

BETHEL UMC SAFE SANCTUARY POLICY

Introduction

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at reducing the risk of child 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" (~ 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse ["ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be] occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most annual conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of 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 abuse within our church.

Purpose

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

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 of our children and youth as well as all of the workers with children and youth. 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 all of our workers with children and youth 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 and youth, this congregation is committed to demonstrating the love of Jesus Christ so that each child 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).

PROCEDURES FOR SAFE MINISTRY WITH CHILDREN, YOUTH, SENIORS, AND VULNERABLE ADULTS

The Bethel UMC has adopted the following procedures to guide the day to day operation of all programs that involve the children, the youth, the elderly, and vulnerable adults of our congregation.

Staffing Guidelines for all Ministry areas of the Bethel UMC

Screening Procedures for all volunteers and Staff

All volunteers/applicants are required to fill out an application, a participation covenant, and will include a criminal and sex offender background check. The background screenings will be done every two years, and the covenant will be reviewed yearly. Applicants for employment are also required to fill out a reference check form. All applicants reference forms will be verified by the SPR committee.

First Aid and CPR

The Director of Christian Education (DCE) is required to be First Aid and CPR trained, along with the teachers and Director of the Village Pre-School (VPS). First Aid and CPR training will be made available to all church workers who deal with children and youth on an annual basis. At least one adult at any event involved with Children or Adult must be First Aid and CPR trained.

Annual Orientation

All church workers involved with children and youth, and VPS teachers will be required to attend an annual Safe Sanctuary orientation session that will be conducted by the DCE.

Five Year Older Rule

In order to volunteer with children ministries and youth fellowship you must be at least 5 years older than the oldest child within the group.

No workers under the age of 18

All leaders and teachers of children and youth must be at least 18 years of age. Individuals under the age of 18 may be a Sunday School assistant provided that an unrelated adult that meets all other Safe Sanctuary policy guidelines is present within the classroom.

SAFE SANCTUARY GUIDELINES FOR ALL MEMBERS

The "Two Adult Rule"

Two adults will be present at all times during any church sponsored program or event, including the nursery, Sunday school, youth group, and the Village Pre-School. In the event that two adults can not be present in each Sunday School class an adult "roamer" will be assigned to move in and out of the rooms during class time.

Windows in all classrooms doors

Each room that is used for children or youth must have a window in the door or be a ½ door, in the event that neither is available the door must remain open while children or youth are present.

Open-Door Counseling

During any one on one counseling session with children or youth the door must remain open during the entire session, especially if the doors are not equipped with a window. Counseling should also take place when others are nearby.

SUNDAY SCHOOL GUIDELINES INCLUDING NURSERY

*** Please note that adults are individuals 18+ years of age.**

Senior High

All classes will be held within the designated church school building(s). The Senior High class should be conducted by 2 Adults at least 5 years older than the oldest student. If an additional leader is not available a floater will be assigned to monitor the classroom. Both rooms are only to be used for Youth Ministries and Sunday school classes and should never be occupied alone. The room will be locked and posted at all times, prior notification and permission is required if anyone else will be using the room. When the room is in use during worship the door going to the parking lot will be locked so no one may enter.

Youth may not leave the building or classroom prior to the designated end of an event without written permission from a parent or guardian. In case of accident or illness, the organizer of the event must have on file an emergency profile.

2 year old – 8th grade

All classes will be held within the designated church school building(s). Advance notification must be provided to the parents if the children will be some where other than the classroom at the time of pickup. Children must have permission slips from their parent/guardian in order to be allowed to leave the building during an event. Children through grade 4 must remain in the classroom until they are picked up by the parents. Children in 3rd and 4th grade may be dismissed alone if prior arrangements have been made and written permission must be on file. If a child through grade 2 needs to use the restroom during church school, please wait for the assigned floater come around to take the child to the restroom. Grades 3-8, an adult must check the restroom to be sure that it is safe for the child to enter. If children age 2 through 8th grade are at an event after sundown, they must be picked up by a parent or guardian. In the case that the parent or guardian is delegating this responsibility to another adult, they must identify and give written permission to the person picking up their child and the person picking up must show their drivers license to the person leading the event.

Nursery Guidelines

Parents must sign their children in and out, and place a label on their child's back and other belongings. The adult leader(s) and the youth volunteer(s) that have signed up for the day are the only ones allowed in the nursery beside the parent. If a parent must be contacted to pick up a child, immediately intercom the church school office for assistance. Parents will be summoned if a child is ill, has been injured, or has been crying for more than 10 minutes.

If a child has soiled the diaper and it is necessary to change them the following procedures should be followed...

- Only the adult leader or a certified baby sitter can change the diaper. Baby sitting certification must be on file in the church school office.
- Another adult must be present to watch the process.
- Latex gloves are to be worn
- Wax paper is to be placed on the changing table
- Soiled diaper and wax paper are to be placed in a plastic bag and removed from the room as soon as possible.
- Be sure to wash hands and disinfect changing table when finished.
- Be sure to tell the parent that you have changed the diaper.

Advance Notice to Parents

Parents must always be given advance notice and full information about all events that take place during Sunday School or Youth Group. Written permission must be obtained by the parents for all trips, and annual consent may be given for the Sunday School dismissal and activities that take place during the year.

ADDITIONAL GUIDELINES FOR CHILDREN AND YOUTH

- **Please note adults are individuals 18+ years of age.**

Parent and Family Education

Child Abuse Seminars will be made available to all members of the congregation on a bi-annual basis. During the member seminar, seminars may also occasionally be made available to the children.

Appropriate Interpersonal Boundaries

Appropriate Interpersonal Boundary guideline must be followed at all times and are in place for the safety of all adults and children and apply to all adults over the age of 18. Any adult caught not following the guidelines will be given a warning and additional offense will be cause for permanent removal from any involvement with the youth.

Dress

All adults are to be dressed appropriately. Men should wear shirts at all times; Women are not to wear low cut shirts, short skirts or shorts. All shirts are to be free from inappropriate language or crude sayings (including connotations to alcohol or tobacco). These guidelines are in effect for all adults over the age of 18.

Language

All adults are asked to use appropriate language at all times but is required especially when in the presence of youth. There is to be no swearing, foul language, or sexual connotations made.

Appropriate Use of Affection

A good rule of thumb is "If it is not yours, don't touch it." An adult is never to initiate a hug and always be the first to end it.

Cyber Safety for Ministries with Children and Youth

- Online photos of the children and youth can not be posted without parental permission and should never contain any personal information.
- Parental permission must be obtained in order for any adult to communicate with the youth by email, cell phone, instant messaging, or texting.
- When communicating by email to the entire group, the BCC option should be used.
- Online Safety and training classes will be made available to all volunteers and parents on an annual basis.
- Cell Phone Usage Policy (do we need one, if so youth council need to develop)

ADDITIONAL PROCEDURES FOR SAFE MINISTRY WITH YOUTH

Counseling

When a youth comes to you for counseling a set number of sessions needs to be pre-determined, in the case that the problem can not be solved. By determining this upfront, if you can not help the youth further counseling will not be delayed. The Open-Door Counseling Policy must also be followed.

OVERNIGHT AND YOUTH MISSION TRIPS

Appropriate Equipment and Supervision

Adequate supervision and ability of the volunteers must always be considered when planning an event.

First Aid and CPR

At least one adult must be FA/CPR trained for all events, during mission trips with multiple groups in different locations one adult per group must be FA/CPR trained.

Swimming or other Water Activities

A lifeguard or strong swimmer adult and FA/CPR trained must be present in order for the youth to participate in any water activities.

Transporting Children and Youth

Any adult transporting children in their own vehicle must provide proof of proper insurance. All drivers must have a volunteer background check along with a motor vehicle license check. All youth must wear a seatbelt, a basic first aid kit must be in

the vehicle, a cell-phone must be charged and available in case of emergency, and two adults must be in each vehicle.

Respectful Code of Conduct

A respectful code of conduct must be established with the children and adults during any overnight event. The respectful code of conduct needs to be signed by all youth and adults and needs to include but is not limited to the following policies: No profane language, no practical jokes that could cause physical or emotional harm, boys and girls may not enter the opposite sex sleeping or restroom areas; a youth or child should never be alone with an adult.

Sleeping Arrangements

Proper sleeping arrangements must be made in advance, and must include but are not limited to no co-ed sleeping areas, and when possible at least two non-related adults of the same sex will be with paired in the same sleeping area with the children. Parents must be made aware of the sleeping arrangements prior to traveling.

ADDITIONAL PROCEDURES FOR SAFE MINISTRY WITH SENIORS AND VULNERABLE ADULTS

Typical senior abuse is more financial than sexual and therefore the following steps should be taken to minimize abuse to this age group.

In addition to the general staffing guidelines, the criminal background check needs to be sure that the background check would disclose embezzlement, theft or fraud. The 5 year older rule does not apply.

Training Guidelines for Volunteers

- First Aid and CPR training is required.
- Appropriate Interpersonal Boundaries is suggested.
- Training must include skills that are needed to carry out the mission statement of the Bethel UMC and to successfully carry out the program being established.

When planning trips that involve Seniors or Vulnerable Adults you must keep in mind the physical abilities of the participants. Proper planning for transportation, accommodations, and meals is crucial for the success of the trip.

BETHEL UMC PLAN FOR RESPONDING TO ALLEGATIONS OF ABUSE

*During the Annual Orientation the following Laws on reporting child and elderly abuse will be reviewed.

Connecticut's Child Abuse Reporting Laws

The following is an outline of the legal requirements of "mandated reporters," those professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. For a complete copy of the law, refer to Sections 17a-101 through 17a-103a, inclusive of the Connecticut General Statutes.

Who Must Report

Connecticut law requires certain citizens to report suspected child abuse and neglect. These mandated reporters are people in professions or occupations that have contact with children or whose primary focus is children, all workers paid or volunteer are considered mandated reporters. The law requires that they report suspected child abuse or neglect.

What Must Be Reported

Mandated reporters are required to report or cause a report to be made when, in the ordinary course of their employment or profession, they have reasonable cause to suspect or believe that a child under the age of 18 has been abused, neglected or is placed in imminent risk of serious harm. (Connecticut General Statutes §17a-101a)

Child abuse occurs where a child has had physical injury inflicted upon him or her other than by accidental means, has injuries at variance with history given of them, or is in a condition resulting in maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment. (Connecticut General Statutes §46b-120)

Child neglect occurs where a child has been abandoned, is being denied proper care and attention physically, emotionally, or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well-being. (Connecticut General Statutes §46b-120)

When making a report, a mandated reporter is required to provide the following information, if known:

- Names and addresses of the child and his parents or responsible caregiver(s)
- Child's age and gender
- Nature and extent of injury, maltreatment or neglect
- Approximate date and time the injury, maltreatment or neglect occurred
- The circumstances in which the injuries, maltreatment or neglect became known to the reporter.

- Previous injury, maltreatment or neglect of the child or siblings
- Name of the person suspected to have caused the injury, maltreatment or neglect
- Any action taken to treat or help the child
- Any other information the reporter believes would be helpful

How to Report

Mandated reporters must report orally to the Department of Children and Families' (DCF) Hotline or a law enforcement agency within 12 hours of suspecting that a child has been abused or neglected and must submit a written report (DCF-136 form) to DCF within 48 hours of making the oral report. DCF is required to tape record all reports to the Hotline.

Police must report to DCF immediately upon receipt of any oral report of abuse or neglect.

Upon receipt of any oral report alleging sexual abuse or serious physical abuse or serious neglect, DCF must report to the appropriate state or local law enforcement agency within 12 hours.

Anonymity

Mandated reporters are required to give their name when they make a report to DCF, however, reporters may request anonymity to protect their privacy. This means that DCF would not disclose their name or identity unless mandated to do so by law (Connecticut General Statutes, Sections 17a-28 and 17a-101). Unless a reporter gives written consent, his or her name will not be disclosed except if being reported by the DCE of the Bethel UMC or Director of Village Pre-School.

If DCF suspects or knows that the reporter knowingly makes a false report, his or her identity shall be disclosed to the appropriate law enforcement agency and the person may be subject to the penalty described in the next section.

Immunity and Penalty

Immunity from civil or criminal liability is granted to people who make required reports in good faith. Immunity is also granted to people who in good faith have not reported. However, failure to report could result in fines, which range from \$500 to \$2,500 and the individual will be required to participate in an educational and training program. In addition, mandated reporters could also be sued for damages if further injury is caused to the child because they did not act. Anyone who knowingly makes a false report of child abuse or neglect shall be fined up to \$2,000 or imprisoned for not more than one year, or both. The identity of any such person shall be disclosed to the appropriate law enforcement agency and to the perpetrator of the alleged abuse. Employers may not discharge, discriminate or retaliate against an employee for making a good faith report or testifying in an abuse or neglect proceeding. The Attorney General can bring a court action against any employer who violates this provision, and the court can assess a civil penalty of up to \$2,500 plus other equitable relief.

Informing the Family

Mandated reporters are under no legal obligation to inform parents that they have made a report to DCF about their child. However, depending on the circumstances, it may be necessary and/or beneficial to do so.

When a child is suspected of being abused, neglected or placed at imminent risk of serious harm by a member of the staff the DCE or Director of Village Pre-School must notify the child's parent or other person responsible for the child's care that a report has been made. It is DCF's responsibility to notify the head of such school, facility or institution that a report has been made.

Health care professionals may need to talk with parents to assess the cause of the child's injury(ies). Mental health professionals or members of the clergy may want to talk with the parents to offer support and guidance.

However, in cases of serious physical abuse or sexual abuse, it may not be wise to talk with parents before reporting the case to DCF. This may put the child at greater risk and could interfere with a potential criminal investigation.

Investigation of Abuse or Neglect Report

DCF is responsible for immediately evaluating and classifying all reports of suspected abuse/ neglect/imminent risk. If the report contains information to warrant an investigation, DCF must make its best effort to begin an investigation within two hours if there is an imminent risk of physical harm to a child or another emergency; and within three days for all other reports. In all cases, DCF must complete the investigation in 30 calendar days. When conducting a child abuse or neglect investigation, DCF or a law enforcement agency must coordinate activities to minimize the number of interviews with any child. DCF must obtain consent from the parent, guardian or person responsible for the child's care for any interview, unless DCF has reason to believe such person or a member of the child's household is the alleged perpetrator. When such consent is not required, the interview must be conducted in the presence of a 'disinterested adult' (typically, a person who is impartial and has no self-interest in the case). If a disinterested adult is not available after reasonable search and immediate access is necessary to protect the child from imminent risk of serious harm, DCF or a law enforcement agency will still interview the child. If, after the investigation has been completed, serious physical abuse or sexual abuse is substantiated, DCF must notify the local police, and either the Chief State's Attorney/designee or a state's attorney in the judicial district in which the child resides or in which the abuse occurred. A copy of the investigation report must also be sent.

Suspected Abuse By a Member of An Institution or Facility Providing Child Care

Mandated reporters are also required to report when they have reasonable cause to suspect or believe that any child has been abused or neglected by a member of the staff of a public or private institution or facility that provides care for children. DCF must notify the head of the institution or facility providing child care that a report has been made, except in circumstances when such person is the alleged perpetrator. Whenever DCF, based on the results of an investigation, has reasonable cause to believe that that a child has been abused or neglected by a staff

member of a public or private institution or facility providing child care, DCF shall notify the institution, school or facility and provide records concerning the investigation to the executive director. If the facility is licensed by the state for the caring of children, DCF shall notify the state agency that licenses it and provide records concerning the investigation. The institution may suspend the employee. The suspension must be with pay, not diminish or terminate the employee's benefits and remain in effect until resolved by the person's employer.

Where to Call

The Department has a single point of contact statewide for the reporting of suspected child abuse and neglect. This Child Abuse and Neglect Hotline operates 24 hours a day and seven days a week. Anyone who suspects that a child has been abused or neglected or is in danger of abuse or neglect is strongly encouraged to call the Hotline.

DCF Child Abuse and Neglect Hotline: 1-800-842-2288

TDD Number: 1-800-624-5518

The Hotline is staffed by full-time, highly-skilled professionals of the Department who receive and process reports of alleged child abuse and neglect. The Hotline worker gathers critical information from the caller to determine if a report meets Connecticut's statutory criteria for child abuse or neglect. Those reports that meet the criteria are forwarded to a DCF case investigator for prompt and appropriate action.

CONNECTICUT ELDER ABUSE LAWS

According to the Connecticut General Statutes, Sec.17b-450:

The term "elderly person" means any resident of Connecticut who is sixty years of age or older. An elderly person shall be deemed to be "in need of protective services" if such person is unable to perform or obtain services which are necessary to maintain physical and mental health.

Abuse includes, but is not limited to, the willful infliction of physical pain, injury or mental anguish, or the willful deprivation by a caretaker of services which are necessary to maintain physical and mental health. Neglect refers to an elderly person who is either living alone and not able to provide for oneself the services which are necessary to maintain physical and mental health or is not receiving the said necessary services from the responsible caretaker. Exploitation refers to the act or process of taking advantage of an elderly person by another person or caretaker whether for monetary, personal or other benefit, gain or profit. Abandonment refers to the desertion or willful forsaking of an elderly person by a caretaker or the foregoing of duties or the withdrawal or neglect of duties and obligations owed an elderly person by a caretaker or other person.

Mandated Reporters of Elderly Abuse

The list of mandated reporters is very similar to that for child abuse and neglect.

Included are:

licensed physicians and surgeons and licensed or unlicensed residents and interns registered and licensed practical nurses

nursing home administrators, nurse's aides, orderlies, and anyone else paid for providing care in a nursing home
patient advocates
medical examiners
dentists
osteopaths, optometrists, chiropractors, and podiatrists
psychologists and social workers
clergy
police officers
pharmacists
physical therapists

What must be reported

When any mandated reporter has reasonable cause to suspect or believes that someone age 60 or over (1) has been abused, neglected, exploited, or abandoned, or is in a condition caused by one of these or (2) is in need of protective services (services designed to protect elderly individuals from such harm), he/she must report this to the Conn. Dept. of Social Services (DSS), Protective Services for the Elderly (PSE) within five days. Anyone who is required to report and doesn't can be fined up to \$500. The report, which can be made orally or in writing, must contain the name and address of the elderly person, information regarding the nature and extent of the problem, and any other information which the reporter believes might be helpful in an investigation. As with the child abuse cases, the law grants both civil and criminal immunity to reporters in proceedings that might arise from the report, except for liability for perjury, unless the reporter acted in bad faith or with malice. (CGS § 17b-451).

People who are not mandated to report, but who suspect abuse, neglect, exploitation or abandonment of an older adult are encouraged, but not required by law, to also report to DSS Protective Services for the Elderly (PSE).

BETHEL UMC PROCEDURE FOR RESPONDING TO ALLEGATIONS

Faithful response is defined as the following:

Bethel UMC will take all allegations seriously, respect the victims privacy and provide sympathetic concern for the abused and their family.

Bethel UMC will faithfully respond to the annual conference by notifying the district superintendent as soon as allegations are received. Conference authorities will be kept aware of the Bethel UMC's actions throughout the process including the final resolution of the situation.

Bethel UMC will notify the insurance company if an allegation is made.

Bethel UMC will faithfully respond to the media.

Faithful response to the accused abuser will include; acknowledgement not only that they are of sacred worth but that they must stop the abusive behavior, prayerfully repent, and turn in a new direction. The accused abuser will be removed from their position until the allegations are fully investigated and resolved.

Steps in responding to Allegations:

1. Notify parents of victim and assure their child's safety until their arrival.
2. The accused abuser will be immediately removed from further involvement with youth or children.
3. Proper law enforcement will be notified.
4. The Bethel UMC district superintendent, the insurance company, and church's attorney will be notified.
5. Written record must be kept of the steps taken in response to the allegations.
6. The attorney will be asked to prepare a statement to the media following the guidelines stated below.
7. A brief and honest statement must be made to the congregation. The statement must respect the privacy of all parties involved and not violate any confidentiality concerns or interfere with the investigation.
8. All members indirectly involved must fully cooperate with the investigation.

Responding to the media

The church's attorney is the only spokesperson authorized to speak to the media on behalf of the Bethel UMC. The spokesperson will prepare a statement that will include the Bethel UMC's policy for Child Abuse Prevention, the concern for the victim and family, and the procedures used to reduce the risk of abuse. The spokesperson will not call on youth members to answer questions or make statements to the media.

Bethel UMC Policy for church participation by a Registered Child Sex Offender

When a convicted sex offender seeks to be an active participant of the Bethel UMC, the Bethel UMC will develop a reasonable plan of action that follows Resolution 355 on the Book of Resolutions of the United Methodist Church, 2004.

When preparing a reasonable plan of action a committee composed of the following individuals that must include but is not limited to the Pastor, the chair of SPR, the chair of Board of Trustees, and the chair of Church Council must be formed.

Before developing a reasonable plan of action the church leaders must receive specific information from the offender's probation/parole officer. The reasonable plan of action should include but is not limited to conditions on their participation, repentance of the abusive lifestyle, on-going treatments, accountability mechanisms, identify areas of the church property that are off limits due to the access of children and youth, and lack of access to children.

Once a reasonable plan of action has been developed and signed off by the members of the committee and the individual; the individual must be assigned a "partner" that will accompany the offender while on church property or attending church activities.

The individuals confidentiality should be respected but not kept secret, consistent monitoring is mandatory and permanent.

Bethel UMC Care Plan for dealing with the after abuse

The Bethel UMC will engage in honest communication about what has happened by doing the following:

- Mail a letter to the members of the congregation that briefly explains the incident and the initial action taken by the congregation. It will not include the names of the victims or accused abuser but will include a statement of the actions to assure the safety of all of the children of the congregation. The letter should also dispel rumors and hearsay and assure everyone that everything possible has been done to provide for the safety of the victims and enable the safe continuation of the church's ministry.
- Call a congregational meeting. The called meeting needs to be scheduled with advanced notice as to give members the choice as to whether they would like to attend. The meeting should have a qualified counselor present to help members deal with their emotions. The leaders of the meeting need to be carefully selected and should include the pastor unless the pastor is the accused. The meeting should include but is not limited to the following; fact sharing, small group sharing time; reflection and worship.
- A planning group will be formed to deal with the ongoing ministry of the abuse.

PROCEDURAL REVIEW OF THE Bethel UMC SAFE SANCTUARY POLICY

The DCE will review the policy annually to be sure that all policies are being followed. In the case that a procedure must be changed the DCE will call a meeting of the task group that is comprised of the following members: pastor, SPR member, Board of Trustees member, Lay Leader, Director of Youth, and Director of Village Pre-School.