

A SAFE SANCTUARY

Prepared Spaces | Aware Adults | Faithful Youth

What is the Safe Sanctuary Policy?

It is a policy developed by our Staff Resources Committee and Safe Sanctuary Coordinating Task Force. The policy is then approved by our Joint Board and mandated by our Synod to insure adults and children, and youth are in healthy and supportive relationships during times of worship, study and fellowship.

What does it require?

- 2 adult leaders are expected to be present with any group of children or youth.
- All adults who are regularly in close contact with children & youth at NPMC are asked to:
 - Read and acknowledge this policy
 - Complete a background check
 - Undergo a drug screen
 - Participate in yearly trainings
 - Complete any other relevant forms



Why a Safe Sanctuary Policy?

It is a commitment to ensure that every volunteer feels supported, is aware of how their work fits into the whole of our program and is ready to do their tasks.

It takes a village to raise a child. Studies have shown that children need lasting relationships with at least 5 faithful adults other than their parents to grow into an adult faith. We are setting an expectation of more adults being with our children, giving them more adults with whom they can form these relationships.

It gives parents and leaders peace of mind. Everyone can enter into our programs for children and youth knowing that someone is paying attention, is there to support them and wants them to feel comfortable and empowered.

Table Of Contents

A Word of Introduction.....	3
Definitions:.....	4
Expectations for Staff and Volunteers.....	5
Employment Guidelines.....	5
Volunteer Guidelines.....	6
Orientation and Training.....	6
Screening.....	7
Supervision.....	8
Outings Away From Church Property.....	9
General Safety.....	10
Accidents and Injuries.....	10
Cyber Safety.....	11
Language and Behavior.....	11
Weapons.....	11
Bullying.....	12
Threats or Acts of Violence.....	12
Reporting Procedure.....	13
Off-Duty Police.....	14
Response to the Jessica Lundsford Act for North Carolina.....	15
Policy Revision and Implementation.....	16
Appendix.....	18
Safe Sanctuary Policy Statement of Acknowledgement.....	19
Safe Sanctuary Policy Statement of Acknowledgement.....	20
Volunteer Covenant of Faith.....	21
Media Release Form.....	22
Motor Vehicle Record Disclosure and Release Renewal Form.....	23
Incident Report for Suspected Child/Youth/Vulnerable Adult Abuse.....	24
Accident Report Form.....	26
Youth Communication Permission Form.....	27
Limited Liability Release Form.....	28
Information & Medical Release Form.....	29
Registered Sex Offender Church Participation Covenant Statement.....	31

A Word of Introduction

At New Philadelphia Moravian Church, we believe that children and youth are not simply the future of the Church—they are an essential part of the Church today. Every conversation, lesson, game, worship experience, and act of care is an opportunity to share the love of Christ and help young people grow in faith.

Creating these opportunities requires a community of faithful volunteers and leaders. As we invite others to serve, we also recognize our sacred responsibility to provide an environment where every child, youth, volunteer, and staff member is protected, respected, and cared for. Safe Sanctuary is more than a collection of policies and procedures—it is a commitment to creating spaces where children and youth can encounter Christ in an atmosphere of trust, safety, and love. These guidelines help us uphold that commitment while equipping our volunteers to serve with confidence and integrity.

The purpose for establishing this Safe Sanctuary Policy and accompanying procedures is (1) to demonstrate our absolute and unwavering commitment to the physical and spiritual growth for all our children and youth, (2) to protect our staff and volunteers from potential false allegations of inappropriate behavior and (3) to limit the extent of legal liability of the congregation and the Southern Province.

We expect you to read this policy carefully and become familiar with the expectations it outlines. Together, we can foster a culture of accountability, compassion, and excellence in ministry. Thank you for partnering with us in this important ministry and for helping New Philadelphia Moravian Church remain a place where every child and young person is welcomed, valued, and safe.

Definitions:

Senior Pastor – the ordained and appointed (senior) clergy of Moravian Church who leads and/or facilitates pastoral duties and responsibilities.

Associate Pastor – the ordained and appointed clergy of the Moravian Church who assists a Senior Pastor in pastoral duties and responsibilities.

Director of Children's Ministry - appointed by the Staff Resource Committee (SRC) to oversee the spiritual growth, safety, and well being of the children (infant - 5th grade) of the church.

Director of Youth Ministry - appointed by the Staff Resource Committee (SRC) to oversee the spiritual growth and well being of the youth (6th - 12th grade) of the church.

Staff – refers to any person who is paid, either hourly or salary on behalf of Moravian Church

Volunteer – refers to any person who performs an unpaid job for Moravian Church. A volunteer to someone who is repeatedly present (i.e. on a week-to- week basis), who chaperones overnight or off-site events, or volunteers infrequently to assist staff at events or activities.

1. Children's Ministry Volunteers:

A. **Leader:** refers to any person who is 18 years of age or older and has gone through leadership training to lead a room, group, or class.

B. **Assistant:** refers to any person who is 12 years of age or older who has **not** gone through leadership training.

2. Youth Ministry Volunteer:

A. **Chaperone:** refers to any person who is 21 years of age or older who has completed the required forms and training.

Child or Children – refers to any person from birth through the 5th grade of school

Youth – refers to any person from 6th through the 12th grade of school

Young Adult –any person who is between 18-21 years of age

Adult: any person who is 21 years of age or older

Vulnerable Adult – a person who is 21 years of age or older whose functional, physical, or mental ability to adequately care for him or herself is compromised.

MC – Moravian Church

MCSP – Moravian Church Southern Province is the headquarters and governing body of all Moravian churches located in the Southern region, and is governed by the PEC (Provincial Elders Conference)

PEC – Provincial Elders Conference

PSSB – Provincial Support Services Board

SRC – Staff Resource Committee

NPMC – New Philadelphia Moravian Church

Expectations for Staff and Volunteers

Employment Guidelines

I. Applications

- A. All applicants for paid positions, must complete an Employment Application that includes personal identification, qualifications, work experience, and references.
- B. Church leadership or designated staff will verify the information provided by the applicant and document the verification.
- C. All applicants must sign an Authorization and Release of Information and Records form authorizing a nationwide criminal background check.
- D. All applicants must successfully complete a pre-employment drug screening. Employment is contingent upon passing the drug screening. Refusal to participate or a positive test result will result in withdrawal of the employment offer.
- E. Criminal background checks and drug screenings will be coordinated through the Human Resources Department of the Southern Province.
- F. Screening records will be maintained securely by the Southern Province in accordance with applicable record retention and confidentiality policies.

II. Interviews

- A. All applicants for paid positions will participate in a personal interview conducted by at least two interviewers.
- B. The SRC Committee, representing the Joint Boards, will recruit, screen, and interview applicants for non-ordained staff positions.
- C. A written summary of each interview will be completed and maintained in a secure, confidential location.
- D. All information obtained during the recruitment and interview process will be treated as confidential at the Provincial level.

III. References

- A. Applicants must provide two to three professional and/or character references.
- B. A designated representative of the church will contact and document the references provided by the applicant. When applicable, reference checks should include questions regarding the applicant's experience and ability to work with children and youth.
- C. All completed and attempted reference checks will be documented in writing and maintained as part of the applicant's confidential employment records.

Volunteer Guidelines

I. Required Forms:

- A. All volunteers 18 years of age or older serving with children, youth, or vulnerable adults must complete all of the following forms that will then be verified by the church leadership or designated staff:
 - 1. *An Authorization and Release of Information and Records* form authorizing a nationwide criminal background check.
 - 2. *A Release of Information and Records* form authorizing a motor vehicle record report.
 - 3. Sign the church's *Safe Sanctuary Policy Acknowledgement* Form. The signed acknowledgment will be maintained in the volunteer's file.
- B. All volunteers must sign a Covenant of Participation Agreement. If under 18 years of age, parent/guardian signature will be required.
- C. The church reserves the right to deny or revoke volunteer service based on the results of a criminal background check or other information that indicates an individual is not suitable to serve with children, youth, or vulnerable adults.

II. Interviews

- A. A designated staff member (typically the Director of Children's Ministries or Director of Youth Ministries) will recruit, screen, and interview all new volunteers serving with children, youth, or vulnerable adults as needed.
- B. Interviews should include a discussion of the volunteer's experience, gifts, and ability to provide a safe and nurturing environment.
- C. Interview information will be documented and maintained as part of the volunteer's confidential records in the Church Office.

Orientation and Training

- I. A copy of the "Safe Sanctuary Policy" will be provided to all staff and volunteers upon employment or acceptance of a position working with children and youth.
- II. Upon receipt of this policy, staff and volunteers will be required to sign a statement that he/she has read the Safe Sanctuary Policy.
- III. Policy orientation is required for all staff and volunteers who work with children or youth, but is open to all interested parents and church members. Orientation may be done one-on-one or at available workshops.
- IV. All staff members will be trained in CPR/First Aid every two years. They will assist in making appropriate decisions when medical issues occur. Their names will be communicated to staff/volunteers and posted in the office.

Screening

The background check, drug test, and motor vehicle report (if applicable) must be completed before an offer of employment is made or before a volunteer is confirmed to work with children, youth, or vulnerable adults.

I. Criminal Background Checks:

- A. Obtained for all ordained positions as required by the PEC, all staff, and volunteers in leadership positions. A background check may include criminal records, sex offender registry, child abuse registry and motor vehicle report when applicable.
- B. Applicants who have been convicted of physical or sexual abuse or neglect or convicted of a felony charge or any crime deemed inappropriate will not be allowed to work in any church-sponsored activity or program for children or youth. We reserve the right to refuse to allow any person to work with children, youth, or vulnerable adults based on their previous criminal convictions.
- C. All results from applicant screening and Criminal background checks will be stored, secured and locked in a designated place at the provincial office.

II. Drug Testing:

- A. Successful completion of a required drug screening is a condition of employment or volunteer service. Refusal to complete the screening or a positive test result may result in the withdrawal of an offer of employment or the individual being deemed ineligible to serve as a volunteer.

III. Motor Vehicle Report:

- A. Documentation of a valid driver's license, driving record, and personal car insurance will be required for those who may be driving children and youth to church related functions in their own vehicles.
- B. Individuals who may drive church owned vehicles must submit a copy of their valid driver's license to the church office to be approved through the church's insurance.
- C. A motor vehicle report is to be updated every year needed. Motor vehicle reports can be obtained by including the request at the time of background checks or by requesting the church's insurance agency to obtain the report.

Background Checks and Drug Tests will be renewed every three years. We reserve the right to conduct a background check and/or drug test at any time upon reasonable suspicion that the situation warrants this.

Supervision

- I. Supervision procedures are designed to reduce the possibility of inappropriate behavior and to protect staff and volunteers from unwarranted accusations.
 - A. Minimum supervisory standards will include the “two-adult” rule. The two-adult rule requires that no matter the size of the group, there will always be two adults present that are 18 years of age or older and at least 5 years older than the children and youth being served. If there are fewer than 2 adult leaders present, the door will remain open and a rover will pass by periodically to check each group.
 - B. NPMC’s Ratio of Adult to Child/Youth/Vulnerable Adult -
 - 1: 4 for nursery/preschool age
 - 1: 5 for elementary age
 - 1: 6 for sixth through twelfth grades
 - 1: 6-8 vulnerable adults

Note: minimum for any size group is 2 adults.
 - C. Each room or space where children are being cared for shall have a window in the door or the door shall be left open unless two adults are present. All activities should occur in an open view. Doors should never be locked when children are present in the room.
 - D. When assisting a child with a restroom visit, one adult volunteer may escort and provide assistance as needed. Volunteers must not lock any door that would result in being alone with a child in a secured room. Whenever possible, remain within the sightline of another adult while providing assistance.
 - E. Parents of the children, pastors, and staff of the church are encouraged to visit and observe the activities, classroom, or church sponsored program at any time, unannounced.
 - F. No adult leader may supervise any age group unless he/she is at least 18 years of age and is 5 years older than the children/youth being served.
 - G. Outside groups using the church facilities for children/young adult activities are responsible for ensuring compliance with the Safe Sanctuary Policy while using the church facility and will be asked to sign a user’s agreement

Outings Away From Church Property

- I. All church-related activities requiring transportation for children, youth and vulnerable adults as a part of the event must adhere to the following policies:
 - A. Written permission from parents or guardians including insurance information, notification phone numbers, medical emergency authorization, etc. must be collected for each individual child, youth, and vulnerable adult participant
 - B. Parents/Guardians are to be given all pertinent information about outings including names of leaders and their cell phone numbers, planned activities and schedule, behavior expectations of attendees, departure and arrival times, etc.
 - C. All participants at activities for children, youth and/or vulnerable adults are expected to remain with the group throughout the activity, unless the group leader approves otherwise.

II. Overnight Accommodation:

- A. Both male and female leaders will be present for overnight activities when participants include males and females. Otherwise, it is expected that leaders will be of the same sex as participants.
- B. Children and youth will be separated into gender-specific sleeping quarters with at least two same-gender leaders (preferably not related or from the same household) overseeing each group.
- C. Participants should be provided with their own beds whenever possible.
- D. Private changing spaces should always be provided.
- E. If middle school and high school youths have joint overnight events, then separate age-appropriate programs and supervision are recommended as much as possible.

III. Transportation:

- A. No youth or vulnerable adult will ride alone with any staff or volunteer without written permission from a parent or guardian.
- B. All staff and volunteers who drive must have a valid driver's license and Motor Vehicle Report with acceptable results. The driver will authorize New Philadelphia Moravian Church to obtain the driving record report.
- C. Any staff or volunteers using their personal vehicle to transport children, youth, and vulnerable adults must carry liability insurance that meets the state minimum requirement.
- D. All motor vehicle and traffic laws must be obeyed.
- E. All drivers must be a minimum of 21 years of age.

General Safety

- I. The safety and well-being of all children, youth, and vulnerable adults is the church's highest priority. Participants must never be left unsupervised or placed in situations that could compromise their health or safety.
- II. Medications may only be administered by a parent, legal guardian, or an individual specifically authorized by the parent or legal guardian. Participants may not self-administer medication unless authorized by their parent/guardian and consistent with church policy.
- III. Children may only be released to a parent, legal guardian, or other authorized caregiver. If there is any question regarding an individual's identity or authorization, the child must not be released until verification has been made.
- IV. Participants are expected to move safely throughout the church campus and during all church-sponsored activities.
- V. All accidents, injuries, illnesses, or safety concerns must be reported immediately to the supervising adult and appropriate church staff. Emergency services should be contacted whenever a serious injury or medical emergency is suspected.
- VI. Staff and volunteers are responsible for being aware of participants' known medical conditions, allergies, or other health concerns and for responding in accordance with emergency procedures.

Accidents and Injuries

- I. Basic first aid supplies are always available in the church office, Sunday School Rooms, Kitchens, Vestibule, Youth Hut and other labeled locations around the church building.
- II. AEDs are located in various places around the building. These should only be used by trained individuals.
- III. All accidents, injuries, illnesses, or medical concerns involving a child, youth, or vulnerable adult must be reported immediately to the supervising adult or church staff.
- IV. An Accident/Incident Report must be completed whenever an injury or illness requires first aid, causes concern, or may need to be communicated to a parent or guardian. When in doubt, complete a report.
- V. An injured or ill participant must never be left unattended or sent to seek assistance alone.
- VI. Parents or guardians will be notified by the appropriate church staff member or designated leader when necessary.
- VII. In the event of a serious injury or medical emergency, do not move the participant unless necessary to prevent further harm. Notify church staff immediately, call emergency services when appropriate, and remain with the participant until help arrives.
- VIII. All adults responding to an accident or emergency should remain calm and provide care within the scope of their training until additional assistance arrives.

Cyber Safety

There is no such thing as privacy in cyberspace. Consider anything and everything on the internet as public information. Cyber safety is an issue that all churches must identify and address. Children and youth can be victims of cyber bullying or attract the attention of predators on the internet. All church leaders, staff and volunteers must adhere to the following policies:

- I. Limit what is communicated via the internet. Conduct any communications in a professional manner. Save all communications you have with children, youth, and vulnerable adults. An electronic “paper trail” can be important.
- II. If abuse is divulged electronically, follow standard reporting procedures.
- III. Media Release forms must be submitted to be able to post a photo/video of any person under the age of 18. All Adults must fill out a form agreeing to not distributing photos/videos taken at church events without permissions.
- IV. Never affix names to identify the images. Never post personal information online such as full name, address, phone number.
- V. Limit individual communications online with children, youth, and vulnerable adults.
- VI. For the Youth Director or another appointed chaperone to communicate with a youth, permission must be obtained from the youth’s legal parent or guardian before-hand. Once obtained permission does not need to be obtained again.
- VII. Unless you are sending an email to a small, known group that needs to respond, be sure to blind copy or bcc: all recipients so that the recipients cannot reply to all.

Language and Behavior

The way that we speak and act demonstrates our commitment to creating an environment where everyone feels safe and welcome. When speaking, be sure to include all people within the scope of conversation. Avoid use of terms that exclude individuals or groups or types of people.

Weapons

Depending on state/local laws and Church board decisions, and to limit Church and provincial liability, any type of firearm, weapon, or explosive device at congregational-sponsored activities or events specifically for youth, children, and/or vulnerable adults is discouraged. It is recommended that appropriate signage be displayed at the entrances to all Church buildings when weapons are prohibited. Firearms with a valid permit may be stored securely in an individual’s vehicle while the vehicle is parked on Church premises.

Bullying

Bullying is not acceptable under any circumstances. Bullying means a physical act or gesture or a verbal, written or electronically communicated expression directed at one or more individuals including but limited to:

- Aggressive behavior that involves unwanted, negative actions, particularly when such behaviors are repeated over time and/or involve an imbalance of power or strength
- Verbal assault, including but not limited to the use of derogatory comments related to race, sex, gender, ethnicity, disability, or other personal characteristics and name-calling
- Social exclusion or isolation, including but not limited to, spreading lies or rumors intended to harm, punish, or humiliate
- Physical assault regardless of the severity, including but not limited to hitting, kicking, shoving, or spitting
- Having possessions or money taken, damaged, or hidden
- Threats or forced actions of any kind

Each of us is responsible for intervening and stopping bullying behavior when it occurs. If you are made aware of allegations of bullying, the accused and victim will immediately be separated, and either/both may be removed from the group and activity. Incidents of bullying that result in injury may warrant urgent medical care and/or intervention by law enforcement.

Arrangements for the accused and victim and parent(s)/guardian(s) of both to meet with the pastor, worker, and/or program director, will be made as soon as possible. A written record of any reported claims should be made to document patterns or trends in behavior.

Threats or Acts of Violence

We prohibit and do not tolerate any type of workplace violence committed by or against employees, members, or visitors in any church facility or gatherings. Any threats or acts of violence against an employee, member, vendor, customer, visitor or property are prohibited. A violent act is defined as any action or behavior that could be interpreted, considering known facts, circumstances and information, by a reasonable person, as indicating the potential to harm, endanger or inflict pain or injury on any person or property.

A violent act includes, but is not limited to:

- Assault, battery, and/or challenges to fight
- Threats of physical harm or contact
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person
- Unwanted physical contact
- Acts of intimidation and/or stalking
- Behavior indicating a potential for violence or physical harm
- Acts which endanger the safety of others
- Destruction of, or threats to destroy property
- Racial or cultural epithets or other derogatory remarks associated with hate crime threats

Individuals who threaten or behave in a violent manner will be required to leave the property immediately and will be reported to appropriate law enforcement.

Reporting Procedure

1. All allegations, investigation, and reports of the alleged incident are considered confidential. Information should only be discussed with those of a need-to-know status.
2. The senior pastor under the advice of the PEC is the only person authorized to make statements to representatives of the media. Care should be taken to safeguard the privacy and confidentiality of all persons involved.
3. Any person who observes alleged abuse or to whom such alleged abuse is reported is required to report the incident immediately to the person in charge of the activity or event.
4. The person in charge should ensure the protection of and tend to the immediate needs of the child or youth, as the situation requires.
5. Care must be exercised so that those reporting the incident are not identified or persons are not falsely accused.
6. The person who is in charge of the activity in which the alleged abuse was observed or disclosed shall immediately attempt to obtain necessary information such as the name of the alleged victim and his/her address and family information.
7. Upon receiving such information, the person in charge will report the incident and all information gathered to the senior pastor or vice chairman of the Board of Elders. The senior pastor or vice chairman of the Board of Elders is then obligated to notify the appropriate civil authorities and the PEC immediately.
8. If the senior pastor is the accused party, the vice chairman of the Board of Elders should report the incident to law enforcement and the PEC immediately.
9. Proper authorities will be notified even if the parents do not wish the incident to be reported.
10. The person in charge or the senior pastor will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child or young adult until the parents arrive.
11. If the accused is a worker, volunteer, or staff employee that is involved with the children's activity, they will immediately remove the accused from further involvement with the children.
12. Even in the event that an allegation concerns activities or persons outside any relationship to the church related activity or event, the same procedures should be implemented. An example of this would be a child telling a staff employee, volunteer or helper about abuse by a relative at home. If this was reported, the incident should be communicated according to the procedures outlined previously.

Off-Duty Police

When it is determined that additional security is needed, it is suggested to use off-duty police. The following are important considerations to address before the off-duty police officer is retained:

- I. Role and Responsibilities - Define the scope of off-duty officer's duties, such as traffic control, security patrols, and emergency response.
- II. Interaction Protocols - Establish how off-duty officers will interact with congregants and church staff, including protocols for reporting suspicious activity or requesting assistance.
- III. Liability Insurance - Ensure that the off-duty officers have appropriate liability insurance, especially if their department doesn't cover off-duty work.
- IV. Law Enforcement Officer Safety Act - Understand that the Law Enforcement Officer Safety Act allows qualified officers to carry concealed firearms in many states, but there may be restrictions in certain areas, like federal facilities.
- V. Training and Certification - Require off-duty officers to have relevant training and certifications, such as active shooter response training.
- VI. Security Plan Integration - Integrate the off-duty officer policy into the overall church security plan, including emergency response protocols.
- VII. Conflict Resolution - Establish a clear process for resolving any conflicts that may arise between off-duty officers, church staff, or members.
- VIII. Documentation - Keep thorough records of all policies, procedures, and incident related to off-duty officers.

Response to the Jessica Lundsford Act for North Carolina

We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In compliance with North Carolina law a registered sex offender who wishes to be part of a church community should expect to have conditions placed on his/her participation.

- I. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity.

N.C. General Statute § 14-208. 17(a) (2008)

- I. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to, New Philadelphia Youth Fellowship activities, Vacation Bible School, and scouting activities.
- II. If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the appropriate law enforcement officials. A registered sex offender shall not be within 300 feet of any location on the church property intended primarily for the use, care and supervision of minors.

N.C. General Statute § 14-208.18(a) (2) (2008)

- I. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday School classrooms and playground.

N.C. General Statute § 14-208.18(a) (1) (2008)

- I. While on church property, a registered sex offender must be accompanied by an unrelated, same gender adult covenant partner provided by the church.
- II. A registered sex offender should identify himself/herself as a registered sex offender to the Pastor or Director of Christian Education.
- III. A registered sex offender who wishes to be part of our church community shall read and sign a Church Participation Covenant Statement. The Senior Pastor and the Vice-Chairman of the Elders will also sign this document. The signed document will be kept on file at the church

Policy Revision and Implementation

The SRC will coordinate and monitor the implementation of the Safe Sanctuary Policy (SSP). The SRC will meet yearly to review and discuss compliance with this policy, and to review any changes that may be needed.

The SRC may name a Safe Sanctuary Coordinating Task Force to oversee the initial implementation of the Safe Sanctuary Policy, and at any such time that increased activity deems it necessary. The Safe Sanctuary Coordinating Task Force shall include:

- Senior Pastor or designee
- Director of Children's Ministry
- Director of Youth Ministry
- Congregational lay representatives
- An SRC representative
- A Youth Fellowship representative
- Others as needed

The Director of Children's and Youth Ministries will serve as the Safe Sanctuary Policy Coordinators. The coordinators are responsible for the administration and implementation of the policy with the following duties:

1. Ensure all who work with children and youth adhere to NPMC's Safe Sanctuary Policy.
2. Provide Safe Sanctuary training at least annually to all volunteers. Individual meetings will occur for those unable to attend the scheduled training.
3. Review background check results to determine volunteer eligibility in accordance with the NPMC SSP.
4. Make updates as needed to provide a safe environment for our children.
5. Ensure that training in First Aid and CPR is provided and received by designated staff as required by the policy
6. Serve as the primary contact and administrator for the congregation on this policy.

Appendix

Safe Sanctuary Policy Statement of Acknowledgement (18 years of age and older)..... 19

Safe Sanctuary Policy Statement of Acknowledgement (12 - 17 years of age)..... 20

Volunteer Covenant of Faith..... 21

Media Release Form..... 22

Motor Vehicle Record Disclosure and Release Renewal Form..... 23

Incident Report for Suspected Child/Youth/Vulnerable Adult Abuse..... 24

Accident Report Form..... 26

Youth Communication Permission Form.....27

Limited Liability Release Form – Youth Ministry..... 28

Information and Medical Release Form – Youth Ministry..... 29

Registered Sex Offender Church Participation Covenant Statement..... 31

Safe Sanctuary Policy Statement of Acknowledgement

New Philadelphia Moravian Church

18 years of age and older

The New Philadelphia Moravian Church congregation is committed to providing a safe and secure environment for our children, youth, adults and volunteers who participate in the ministries and activities sponsored by the church. The Safe Sanctuary Policy Statement reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter.

I acknowledge that I have received, read and agree to comply with the Safe Sanctuary Policy Statement of the New Philadelphia Moravian Church. I understand that failure to do so could result in dismissal from my responsibilities with the children and/or youth of the church.

During church related activities for children and youth, I agree:

1. to not consume alcohol or tobacco-related products of any kind, and to not publicly display alcohol or tobacco-related products in the presence of children and/or youth;
2. to not have in my possession nor consume illegal drugs/ drugs that were not prescribed to me;
3. to not have in my possession firearms or fireworks;
4. to observe the two-adult rule at all times;
5. that only staff or screened adult volunteers will escort children to the bathroom or give hands-on assistance in this situation;
6. to participate in training and educational events related to my volunteer assignment;
7. to promptly report abusive or inappropriate behavior to either the person in charge of the activity/program, to the Pastor, or to the Vice-Chair of the Elders, as applicable;
8. to complete a background check and drug test every every 3 years when 18 years of age or older
9. to complete the Motor Vehicle Report each year to remain a driver for church sponsored activities.

Print Name

Signature

Date

Return this form to NPMC

Safe Sanctuary Policy Statement of Acknowledgement

New Philadelphia Moravian Church

12 - 17 years of age

The New Philadelphia Moravian Church congregation is committed to providing a safe and secure environment for our children, youth, adults and volunteers who participate in the ministries and activities sponsored by the church. The Safe Sanctuary Policy Statement reflects our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter.

I acknowledge that I attended and participated in the training session provided by members of the NPMC staff on _____ (insert date of training session here). Through attending this training session I gained a full understanding of NPMC's Safe Sanctuary procedures in relation to the protection and safety of children and youth. As a volunteer it is my responsibility to uphold this policy and its expectations. I understand that failure to do so could result in dismissal from my responsibilities with the children and/or youth of the church.

If you were unable to attend the most recent training session you must adhere to the following:

I acknowledge that due to my absence at the most recent training session provided by NPMC staff, I met with one of the designated staff members separately on _____ (insert date of meeting here) where I received a full understanding of NPMC's Safe Sanctuary procedures in relation to the protection and safety of children and youth. As a volunteer it is my responsibility to uphold this policy and its expectations. I understand that failure to do so could result in dismissal from my responsibilities with the children and/or youth of the church.

During NPMC related activities for children and youth, I agree:

1. to not consume alcohol or tobacco-related products of any kind, and to not publicly display alcohol or tobacco-related products in the presence of children and/or youth;
2. to not have in my possession nor consume illegal drugs/ drugs that were not prescribed to me;
3. to not have in my possession firearms or fireworks;
4. to observe the two-adult rule at all times;
5. that only staff or screened adult volunteers will escort children to the bathroom or give hands-on assistance in this situation;
6. to participate in training and educational events related to my volunteer assignment;
7. to promptly report abusive or inappropriate behavior to either the person in charge of the activity/program, to the Pastor, or to the Vice-Chair of the Elders, as applicable;
8. to use appropriate language that reflects the love of Jesus Christ at all times.

Print Name

Signature

Date

Parent/ Guardian's Signature

Date

Return this form to NPMC

Volunteer Covenant of Faith New Philadelphia Moravian Church

Serving in the Children's and Youth Ministry is more than filling a volunteer role—it is a sacred calling. As we partner with families to nurture children and youth in the love of Jesus Christ, we recognize that our words, actions, and attitudes reflect Christ to those entrusted to our care.

As a volunteer at New Philadelphia Moravian Church, I prayerfully commit to the following:

My Relationship with Christ

- I will seek to grow in my personal relationship with Jesus Christ through worship, prayer, Scripture, and participation in the life of the church.
- I will strive to live in a manner that honors Christ, recognizing that my life serves as an example to the children, youth, families, and fellow volunteers around me.
- I will rely on the Holy Spirit for wisdom, patience, compassion, and strength as I serve.

My Commitment to Children and Youth

- I will treat every child and youth as a beloved child of God, showing them dignity, respect, kindness, and grace.
- I will provide a safe, welcoming, and encouraging environment where every child feels seen, valued, and loved.
- I will encourage children and youth in their faith journey without judgment, remembering that each person grows at their own pace.

My Commitment to the Ministry Team

- I will support and encourage fellow volunteers, staff, and church leadership with a spirit of cooperation and humility.
- I will communicate honestly and promptly, honoring my commitments and notifying ministry leaders as early as possible if I am unable to serve.
- I will faithfully prepare for my responsibilities and serve with excellence and joy.

I understand that my greatest responsibility is not simply to supervise children but to point them toward Jesus Christ through my words, actions, and example. I will seek to create an environment where children and youth experience God's love, grow in faith, build meaningful relationships, and discover that they are treasured members of the body of Christ. With God's help, I joyfully enter into this covenant, trusting Him to guide me as I serve His children and His Church!

Volunteer Name: _____

Signature: _____

Date: _____

Parent/Guardian Signature (if under 18 years of age): _____

Media Release Form
New Philadelphia Moravian Church

Dear Parent or Guardian,

New Philadelphia Moravian Church uses photographs and audio, digital, video and other recordings of children and youth to publicize church activities in a variety of mediums, such as newsletters, brochures, ministry publications, directories, social media accounts and the website.

New Philadelphia Moravian Church requests your permission to photograph and record your child's participation in church activities and ministries.

If a student to be photographed or taped is over 18 years of age, the student must sign this Release Form.

I, _____, grant New Philadelphia Moravian Church permission to photograph and/or record my child's participation in church activities and ministries. I grant to New Philadelphia Moravian Church permission to use and publish photographs, slides, audio and/or video, digital and other recordings, or any other similar reproduction of my child's likeness in promotion, education, public information, and/or any other ministry use.

Name of child/youth: _____ **Age:** _____
Please print

Signature of Student: _____ **Date:** _____
Only if over the age of 18

Name of Parent or Guardian: _____
Please print

Signature of Parent: _____ **Date:** _____

Return this form to NPMC

Motor Vehicle Record Disclosure and Release Renewal Form

New Philadelphia Moravian Church

In connection with my ongoing role as an employee or volunteer, I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information.

I authorize, without reservation, any party or agency contacted to furnish the above- mentioned information to the Moravian Church requesting and/or the Moravian Church Southern Province.

I hereby authorize the procurement of my motor vehicle report. This authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment or volunteer work. The commercial auto insurer and agent will also use this information in conjunction with loss control and safety review efforts.

Full Legal Name (include Middle Initial): _____

Driver's License Number: _____

State of Issuance: _____

Date of Birth: _____

Signature: _____ Date: _____

To complete this form, please send a photo of your current insurance card to keep on file. You will be asked to provide a photo each time you get a new up to date card.

Return this form to NPMC

Incident Report for Suspected Child/Youth/Vulnerable Adult Abuse New Philadelphia Moravian Church

If more than one child/youth/vulnerable adult is involved, complete a separate Incident Report for each victim. All allegations, investigations, and reports of the alleged incident are considered confidential. Information is discussed only with those on a need-to-know status. Do not speak with the media. The PEC is the only entity authorized to make statements to representatives of the media.

Reference Contacts

Name	Office	Mobile	Other
Senior Pastor: Rt. Rev. Sam Gray	336-765-2331 Ext. 1305	(336) 399-9534	sam@newphilly.org
Vice-Chair Elders: David Stanfield	X	(336) 749-3721	dhyams496@gmail.com
Provincial Elders Conference: Beverly Johnson	336-725-5811	X	bjohnson@mcsp.org
Police, Ambulance, Sheriff	CALL 911		

Reporter Information:

Name: _____

Phone Number: _____

Child/Youth/Vulnerable Adult Involved:

Name: _____

Age: _____

Name of Parents/Guardians: _____

Reporters Initial Conversation With Victim:

Date: _____

Time: _____

Place: _____

Detailed summary of victim's statement and/or reason why reporter believes that the person may be a victim of abuse/neglect. Include: name(s) of witness(es), location of event, behavioral indicators (if any):

Name of Alleged Suspect: _____

Relationship of alleged abuser to victim: _____
(paid staff, volunteer, family member, other)

Incident reported immediately to person in charge of the activity (UNLESS person in charge is alleged abuser):

Date: _____

Time: _____

Call made to parent/guardian(s) (by the person in charge UNLESS that person is the alleged abuser. In that case, The call must be made by the Pastor):

Date: _____

Time: _____

Spoke with: _____

Reported Immediately to the Pastor (or Vice-chair of the Elders if the pastor is the alleged abuser):

Date: _____

Time: _____

Summary of Conversation: _____

Describe the actions taken to tend to the immediate needs of the child/youth/vulnerable adult and assure her/her safety until the arrival of parent/guardian(s): _____

Signature of Reporter

Date

Accident Report Form
New Philadelphia Moravian Church

Date of accident: _____ Time: _____ AM/PM

Name of Injured Person: _____

Phone Number: _____

Name of Parent(s) if applicable: _____

Parent(s) Phone Number(s) if applicable: _____

Who was injured person? (Circle one): Participant Volunteer

Type of injury: _____

Witness(es) to accident: _____

Phone number of Witness(es): _____

Details of accident: _____

Was first aid administered? Yes ____ No ____

Type of first aid provided and by whom:

Signature of accident reporter: _____ Date _____

Notify and return this form to a fulltime staff member as soon as possible.

Youth Communication Permission Form
New Philadelphia Moravian Church
Youth Ministry

Purpose:

To maintain effective communication with youth participants, our youth leaders occasionally send text messages or emails to provide updates about youth group activities, reminders, encouragement, or event details. In accordance with our safety and communication policies, parental consent is required before leaders contact youth directly.

Youth Name: _____

Parent/Guardian Consent:

I, the undersigned parent/guardian, give permission for the approved youth leader(s) of New Philadelphia Moravian Church to communicate directly with my child, _____, via the following methods (check all that apply):

- ☐ Text Message
- ☐ Phone Call
- ☐ GroupMe
- ☐ Email

I understand that all communication will be appropriate, ministry-related, and in accordance with the organization's youth protection policies. I may revoke this permission at any time by notifying the youth ministry leader in writing.

Parent/Guardian Signature: _____ **Date:** _____

Return this form to NPMC
Limited Liability Release Form
New Philadelphia Moravian Church
Youth Ministry
Partial Release of All Claims

In consideration for being accepted by New Philadelphia Moravian Church for participation in all 2026-2027 Youth Ministry Events held at New Philadelphia, I being 21 years of age or older, do hereby release, forever discharge, and agree to hold harmless New Philadelphia Moravian Church, the ministerial staff, the joint boards, the officers and employees thereof, the persons who drive to all activities and the guardians or family members thereof from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage, and expenses of any nature whatsoever which may be incurred while participating in all church trips or activities.

Furthermore, I agree to assume all risk of personal injury, sickness, death, damage and expense as a result of participation in all church sponsored activities.

If the participant has not attained the age of 18 years:

We (I) are the parent(s) or legal guardian(s) of this participant, hereby grant our (my) permission for him/her to participate fully in all youth sponsored activities, and hereby give our (my) permission to take said participant to a doctor or hospital and hereby authorize medical treatment, including but not in limitation to emergency surgery or medical treatment, and assume the responsibility of all medical bills, if any.

Further, should it be necessary for the participant to return home due to medical reasons, disciplinary action or otherwise, we (I) hereby assume all transportation costs.

First & Last Name of Participant

Participant's Cell Phone/Emergency Number

Health Insurance ☐ Yes ☐ No

Insurance Company

Policy Number

Physician's Name/ Phone Number

Any Health Concerns and/or Allergies

Father's Signature

Date

Father's Cell Phone/Emergency Number

Mother's Signature

Date

Mother's Cell Phone/Emergency Number

Participant's Signature (if over 21) Date

If under the age of 21 both parents must sign
 unless parents are separated or divorced in
 which case the custodial parent must sign.

Registered Sex Offender Church Participation Covenant Statement

New Philadelphia Moravian Church

The congregation of New Philadelphia Moravian Church is committed to providing a safe and secure environment for all children and youth. In compliance with N.C. General Statutes §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

1. As a registered sex offender, I will have and abide by conditions placed on my participation in the church community.
2. While on church property, I will be accompanied by an unrelated, same-gender adult covenant partner. Providing a covenant partner will be the responsibility of the church.
3. I will not be permitted to work/volunteer with children or youth in any church-sponsored activity. N.C. General Statute § 14-208.17 (2008)
4. I will not be in attendance at any event where children or youth are the primary audience. This includes, but is not limited to, New Philadelphia Moravian Church Youth Fellowship activities, Vacation Bible School and scouting activities. N.C. General Statute § 14-208.18 (a) (3) (2008) If I attend such an event, I will be told to leave and a report will be made to law enforcement officials.
5. I will not be within 300 feet of any location intended primarily for the use, care or supervision of minors. N.C. General Statute § 14-208.18 (a) (2) (2008)
6. I will not be in any area of the property designated for the use, care or supervision of children or youth. N.C. General Statute § 14-208.18 (a) (1) (2008) These areas include, but are not limited to, the nursery, preschool classrooms, children's Sunday school classrooms and playground.

Covenant Person Signature

Date

Pastor's Signature

Date

Vice-Chair of Elders Signature

Date