

Effective: January 2007

Dear Applicant,

As you are completing this screening material for Cornerstone United Methodist Church, you will be agreeing to work within a church that has declared itself to be a safe sanctuary for all infants, preschoolers, children, youth, and vulnerable adults. As such, you are promising to be bound by the safe sanctuary policy and guidelines for our church.

It is required that you complete the following application information before beginning work in your area of ministry in our church. By completing this packet you have also agreed to a background check which will help us have a better understanding of whether or not there are issues related to working with infants, preschoolers, children, youth, and vulnerable adults.

You are required to complete and return the following information to the Pastor of Cornerstone UMC or to the Chair of the Staff Parish Relations Committee. I would also recommend that you make a copy of the completed application for yourself prior to turning it in. The following forms are required to be completed and returned:

1. Code of Ethics
2. Application Form
3. Confidential Screening Form
4. Background Investigation Consent
5. Network Research Systems Consent Form
6. Authorization and Release of References
7. Reference Form
8. Church Privacy Statement
9. Volunteer Photograph

The following documents and form are for you to keep in your file for your review and use.

1. Basic Procedures for Safe Ministry with Preschoolers, Children, Youth, and Vulnerable Adults
2. Child Abuse Prevention Reporting
3. Incident Report of Suspected Abuse

It is also required that you review a copy of the safe sanctuary policy. You can do so by requesting one from the Pastor of Cornerstone UMC, or by looking online at:

<http://www.cornerstoneumconline.com/Church%20Policies/Cornerstone%20Church%20Policy.htm>

We appreciate your willingness to work with our infants, preschoolers, children, youth, and vulnerable adults and those of the community. If you have a questions about this process or any concerns, you can discuss them with our Pastor or the Chairperson of the Staff Parish Relations Committee.

Respectfully yours,

The Staff Parish Relations Committee Chairperson

CORNERSTONE UNITED METHODIST CHURCH
P.O. Box 25759
1411 Rim Road
Fayetteville, North Carolina 28314
Office Phone: 910-868-5686

APPLICATION AND SCREENING FORMS
FOR
TEEN VOLUNTEERS WITH
PRESCHOOLERS, CHILDREN,
YOUTH, AND VULNERABLE ADULTS

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CORNERSTONE UNITED METHODIST CHURCH
SCREENING FOR PRESCHOOLERS, CHILDREN, YOUTH,
AND VULNERABLE ADULTS VOLUNTEERS

Thank you for volunteering to work with the Church to serve our preschoolers, children, youth, and vulnerable adults. Your contribution is important and much appreciated. We ask that everyone who works with our children or youth or vulnerable adults read and sign the following Code of Ethics, and complete the attached Application and Screening Forms.

CODE OF ETHICS

The Book of Resolutions for the United Methodist Church states that we support “methods of education designed to assist every child toward complete fulfillment as an individual person of worth.” Adults and older youth who volunteer to work with our church preschoolers, children, youth, and vulnerable adults are in a position of stewardship, and play a key role in fostering spiritual development of both individuals and community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable preschoolers, children, youth, and vulnerable adults to develop a positive sense of self and spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect, if this positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting preschoolers, children, youth, and vulnerable adults in these areas of growth.

Preschoolers, children, youth, and adults can suffer damaging effects when leaders engage in sexual conduct with persons in their care. Therefore, it is expected that leaders’ behavior will respect the worth and dignity of preschoolers, children, youth, and vulnerable adults. To this end, leaders must refrain from engaging in sexual, seductive or erotic behavior with preschoolers, children, youth, or vulnerable adults. They may not sexually harass or engage in behavior with preschoolers, children, youth or vulnerable adults which constitutes verbal, emotional or physical abuse.

The Volunteer acknowledges by signing this statement that he or she understands and agrees to comply with this Code of Ethics. The Volunteer has read the Basic Procedures for Safe Ministry with Preschoolers, Children, Youth, and Vulnerable Adults and agrees to observe them in working with Preschoolers, Children, Youth, and Vulnerable Adults. The Volunteer agrees to be bound by the Policies and Procedures For the Prevention of Abuse in the Church. In addition, the Volunteer represents he or she has filled out the attached Application and Screening Forms completely and truthfully, and agrees that in the event that he or she has been arrested for or charged in a court with any crime or offense involving a minor, he or she shall immediately notify the Pastor and shall suspend his or her activities with preschoolers, children, youth, and vulnerable adults of the Church.

I have read and understand the above statements of position, expectations and actions.

Signature

Date

Basic Procedures for Safe Ministry with Preschoolers, Children, Youth, Vulnerable Adults.

Based in part on *Safe Sanctuaries - Reducing the Risk of Child Abuse in the Church*¹

Each of the following procedures is important in a congregation's comprehensive prevention strategy. They are not listed in order of importance!

The "Six Months Involvement Rule"

The "Six Months Involvement Rule" requires all volunteers to work with preschoolers, children, youth, and vulnerable adults to be involved with our church for at least six months before they are allowed in any position involving contact with minors. The exception to this six month period is when members of another church transfer their membership to our church. They must still undergo the screening process, and the personnel committee must receive documentation from their former pastor and supervisor (if in a supervised position) attesting to their work with preschoolers, children, youth, and vulnerable adults. If no such documentation is forthcoming, the individual is the subject to the six months involvement rule.

The "Two Adult Rule"

The "Two Adult Rule" requires no fewer than two adults present at all times during a church sponsored program, event or ministry involving preschoolers, children, youth, and vulnerable adults. Risk will be reduced more if the two adults are unrelated. Abusers thrive on secrecy, isolation and their ability to manipulate victims. When abusers know they will not be left alone, they lose interest in working with children.

The "Five-Years Older Rule"

Leaders of youth ministry should be a minimum of five years older than the oldest youth.

No Workers under age 18

Putting children in charge of children invites disaster. It is common practice in many churches to allow junior or high school aged volunteers to supervise nursery or young children. People under the age of eighteen can not be expected to have developed the maturity and judgment that is needed to fully respond to young children. However, people under age eighteen can assist a responsible adult, but they should not substitute for an adult under the Two Adult Rule (see above).

Windows in All Classroom Doors

Each room set aside for preschoolers, children, youth, and vulnerable adults should have a door with a window in it or half door. A window removes the opportunity for secrecy and isolation. A half door offers protection against children wandering outside the classroom and allows for full visual access. Adding a window to the pastor's door study or office protects against false allegations of misconduct. Any classroom doors without windows should remain open at all times.

¹Melton, Joy Thornburg, *Safe Sanctuaries for Youth, Reducing the Risk of Abuse in Youth Ministries, Discipleship Resources*. \$13.00. Go to: www.discipleshipresources.org and search on "Safe Sanctuaries."

Open-Door Counseling

At any counseling sessions with children, youth, and vulnerable adults, the doors on the room used should remain open for the entire session, ideally when others are nearby even though not in listening distance. Counseling sessions conducted behind closed doors are a breeding ground for false allegations of abuse. Closed doors make it easy for a child abuser.

First Aid/CPR Training

First aid and CPR training is required on an annual basis for all church workers working with preschoolers, children, youth, and vulnerable adults. This is a basic step to assure the safety of our preschoolers, children, youth, and vulnerable adults. Having workers who are prepared to deal competently with emergencies, whether life threatening or bumps, bruises and scrapes, goes a long way toward building the confidence of preschoolers, children, youth, vulnerable adults and parents involved in the ministry of our preschoolers, children, youth, and vulnerable adults.

Advance Notice to Parents/Guardians

A basic rule with preschoolers, children, youth, and vulnerable adults ministry is to always give parents/guardians advance notice and full information regarding the event(s) in which their preschooler, child, youth, or vulnerable adult will participate. Before the event, parents/guardians must give written permission for their preschooler, child, youth, or vulnerable adult to participate. Churches are protected insofar as the parent/guardian has been informed of the event. Advance information gives a guideline to parents/guardians about scheduling and allows the parent/guardian and their preschooler, child, youth, and vulnerable adult to decide if the event and its content is suitable for their LOCAL CHURCH/RULES participation. It also demonstrates that the church has planned thoroughly to provide the safest experience.

Participation Covenant for All Participants and Leaders

A written covenant of participation will be provided to all leaders and participants in preschooler, children, youth, and vulnerable adult ministries, in which they agree to: (1) take part in the ministry, (2) give their best efforts to the ministry, (3) respect the other participants, and (4) treat others as well as they would wish to be treated. Such a covenant is especially useful for establishing the onset of behavior standards expected by everyone. It is also an important reminder for leaders that abusive behavior towards any member, regardless of age or sex or race, will not be tolerated.

Parent and Family Education

When a congregation has a commitment to a comprehensive plan for the prevention of abuse with its ministries, it will want to provide information about the plan to the congregation and parents.² A family education event or series of events is highly

² Another resource, including a DVD for church members and resource materials for leaders is: Reducing the Risk II, Making Your Church Safe from Child Sexual Abuse, Church Law and Tax Report, P. O. Box 1098, Matthews, NC 28106. \$49.95(complete kit), \$39.95 (DVD). Go to the bookstore at: www.churchlawtoday.com.

effective in the disseminating of the components of the church plan. An event could include: (1) a speaker from your local law enforcement agency, (2) a speaker from a local child protective service agency, (3) a doctor or counselor who is experienced in treating abused preschoolers, children, youth, and vulnerable adults, (4) an attorney experienced in advising churches about risk management or loss prevention, (5) a video about the incidence of preschooler, child, youth, and vulnerable adult sexual abuse within churches, (6) printed copies of your churches abuse prevention policies and procedures, and (7) a time for worship and prayer.

Appropriate Equipment and Supervision

It is very important for those planning ministries with preschoolers, children, youth, and vulnerable adults to think through in advance, the advantages and disadvantages of the setting they are considering. If the ministry involves using special equipment, knowledge of its operation should be familiar. Incredible as it seems, children are often left alone on a playground while adults are inside at dinner. A child can be injured or taken by a stranger without a single adult witness. We will not take the risk!

Adequate Insurance for the Scope of Your Ministry

Every local church needs to be adequately insured for the scope of its ministry! Most insurance companies are now cutting back on insurance coverage for sexual misconduct cases. Many have specific requirements for a church's safe sanctuaries program which should be consulted. Among those requirements it is becoming increasingly common to require national criminal background checks on certain staff and volunteers. Screening for the driving record of drivers, including volunteers, for church sponsored programs for preschoolers, children, youth, and vulnerable adults is also often required by insurers. Failure to obtain required records checks could jeopardize insurance coverage.

CONFIDENTIAL SCREENING FORM

This form will be reviewed by the Pastor, the Chair of the SPRC Personnel Committee, and either the Lay Leader or the Chair of the Staff Parish Relations Committee. Please answer each question candidly and completely. A “yes” answer will not necessarily disqualify a person from serving as a volunteer. The form will be kept in a confidential file to protect your privacy.

Name (First, Middle, Last) _____

Address _____

Home Phone _____

Please circle “yes” or “no”. If you answer “yes” to any of the following questions, please attach an explanation noting the date, nature and place of the incident involved, where the case was litigated or is pending, and the outcome or present status of the case.

1. Have you ever been convicted of, or pleaded guilty or no contest, to a criminal charge of sexual abuse, child abuse, child molestation, or child neglect, in this state or any other state or country?

Yes / No

2. Have you ever been convicted of, or pleaded guilty or no contest, to any other crime, whether a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)?

Yes / No

3. Are there any criminal proceedings pending against you?

Yes / No

4. Are you the subject of an indicated child abuse or maltreatment report in this state or any other state or country?

Yes / No

5. Have you ever had a lawsuit alleging actual or attempted sexual discrimination, sexual harassment, sexual exploitation or sexual misconduct, physical abuse or child abuse filed against you which resulted in a judgment entered against you, or was settled out of court, or was dismissed because the statute of limitations had expired?

Yes / No .

6. Have you ever terminated your employment or service in a volunteer position, or had your employment or authorization to hold a volunteer position terminated, for reasons relating to

allegations of actual or attempted sexual discrimination, sexual harassment, sexual exploitation, or sexual misconduct, physical abuse or child abuse?

Yes / No

7. Are you willing to provide transportation for children or youth? Yes/No

If yes, please answer the following questions:

a. Has your driver’s license ever been revoked or suspended?

Yes / No

b. In the past 3 years, have you been convicted of, or pleaded guilty to, any offense involving a moving vehicle violation in this state or any other state?

Yes / No.

c. Do you experience seizures of any kind?

Yes / No. If you answered yes, please indicate whether the seizures are controlled by medication.

d. Do you regularly take any medication that could affect your ability to drive?

Yes / No.

The information contained in this form is true to the best of my knowledge. I recognize my duty to update this information if I become aware that any answer I have given at this time becomes inaccurate in the future while I am volunteering to work with the children or youth or vulnerable adults of Cornerstone United Methodist Church (“the Church”).

I authorize any references or churches listed in this application to respond to any inquiries from the Church regarding my fitness to work with children and youth, and I give my permission for the Church to conduct a background check. I further authorize the Church to question the churches and references I have listed regarding my character. To encourage them to speak freely and in consideration of the receipt and evaluation of this application, I hereby release any individual, church or reference, including record keepers and ministers, from any and all liability and responsibility arising from their actions made in good faith and without malice in response to inquiries from the Church.

To allow the Church to attain its goal of providing a safe environment for all who come to it, I authorize the Church to share information from this application, my references, and former churches on a need to know basis.

Signature

Date

CORNERSTONE UNITED METHODIST CHURCH
BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize the CORNERSTONE UNITED METHODIST CHURCH (the "Church") and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with the Church.

I release the Church and/or its agents, and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Full legal name (printed)

Maiden name, nickname, or other names used

Present street address How long?

City State Zip

Former street address How long?

City State Zip

Date of birth Social security # Driver's license # State of license

Race: (please indicate)

W	B	I	A	H	O
White	Black	American Indian	Asian/Pacific Islander	Hispanic	Other

Signature Date



Methodist Safe Sanctuary Program



I,

Applicant's First, Middle and Last Name (Please Print Clearly) Maiden Name

hereby authorize a designated agent or representative of **NETWORK RESEARCH SYSTEMS**, to receive any information pertaining to me from all corporations, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, and military branches to release any information about my background. Including, but not limited to: information about my, criminal record, and general public records history. I understand that all information collected is for background purposes only. I understand that omitted or hidden facts will be justification for refusal of employment or volunteer service in the Church.

Have you ever been convicted for any violation of the law other than minor traffic violations? Yes / No

If yes, please provide the offense description, date and the location that the offense occurred: _____

Current Address

City, State, Zip Code

Daytime Telephone Number

Please list any other addresses you have lived in during the last five years:

Address City State Zip Code

Address City State Zip Code

Required Information:

Driver License Number: _____ State Issued: _____

Social Security Number: _____ Date of Birth: _____

Place of Birth: _____

Applicant Signature: _____ Date: _____

AUTHORIZATION AND RELEASE OF
REFERENCES

The information contained in this screening form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with minors or persons with disabilities. Each applicant will be asked to submit the name of one person to be used as a reference. In consideration of the receipt and evaluation of this application by Cornerstone United Methodist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me or my references in this screening form.

I further state that I have carefully read the foregoing release and know the contents thereof; and sign this release as my own free act. This is a legally binding agreement which I have read and understand.

Print Name _____ Date _____

Applicant's Signature _____

Print Witness Name _____ Date _____

Witnesses' Signature _____

**Reference Form For Workers with
Preschoolers, Children, Youth, and Vulnerable Adults
Cornerstone United Methodist Church**

Return form to: Cornerstone United Methodist Church
P.O. Box 25759
1411 Rim Road
Fayetteville, North Carolina 28314

Name, address and phone number of applicant: _____

Name, address and phone number of reference: _____

The above named applicant has made application to serve as a worker for preschoolers, youth, children, or vulnerable adults in the programs of Cornerstone United Methodist Church. You are being asked to give a reference as required by the Cornerstone United Methodist Church Safe Sanctuaries Policy. Please answer the following questions to the best of your ability.

1. How long have you known the applicant?
2. In what capacity have you been affiliated with the applicant?
3. Do you know of any problems the applicant has that would affect his/her leadership with youth, children or vulnerable adults? (circle one that applies)
4. Would you entrust the care of your child to the applicant? Yes ____ No ____

Signature: _____ Date: _____

CORNERSTONME UNITED METHODIST CHURCH

PRIVACY STATEMENT

To assure the protection and preservation of the confidential information regarding the background records and reference checks of current or potential employees and volunteers, the Church hereby agrees to release any obtained information only to those individuals responsible for the hiring, selection and screening of these individuals and to no one else, except as required by law enforcement. At present, these documents will be reviewed by the Pastor, the Chair of the SPRC Personnel Committee, members of the SPRC Personnel Committee, and the Chair of the Staff Parish Relations Committee.

By signing this you acknowledge that you have reviewed this statement, and that you understand to whom your background records and reference checks will be shared with and released to.

Signature: _____
(Pastor or Chair of SPRC Personnel Committee)

Date: _____

Signature: _____
(Applicant)

Date: _____

VOLUNTEER PHOTOGRAPH

If applicant is approved, attach a photograph of the applicant to this document below. The photograph should be updated every 5 years or as needed.

Child Abuse Prevention Reporting

WHAT IS CHILD SEXUAL ABUSE?

“Child sexual abuse is any sexual activity with a child – whether in the home by a caretaker, in a church, 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.”

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action. Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready.

Child sexual abuse includes behaviors that involve touching and non-touching aspects.

ABUSE - May be any act committed by a person in a position of trust (parent, caregiver, Sunday School teacher, youth leader, pastor, or other) which harms or threatens to harm a preschooler’s, child’s, youth’s, or vulnerable adult’s, welfare, physical, spiritual or mental health.

1. We recognize Abuse may fall into four categories:
 - a. **PHYSICAL ABUSE** - Inflicting bodily harm to a preschooler, child, youth, or vulnerable adult, constitutes physical abuse. Instances of physical abuse include any physical act of undue force such as assault with knife, strap, or other implement; burns, fractures, and bruises resulting from being beaten, pushed down, shaken, pinched, slapped or thrown. Physical abuse does not always leave visible marks.
 - b. **SEXUAL ABUSE** - Any time a preschooler, child, youth, or vulnerable adult, is used for the sexual stimulation of an adult or older child, abuse has occurred. The preschooler, child, youth, or vulnerable adult is powerless either to consent to or resist such sexual acts. This includes fondling, sexual intercourse, forced participation in sexual acts, incest, exploitation for the purpose of pornography or prostitution, and/or exposure to adult sexual activity.
 - c. **EMOTIONAL ABUSE** - Emotional abuse deeply affects a preschooler's, child’s, youth’s, or vulnerable adult’s self-esteem by submitting him/her to verbal assault or emotional cruelty. It does not always involve injuries we can see. The preschooler, child, youth, or vulnerable adult receives the message that he/she is not good and never will be. Emotional abuse can include closed confinement (being shut in a small area), making racial remarks, excessive punishment, use of profanity, knowingly permitting drug or alcohol abuse, ignoring or encouraging peer abuse.

- d. **NEGLECT** - It is not hearing or addressing a preschooler's, child's, youth's, or vulnerable adult's basic needs for health, welfare or safety resulting in harm to the child, youth, or vulnerable adult. It can include any of the following acts of negligence or maltreatment:
- failure to provide adequate food, shelter, clothing;
 - abandonment;
 - refusal to seek treatment for illness;
 - inadequate supervision;
 - health hazards in the home, school, or church;
 - ignoring a child's, youth's, or vulnerable adult's need for contact,
 - affirmation, stimulation and nurture.

Specific Acts And Omissions In Violation Of The Policy

The following acts and omissions are violations of this Policy and will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated program staff after the safety of the preschoolers, children, youth, and vulnerable adults involved has been assured.

- ◆ Any direct observations or evidence of sexual activity in the presence of or in association with a preschooler, child, youth, and vulnerable adult.
- ◆ Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a preschooler, child, youth, and vulnerable adult.
- ◆ Sexual advances or sexual activity of any kind between any person and a preschooler, child, youth, and vulnerable adult.
- ◆ Infliction of physically abusive behavior or bodily injury to a preschooler, child, youth, and vulnerable adult.
- ◆ Physical neglect of a preschooler, child, youth, and vulnerable adult, including failure to provide adequate supervision in relation to the activities of the Church.
- ◆ Mental or emotional injury to a preschooler, child, youth, and vulnerable adult.
- ◆ The presence or possession of obscene or pornographic materials at any function of the Church.
- ◆ The presence, possession, consumption of or being under the influence of any illegal or illicit drugs or alcohol while leading or participating in a function for our preschoolers, children, youth, and vulnerable adults at the Church.

This Procedure Is Used For Reporting Instances Of Injury, Harm Or Abuse

1. Steps in responding to a reported incident
 - A. The volunteer, worker, or leader shall take the following steps immediately.
 - 1) insure the privacy and safety of the alleged victim;
 - 2) treat the individuals involved with dignity, honor and confidentiality;
 - 3) immediately remove the accused individual from further involvement with preschoolers, children, youth, and vulnerable adults;

- 4) notify the Pastor immediately;
 - 5) if the Pastor is not available, notify the chair of the staff-parish relations committee and the Safe Sanctuary Administrative Board;
 - 6) complete a report form for each incident, accident or abusive situation.
- B. Upon notification, the Pastor or the Chair Of The Staff-Parish Relations Committee And The Safe Sanctuary Administrative Board shall take the following steps immediately.
- 1) Notify the parents/guardians of the alleged victim.
 - 2) Address any needs the child/youth or vulnerable adult may have, including medical.
 - 3) Review Cornerstone's Safe Sanctuary Policy and Procedures, and the Cornerstone United Methodist Church Basic Policy Statement On Sexual And Gender Harassment And Misconduct Of A Sexual Nature.
 - 4) Notify each of the following:
 - a. Should a child (Under 18 years of age) bring an alleged incident of abuse to you, it MUST be reported to Child Protective Services in their local county Department of Social Services, if you believe the allegation could or may be true. It may also be reported to law enforcement. All alleged incidents of adult (Over 18 years of age) abuse MUST be reported to Adult Protective Services in their local county Department of Social Services, and may be reported to law enforcement. For the region served by Cornerstone United Methodist Church the contact information for the four local county Department of Social Services is:

Cumberland County Department of Social Services

1225 Ramsey Street
 PO Box 2429
 Fayetteville, NC 28302
 (910) 323-1540 / Fax: (910) 677-2801
 Emergency Phone: (910) 323-1500

Harnett County Department of Social Services

311 Cornelius Harnett Blvd.
 Lillington, NC 27546
 (910) 893-7500 / Fax: (910) 893-6604
 Emergency Phone: (910) 893-9111

Hoke County Department of Social Services

Physical Address: 314 South Magnolia Street
 Mailing Address: PO Box 340
 Raeford, NC 28376
 (910) 875-8725 / Fax: (910) 875-1068
 Emergency Phone: 911 or (800) 842-9111

Sampson County Department of Social Services
405 County Complex Rd.
PO Box 1105 Clinton, NC 28328
(910) 592-7131 / Fax: (910) 592-4297

- b. The proper law enforcement agency.
 - c. Contact the appropriate church authority; i.e. Pastor, District Superintendent, or Bishop.
 - d. Call the North Carolina Conference Sexual Ethics Support Team (1-877-603-8816).
 - e. Cornerstone UMC insurance agent
 - f. Cornerstone UMC attorney
- 5) Serve as the news media liaison for Cornerstone UMC.
 - 6) A written report of basic information is necessary to ensure on-going ministry to, and advocacy for, victims and others involved in a suspected case of abuse. Any report of child abuse or suspected child abuse should be met with a written record of the information. Basic information shall include:
 - Names, ages, addresses, telephone numbers of both the abused and the accused.
 - Nature of the abuse, dates (if possible), and factual details that brought the report into being.
 - The name of the person making the report, date information was received, their signature and any other factual information.
 - Reports shall be brief and void of speculation, unsupported opinion, and information not relative to the situation.
 - These reports need to be filed in a secure place to ensure the confidentiality of the person who has made the disclosure. All reports shall be made in ink or typed.
 - 7) Keep a written record of each step taken throughout the process, including Name of person(s) to whom reported, date & time of reporting must also be documented.
 - 8) The report should be communicated and filed with the Pastor, the Staff Parish Relations Committee Chairman, and the Safe Sanctuary Administrative Board Chairman, or the Institution or Conference Event where the suspected abuse took place. In the event that the director and/or ordained minister is the alleged perpetrator, the report must be made to the District Superintendent and subsequent handling should follow the procedures outlined in the “Cornerstone United Methodist Church Basic Policy Statement On Sexual And Gender Harassment And Misconduct Of A Sexual Nature”. In every case, information should be well documented and safely secured by the person making the report, as well as, those receiving it. (An original of the documentation should be maintained in the Pastor’s office (unless he/she is the accused, then the original should be maintained by the chair of the Staff Parish Relations Committee. A copy of the documentation shall also be forwarded to the District Superintendent.)
 - 9) Prepare a brief, carefully worded statement to the congregation, telling the truth, but withholding the names of the alleged victim and the accused.
 - 10) Cooperate fully with the investigation conducted by law enforcement personnel.

2. When the Pastor is accused the following actions shall be taken immediately by the chair of the Staff Parish Relations Committee and/or the chair of the Administrative Board.
 - A. Insure the privacy and safety of the alleged victim.
 - B. Treat the accused individual with dignity, honor and confidentiality.
 - C. Remove the accused individual from further involvement with preschoolers, children, youth, and vulnerable adults.
 - D. Notify the chairs of the Staff-Parish Relations Committee and the Safe Sanctuary Administrative Board, and the chair of the Staff-Parish Relations Committee shall immediately notify the District Superintendent. The District Superintendent will represent Cornerstone UMC in response to the accusation.

In all cases use the following incident report for suspected abuse of preschoolers, children, youth, and vulnerable adults.

**INCIDENT REPORT OF SUSPECTED ABUSE
Cornerstone United Methodist Church**

1. Name of Worker (paid or volunteer) observing or receiving disclosure of suspected abuse of preschooler, child, youth, or vulnerable adult _____.

2. Suspected victim's name: _____.

Suspected victim's age / date of birth: _____.

3. Date / Place of initial conversation with / report from suspected victim: _____.

4. Suspected victim's statement (give a detailed summary here) :

_____.

5. Name of person (s) accused of abuse: _____.

Relationship of accused to victim (paid staff, volunteer, family member, other).
_____.

6. Reported to Pastor:

Date / time: _____

Summary: _____

_____.

7. Call to suspected victim's parent / guardian : _____.

Date / time : _____.

Spoke with : _____.

Summary :

_____.

8. Call to local children and family service agency : _____.

Date / time: _____.

Spoke with : _____.

Summary :

_____.

9. Call to local law enforcement agency :

_____.

Date / time :

_____.

Spoke with :

_____.

Summary :

_____.

10. Other contacts :

_____.

Name :

_____.

Date / time :

_____.

Summary :

_____.

Signature of Person Making the Report

Date