



Children's Ministries Team

Policies and Procedures Manual

Grace Church
Children's Ministries

March 2019



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Section One:

Introduction: The Need for Child Care Workers' Screening



According to the publication titled, "State Court Caseload Statistics," over 92 million lawsuits were filed in 2001, alone. The first child sexual abuse lawsuit was filed against a church in 1984. In just a little over a decade, several millions of dollars have been expended, as a result of reported cases of child sexual abuse.

Child sexual abuse is most certainly on the rise in America. Specifically, child sexual abuse is at epidemic proportions. In 1991, just under one-half million cases of child sexual abuse were reported. These statistics are alarming. More alarming than this is the fact that the average child molester has more than 60 victims in his or her lifetime. Children, it seems, need to be protected now more than ever. Wherever they congregate, there is a risk of child abuse. This was not the case over a decade ago.

Many churches are "at-risk" facilities, according to experts at the Church Law & Tax Report offices. Often, due to an atti-

tude of unquestionable trust, or a mindset of "abuse can never happen here," the innocence of our children is placed in a position of unwise risk.

The fact is that child sexual abuse perpetrators know how to look for potential victims. Facilities that are easily accessed, lack adequate screening processes for workers, or provide quick ministry placement, are built-in opportunities for potential perpetrators of child abuse. It is with these things in mind that Grace Church has decided to provide childcare screening of all its children's ministries' workers.

Children are a "heritage of the Lord" (Psalm 127:3). We must be good stewards of those given to us by God. Providing a safe, secure, and nurturing environment for our children is one of the goals of the Children's Ministry Team of Grace Church. Parents deserve the security and peace-of-mind to know that their children are "well cared for," in every sense of the term.

At Grace Church, we desire to minister to the "whole family." We are truly "devoted to Christ to make a difference in the world." Thank you for your support as you lead the way toward our goal.



Section Two:

Child Care Worker Screening

I. Child Care Worker Screening Processes

- A. A "child" shall be defined as a person who is under 18 years of age, and considered a minor by law.
- B. Primary child care workers are those workers who: (1) are at least 18 years of age, (2) have undergone the primary phase child care screening process, (3) work with children, either regularly or irregularly, (4) will be in positions of primary care responsible for the overall care of children, and (5) are either unpaid or paid.
- C. Child care helpers are those who: (1) are at least currently in 7th grade, (2) have undergone a screening process, (3) work with children, either regularly or irregularly, and (4) are either unpaid or paid.
- D. All childcare workers and helpers are required to go through child care screening process.

1. Primary Phase Screening Process:

- a. An authorization form must be filled out by all childcare workers and helpers on Ministry Mobilizer website
- b. All applications will be screened by Ministry Mobilizer (Protect My Ministry).
- c. Child care workers are required to undergo periodic "re-screening" to update their applications.
 - 1. Each re-screening should occur within the course of five years after the time the original application is approved.
 - 2. If a worker is not re-screened during the five-year window of time allotted, the worker may be dismissed from childcare ministry until re-screening is completed.
 - 3. Grace Church shall keep on file records of screening, no longer than seven years from the time the worker's service ended at Grace Church. (An exception exists if it is found that a former worker was involved in criminal activity during his/her seven-year absence)
- d. Present workers whose applications raise questions, when screened, are presented the following options:
 - 1. Voluntary resignation, of concern warrants such action
 - 2. Be dismissed for six (6) months, at which time reapplication can be made
 - 3. Pursue other ministries at Grace Church, those which do not provide access to children
- e. All primary phase applications and interview notes, as well as background check information, etc., and any re-screening forms and information, shall be kept in a secured location in the Associate Pastor's office, which shall be reserved for confidential materials.



Con't: Child Care Worker Screening Processes

2. Secondary Phase Screening Process

- a. Occurs when Child Care Worker applicant has been attending Grace Church for less than one year or when issues, or statements of concern, arise out of the primary phase, and need further clarification
 1. Personal interview with members of the screening task force is required when there is sufficient need to address issues raised by the primary phase screening process.
 2. Criminal background checks will be run as a secondary phase screening measure.
 3. At the conclusion of the secondary phase screening, there must be a unanimity amongst the screening task force, in order to place a worker in child care ministry. All decisions of the screening task force are in their sole and absolute discretion.
 4. If there is not unanimous agreement amongst the screening task force, then:
 - a. Applicant can wait six (6) months and reapply.
 - b. Pursue other ministries at Grace Church, those which do not provide access to children.
 - c. Be dismissed from present ministry (pertains to those who are presently serving and who have elected to continue into the secondary screening process).
 5. Applicants who are refused for a child care ministry position at Grace Church shall be notified, in person, by one or more members of the screening task force. The Senior Pastor may be invited to attend the meeting.
- b. Child care workers are required to undergo periodic "re-screening" to update their applications.
 1. Each re-screening should occur within the course of five years after the time the original application is approved.
 2. If a worker is not re-screened during the five-year window of time allotted, the worker may be dismissed from childcare ministry until re-screening is completed.



Con't: Child Care Worker Screening Processes

4. Grace Church shall keep on file records of screening, no longer than seven years from the time the worker's service ended at Grace Church. (An exception exists if it is found that a former worker was involved in criminal activity during his/her seven-year absence)
- C. All primary phase applications, secondary phase reference and interview notes, as well as background check information, etc., and any re-screening forms and information, shall be kept in a secure location in the Senior Pastor's office, which shall be reserved for confidential materials.

II. The Screening Task Force

- A. The screening task force shall consist of at least three Grace Church members, or attendees, in good standing.
- B. All screening task force members must be screened, and be willing to submit to a background check, which may include fingerprinting. Grace Church Elders and staff will screen application forms of those who will be part of the screening task force.
- C. There should be one (1) Elder, or staff liaison, who could serve as a consultant, on an "as needed" basis to the screening task force, but not necessarily be part of the task force.
- D. The screening task force shall convene "as needed" to expedite primary and secondary phases of screening.
- E. Special non-member experts may be called to advise the screening task force, on matters as needed.
- F. The term of any screening task force member shall be three (3) year, each member having been appointed by the Board of Elders.

III. Form Distribution and Collection

- A. Ministry leaders shall assume responsibility for the distribution of the childcare screening application and re-application forms.
- B. The completed forms should be sealed in envelopes and delivered to the Senior Pastor, by the applicants.
- C. All application forms should be turned in within two weeks after applicants have received them.



Section Three:

Child Care Worker Supervisory Policies & Procedures

Worker supervision is a necessary component of an excellent church childcare program. Supervision enhances the visibility of the leaders and the workers. Proper supervision promotes a healthy accountability and gives parents confidence in the overall program.

Worker supervision is not meant to threaten workers by giving them the impression that someone is "looking over their shoulder." Rather, it is an outgrowth of the attitude that we intend to provide the safest environment possible for our children. Accountability and visibility are adequate vehicles toward minimizing the risk of negligence and enhancing overall child safety. These may be accomplished by implementing the following policies and procedures.

I. Departmental Guidelines for Children's Ministries

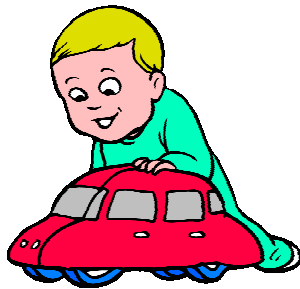
- A. Definition of "Child": A child shall be defined as a person under the age of eighteen (18); one who is considered a "minor," by law.
- B. Child Care Ministry Departmental Guidelines.
 - 1. Nursery Care Ministry Guidelines, for ages birth through 5 years
(See Appendix 1.0, "Guidelines for Nursery Ministry").
 - a. Children should be checked in, and released from the Nursery by a parent, or a **"preauthorized adult."*** Under no circumstances are Nursery workers to release children to any person(s), other than those adults who have "signed in" the children. (**Exception:** An exception can occur with the addition of a second "preauthorized adult." However, if a Nursery worker is in doubt of the age of the person to whom the child is to be released, or if she is not familiar with the "preauthorized adult," she may feel free to retain the child in the Nursery, until its parents/guardians request his/her release.)
 - b. A **"preauthorized adult"** is one who is at least eighteen (18) years of age, and who is authorized by the parent of a child to "sign-in" and/or "pick up" the child from the Nursery.
 - c. Children should not be responsible for "drop off," "check in," or "pick up" of Nursery children, even if they are siblings.



Con't: I. Departmental Guidelines for Children's Ministries

2. Children's Ministry Guidelines, for ages kindergarten—grade 6 (See Appendix 2.0, "Guidelines for Children's Ministry")

- a. It is permissible, although not recommended, for children ages sixteen and above (16+) to drop off and pick up siblings from UpTown, and other on-site Grace Church non-Nursery Children's ministries and activities.
- b. In the case where the classroom teacher, or activity leader is not familiar with the person to whom the child is to be released, it is permissible to retain the child until a parent/guardian personally requests the child's release.



II. Parental Permission is Necessary for any Child to be Included in Children's Ministries or Church Activities.

- A. Permission can be expressed in writing, by utilizing a permission slip.
- B. Permission can be granted verbally, as in the cases when telephone calls are made to verify activities.
- C. Permission can be assumed, as parents drop off their children for one or more church sponsored ministries or activities. (*Such is the case in UpTown, where an attendance form or sign in sheet are present*)
- D. Every effort should be made to secure documented parental/guardian permission, either verbal or written, for any child who plans to attend any Grace Church sponsored (or related) ministry, activity, or program.
- E. Any child who does not have parental/guardian permission, either verbal or written, will not be admitted to the nursery during any Grace Church sponsored (or related) ministry, activity, or program.



III. Child Abuse Risk Reduction Procedures

A. Supervision of Nursery Programs: Birth through age 5

(See Appendix 1.0, "Guidelines for Nursery Ministry")

B. Supervision of Children's Ministry Programs: Age kindergarten—grade 6

(See Below, and also Appendix 2.0, "Guidelines for Children's Ministries")

1. UpTown Superintendents, or their assistants, should be available each Sunday, to be certain that UpTown classes are operating according to supervisory guidelines.
2. During the week, it is the responsibility of the ministry activity leaders and helpers to oversee that their ministry activity is in accordance with respective children's ministry guidelines.
3. Occasional classroom visitations will be made by superintendents or their helpers.
4. Directional assistance should be provided to visiting parents and their children.
5. UpTown Superintendents or helpers should assist children back to their respective classrooms, when it is practical to do so.
6. Superintendents, and their helpers, should be certain to follow the "**two-adult rule**,"* except when in the open corridors.
 - *a. *The "two adult rule" states that it is not permissible for one adult to be alone with any individual child, behind any closed or locked door.*
 - b. It is **not permissible** for an UpTown leader to escort a child, alone, into a rest room, except in the case of a "clear emergency" (examples can be sickness or injury).
 - c. If a child needs rest room assistance (except in the case of a "clear emergency"), the "two adult rule" must be followed. It is most preferable for the second adult to be a superintendent, helper, usher, or classroom aide.
7. As the classroom leader, the UpTown leader may face situations where it becomes necessary to exercise disciplinary measures.

Note: If a child is removed from a class for disciplinary measures, and is placed in a more private, isolated area, the "two adult rule" must be applied. An exception can occur where there is an open door to the hallway, or an adjoining classroom door, or in cases where there is unrestricted visibility to the child.
8. Under no circumstances is a child to be left alone by himself/herself in a room, without an adult present.
9. Under no circumstances is a superintendent, helper, UpTown leader, aide, etc., to touch a child for disciplinary reasons. The parents are to be notified if any child's behavior needs correction beyond verbal warnings, or removal from class.
10. When necessary, parents are to be notified about the misbehavior of their child.
11. Disparagement, harassment, or negatively critical demeanor towards a child are never to be exercised as a means of discipline. Any words or actions toward these ends should be reported to the UpTown Superintendent, as soon as is possible.



Con't: III. Child Abuse Risk Reduction Procedures

C. Supervision of Other Children's Ministries' Programs:

(See Below, and also Appendices 1.0, 2.0)

1. It is the responsibility of the ministry activity leaders and helpers to oversee that their ministry activity is in accordance with respective children's ministries' guidelines.
2. Occasional room visitations will be made by ministry leaders and/or helpers.
3. Directional assistance should be provided to visiting parents and their children.
4. Ministry leaders or helpers should assist children back to their respective rooms, when it becomes necessary.
5. The "two adult rule" will be followed, except at times of "clear emergencies."
6. If a child is removed from a room for disciplinary reasons, and is placed in a more private, isolated area, the "two adult rule" must be applied. An exception can occur where there is an open door to the hallway, or an adjoining room door, or in cases where there is unrestricted visibility to the child.
7. Under no circumstances is a child to be left alone by himself/herself in a room, without an adult present.
8. Under no circumstances is a ministry leader or helper to touch a child for disciplinary reasons. When necessary, parents will be notified of child's misbehavior.
9. Disparagement, harassment, or negatively critical demeanor towards a child are never to be exercised as a means of discipline. Any words or actions toward these ends should be reported to the appropriate ministry leader(s) and/or helper(s), as soon as possible.

D. Suspicious Behaviors

1. "**Suspicious behaviors**" can be defined as any words or actions which can call into account the integrity or reputation of a teacher, or leader, or any words or behaviors which place a child in any situation deemed potentially harmful to his/her person, emotionally, physically, or sexually.
2. **All suspicious behaviors are to be reported to the proper departmental superintendent, as soon as is possible.** The same should be reported to a pastoral staff member, with an equivalent sense of urgency.
3. A childcare worker will be removed from ministry service immediately, in the sole discretion of the Church leadership (Elders, Staff, ministry leaders, etc.), in the event an accusation, allegation, or arrest were to occur. (Such action would signal the implementation of the Grace Church "Response Plan and Procedures": See Section Four)
4. All suspected child abuse must be reported to the local/state authorities, within twenty-four (24) hours, after first hearing of the behavior. (See Appendix 4.0, "The State of New Jersey Child Abuse Reporting Requirements")
5. All department superintendents, UpTown leaders, Children's Ministry workers, children's activity leaders, pastoral staff members, etc., are to take seriously any and all accusations/allegations of suspicious behaviors.



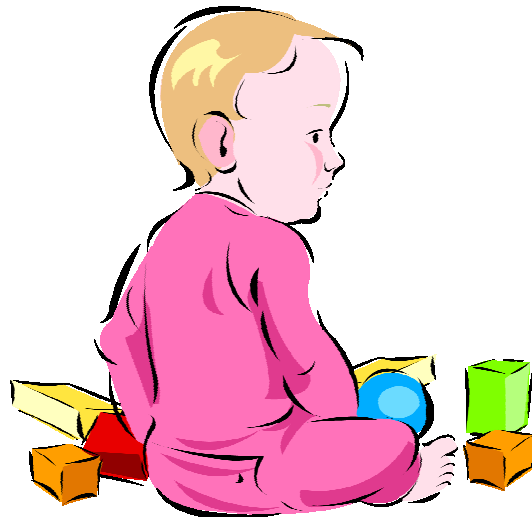
Con't: III. Child Abuse Risk Reduction Procedures

F. Child Abuse

(See Appendices 5.0-7.0, "What is Child Sexual Abuse," "Types of Child Sexual Abuse: Touching & Non-Touching," and "Common Symptoms of an Abused or Molested Child")

G. Children's Ministry Workers' Training

1. All Grace Church Children's ministries' workers, including department superintendents, teacher leaders, etc., will receive any updated information in regards to this manual as well as:
 - A. The necessity of child care screening and the processes of implementation, as well as those associated with re-screening.
 - B. The changes in federal and state child abuse reporting laws.
 - C. A review of Grace Church child care workers' policies and procedures.
2. An annual covenant will be signed by each child care worker stating their agreement with and conformity to the Children's Ministries Team Policies and Procedures Manual. Copies of these signed and dated covenants will be kept in the church office.
3. Each year, all child care workers will be encouraged to attend a conference or seminar for training purposes, such as Annual Ministries Convention or Children's Magazine Live Seminar.





Section Four:

Response Plan and Procedures

It is the goal of Grace Church to act swiftly and discreetly in all matters pertaining to an accusation or allegation of child abuse, arising out of church-related, or church-sponsored activities.

I. Primary Investigation

A. A **"Primary Investigation"** will begin at the time an Accusation or Allegation is reported to a Church Leader (e.g., pastoral staff, Elder, etc.)

1. By definition, **"primary investigation"** means interviewing and questioning the involved parties, and includes reporting child abuse to the proper authorities.
 - a. Separate interviews will be scheduled immediately with the accused and wronged parties, and will take place at different times.
 - b. Interviews should be conducted by the senior pastor and a designated member of the board of elders.
 - 1.) The child(ren) and **parents/guardians*** shall be interviewed together, to gather facts and to show support.
 - *2.) An exception to the interview procedure may occur when it is the child's parent/guardian who is the accused party.**
 - 3.) The interview process should not be one characterized by accusation and confrontation.
 - 4.) Interviewers are to take every allegation seriously and investigate it thoroughly.
 - 5.) Interviewers should communicate that they are not going to minimize the accusation or the allegation.
 - 6.) Interviewers are to assure the parents/guardians of the safety and confidentiality of the child(ren) involved.
 - c. The Church's attorney and insurance company shall be contacted and informed of the primary investigation of an accusation/allegation.
2. Pastoral staff, or Chairman and Vice-Chairman of the Elder Board, in their functions as interviewers, shall make every effort to initiate and maintain confidential, documented records of all that transpires throughout the primary investigation.



Con't: I. Primary Investigation

B. An Accused Person Shall be Removed from Ministry Service Immediately, at the Initiation of any Primary Investigation.

C. The Reporting of Accusations or Allegations of Child Abuse

1. Interviewers shall deal swiftly and effectively with any accusation or allegation of child abuse.
2. Interviewers have 24 hours, after they first hear of the accusation/allegation, to report any child abuse to local authorities.
3. The reporting of any child abuse to local authorities shall signal the beginning of a "secondary investigation."*
- *4. "Secondary investigation" is defined as the contacting of outside authorities, based on the assumption that an accusation or allegation of child abuse has occurred.
5. It is the goal of Grace Church to comply with all child abuse reporting laws.

II. Responding to the Media and the General Public

A. The Church shall prepare a written statement, based on the advice of the Church's attorney.

1. This statement will serve as the only official word about the matter.
2. Periodic official written statement(s) and update(s) may occur, with the advice of the Church's attorney.
3. No questions and answers will be permitted, on the part of the media, due to issues of confidentiality, safety, and the health and welfare of the involved parties.
4. Official statement(s) may only be read by the Church spokesperson(s).
5. A spokesperson may come from the following list, in the order of seniority, according to availability:
 - a. Senior Pastor
 - b. Remaining pastoral staff members (individually and by seniority)
 - c. Chairman of the Board of Elders
 - d. Vice-Chairman of the Board of Elders
 - e. Remaining Elder Board Members (individually and by seniority)

III. Responding to the Church Congregation

- A. Discretion is to be exercised by the Church pastoral staff and Elder Board, for reasons of confidentiality and the safety of the parties involved.
- B. Each accusation and allegation is to be considered individually, and confidentially, and shall be assessed as to its value for church wide dissemination.
- C. Upon the request of information, the party addressed shall respond with the recognition of the problem, and communicate the need to respect the confidentiality of the matter and the safety of those involved.
- D. Every effort will be made to route all queries to the attention of the Church spokesperson(s).



IV. Restoration

- A. Without minimizing any concerns, every effort will be made toward the healing of the wrongs committed, and the **restoration*** of those involved toward supportive and vibrant Christ-centered fellowship.
- B. * " **Restoration**" is *not* meant to communicate a placement or movement back towards Children's ministry . Rather, it is meant to communicate the *process* of moving all parties toward wholeness and forgiveness
- C. Biblical principles will be applied, during the ongoing process of restoration.

Section Five:

Appendices

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- 2.0 Guidelines for Children's Ministry (*age kindergarten—Grade 5*)
- 3.0 The State of New Jersey Child Abuse Reporting Requirements
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- 5.0 Types of Child Sexual Abuse
- 6.0 Common Symptoms of Abused Children
- 7.0 Volunteer Policy
- 8.0 Universal Precautions for the Handling of Body Fluids



Appendix 1.0

Guidelines for Nursery Ministry (*Ages Birth through 5 years*)

1. Workers must have no record of arrests or convictions for child abuse, or any crime dealing with the welfare of a minor.
2. Workers must be free of any and all accusations or allegations of child abuse.
3. Every effort will be made to staff all Nursery rooms with adults (age 18 and up), at UpTown and the morning service. The nursery will not open until an adult is present.
4. Ministry leaders who coordinate and/or supervise nursery workers must be members in good standing, of Grace Church.
5. Effort will be made to ensure at least one helper for each Nursery room, when numbers warrant.
6. No children under 7th grade will be allowed to work apart from their family.

Appendix 2.0

Guidelines for Children's Ministry (*Age kindergarten—grade 5*)

1. Children's ministry workers must have no record of arrests or convictions for child abuse, or any crime dealing with the welfare of a minor.
2. Children's ministry workers must be free of any and all accusations or allegations of child abuse.
3. All UpTown leaders and children's ministries' program leaders must be at least 18 years of age, and must be members, in good standing, of Grace Church.
4. Every effort will be made to secure a yearly commitment from each child care worker, at Grace Church.
5. All child care workers must adhere to the "*Child Care Workers' Supervisory Policies and Procedures*," as found in the **Child Care Screening Policies and Procedures Manual (Section Three)**.



Appendix 3.0

The State of New Jersey Child Abuse Reporting Requirements

The following information is quoted directly from the New Jersey Department of Human Services Division of Youth and Family Services materials.

I. Reporting Child Abuse in New Jersey

Reasonable Cause to Believe Abuse has Occurred

"The law says that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Division of Youth and Family Services (DYFS)."

Where to Report Child Abuse

"As part of its child protection services program, DYFS operates a 24-hour hotline to receive reports of suspected child abuse and neglect. The Office of Child Abuse Control (OCAC) is linked with a statewide network of Special Response Units that are charged with responding to emergency reports received by OCAC. The Child Abuse Hotline number is 1-800-792-8610, TDD# 1-800-835-5510."

The Sources of Acceptable Reports

"DYFS accepts all allegations of child abuse and neglect by telephone and in person from all sources including identified sources, news media, anonymous sources, sources which have incomplete information and referrals from the child or parents themselves. Reports may also be made anonymously."

II. Immunity From Civil or Criminal Liability

Child Abuse Reporters are Immune from Liability

"Any person who, according to the law, reports abuse or neglect or testifies in a child abuse hearing resulting from such a report is immune from any criminal or civil liability as a result of such action."

III. Penalty for Failure to Report

Fines for Not Reporting

"Any person who knowingly fails to report suspected abuse or neglect according to the law or to comply with the provisions of the law is a disorderly person and subject to a fine up to \$1,000 or up to six months imprisonment, or both."



Appendix 4.0

What is Child Sexual Abuse?

I. Child Sexual Abuse is a Crime

"Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready." (Church Law & Tax Report *Reducing the Risk of Child Sexual Abuse in Your Church*, 1993, p. 13.)

II. General Definition

A general definition of child sexual abuse consists of "any form of sexual contact or exploitation in which a minor is being used for the sexual stimulation of the perpetrator." (CL & TR, *Reducing the Risk . . .*, p. 13)

III. Common Definition

"Any sexual activity with a child--whether in the home by a caretaker, in a day care situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child, provided the child is four years older than the victim." (National Resource Center on Child Sexual Abuse, 1992)

IV. DYFS Definitions (New Jersey State Titles 9 & 30)

"Child abuse and neglect" is defined in *N.J.S.A. 9:6-1, N.J.S.A. 9:6-8.9, N.J.S.A. 9:6-8.21(c), and N.J.S.A. 30:4C-12*. 'Parent or guardian' means any natural parent, adoptive parent, foster parent, stepparent, or any person who has assumed responsibility for the care, custody or control of a child or upon whom there is a legal duty for such care (e.g., school teachers, institutional staff, etc.). 'Child abuse and neglect,' besides meaning harm inflicted by a parent or guardian, also includes abuse/neglect by staff of an institution, i.e., day school, child care center, institution, etc. (*N.J.S.A. 9:6-3.1, N.J.S.A. 9:6-8.9(f), and N.J.S.A. 9:6-8.21*) **A child is defined as under 18 years.**



Appendix 5.0

Types of Child Sexual Abuse: Touching & Non-Touching

This List Is Not All-Inclusive

Types of Abuse that Involve Touching Include:

- Fondling
- Sexual Gratification
- Oral, Genital, or Anal Penetration
- Intercourse
- Forcible Rape

Types of Abuse that DO NOT Involve Touching Include:

- Verbal Comments
- Pornographic Videos
- Obscene Phone Calls
- Exhibitionism
- Allowing Children to Witness Sexual Activity



Appendix 6.0

Common Symptoms of an Abused or Molested Child

Physical Signs May Include:

- Lacerations and bruises
- Nightmares
- Irritation, Pain, or Injury to the Genital Area
- Difficulty While Sitting
- Torn or Bloody Underclothing
- Venereal Disease

Behavioral Signs May Include:

- Anxiety When Approaching Church or Nursery Area
- Nervous or Hostile Behavior Toward Adults
- Sexual Self-Consciousness
- Acting Out of Sexual Behavior
- Withdrawal from Church Activities and Friends

Verbal Signs May Include One or More of the Following Statements

... "I don't like [the name of a particular worker]."

... "[A church worker] does things to me when we're alone."

... "I don't like to be alone with [a church worker]."

... "[A church worker] fooled around with me."



Appendix 7.0

Volunteer Policy

Grace Church's mission is to develop fully devoted followers of Jesus Christ who will make a difference in the world ("A devotion to Christ that makes a difference in the World.") The people who will primarily achieve this goal are volunteers under the leadership and oversight of a professional pastoral staff.

The mobilization of volunteers for ministry is essential to a healthy, growing church. Scripture teaches that every believer has been equipped by God for ministry in or through the church. When everyone in the church is doing his or her part, the church normally grows spiritually and numerically (Ephesians 4:16). Therefore, a healthy church utilizes a large number of volunteers in a variety of ways both within and outside the church.

Therefore, Grace Church places certain expectations on its volunteers.

Confidentiality—Volunteers are expected to hold inviolate all confidential information received while performing their volunteer functions at Grace Church.

Additionally, there are no privacy rights attached to Grace Church owned and operated systems including voice and electronic mail, computers, furniture and equipment, and Internet use. There is no confidentiality, even with the use of passwords, and Grace Church may access, retrieve, read and/or delete any communication or document found via these systems.

Conduct—As Christian models, volunteers are expected to:

- Be committed to obeying Christ;
- Practice a lifestyle that exhibits the fruit of the Spirit;
- Model Biblical principles;
- Be conscientious and responsible;
- Establish a climate of sensitivity, love, and care.

Ministry Expectations—It is anticipated that volunteers will minister in accordance with the expectations of their ministry coordinator/leader.

Children's Ministry Volunteers—All volunteers working with infants through 18-year-olds will follow Children's Ministry Team policies and procedures as outlined in the Children's Ministries Team Policies and Procedures Manual.



Appendix 8.0

UNIVERSAL PRECAUTIONS FOR THE HANDLING OF BODY FLUIDS

"Universal precautions" describes a set of procedures for the proper handling of body fluids such as blood, urine, feces, vomit, etc. All staff and volunteers shall employ the precautions stated below:

I. Protective Barriers:

Latex gloves will be worn as a protective barrier in all cases where there is active bleeding of wounds or abrasions. They should also be worn if coming in contact with any other body fluids, whether or not blood is an obvious or potential ingredient.

II. Cleaning:

Cleaning of blood or other body fluid spills is to be with ten (10) parts water and one (1) part household bleach or other known disinfectant.

III. Implementation:

The above supplies are available in the janitor's closet adjacent to the upstairs men's room.

**Grace Church
Children's Ministries**

March 2019