

Morrow First United Methodist Church

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SAFE SANCTUARIES POLICY and PROCEDURES CHILDREN'S MINISTRY

“With God’s help we will so order our lives after
the example of Christ, That this child, surrounded
by steadfast love, May be established in the faith,
And confirmed and strengthened In the way that
leads to life eternal.”

The Congregational Pledge to Baptized Children

Taken from The United Methodist Hymnal,

p. 44 UMPH,

1989 First United Methodist Church

Child, Youth, Vulnerable Adult Abuse Prevention Policy

Introduction

The General Conference of the United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child/adults sexual abuse in the church. The adopted resolution includes the following statement:

Jesus said, “Whoever welcomes [a] child...welcomes me” (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, “if any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea” (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of the United Methodist church state that “children must be protected from economic, physical, emotional and sexual exploitation and abuse” (Paragraph 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse occur in churches, large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real...Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its member’s adult survivors or early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. [From The Book of Resolutions of the United Methodist Church – 2000, pp. 180-181. Copyright 2000 by The United Methodist Publishing House. Used by permission.]

Thus, in covenant with all United Methodist congregations, we adopt this policy for the prevention of child, youth, and vulnerable adult abuse in our church.

Purpose

Our congregation's purpose for establishing this Child, Youth, and Vulnerable Adult Abuse Prevention Policy and accompanying procedures is to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of all our children, youth, and vulnerable adults.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist congregation, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children, youth, and vulnerable adults as well as all of the workers with children, youth, and vulnerable adults. We will follow reasonable safety measures in the selection and recruitment of workers; we will implement prudent operational procedures in all programs and events; we will educate our workers with children, youth, and vulnerable adults regarding the use of all appropriate policies and methods (including first aid and methods of discipline); we will have a clearly defined procedure for reporting a suspected incident of abuse that conforms to the requirements of state law; and we will be prepared to respond to media inquiries if an incident occurs.

Conclusion

In all of our ministries with children, youth, and vulnerable adults, this congregation is committed to demonstrating the love of Jesus Christ so each child/youth/vulnerable adult will be surrounded by steadfast love...established in the faith, and confirmed and strengthened in the way that leads to life eternal.” (“Baptismal Covenant II,” United Methodist Hymnal, p. 44)

**SAFE SANCTUARY PROCEDURES
MORROW FIRST UNITED METHODIST CHURCH
CHILDREN'S MINISTRY**

DEFINITIONS

Adult – An adult is a competent person of 18 years of age or older. An 18 year old still in high school or a recent high school graduate during the summer following the senior year is a youth for church purposes.

Child – A child is a person of less than 18 years of age or an adult with diminished mental capacity who is appropriately placed in programs for youth or children.

Child Abuse - Any non-accident injury or pattern of injuries to a child inflicted or allowed to be inflicted by a parent, guardian, caretaker, or custodian. Child abuse includes:

Physical Abuse – Any non-accidental physical injury or injuries by any person to a child. Examples of physical abuse include, but are not limited to: beating, harmful restraint use of a weapon or instrument, or actions that result in or could result in serious physical injury.

Sexual Abuse – Any sexual behavior imposed on a child by any person. This involves a range of activities, including fondling or other inappropriate physical contact. It also includes exhibitionism, child pornography, and suggestive behaviors or comments.

Emotional Abuse – The expressing of attitudes of behaviors by any person toward a child that create serious emotional or psychological damage. Examples include rejecting, isolating, terrorizing, ignoring or corrupting a child on a sustained and repetitive basis.

Neglect – Child neglect can be defined as any serious disregard for a child's supervision, care, or discipline.

Child Care – A room or area where children are kept and supervised by a paid care giver while a parent attends an adult event.

Children's Event – A meeting, class, or activity designed specifically for children from birth through the fifth grade.

Event – An event is a meeting, class, or other activity that appears on the Morrow First United Methodist Church (MFUMC) Calendar. An event will typically begin at MFUMC and end at MFUMC, although participants may travel to other locations. Transportation to and from MFUMC is the responsibility of parents, unless the church van is being used for event.

Volunteer Leader– a member responsible for a particular ministry of the church. **Outside Group** – any group that does not fall under the responsibility of MFUMC, its staff or congregation.

Responsible Adult – An adult who is responsible for the care of children at a church sponsored event.

Scouting Programs – Official Programs of the Boy Scouts of America and Girl Scouts of America.

Senior Pastor – The Ordained Elder appointed by the Bishop to serve Morrow First United Methodist Church as the lead pastor.

Staff Member – A paid, staff member of the church.

Unattended Child – A child that is not in the direct line of sight at all times of the parent/guardian or their designated attendee.

Volunteer – An adult who assists in a leadership or support role, including chaperones, in children ministries and has been approved for service and successfully completed Safe Sanctuary Training.

Scope of Policy

This policy goes into effect November 1, 2016. The Safe Sanctuaries Policy shall apply to all persons, including all paid and unpaid leaders, whether lay or clergy, who have any direct or indirect contact with children, who participate in any activities or events sponsored by Morrow First United Methodist Church, or by other organizations or individuals which occur on property under the control of Morrow First United Methodist Church, or while on events being sponsored by Morrow First United Methodist Church. Examples include but are not limited to: Sunday school, Children's Choirs, Confirmation trips, Outreach projects, etc. The Director of Discipleship will be the Safe Sanctuaries Program coordinator; however, the day-to-day administration of the Safe Sanctuaries Policy and Procedures shall fall under the ministry team which includes the following staff persons:

- Senior Pastor
- Volunteer Leader of Youth Ministries
- Volunteer Leader of Children's Ministries

These individuals will be responsible for:

1. Securely maintaining all files related to the Safe Sanctuaries program,
2. Preserving the confidentiality of all aspects of the program,
3. Providing necessary training of staff persons and volunteers, and maintaining accountability of volunteers for adhering to the Policy and Procedures,
4. Providing communications concerning the Safe Sanctuaries Program to the congregation and staff persons of Morrow First United Methodist Church, and
5. Insuring the implementation of the Policy and Procedures.

Policies and Procedures

In order to provide as safe and secure an environment as possible for our ministry participants, and to minimize the ministry's and worker's vulnerability to unwarranted accusation, the following procedures have been adopted and will be enforced. The forms and applications are available in the church office.

Screening and Training

1. 1. Potential volunteers may work with children on 3 different levels of interaction and will complete a volunteer application based on their length of church membership and choice of level as set forth below:
 - a. Occasional Supervised Interaction (application part A): an adult who volunteers at church sponsored events or programs primarily for child on a limited or infrequent basis (approximately 3-4 times per year or less) in a supervised capacity. Examples include, without limitation, Sunday school helper, Children's Event helper, Vacation Bible School volunteer.
 - b. Regular Supervised Interaction (application parts A & B): an adult who regularly and frequently volunteers at church sponsored events or programs primarily for

children in a supervised capacity. Examples include, without limitation, Sunday school helpers, Children's church volunteers, Vacation Bible School 5 day volunteers.

- c. Unsupervised Interaction (application parts A, B & C): an adult volunteer who has regular and frequent unsupervised interaction with children at church sponsored events or programs primarily for children, or who supervises adult volunteer who interact with children. This category also includes all staff members. Other examples include, without limitation, Children's Church leaders, overnight chaperones, Sunday school teachers, and nursery staff
2. Any potential volunteer working with children must be 18 years of age and at least three years older than the oldest participant in the program, a member of MFUMC for a minimum of 6 months before becoming a volunteer. (Exceptions will be allowed for spouses of staff members, for persons who are active, regularly attending non-members who were not active in a prior church). Exceptions will be allowed only if applicant provides a letter from pastor/or relevant staff person at prior location or if written recommendations are received from three MFUMC members who have been members for at least six months.
3. Level C volunteers will be interviewed by the Volunteer Coordinator of Children's Ministry, as applicable, and must undergo a National Criminal Background and Sex offender registry checks conducted by an independent company as part of the application process. Cost associated with Safe Sanctuary will be paid by MFUMC. Any person who may pose a threat to children will be prohibited from working with the children. The results of screening will be kept confidential.
4. Volunteers working with children will be offered training in regard to the implementation of the Safe Sanctuary policy, dealing with children, emergency policies and procedures twice a year and will be required to sign a Safe Sanctuaries participation covenant.
5. After initial screening, all volunteers will be required to go through the screening process/background check every five years.
6. Emergency Volunteers: An emergency volunteer does not need to be fully screened, but must meet the age requirement of this policy. All emergency volunteers must be accompanied by a caregiver who has been approved through the screening process and attended Safe Sanctuaries training. The Children's Ministry should be observant of such situations and initiate the screening process once an emergency volunteer is used. Emergency volunteers should only be used when necessary to achieve compliance with the Safe Sanctuaries policy. In the case of events lasting for more than one day such as camps and Vacation Bible School, emergency volunteers are not eligible to serve more than one day.

MFUMC PASSENGER CHURCH BUS

All persons volunteering to drive the 15 Passenger Bus, at any given time, will follow all Safe Sanctuary procedures. A Driver's License check will be completed, to be updated every three (3) years. Minimum driving age is 23 years.

Procedures and Rules for Working with Children

1. **Behavior:** The following behaviors are prohibited for Volunteers:
 - • Threatening or intentionally inflicting emotional or physical injury
 - • Committing any sexual offense or engaging in any sexual contact

- • Making any kind of sexual advance or making a request for sexual favors
- • Engaging in verbal, visual or physical conduct of a sexual nature, e.g. back rubs, massages, kissing, or similar contact
- Physical discipline, such as spanking

Touching to comfort or affirm a child in an age-appropriate manner is permitted. Side by side hugs are suggested instead of full body contact. Appropriate touching need not to be completely avoided, but is acceptable only in public. Workers shall be aware of how it looks and how the person being contacted may interpret the contact. Children in 1st grade or older will not sit in the lap of workers.

The following are unacceptable and will not be tolerated at any ministry:

- Tobacco
- Alcohol
- Illegal drugs
- Firearms or other weapons
- Foul or offensive language

7. **Room policies:** Doors to rooms shall be kept open, or in the case of rooms with Dutch doors, the top half of the door shall be kept open. It is acceptable to close the door to a room where there is a window to the hallway that allows observation of activities in the room. Windows may not be covered when rooms are in use by children. Under no circumstances shall a Volunteer be alone with a child behind a closed door with no window. Classes shall remain in the assigned room location. If there is to be a change of location, a sign shall be posted on the door providing notice of any change of location. Workers shall wear their name tags while volunteering.
8. **The Two Adult Rule:** Every effort will be made to have two (preferably unrelated) adults in the room or vehicle at all times. If for unforeseen circumstances two adults cannot be present, the classroom door will remain open. When family members work together (husband/wife/parent/child/siblings/etc.) an additional worker shall be present. An exception will be allowed only in cases where both family members have actively served for the Church for at least one (1) year and then only after Senior Pastor and Director's approval.
9. **The 18-Age Limit Rule:** Persons that work with children must be 18 years of age. No elementary children will be allowed in the nursery or preschool areas unless they are children of the volunteer or worker or under their direct supervision.
10. **Three Year Older Rule:** Adult volunteers working with children are to be at least three years older than the children they are assigned. MFUMC values the presence of youth volunteers. Youth volunteers may assist in instances where there is less than a five year age difference and may serve as a second person in the room. The Youth volunteer's responsibility is to assist with leadership.
11. **Monitoring:** Hallways, classrooms and other areas of the building will be monitored while activities for children are ongoing. All classrooms and offices will have windows or some other provision for visibility and accountability.
12. **Discipline:** MFUMC desires to foster a sense of both fun and learning in the children's ministry. Volunteers should work, play and communicate with children in a cooperative manner. At times, discipline may be necessary to maintain order and respect for volunteers within the classrooms and within MFUMC. In these cases, volunteers will take the following steps:
 - a. Physical discipline is forbidden.
 - b. Verbally redirect the child to a more appropriate behavior.

- c. If the child continues to act out, the child will be given a “Time Out”, allowing the child to return to the group when the child is ready to act in a cooperative manner.
 - If a child’s uncooperative behavior persists, the volunteer will contact the Volunteer Coordinator of Children’s Ministry who will provide help and guidance to the child. The Coordinator will then inform the parent(s) of the behavioral issue. Together, the Coordinator, parent and the child will agree to a plan that will encourage more cooperative behavior.
13. **Restroom Policies:** Changing a diaper and assisting a young child with the bathroom as needed should take place where the worker and the child is in sight with the child’s privacy protected. When a child is taken to a restroom outside of the classroom or activity site, a volunteer must first check the bathroom before the child is permitted to enter to ensure it is safe.
14. **Unattended Children:** All paid staff members, volunteers, and other responsible adults have a responsibility to watch out for unattended children. The child should be escorted to the Parent if the child is wandering alone or with buddies and not participating in either the event or child care. Adult judgment is expected to determine if the unattended child has been “sent” by a parent to show responsibility by doing something alone. Those engaged in mischief should be approached right away. Whenever possible, two adults should approach the child and escort them. Children may not be left in room by themselves or allowed to roam the church campus.
15. **Driving Rules:** Volunteers wishing to drive locally in their own vehicles must ensure each passenger wears a seatbelt during MFUMC off campus trips.
16. **Overnight Accommodations:** Events that require overnight accommodations require at least (2) leaders (each gender). At single gender overnight events, at least two or more adults present will be of the same gender as the participating children. When staying in a hotel, leaders shall sleep in separate rooms from children, or if necessary for children to share a room with a leader, leaders shall sleep in separate beds from children so long as any one leader shall not be along with any one child. Recognizing accommodations may be restrictive in some situations; one leader is adequate, so long as any one leader shall NOT be alone with any one child.
17. **Scheduled Free Play:** Two adults (2) must be present for scheduled free play.
18. **Fire and Building Safety Guidelines:**
- Prevention Measures: Be alert to any potential causes for accidents, injuries, or fire in your area and during your event. If repairs are needed in an area, (frayed cord, broken chairs/tables, water on the floor, etc.) notify the leader of ministry event. The buildings, grounds, and equipment must be maintained in order to protect the safety of all.
 - First-Aid: First-Aid care shall be administered as soon as possible. First-aid kits and a guide to emergency care shall be available. If necessary, 911 shall be called for local emergency services to respond. Advance emergency release forms from the parent/guardian shall be obtained granting permission for a child’s emergency medical care. If a child arrives ill or becomes ill (fever, vomiting, etc.) during a ministry event, the parent/guardian shall be contacted and asked to pick up their child. These steps shall be followed when providing first-aid that involves cleaning an open wound, bleeding cut, or examining the mouth:
 - * Wear disposable gloves
 - * Wash hand before and after administering aid
 - * Use care in disposing trash. Place refuse that contains body fluids or blood in a sealed plastic bag and place in a trashcan with a plastic liner.

- * Clean the area with a disinfectant spray.
- Accident/Incident Response: After First-Aid has been administered and the injured person has been cared for, complete a MFUMC Accident/Incident Report and notify the event leader. The event leader shall follow through with any additional actions to be taken.
- Fire Evacuation & Response: Fire evacuation plans shall be posted in each room. Volunteers shall be trained to understand evacuation procedures and locations of fire alarms, extinguishers and flashlights in the event of electrical failure. In the event of a fire, the first priority is to ensure the safety of all persons in your care. Secondly, pull the fire alarm or dial 911. Only if it is safe to do so, then attempt to contain the fire by shutting door or using fire extinguisher. Evacuation plans shall be reviewed with children periodically.
- Severe Weather Response: Severe weather plans shall be posted in each room. Volunteers shall be trained to understand safety procedures including evacuation plans and locations of flashlights in the event of power outages. Evacuation plans shall be reviewed with children periodically.
- Vandalism & Suspicious Behavior: Any suspicious behavior or activity shall immediately be reported to the event leader. If necessary, 911 shall be called for local police to respond. All precautions shall be taken to maintain safety and security. This may include moving children to a safe location, locking doors, etc. In cases deemed to pose an imminent danger to person or property, no one shall attempt to intervene but shall wait for police to assess and act. After assuring that situation is secure, the Volunteer shall complete a MFUMC Accident/Incident Report.
- Automobile Incident Response: In the event of an automobile accident during a ministry event, the driver shall first ensure the safety of all passengers; administer first-aid and/or call 911 for emergency services as necessary. After assuring that the situation is safe, the driver shall notify the person in charge of the ministry event and complete a MFUMC Accident/Incident Report. The person shall contact the Senior Pastor. The Senior Pastor shall notify the parents/guardians promptly.

Guidelines for Parents

1. All children through Kindergarten are to be escorted to and from group activities/classes by an authorized parent or adult. Children up to and including Kindergarten will only be released from the event or classroom to an approved parent, guardian or responsible relative. No sibling is allowed to pick up. If you do not pick up your child within a reasonable time frame after Sunday school or Worship, he/she will be taken to the Nursery.
19. If your child leaves for Lighthouse Kids or JAM Session, you MUST accompany him/her to sign in your child. (Unless written permission is received) 2. The Church recognizes that use of the restroom is the most vulnerable situation and that this time is when children are at most risk of potential abuse and adults who work with children are most at risk being falsely accused of abuse. During church events, parents are encouraged to ensure that preschool aged children do not attend the restroom unaccompanied. Parents and guardians are also encouraged to have children use the restroom with parental supervision prior to the start of the activity. Parents and guardians are encouraged to have elementary aged children remain in the sanctuary during the service, unless they accompany the child.
20. As parents entrust the care of their children to both volunteers and staff members for various types of activities MFUMC offers, the parent should make sure that staff and appropriate volunteers have information necessary to properly protect and supervise their child in all situations likely to arise based upon the length of the activity and its location. This specifically includes notifying the volunteer in charge of any medical, psychological, behavioral, child custody or similar issues. Parents should understand that not all activities are appropriate for all children. It is the parent's responsibility to make sure that an adult in charge is physically present for an event before leaving. Parents are also expected to communicate clearly to their children those volunteers are acting with the authority of that parent while the child is in the care of any MFUMC activity. Children are expected to abide by any rules or conditions for any activity in order to participate.
21. Children must complete a permission form in order to participate in off campus activities. A medical treatment consent form is also required. All forms must be signed by a parent/guardian.
22. To ensure internet safety for our children, no names will be used on the MFUMC website. Permission must be granted by a parent for the use of children photos on any MFUMC advertisement.
23. Children attending a church-sponsored event may not leave prior to the ending of that event without previous contact between the parents and the volunteer in charge.
24. Children not attending Sunday school or an event are the responsibility of their parents and must be attended to by their parents. Children must be supervised at all times while on church property.

Outside Groups

Morrow First United Methodist Church supports groups such as Cub Scouts, Boy Scouts, and Girl Scout. All leaders must meet and adhere to the requirements of the Boy Scouts and Girl Scouts of America Guidelines, which meet the requirements of this Safe Sanctuaries Policy and Procedures.

Everyone should be aware that our church building is often used by groups outside our congregation. There may, at any time, be outside groups consisting of non-church members, using the building. They will be made aware of this Policy and Procedures and must adhere to it or must provide evidence of their own policy and procedures.

Approval and Changes to Safe Sanctuaries Policy and Procedures

Following the approval of this policy by the MFUMC Governance Board, the Safe Sanctuaries Policy can only be changed by the Governance Board. Evaluation of Safe Sanctuaries Procedures shall be reviewed at least annually by the Trustees. The Safe Sanctuary Policy will be available in the church office and on the website.

Procedures for Reporting Incidents of Abuse

1. According to the laws of the state of Georgia, all persons are mandatory reporters of child abuse. If a person learns of or witnesses an instance of abuse, that person shall immediately report the alleged incident of abuse or suspected abuse to the appropriate county or state authorities.
25. Incidents of abuse or reasonably suspected incidents of abuse of children will also be reported as soon as possible to the Senior Pastor and the District Superintendent.
26. The person reporting the incident will document, in writing, all known facts and circumstances and will also make a report that documents all steps taken in the course of handling the reported incident using the appropriate forms. (Report of Suspected Incident of Child Abuse)
27. Upon receiving such information, the Volunteer will call the Georgia Child Neglect & Abuse Registry (1-800-422-4453), or local law enforcement, or Children and Youth Services Agency and file a report.
28. If the alleged abuse occurred on Morrow First United Methodist Church property by a church volunteer or staff, removal of the volunteer or staff from contact with children shall be immediate until the incident has been resolved. Care should be taken to handle this in a discreet manner, recognizing that an investigation is being conducted. They shall not be banned from other church ministries.
29. The pastor and/or staff member will document all actions taken in reporting the incident of abuse using the appropriate forms.
30. The confidentiality of all persons involved will be safeguarded.

Responding to Allegations of Abuse

1. Every allegation will be taken seriously. Adequate care and respect must be offered to the alleged victims and alleged perpetrators until the allegation can be substantiated or cleared.
31. The safety and security of the alleged victim must be safeguarded before the person accused of abuse is confronted.
32. The parents/guardian of the suspected victim will be notified immediately.
33. All procedures listed in the previous section on Reporting will be strictly followed.
34. All records relating to the matter will be maintained in confidential files.
35. All efforts in handling the situation will be carefully documented.
36. The Senior Pastor or his/her designee will notify the liability insurer and the legal counsel for the Church about the alleged incident.
37. The Senior Pastor will be the sole spokesperson for Morrow First United Methodist Church and the District Superintendent will be the sole spokesperson for the district insofar as media inquiries are concerned.
38. Any person accused must be treated with dignity and support. That person will be immediately relieved of further responsibilities, as circumstances dictate, until the allegations are cleared or substantiated.
39. The victim and victim's family shall receive immediate ministry support from MFUMC if needed.
40. If the allegation is against a staff person or pastor, the Chair of Staff Parish Relations Committee will contact the District Superintendent immediately.
41. When the investigation is completed a letter will be sent to the congregation explaining the results of the investigation and steps taken after being cleared by the Conference Communicator, District Superintendent, and Director of Connection Ministries.
42. Pastoral support will be available to all persons involved with the incident as indicated.

Morrow First United Methodist Church Safe Sanctuaries Policy and Procedures

Volunteer Covenant

As a volunteer in this church, I pledge to observe and abide by all policies regarding the ministry of children. I have received a copy of the policies and have read them.

I pledge that every word said and action taken is for the purpose of glorifying God and furthering His work within this ministry. Not only do I represent my home church and my family, I also realize that I am seen as a role model and promise to behave as such.

1. I will not have in my possession firearms, fireworks, drugs, alcohol, or tobacco.
43. I understand that pranks are not allowed.
44. I agree to observe the two-adult rule at all times.
45. I agree to participate in training and education events related to my volunteer assignment.
46. I agree to promptly report abusive or inappropriate behavior the appropriate persons. I also pledge that I won't be a part of such behavior.

I give permission to contact my references and obtain information about me for the purpose of considering me for a position of one who would work with children or vulnerable adults.

Signature

Date

AMENDMENT “A” - CYBER SAFETY

The internet and portable devices allow people to stay in contact with each other more easily than at any other time in the history of civilization. Some incredible ministry can take place using modern technology, but as with all forms of ministry there are some inherent risks involved with the use of electronic communications. There is no such thing as privacy in cyberspace. Consider anything and everything on the internet as public information.

1. Written parental permission for children and vulnerable adults will be required for:
 - The posting of photos on any websites hosted/owned by Morrow First United Methodist Church, and its Children’s Ministries, Youth Ministries, and any other Youth Ministries.
 - Emailing, Instant Messaging, Calling, Texting, or the sending of data to a child, or vulnerable adult by computer, PDA, or cell phone.
 - The sharing of any full name or contact information.
 - Easily identifiable information will not be posted online.
2. All communications will be conducted in a professional manner and communications with children and/or vulnerable adults shall be limited. All communications with children and vulnerable adults will be saved for the purpose of an electronic paper trail.
3. If made uneasy about any topic addressed in an email or an email in general, a blind carbon copy will be sent to the parent/guardian or another trusted adult. Privacy will be honored, but not secrecy.
5. If abuse is divulged electronically standard reporting procedures as outlined by this policy shall be followed.
4. The following procedures shall be followed for the safety of sharing photos electronically.
 - Refrain from using names and never post a last name when posting photos or identifiable information.
 - Photos will be checked for vulnerable/compromising situations and to make sure the photos uphold the mission/ministry. Name tags shall not be distinguishable.
 - Whenever possible, low resolution photos and/or slightly blurred pixilated photos will be used.
7. The following safety measures are in place for social networking sites:
 - Privacy limits are required to be set to limit who can see the profile. Restrict who can be a friend. Passwords to accounts will not be divulged.
 - Use of higher level security features will be used when offered by the network.
 - Do not post anything on the site you would not want on your resumes or printed in the church newsletter or bulletin. Remove and/or do not post any inappropriate comments, photos, etc.
 - Morrow First United Methodist Church children will be encouraged to follow these same guidelines.

A Resolution to Declare Morrow First United Methodist Church A Weapon-Free Zone

The law in the state of Georgia found at O.C.G.A. §16-11-127 states that carrying a weapon or long gun while in a place of worship is a violation of the law unless the governing body or authority of the place of worship permits the carrying of weapons or long guns by license holders.

As Christians, we are guided by the words of our lord Jesus Christ, who said, "Blessed are the peacemakers, for they will be called children of God" (Matthew 5:9) and in keeping with the spirit of Isaiah 2:4: "God will judge between the nations, and settle disputes of mighty nations. Then they will beat their swords into iron plows, and their spears into pruning tools. Nation will not take up sword against nation; they will no longer learn how to make war".

WHEREAS,

- The traditions of Christianity have taught that God's church is a place of safety and sanctuary.
- Morrow First United Methodist Church affirms its connection to The United Methodist Church and to the church universal.
- The 2012 Book of Resolutions of The United Methodist Church #5011 states, "every United Methodist Church is officially declared a weapon-free zone."
- The North Georgia Annual Conference approved the 2008 Resolution on Concealed Weapons in Houses of Worship, which states, "Now therefore be it resolved that the delegates to the 2008 session of the North Georgia Annual Conference oppose any further attempts by the state legislature to allow anyone other than law enforcement to carry concealed weapons into houses of worship."
- The Governance Board is the governing body or authority of the place of worship as those terms are used in the Georgia Code.

THEREFORE, it is resolved that the campus of Morrow First United Methodist Church is declared a weapons-free zone.

Except for authorized P.O.S.T. certified law enforcement personnel acting in the performance of their duties, and anyone the Senior Pastor or Governance Board approves in advance. Morrow First United Methodist Church chooses not to permit weapons or firearms of any type to be carried on the person of anyone on the grounds or in any of the buildings of the church property. If anyone other than a law enforcement officer, who is acting in the performance of his or her duties, or those not approved by Senior Pastor or Governance Board brings a firearm onto church property, the weapon must remain in that person's locked vehicle and the weapon shall not be visible from outside the vehicle.

If a person, even one who has a carry permit from the State of Georgia, has a weapon on his or her person outside of a vehicle, that person is directed to immediately return to his or her vehicle and lock the weapon in the vehicle, or immediately leave the premises of Morrow First United Methodist Church. All pastors, staff members, and appointed church leaders are authorized, when it comes to his or her attention that a person has a firearm in violation of this policy, to direct that person to leave the church property. Should the person refuse to leave, the pastor, staff member, or

appointed church leader shall promptly call the police department. Even if the person leaves after being notified, the staff member or church leader shall promptly notify the pastor and the office administrator so that a record can be made of the event. No firearms of any type are permitted on church property except as set forth herein.

Furthermore, the Governance Board of Morrow First UMC is hereby authorized to modify the procedures by which this resolution shall be enforced, and to determine which properties are subject to inclusion based on changed of ownership or function. All representatives of Morrow First UMC shall follow the procedures created by the Governance Board when confronted with anyone bringing weapons onto the campus of Morrow First UMC.