disclosure forms will be kept in a securely locked file cabinet in the pastoral office of UCUC. Only UCUC pastoral staff or their designee (a member of the Executive Committee) shall be permitted to access these forms.
2. **Fingerprinting (once)**: By filling out the paperwork to be fingerprinted by California, you are consenting to UCUC receiving information regarding your criminal background and you are consenting to UCUC receiving information about future felony arrests. All information resulting in this fingerprinting will be kept in a securely locked file cabinet in the pastoral offices of UCUC. Only UCUC pastoral staff, Children's Ministry/Administrative Coordinator, or their designee (a member of the Executive Committee) shall be permitted access to the church fingerprint information. Note that Prior to January 1, 2026 UCUC did not require administrators, employees, or volunteers to undergo background

check pursuant to Section 11105.3 of the Penal Code. Pursuant to Business and Professions Code section 18975 (b)(2), UCUC's policy of requiring administrators, employees, and volunteers to undergo background checks pursuant to Section 11105.3 of the Penal Code was made effective January 1, 2026.

Criminal Background Check Guidelines: Pursuant to Section 11105.3 of the Penal Code, all personnel shall undergo a background check to identify and exclude any persons with a history of child abuse or other convictions that have been determined by the FBI that would preclude them from working with children, youth or vulnerable individuals.

Before a background check is conducted, all personnel will be asked to complete and sign an authorization form allowing UCUC to run the check. If an individual declines to sign the authorization form, they will be unable to work with children, youth or vulnerable individuals.

What constitutes a disqualifying offense that will keep an individual from working with children, youth or vulnerable individuals will be determined by the authorized Custodian of Records based on guidance provided by the FBI.

Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with these populations. Failure to disclose a criminal conviction on the application form will also be a disqualifying event. Pursuant to privacy laws, the result of the background check will not be disclosed to the applicant. However, you may contact the FBI directly for your records here: <https://www.edo.cjis.gov/#/>

The results of this background check will be maintained in confidence on file at UCUC.

3. **Safe Church Training (Every 4 years):** Training involves the education of personnel on safe procedures when working with minors and/or vulnerable adults. The church shall implement training and orientation procedures for all personnel. Training shall include this policy, appropriate physical and emotional boundaries, and personnel misconduct as described in this policy. A review training is required every 4 years. Between required training years additional training may be mandated due to policy changes.
4. **Mandated Reporter Training (Every 2 years):** Beginning in 2022 (per Business and Professions Code 18975(a)), all volunteers need to go through state required Mandated Reporter Training. Paid Staff must complete General Training and volunteers must complete Volunteer Training (clergy must complete General PLUS Clergy). Paid employees will be paid for the time required for the training and reimbursed for any cost of providing the certificate. Volunteers may request reimbursement for the cost of providing the certificate.
5. **Repeat as Necessary:** UCUC maintains the right to require its personnel to repeat any of the requirements of this policy at any time.

Additional Requirements for Paid Employees:

- No employee will be hired until they complete the Background Disclosure Form and complete livescan fingerprinting.

Additional Requirements for Volunteers:

- To be eligible as a volunteer, all individuals must have an active relationship with UCUC for at least 6 months.
- If asked to do so, volunteers shall provide at least 2 unrelated references who can provide information regarding past or present experiences with minors and/or vulnerable adults.

Distribution of Guidelines

This policy shall be distributed to all personnel listed above and shall also be available through the church website (www.ucuc.org). These personnel shall sign a form in acknowledgement of receipt (included at the end of this document), understanding and acceptance of this policy, and which will affirm that they have read this policy. The signed acknowledgement shall be returned to their supervisor. The Pastor shall serve as custodian of these acknowledgements for paid employees and the Children's Ministry/Administrative Coordinator or pastor shall serve as custodian of those acknowledgements from volunteers.

Supervision

It is the policy of UCUC to provide adequate supervision and safeguards for our activities, particularly those involving children, youth, and vulnerable individuals.

- Two Adult Rule: To the greatest extent possible, the presence of two unrelated adults will be present for all ministry activities involving contact with, or supervising, children. To the greatest extent possible, an additional mandated reporter will be present (paid staff are considered mandated reporters).
- Any one-to-one mentoring of youth shall be done within sight of another adult or in a public space and will be done with parental permission. Adult volunteers should never be alone with one minor unless that minor is their own child.
- Activities involving youth, children, or vulnerable individuals shall be conducted in open areas, not in private spaces. Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room unless for experiencing an emergency or emergency drill with procedures that dictate otherwise.
- During onsite church youth group activities, children and youth shall largely remain with the group and with adult supervision. Parties of two or more youth can separate from the group with permission of the supervising adult.
- At offsite church activities, the supervising adult and chaperones shall decide if it is appropriate for youth in groups to separate from the group for a period of time.
- Parent/Guardian Permission and Release forms are required for all off site activities. Registration forms are to be gathered as soon as possible for all onsite activities.

Guidelines for Interaction

The church does not wish to discourage appropriate demonstrations of affection and friendship, such as hugs; however, the church provides these guidelines for determining the type of interaction that is appropriate.

When interacting with children/youth/vulnerable adults, at all times:

- Be aware of the imbalance of power that exists between adults and children/youth/vulnerable adults, and never abuse it.
- Ensure that your interactions with all members of the community are safe, healthy, positive, and respectful.
- Establish appropriate boundaries in all conduct with children/youth and their parents, as well as vulnerable adults, including spoken and written communication (including communication that takes place electronically or on-line), and do not engage in any conduct that is not in the interest of the child/youth/vulnerable adult.
- Serve as role models for our children/youth.
- Refer children/youth/vulnerable adults in need of counseling or other health services to the appropriate professional; do not assume that role yourself if you are not properly trained to handle the issue presented.
- If visiting a vulnerable individual, it is best practice to have 2 visitors whenever possible if visiting the individual in a home. If visiting a hospital or other nursing facility, leave the doors open or meet in a common space.

The following conduct is prohibited:

- A person shall never touch another person's body against his/her will, unless in the case of clear and present danger for the child, youth, or vulnerable person.
- A person shall never cause discomfort to another.

- A person shall never touch another person's body that could be covered by a bathing suit, unless for clear medical necessity or when changing a diaper or helping a young child/handicapped person use the toilet. In these instances, every effort will be made to inform other adults of the need for assisting.

Discipline

As we engage in church ministries and events, we will maintain safety and treat children, youth, and all persons with respect and compassion.

- No child, youth, or vulnerable individual shall be disciplined by using hitting, slapping, or any other form of physical punishment.
- Verbal reprimands shall not include destructive criticism or shouting
- In situations that present a particularly difficult behavior or situation, adults and children are advised to seek assistance from another personnel (ie Pastor, Children's Ministry Coordinator, etc.)
- Profane, abusive or derogatory language or actions are prohibited.

Communication

The church provides these guidelines to help facilitate good communication, which promotes a healthy and safe environment for all the parties.

- Communication is conducted via multiple vehicles, social networking websites (ie Facebook, Instagram, etc.), texting, bulletin, newsletter, email, etc.
- The church may send texts to announce/remind youth of events. All communications between personnel and youth must be transparent and should always include an additional adult (parent or other personnel).
- While the church may engage in social networking programs, personnel will not "friend" children, youth, or vulnerable individuals on their own personal social networking accounts. It is permissible for UCUC to have accounts specifically designed for communication for church purposes.
- The following are considered inappropriate electronic communications:
 - Harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating comments.
 - Sexually oriented conversations
 - Private messages between personnel and a minor
 - Posting pictures of organization participations on personal social media sites without permission
 - Posting inappropriate comments on pictures
 - "friending" on social networking sites (adults friending minors)

Sexual Harassment, Bullying, and Inappropriate Behavior

No form of sexual exploitations, sexual harassment, abuse, bullying, injury or inappropriate conduct by a member, visitor, employee, vendor, contractor, or any other individual who is on UCUC premises or at hosted events will be tolerated. These behaviors will be understood as follows:

Sexual Exploitation: Sexual activity or contact (not limited to sexual intercourse) in which one person takes advantage of the vulnerability of another person by causing or allowing that person to engage in sexual behavior.

Sexual Harassment: Repeated or coercive sexual advances toward another person contrary to their wishes. Sexual harassment includes, but is not limited to, behavior directed at another person 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.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creates an intimidating, hostile, or offensive work or church environment.
- Prohibited Sexual Harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:
 - Written contact, including but not limited to sexually suggestive or obscene letters, notes, e-mails, texts, or invitations.
 - Verbal contact, including but not limited to sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions.
 - Physical contact, including but not limited to intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse.
 - Visual contact, including but not limited to 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. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Abusive Acts: Any act or series of acts of actual or threatened abuse or molestation done to any person, resulting in injury to that person, by anyone who causes or attempts to cause the person to engage in a sexual act. All interrelated or continuous abusive acts committed by one person or persons acting in concert, may be deemed to be one abusive act. Abusive acts include / involve:

- Without the consent of or by threatening the person, placing the person in fear or asserting undue influence over the person.
- If that person is incapable of appraising the nature of the conduct or is physically incapable of declining participation in or communicating unwillingness to engage in the sexual act.
- By engaging in or attempting to engage in lewd exposure of the body done with intent to arouse or to satisfy the sexual desire of any person.

Financial abuse is to take advantage of the vulnerability of an adult by deliberate misplacement, exploitation, or wrongful temporary or permanent use of the person's belongings or funds.

UCUC will not tolerate the mistreatment or abuse of one youth or vulnerable adult by another youth or vulnerable adult. In addition, UCUC will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.

Bullying: aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful names.
- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs).

Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.

Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.

Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youth and vulnerable adults, clergy, employees, and volunteers.

Injury: Physical injury, sickness, disease, mental anguish, mental injury, shock or fright or death of the person (s) who is the subject of an Abusive Act.

Reporting of Incidents

Reporting

According to the San Diego Child Welfare Services, employees working with children must report incidents of child abuse. Volunteers are not mandated reporters, however, all personnel, in accordance with this policy, are to report certain incidents immediately to UCUC pastoral staff who are morally and legally obligated reporters of child abuse. As further described below, and in Appendices B and C, initial reporting to pastoral staff shall be required by any personnel that witnesses an incident of abuse or exploitation (Appendix B). The appropriate pastoral staff shall evaluate the report and the situation. If the situation involves abuse or a reportable concern (vs. a policy violation), the staff shall report it to Child Welfare Services or Adult Protective Services. For all reports having to do with children or youth, a report will be made by phone immediately within 36 hours as found in California Suspected Child Abuse Form 8572

(https://oag.ca.gov/sites/all/files/agweb/pdfs/childabuse/ss_8572.pdf) and followed up with a UCUC Written Report found in Appendix B.

Reporting shall also be required when an allegation of an event of abuse or exploitation is made to staff or a volunteer by a third party and/or when a minor and/or vulnerable adult discloses abuse or exploitation to a staff member or volunteer. It is crucial that reporting be immediate.

- When an adult leader of an event, activity, program or class witnesses the abuse of a minor or vulnerable adult, it is imperative that the adult leader take all necessary steps needed to ensure the safety of the victim up to and including calling 911.
- When an adult leader of an event, activity, program or class suspects that abuse or any violation of this policy is taking or has taken place, he or she shall fill out an Incident Report Form (Appendix C) and notify the Pastor, or Children’s Ministry/Administrative Coordinator or Executive Committee (referred to from here on as “Recipient of the Report”), as indicated in Appendix B. This notification will be made immediately upon suspicion of, or a statement of, or a witnessing of abuse. This report should also be filled out if an adult leader believes that a child or vulnerable adult is neglected or abused at home or in other circumstances.
 - This report shall be typed or written in pen and kept in a secure location to prevent it from being altered.
- Personnel shall fill out the form in its entirety. If appropriate, personnel shall provide follow-up information which will describe the steps taken after the incident was reported.
- The report and the situation will be evaluated by the Pastor, Children’s Ministry/Administrative Coordinator, and/ or Executive Committee. If either this group or the witness has reason to believe that abuse to a child has occurred, this shall be reported to the San Diego Child and Family Well Being, phone 858-560-2191. All next steps given by the Agency will be followed. Similarly, incidents of abuse to a vulnerable adult or elder shall be reported to San Diego Aging and Independence Services 800-399-4661.
- Identification information for the alleged victim and the adult responsible for their care is required for the report. The person in charge of the ministry/activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
- Should the State Agencies be contacted by the recipient of the report, church personnel shall cooperate fully with the investigation conducted by law enforcement or state officials. This includes all documents maintained by the Pastor in reference to parties involved in the investigation.
- The pastor shall notify the parents and/or legal guardians of suspected abuse or violation of this policy as it pertains to his or her child. Personnel shall NOT notify parents or legal guardians of suspected abuse if the parents and/or legal guardians are the perpetrators of the abuse.
- If the accused is the clergy, or a member of his/her family, the Southern California Nevada Conference of the United Church of Christ shall be informed, in addition to the reporting documented above. They may be reached at 626-798-8082.
- Once the incident has been reported to the recipient of the report, personnel shall **NEVER** discuss allegations with any other people except law enforcement or designated county investigators. To do so can cause irreparable harm to the victim, their family, the church/conference and community.
- The leadership of this ministry will seek legal counsel as soon as possible after we receive notice of possible abuse within the organization and a report will be provided to our insurance carrier. Advice from legal counsel will be the basis for our response to the allegations. Current insurance contact information can be obtained from the Vice-Moderator (BBM Chair).

Response

A quick, compassionate and unified response to an alleged incident of abuse is expected. All allegations shall be taken seriously. In all cases of reported or observed abuse that are reported to the appropriate state agency there shall be full cooperation with all official investigating agencies. The following bullets apply to those cases that require reporting to the appropriate state agency.

- Immediately, and with dignity and respect for the sacred worth of the accused, pastoral staff shall remove the accused from further involvement with children, youth, or vulnerable adults. Details of the allegations of the abuse shall not be

discussed with the accused at the time of the removal. In any removal of a staff member or volunteer from any activity/ministry, care shall be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both.

- All media requests for statements shall be directed to the Conference. (See page 7)
- When it has been alleged that any employee or volunteer has committed an act of abuse or exploitation, the employee or volunteer shall refrain from all ministry/activities with children, youth, and vulnerable adults until the incident has been fully resolved by the appropriate state authorities and/or in accordance with the above guidelines.
- If the accused party is a paid staff member, they may be placed on administrative leave by the Executive Committee pending the outcome of any internal or outside investigation. If the accused party is an authorized pastor, the appropriate denominational body shall be notified of the proceedings. Such an action is not to be interpreted as a finding of admission that the accused is guilty of misconduct in any criminal or civil legal proceeding.
- Upon completion and resolution a complete report shall be made to the Executive Committee and a confidential file maintained in the Pastor's office.
- Notification of the incident will be given to the church insurers in accordance with the terms of any applicable insurance policies.
- The church shall provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing may take place.

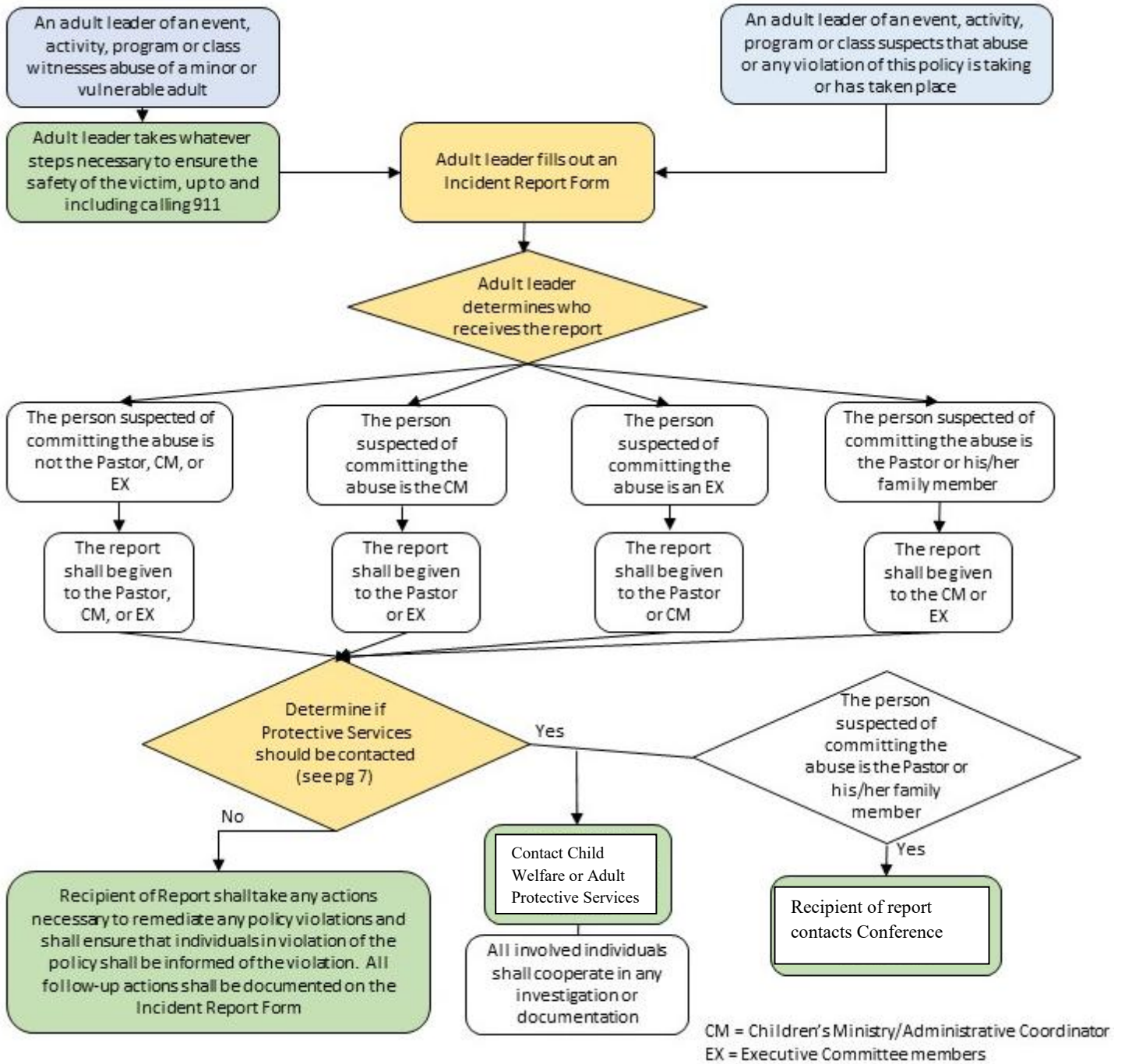
Digital Communication

Parents will be asked to fill in the Digital Communication Release Form (Appendix C) and the Photo Release Form (Appendix D). If parents choose not to release UCUC by signing these forms, then youth and children may not be contacted via Digital Communication, and their photos may not be used for any purpose. These Release Forms are kept maintained in confidence at UCUC.

Appendices:

Appendix A: Flowchart for Reporting Incidences

UCUC Flow Chart for Reporting of Incidences



Appendix A: Flowchart for Reporting Incidences

Appendix B: Incident or Suspected Abuse Report Form



Incident or Suspected Abuse Report Form

Fill in as much information as possible on the form below. This form must be completed within 24 hours of the incident. If necessary also report the incident to a child (858-560-2191) or a vulnerable adult (1-800-339-4661)

Date of Initial Report:	
Victim Information	
Name:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	Age: _____ Date of Birth: _____
Address:	
Incident or Suspected Abuse Information	
Date of Incident: _____	Time of Incident: _____
Specific Location of Incident:	
Description of incident or concern:	
Describe any actions you performed:	
Was the alleged perpetrator a member of clergy?	Yes No
Was the alleged perpetrator a member of staff?	Yes No
Was the incident reported to Child and Family Services?	Yes No
Other Persons who witnessed incident:	
Reporter Information	
Name of Person making Report:	
Phone # of Reporter: _____	Alt Phone #: _____
Address of Reporter:	
Report Given To:	
Signature of Reporter _____	Date: _____

Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date
Follow Up	
Date of Follow Up	Time of Follow Up
Person Performing Follow Up Action:	
Description of Follow-Up Action:	
Signature	Date

Appendix C. Digital Communication Release Form



Digital Communication Release Form

On occasion an adult leader may, with your permission, wish to contact your child(ren) through the use of digital communication. The adults who might be in contact with your child(ren) include the pastor, Children’s Ministry/Administrative Coordinator, Sunday School teachers, youth leaders, and/or confirmation mentors. This communication may take the form of emails, text messaging, social media, and other forms of digital communication.

In signing this policy, I agree that I am aware that all adult leaders at University City United Church must comply with Safe Church policy. Compliance with this policy includes a criminal background check and training in appropriate digital communication with minors. I am also aware that the Safe Church policy includes procedures to report any inappropriate communication with my child. I also realize that I have the right at any time to revoke my permission at any time and for any reason. I also recognize that content that appears on youth pages or groups that are not sponsored by the church are NOT within the purview of church leaders.

I _____ grant permission for adult leaders from the University City United Church
Parent/Guardian name
or related ministry organizations to contact my child(ren) _____
Please list child(ren) 's Name (s)

Via digital communication in the following ways: [*please check all that apply. If you have more than one child, please list the names of those with permission to communicate digitally with adult leaders*]

_____ Email for _____

_____ Cell phone calls for _____

_____ Text messaging for _____

_____ Social Media (such as Facebook and Instagram) for _____

Please specifically list any individuals who DO NOT have permission to digitally communicate with your child(ren).
Please note this information will be kept strictly confidential and will not be shared with those individuals listed.

Parent/Guardian Signature

Date

Appendix D: Photo Release Form



Photo Release Form

I _____ grant permission to University City United Church
Please print name

to take photographs or videos of my child(ren) _____
Please list child(ren)'s name(s)

I grant permission to UCUC to publish pictures/videos of my child on in the spaces indicated below. I further state that I have the right to grant or refuse this permission, as I am the child's parent/legal guardian. If I agree to any use of pictures/videos, I also agree that I and/or my child(ren) shall have no legal or economic right, title or interest in the photos, video, publications content nor any intellectual property right in these matters, nor may I bring a claim or cause of action for damages or injuries against UCUC resulting from the gathering or dissemination of these photos, videos or publications.

I have read and understand this Release form and agree to the releases contained herein:

Check all that apply:

_____ Public Facebook Page (names never included!)

_____ Private Facebook Group (only people known to the congregation are allowed in - first names sometimes used)

_____ Internal posting only (the wall of photos in the hallway)

_____ Please do not include my child in any photos in any way

Parent/Guardian Signature

Date

Appendix E. Background Disclosure: Acknowledgement of Documents Received; Authorization for Criminal Background Check Form



Background Disclosure Form

Acknowledgement of Documents Received, Authorization for Criminal Background Check

(for use with all staff and all volunteers who work with children/youth/vulnerable adults)

Personal Information:

Full Name: _____ Former Name(s): _____

Date of Birth: _____ (Month/Date/Year)

Phone (_____) _____ Cell Phone (_____) _____

Address:

<i>Street and Apartment Number</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
------------------------------------	-------------	--------------	------------

Email: _____@_____

Are you a member of this church? _____ YES _____ NO

If yes, when did you join? _____ (month/year)

If no, what has been your relationship with this church? _____ Friend

Other _____ (please specify)

Background Information

The information contained in this application is correct to the best of my knowledge.

1. Have you ever been convicted of, or pled guilty or no contest to, a crime? No Yes
If yes, please provide a short explanation of the charge, including the date, nature, and place of incident leading to the charge, where the charge was filed and the precise disposition of the charge.

2. Has any civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse, child abuse; or financial misconduct been brought against you which resulted in a judgment being entered against you, an out of court settlement, or dismissal due to expiration of the statute of limitations? No Yes
If yes, please provide a short explanation of the charge, including the date, nature, and place of incident leading to the charge, where the charge was filed and the precise disposition of the charge.

3. Have you ever terminated your employment, professional credentials or service in a volunteer position or had your employment, professional credentials or service in a volunteer position terminated for reasons related to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, or financial misconduct? No Yes

If yes, please provide a short explanation of the situation in which this termination (voluntary or involuntary) occurred.

- 4. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

No Yes

If yes, please provide a short explanation.

Acknowledgement of Receipt of Safe Church Policy

I acknowledge receipt of the Safe Church Policy and associated guidelines for University City United Church. The provisions of the Policy have been explained to me, and I understand my rights and obligations pursuant to the Policy. I agree to abide by the terms of the Policy. I understand that if I have questions regarding the Policy, now or in the future, I should refer my questions to my supervisor, BBM Chair or one of the pastors.

Print Name Clearly

Position – state volunteer or paid employee

Signature of Employee/Volunteer

Date

.....
Authorization for Criminal Background Check
FOR THOSE WHO ARE 18 years of age and older

The covenants between the church and persons seeking employment/to volunteer in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between employees and the church they seek to serve. To that end, I authorize University City United Church and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements. I understand that University City United Church will share with me information it has gathered about me, if I request it to do so.

Signature: _____

Date: _____

Appendix E. Background Disclosure; Acknowledgement of Documents Received; Authorization for Criminal Background Check Form

THIS DISCLOSURE IS TO BE COMPLETED AND RETURNED