



Appleton: First United Methodist Church

Safe Church Policy

September 2017

First United Methodist Church

Making Christian Disciples

325 E. Franklin Street

Appleton, Wisconsin 54911-5436

920-734-2677

Office@appfumc.org

www.appfumc.org

Table of Contents

Vision Statement.....	3
Safe Church Policies.....	3
Volunteer Training Policy.....	3
Volunteer Application and Background Check Policy.....	3
Background Check Policy Process.....	4
Implementation Plan.....	4
Obtaining Background Check Information.....	4
Safe Church Guidelines.....	5
Free Will Assistance versus Church Directed Volunteering Guideline.....	5
Christian Education Guidelines.....	5
Nursery Practices.....	5
Nursery Practices During Worship Services.....	6
Nursery Practices During Midweek Activities.....	6
Nursery Practices During Other Church Sponsored Activities Not Listed Above..	6
Sunday School Guideline.....	6
Befriender Ministry Guideline.....	6
Supervision of God’s People Guideline.....	7
Image Use and Internet Privacy Guideline.....	8
Limitations on Assisting Children, Youth and Vulnerable Persons Guideline.....	8
Restroom Protocol Guideline.....	8
Release of All Children, Aged Birth Through Grade 5 Guideline.....	9
Travel Off the Church Premises Guideline.....	9
Overnight and Trip Rules Guideline.....	9
Visitation and Observation Guideline.....	10
Visitation and Observation of Unknown Persons on Premises Guideline.....	10
Inappropriate Behavior Guideline.....	11
Physical Restraint Guideline.....	11
Conceal and Carry Law Guideline.....	11
Disaster Response Guideline.....	11
Accidents and Emergencies Guideline.....	12
Definitions.....	13
Volunteer Code of Conduct Agreement.....	15

Vision Statement

Reach people with God's Good News

Invite people into a relationship with Christ/the Church and

Grow together.

The Safe Church Manual

The congregation of the FUMC is committed to providing a safe and secure environment for all children, youth, vulnerable people, staff and volunteers ("God's people") who participate in ministries and activities sponsored by the Church. The following manual reflects our Congregation's commitment to preserving this Church as a holy place of safety and protection for all who enter and as a place in which all people can experience the love of God through relationships with others. This manual covers all Church directed and Church sponsored activities, regardless of the location of the activities.

Safe Church Policies

Policies are procedures that will always be followed for every individual who wishes to work with and/or volunteer with children, youth and vulnerable individuals at FUMC as well as at Church directed activities and Church sponsored activities. Policies have been put into place by the Safe Church Committee in order to best assure the safety and well-being of participants, volunteers and staff.

Volunteer Training Policy

All volunteers working with children, youth, and vulnerable persons will be required to attend Safe Church training and sign a form stating they have done the required Safe Church training every three years.

Volunteer Application and Background Check Policy

Each volunteer working with God's people must have completed and signed a Volunteer Information Form and agree to have a completed background check once every three years. No one may work as a volunteer alone with children, youth or a vulnerable person until a background check has been completed and the results are in compliance with the Safe Church policies.

Any individual whose background check returns with a criminal history which is not in compliance with Safe Church policies will be referred to a Pastor to determine when and how s/he can be utilized as a volunteer. An individual convicted of certain crimes under Wisconsin State Statutes including, but not limited to, Chapter 46 (Social Services); Chapter 48 (Children's Code); Chapter 940 (Crimes against Life and Bodily Security); Chapter 944 (Crimes against Sexual Morality) and Chapter 948 (Crimes against Children) will not be permitted to work with children, youth and/or vulnerable persons because they are not in compliance with the Safe Church policies. If a potential volunteer has been convicted of any similar crimes in other states, the individual will be referred a pastor to determine when and how s/he can be utilized as a volunteer. Information regarding the implementation plan and process of background checks can be found in a later chapter of this manual.

Background Check Policy Process Implementation Plan

The Safe Church Committee has established an account with the LexisNexis and has designated one of the committee members to be the Background Check Volunteer (BCV). The BCV will use the account appropriately or be removed from the position. The account is password protected.

Each volunteer working with children, youth, and/or vulnerable persons must have completed and signed a Volunteer Information Form and agree to have a completed background check every three years.

Every three (3) years, the Pastor of Discipleship will conduct a background check on the BCV. If the BCV's background check is returned with any criminal history, one of the pastors will immediately notify the BCV and remove him/her from this position and find a replacement.

The responsibilities of the BCV are to perform the background check in a timely manner and forward information on any background check with a criminal history that is contrary to the Safe Church policies to the Pastor of Discipleship; to approve an applicant whose background check is returned as "No Record;" and to notify the staff person in charge of the activity of the acceptance or non-acceptance of an applicant.

At this time, the records should be maintained for seven (7) years and then confidentially shredded and destroyed.

Obtaining Background Check Information

After an individual completes and returns the Volunteer Information Form to the church office, the BCV conducts the background check. The BCV then notifies one of the pastors of the results of the check. If the applicant's criminal history is negative, meaning in full compliance with Safe Church policies, the individual can begin working with children, youth and vulnerable persons. If a criminal history is found that is contrary to Safe Church policies, further review and consultation by one of the pastors and staff person in charge of the activity will occur. They will determine if and where the individual can volunteer in the church.

On an annual basis, the staff will notify the volunteers when it is time for them to attend Safe Church Training and/or have their background checks run again. Letters will be sent to the volunteers with the appropriate form(s). The volunteers must complete and return the form(s) to Church before they begin working in the ministry.

All information will be held in a secure file at the Appleton: First United Methodist Church. Maintaining confidentiality and privacy of the volunteer's information is of the utmost concern to the Church. The signed Volunteer Information Form will be in a locked filing cabinet with the background check information. In the case of a clergy background check, the chair(s) of the SPRC will have access rather than one of the pastors. The pastors will review the plan for the filing system, and consult persons

deemed appropriate for implementation. Background checks must be performed at the Appleton: First United Methodist Church.

Safe Church Guidelines

This manual also provides guidelines to the congregation, volunteers and staff when working with children, youth and vulnerable individuals.

These Guidelines are defined as preferred practices that we always strive to follow in the best interest of the safety for participants in Church activities.

However, we recognize that not all situations and circumstances will allow for these practices to be observed. Exceptions can and will occur which we cannot possibly address in totality within this manual. We expect all involved parties to strive to follow the guidelines described in this manual and to make a good faith effort to follow God's laws. Common sense and discretion should be used at all times. No one shall be put in a situation where they are uncomfortable.

Free Will Assistance versus Church Directed Volunteering Guideline

FUMC cannot be held liable for any actions taken by a member of the Church if the activity involved was done under the free will of that member rather than having been individually solicited and actively agreed to volunteer by the Church or any member of the staff. In other words, if a Church member offers to assist, of their own free will, to meet a need of someone in the Church or community at large, then that Church member is solely liable for anything that he/she may do that might harm or injure him/herself, another person or any property. This Manual refers to the acts of volunteerism and not to free will assistance or generosity of our congregation and God's people.

FUMC has an insurance policy from Church Mutual Insurance Company. For more information about this policy and its coverage, please contact one of the Pastors.

Christian Education Guidelines

At the FUMC, we are blessed with the ability to provide many opportunities for our children, youth and adults to grow with God. Below is a brief description of some of the Christian education programs we offer and the corresponding Safe Church guidelines.

Nursery Practices

The nursery is available during most of the church sponsored activities and training sessions. Please contact the Church office one week in advance of a church sponsored activity that is not during worship services when the need for nursery care arises. The rules and policies of the nursery vary depending on the church activity being sponsored. Regardless of which activity the parent/guardian/caregiver is participating, children who have been sick, vomiting or had a fever or diarrhea in the past 24 hours may not be brought to the nursery. This is necessary in order to support the health and safety of the other children. Please see the appropriate section below for the specific nursery policies. For additional nursery questions, please contact the nursery staff directly.

Nursery Practices During Worship Services

- Only children two (2) years and under are permitted in the nursery during worship services. On Family worship days, 10:30am worship or days Sunday school is not offered the maximum age of the children is 4 years old.
- The child(ren) may not be dropped off in the nursery more than 15 minutes prior to the worship service that the parent/guardian/caregiver is attending.
- Parents/guardians/caregivers must remain on church premises at all times while the child(ren) are in the nursery.
- Only parent/guardian/caregiver or authorized individuals may remove the child from the nursery.
- Pagers must be available to all parents during worship services, classes, or trainings that provide child care
- If there are more than 6 children in the nursery the two year old room will be used in addition to the nursery.

Nursery Practices During Midweek Activities

- The child(ren) may not be dropped off in the nursery more than 15 minutes prior to the start of parent's program.
- Parents/guardians/caregivers must remain on church premises during the times their children are in the nursery.
- Only parent/guardian/caregiver or authorized individuals may remove the child from the nursery during Midweek activities.

Nursery Practices During Other Church Sponsored Activities Not Listed Above

- Parents/guardians/caregivers must remain on church premises while the child(ren) are in the nursery.
- Only the parent/guardian/caregiver or authorized individuals may remove the child from the nursery.

Sunday School Guideline

Beginning the Sunday after Labor Day at 9:15am, children ages three (3) through 7th grade may participate in Sunday School. Sunday School is offered shortly after the 9:00am worship begins. The curriculum is based on the Bible and is taught through stories and activities.

Befriender Ministry Guideline

Befrienders believe that caring is an essential part of the church ministry. Reaching out to those who are experiencing hardships, tragedy, death, illness, or isolation creates meaningful relationship. The role of Befrienders is to be a friend – someone who listens, reassures, and attends to others when they are in need. Befrienders recognize that sometimes when Befrienders reach out to others, Befrienders might face situations that seem beyond their understanding. At those times, if Befrienders treat the person Befrienders are helping with dignity, use the knowledge Befrienders have gained from personal stories and practical tips, and trust in the healing power of Jesus Christ,

Befrienders will generate a spirit of goodwill and hospitality. Befrienders are an extension of the church community. Befrienders believe in the power of Jesus Christ and the power of prayer in times of distress.

Befrienders spend many hours in training. Once they have been commissioned in worship, they are able to be: prayer partners during communion, visit and provide communion to members unable to attend church, offer prayer with those in need after services, assist with hospital visitation, and are open to meet one-on-one with those who need a friend to walk beside them as they move through a difficult time.

Befrienders are expected to permit to a criminal background check every three years.

Befrienders undergo extensive training exceeding the requirements of Safe Church; therefore Safe Church-specific training is not needed.

Supervision of Children and Youth Guideline

The following procedures will be observed by Safe Church trained staff and volunteers when in ministries with children, youth and vulnerable individuals:

Children and youth of all ages must be supervised at all times while in the building.

Vulnerable persons shall be supervised if the need is apparent to the staff person and volunteer supervising the activity.

Staff will not be present to supervise children and youth more than 15 minutes prior to the commencement of the church activity. Therefore, it is ESSENTIAL that parent/guardian/caregivers not bring or permit their child(ren) to be present in the building without direct parent/guardian/caregiver supervision more than fifteen (15) minutes prior to the beginning of the program.

Treat all supervisors, co-workers, parent/guardian/caregivers, members of the congregation, children, youth and vulnerable people with respect and consideration.

Treat all children, youth and vulnerable people fairly regardless of race, color, religious beliefs, gender, disability, creed, national origin, sexual orientation and gender identity.

Never engage in the following conduct in your ministry as an employee or volunteer for the church:

- Strike, spank, shake, slap, or otherwise physically discipline anyone
- Humiliate, degrade, or threaten others
- Touch anyone inappropriately
- Shame, withhold love, or speak or act with cruelty
- Withhold food, water, or other basic cares as punishment
- Use profanity, tell inappropriate jokes, share intimate details of your own life

In an effort to assure a safe environment, all church sponsored activities involving children, youth and vulnerable persons will be supervised. Whenever possible, FUMC

will strive to have at least two adults or an adult and a helper present for all activities involving children, youth and vulnerable persons. There will be a ratio of one adult for every 4 children in the nursery, and one adult for every 10 children in all other activities. In instances where there is only one adult present, great care should be taken by the adult to be visible by keeping all doors open.

Image Use and Internet Privacy Guideline

Cyber bullying and internet privacy are hot issues in our current society. Smart phones are everywhere and most people enjoy capturing life's moments with snapshots to share at a later time on the internet. Not all individuals choose to have their image or name or their child's image or name posted in a public manner. The Church is sensitive to these issues and has developed the following guideline to help ensure that privacy is respected as best we can. Following this guideline does not guarantee that a picture will not be taken and published to the internet or in church materials; however we as a Church will continue to strive to protect privacy whenever possible and to the best of our ability.

No staff member or volunteer will post a picture, image or name to the internet, social media, church publications or internal church materials, of a child, youth or vulnerable person without prior consent of the parent/guardian/caregiver. All parent/guardian/caregiver will have the opportunity to opt out of their child, youth, and vulnerable person's image being used on the internet, social media, church publications or internal church materials.

Volunteers will be trained to not take pictures or post to personal social media accounts while volunteering at Church activities unless 1) the person is designated by the Program Manager(s) to take pictures for the activity; 2) the person is the parent/guardian/caregiver of individuals in the picture.

Limitations on Assisting Children, Youth and Vulnerable Persons Guideline

No staff member or volunteer will assist a child, youth or vulnerable person with the regular activities of daily living. The activities of daily living include, but are not limited to, dressing and undressing, bathing, self-grooming (brushing teeth, hair combing, etc.), and getting in and out of a bed or chair. Additionally, no staff member or volunteer will dispense any prescription or over the counter medication to another person.

Restroom Protocol Guideline

If younger children need assistance in the restroom at the church, it is preferable to have at least one adult accompany the child. The adult can verbally assist the younger child with going to the restroom. They can provide verbal directions and tell the child what to do. The adult should use their discretion and common sense when in the restroom with a child. The doors should remain open. For older children, a bathroom buddy should accompany them for safety.

Never allow a child(ren), youth or vulnerable persons to enter a public bathroom alone. Two children/youth may enter a restroom alone if there is an adult at the door. No

volunteer or staff member will assist anyone, including a vulnerable or at risk person, in using the restroom. The individuals must be able to use the facilities themselves. The vulnerable person must be either independent in their toileting abilities or have a personal attendant present. The comfort level of the adult and the child, youth or vulnerable person must be considered. No one is required to do something or be in a situation where they are uncomfortable.

Release of All Children, Aged Birth Through Grade 5 Guideline

Children ages birth through grade 5 will be signed in and out by a parent/guardian/caregiver or an authorized person. These individuals will be authorized by the parent/guardian/caregiver. All participants of a program must be picked up by a parent/guardian/caregiver or an authorized person before a volunteer or staff permits the child to leave the program. The authorized person may be required to show a photo identification if a staff member or volunteer does not know the authorized person personally.

Travel Off the Church Premises Guideline

As ministries call God's people to locations not at the Church, the staff and volunteers will try, with all reasonable effort, to have at least two (2) adult staff or volunteers with the children, youth and vulnerable persons at all times. Although there may be circumstances when this is not possible, the staff and volunteers will do their best to keep a ratio of one adult to ten children at all times.

However, the children, youth and vulnerable persons will never be left alone in an unsafe or unfamiliar environment. At least one (1) other person will be with the children, youth and/or at risk persons at all times. Staff will always assign designated meeting locations and times to check in and perform a head count. Any time the group enters or exits a vehicle, the staff will make sure everyone is present. The entire group will not leave the area until everyone is there.

When multiple vehicles are used for an event, a single volunteer may drive if all the vehicles travel together. Occupants of vehicles shall wear seatbelts. Buses not equipped with seatbelts are exempt. Children ages twelve (12) years and younger shall not sit in the front seat of vehicles with air bags.

As the situation requires, the FUMC will obtain a rider to its insurance policy to protect the participants.

Drivers must have a background check performed as well as a driving record check before the planned event.

Overnight and Trip Rules Guideline

On overnight trips, there will always be at least two (2) adults. The total number of adults on each trip will be adjusted according to the number of children and youth participating in the planned activities. The ratio of adults to children and youth shall be approximately one (1) adult to every six (6) children. Additionally, if the group of children

and youth contains both males and females, there shall be at least one (1) female staff member or volunteer and at least one (1) male staff member or volunteer on the trip.

Completed permission slips must be on file prior to departing for the trips. If prescription medication is, or may be needed, while on the trip, the medication must be in the original packaging from the pharmacy and be given to the staff member in charge of the trip prior to departing for the trip. The staff must be aware of the medical condition and how and when to administer the medication ahead of time. If over the counter medication is necessary or needed during the trip, the parent/guardian/caregiver should consult with the staff member in charge of the activity prior to leaving the Church.

Visitation and Observation Guideline

Parent/guardian/caregivers are encouraged and welcome to visit and observe their child(ren), youth's classrooms at any time.

Visitation and Observation of Unknown Persons on Premises Guideline

If, during a regularly scheduled program, an unknown person enters the program area (including, but not limited to, the entire building/property) certain responses should be followed.

Either the staff member in charge of the program or program area or an adult volunteer should:

Approach the unknown individual with care and concern inquiring about their needs.

- First, contact the police (call 911) if you are concerned, and give a description of the person.
- If unknown individual states his/her concern or need, the staff member or volunteer shall escort the unknown individual to the staff member in charge of the church activity or a pastor and allow them to help the individual meet his needs or concerns.
- If the unknown individual does not have a valid concern or need, the staff member or volunteer will ask the unknown individual to leave the church and its property immediately and notify the staff member in charge of the church activity or pastor immediately. The staff member in charge of the activity or pastor will make sure the individual has left the premises.
- If the unknown individual states that he/she is just waiting for someone, escort him/her to the staff member in charge of the church activity or pastor who will then have the individual wait in the "identified area" which is Welcome Desk. The pastors and/or staff member will identify the area if another is needed.
- The unknown person cannot wander around the church when children, youth or at risk persons are present. The unknown person should be supervised at all times until he/she leaves the premises. Any adult who is not participating in the program, including parents, should have a defined area to meet their children/youth during or after the program.

Inappropriate Behavior Guideline

If children, youth or vulnerable persons are behaving inappropriately, staff members and volunteers will use techniques of guidance, redirection, positive reinforcement and encouragement to change their behavior. They will not foster competition, comparison, or criticism among youth or children, instead the volunteers and staff will work with the children and youth to set up guidelines and create an environment that minimizes the need to discipline children, youth or vulnerable persons. If the behavior is repeated, if the behavior is harmful to the individual, others or property, or rises to the level of disrupting the safe environment we are attempting to create, the volunteer and/or staff member should complete a Behavioral Report Form. Forms are located in each classroom near or on the doors. The completed form should be given to the Program Coordinator. A copy of the completed report should be given the parent/guardian.

Physical Restraint Guideline

If physical restraint must be used on an individual because that person is in imminent danger to the health and safety of himself or another person, the volunteer or staff member will take the minimum steps necessary to carry out the restraint. If possible, at least two (2) volunteers or staff members or a combination of staff and volunteers will move the individual to another environment. If moving the individual is not possible, the staff member or volunteer will take reasonable precautions to move the rest of the participants, or take whatever measures are safe, reasonable, and appropriate for the circumstances. The volunteer or staff member will report any such action to the staff person in charge of the church activity or to the pastor as soon as possible. If physical restraint has occurred, a behavioral report must be completed by the staff member in charge of the program or the volunteer who restrained the individual.

Disaster Response Guideline

In case of fire, staff and/or volunteers should take their class and quickly leave the building through the nearest exit. Please see the maps which are in each classroom. The fire alarm should be pulled as the groups exit the building if it is not already activated. Once outside the building, call 911 using a cell phone or the phone of a neighboring home. Once outside, go to the bank parking lot. Staff and volunteers should stay with their class. Teachers need to have their attendance sheets with them, and count of all children in their care at all times and must recount them when they are situated outside.

When the local disaster siren sounds, all building occupants should go to the "Tornado Spot" which is the gym. Once inside the designated area, the individuals will kneel along the walls and stay there until notified that it is safe to return to the other areas of the building. If there is not enough room in the designated area, the pastor and/or staff will instruct certain classes to go to other areas of the building, depending on what time of the day it is and who is in the building.

Accidents and Emergencies Guideline

First and foremost, call 911. Telephones are located at the Welcome Desk, all the offices, Room 324, the Work room, and the Kitchen. Automated external defibrillators (AED)s are located in the hall by the Sanctuary and Chapel, and by the gym. Directions for how to use the AED are located inside the unit.

First Aid kits are stocked at minimum with the following items: scissors, gauze, tape, bandages antiseptic wipes, first aid cream/ointment, gloves First Aid Kits are found: in the Main Office, Kitchen, by the offices upstairs (3rd floor), and Downstairs by the Men's Bathroom. Please complete an Accident Report if an injury occurs. Forms are located in each classroom. The completed form should be given to the Program Coordinator. A copy of the completed report should be given the parent/guardian.

For all church activities, if there is an emergency, contact the police first by calling 911. When students are in the classroom, alert someone, shut off the lights and draw the shades. It is best to get out of the building in an emergency but always discuss where to meet outside the building ahead of time.

In Case of lock down: Intruder/Active Shooter Emergency Action Plan

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call 911 or other appropriate emergency #'s.
- Don't stay in open areas.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.

If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.

The following are the various code words used by the schools and FUMC to denote what emergency is occurring. We will use these terms once an intercom, walkie-talkie/radio or signaling system is in place.

Code Red	Emergency lockdown, internal problem
Code Yellow	Preventative, need for caution
Code Blue	Medical emergency
Code Orange	Evacuation emergency
Code Purple	Youth behavior problem

Definitions

Touching sexual offenses include:

- Rape
- Incest
- Touching of breasts
- Attempted intercourse
- Fondling of the genitals

Emotional Abuse

- A pattern of behavior that attacks the person's emotional development, their spirit and self-concept and makes them feel unloved, un-loveable and worthless.
- Constant criticizing, belittling, insulting rejecting, withholding love, support or guidance
- May be the most common form of abuse, as it usually accompanies other forms of abuse and has the longest lasting effects.

Neglect

- Neglect is failing to provide for a person's well-being and not meeting their needs for:
 - proper food
 - medical care
 - hygiene
 - shelter
 - clothing
 - education
 - love and attention
 - supervision and setting limits

“Adult” means a person over 18 years of age or older. However, if the person is 18 and is participating in a youth church activity, then the person is not an adult for the purposes of this Manual.

“Ambulatory” means able to walk about and not be bedridden.

“At Risk Individual” means any person who has experienced, is currently experiencing or is at a higher likelihood of experiencing abuse, neglect, self-neglect or financial exploitation than the average person. Also see “vulnerable person.”

“Child” means any person under the age of 18 or an individual who is 18 and is participating in a church program as a youth.

“Children’s activities” means any activity or program in which children are under supervision of staff persons or volunteers.

“Helper” means anyone who aids in ministry. The helper must be at least three years older than the individuals with whom s/he is working.

“Persons required to report child abuse” means persons, who, in the course of their employment, occupation, or practice of their profession, come into contact with children. Such persons include, but are not limited to, medical professionals, school administrators, teachers and nurses, social services workers, day-care center workers, mental health professionals, peace and law enforcement officers.

“Staff person” means any person employed by Appleton: First United Methodist Church.

“Staff person in charge of a church activity” means the church employee responsible for the activity. In the case of non-church programs operating on church property, the duties of the “staff person in charge of the children’s activity” shall be carried out by the non-local church lead staff or volunteer.

“Volunteer” means any adult who assists in conducting church activities under the supervision of a staff person.

“Vulnerable person” means anyone whose mental or physical condition makes them susceptible to abuse. The person may temporarily or permanently be considered a vulnerable or at risk individual. The individual may be particularly vulnerable to persuasion, coercion, undue influence, or physical control from those who have power, authority and leadership over them.

“We” means the congregation of the Appleton: First United Methodist Church.

“Youth” means any person 18 years or younger and is participating in a church activity.

**Appleton: First United Methodist Church
Safe Church
Volunteer Code of Conduct Agreement**

Volunteers in our church must uphold Christian values and conduct. The public and private conduct of volunteers can inspire and motivate people. Responsibility for adherence to this code of conduct rests with the individual.

As a volunteer, I agree to:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Keep focused only on my particular area of expertise.
- Be supervised by and bring any problems, questions, or concerns to the supervisor or pastor.
- Not engage in physical, psychological, written or verbal harassment or discrimination towards any involved in church activities nor tolerate such behavior by others.
- Respect and maintain confidentiality which pertains to anyone involved with the church; including not taking and/or posting pictures of participants to social media or internet unless designated to do so by the program director
- Be diligent and responsible towards my spiritual health.
- Be competent and proactive in seeking out education and training commensurate with my role and responsibilities.
- Exercise responsible stewardship of resources.
- Complete Safe Church training and follow the Safe Church Policy as I have been trained to do.
- Submit the required information to the criminal background check volunteer for a background check when asked.

When working with children or other vulnerable people, I shall:

- Make every attempt to avoid situations where I am alone in the building with children, youth and/or vulnerable people at church sponsored activities.
- Support the rights and roles of parents/guardians.
- Use positive reinforcement rather than criticism, competition or comparison.
- Report to the appropriate church authorities any suspected abuse of children, youth or other vulnerable populations and cooperate fully in any investigation.
- Not smoke or use tobacco products, use illegal drugs or alcohol, in the presence of vulnerable populations and will not procure any of these products for them.
- Not pose any health risk to the vulnerable populations (i.e. fevers or other contagious situations.)
- Not use profanity in the presence of children, youth or vulnerable populations.
- On overnight trips, I will ensure that children and/or youth will never be left alone in an unsafe or unfamiliar environment.

(See Reverse)

I understand that while volunteering, I am representing the FUMC and agree to act in accordance with its teachings.

Print name

Signature

Date

Forms Information:

Volunteer Information Forms are available on our website or in the Church Office.

Website: www.appfumc.org

Appleton: First United Methodist Church

325 E Franklin St.

Appleton, WI 54911

A copy of this signed Code of Conduct Agreement will be placed in the volunteer file for each volunteer.