

CHILD, YOUTH, AND VULNERABLE ADULTS PROTECTION POLICY AND ITS PROCEDURES

Hopewell Presbyterian Church
Hopewell, NJ

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POLICY RATIONALE

The implementation and documentation of a Child, Youth, Vulnerable Adult Protection Policy and its Procedures strives to reduce the risk of abuse and neglect for the following reasons:

- Children, youth, and vulnerable adults (collectively referred to as “vulnerable persons”) are a gift from God and the Church has a divine mandate to provide for their safety and nurturing. The Church is called to be a place that reflects the open arms of Jesus. In Matthew 19:14, Jesus says, “Let the little children come to me.” The Church is to be, at all levels of council and in all entities, a place of safety and nurture reflective of the arms of Christ.
- Any type of abuse involving children, youth, or vulnerable adults may have lasting and devastating effects on the life of the survivor. It is the call of the Church to be a life-giving entity of Christ’s healing and hope for community and individuals, not an entity that brings harm and hurt.
- Our culture appears to be experiencing an increase in the incidence of child abuse and neglect. As much as we do not like to think about abusive and hurtful things happening in the Church, it is clear that it is our duty as the Church to guard and protect the children, youth, church staff and volunteers who participate in our programs and ministries. Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation and ritual abuse occur in all types of churches. Virtually every congregation has among its members adult survivors of early sexual trauma. Such incidents can be devastating to all who are involved.
- The *Book of Order* states, “The congregation as a whole, on behalf of the Church universal, assumes responsibility for nurturing the baptized person in the Christian life,” and Presbyterians believe this baptismal commitment to be a serious one, understanding it to apply to all in the church’s care, including children, youth, and vulnerable adults, baptized or not (*Book of Order* W-2.3013).
- Children, youth, and vulnerable adults are not only persons of care and service in the church, but they are also co-recipients of the graces and love of God. Jesus exemplified this in the Gospel of Mark 10:15–16 when he urged his followers to receive the kingdom of God as a little child. And he specifically takes up the children into his arms and blesses them. So also the Church, as the body of Christ, is to be the presence of Christ’s love, in the same way taking up all vulnerable persons into its arms and blessing them; providing for them a safe, thriving, and nurturing environment in which to grow in every way.
- God calls us to make our church a safe place, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where all people can grow safe and strong. Thus, we adopt this policy to aid in the prevention of child abuse in our church. Moreover, the transition to online, virtual ministry raises new questions and challenges for churches in terms of making sure that children and other vulnerable adults are safe from new forms of abuse and violence. This policy therefore not only seeks to aid in the prevention of abuse in our church, but also incorporates child protection policies as Hopewell Presbyterian Church (HPC) continues to exist within this new era of online ministry.

POLICY AND PROCEDURE FOR SCREENING, TRAINING, AND BACKGROUND CHECKS

In an effort to create a safe environment within our church, all church staff persons will be screened and also trained on the church's Child, Youth, and Vulnerable Adult Protection Policy and its Procedures. In addition, each volunteer who works with the church's children/youth programs either regularly or occasionally, on or beyond the church grounds, in-person or online, will be screened and trained on this policy.

1. Each person being considered to work with children/youth/vulnerable adults in any church program, whether as a volunteer or paid staff person, shall be required to complete the following, all of which will be kept confidential by the staff member responsible for the screening process:
 - a. An application form [which may include photographic identification];
 - b. A list of two personal references;
 - c. An authorization and release authorizing the conduct of a criminal record/background check;
 - d. A personal interview, if deemed necessary under any item in 2a—c below.
2. Before placing the applicant in a position of responsibility, the pastor, or church staff member responsible for the ministry will review the written application and determine if the applicant will be interviewed. Indications that an interview must take place include:
 - a. The person is a newcomer to Hopewell Presbyterian Church within the last six months.
 - b. The person has indicated that they have been charged with a crime against children or youth. (Persons who have been previously convicted or pled guilty or no contest to a crime against children or youth will not be placed in a position involving access to children or youth.)
 - c. Upon checking references, issues are raised which require clarification. Interviews will be conducted by the pastor or church staff member.
3. Whether or not an interview is conducted, the pastor or church staff member will contact one of the two references provided on the application form. A second reference will be contacted if deemed necessary or desirable. A written record of such contact will be retained with the application form.
4. A designated person(s) on the staff shall be responsible for processing the criminal record/background checks.
5. Within 30 days of beginning work with either children or youth, each staff member and every volunteer will attend a policy training session and sign a statement that they have read, understand, and agree to abide by the church's Child, Youth, and Vulnerable Adult Protection Policy and its Procedures.

GENERAL HPC STAFF AND VOLUNTEER POLICY AND PROCEDURE

Staff and volunteers are required to adhere to the following when working with all people at HPC:

- Follow and enforce all of the HPC Protection Policy and its Procedures.
- Respect a person's rights not to be touched in ways that make them feel uncomfortable or that disregard their right to say, "No."
- Report any injury or possible abuse. (See "Procedure for Reporting Abuse" on page 8)
- Make every effort to know where every participant is when working with children, youth, or vulnerable adults.
- No consuming, using, possessing, or being under the influence of illegal drugs.
- No profanity, inappropriate jokes and media, sharing intimate details of one's personal life, or any kind of harassment.
- Staff and volunteers may not date or be romantically involved with program participants or church members who are younger than 18 years of age.

POLICY AND PROCEDURE FOR REPORTING ABUSE OR NEGLECT

1. Any person who suspects, believes, or witnesses the inappropriate treatment of a child, youth, or vulnerable adult shall report the incident to at least one member of the Child Response Team listed below who is responsible to address the particular incident in question with the other members of the Response Team:
 - a. Pastor Melissa Martin (**Head of Staff**)
 - i. Email: mmartin@hopewellpres.org
 - ii. Phone: 609-248-6635
 - b. Deborah Jodrey (**Director of Youth Outreach**)
 - i. Email: dgjodrey94@gmail.com
 - ii. Phone: 336-524-3715
 - c. Ian Burrow (**Clerk of Session**)
 - i. Email: burrowintohistory@gmail.com
 - ii. Phone: 609-462-2363
2. If the head of staff is the alleged abuser, an ecclesiastical report must be made to the Stated Clerk of the Presbytery of membership. A report would also need to be made to the Chair of Personnel and the Clerk of Session. The purpose of alerting these latter two persons would not be to launch an investigation, but to take the necessary steps to minimize the disruption to the life of the congregation.
3. No matter who the alleged abuser is, if there is reasonable cause to suspect that abuse or neglect of a child or youth has occurred, the head of staff or designee, and the reporting person who suspects, believes or witnesses the inappropriate treatment of a child, youth or vulnerable adult shall together contact the New Jersey Department of Children and Families at 1-877-NJABUSE (1-877-652-2873). If the possible victim is a

vulnerable adult, the report should be sent to the New Jersey Department of Human Services, Division of Aging Services, Adult Protective Services in Mercer County by calling 609-989-4346. If the person is in immediate danger, the report should also be made to **911**.

4. If the alleged abuser is a member, elder, or deacon of the Hopewell congregation, a report shall be made to the Clerk of Session, according to the provisions of D-10.0101 of the *Book of Order*. If the alleged abuser is a minister of the Word and Sacrament (Teaching Elder) in the PC(USA), a report shall be made to the Stated Clerk of the presbytery of membership according to the provisions of D-10.0101.
5. Once the Department of Children and Families has been contacted, the church's insurance carrier should also be notified by a member of the Response Team.
6. The family of the child, youth, or vulnerable adult shall be notified immediately of the alleged inappropriate treatment, unless they have been implicated by allegations.
7. The person accused of the inappropriate action shall be removed from any position involving contact with minors until the completion of the formal investigation. All details of the investigation will remain confidential until a conclusion is reached. All investigations will afford reasonable due process as determined by the Session.

POLICY AND PROCEDURE FOR WORKING WITH CHILDREN, YOUTH, AND VULNERABLE ADULTS

Reporting: Staff and volunteers are required to read, sign, and adhere to all policies related to identifying, documenting, and reporting child abuse and will attend training sessions on the subject. Staff and volunteers are required to report any concerns or suspicions regarding their observations of any individual's interaction with a child, youth, and vulnerable adults. All concerns related to alleged or potential abuse must immediately be made to the Director of Youth Outreach or another member of the Response Team.

Six-Month Rule: All volunteers must be members or active worshippers of HPC for six months before working as a volunteer in a Lead Adult position. The Director of Youth Outreach and/or appropriate HPC staff member shall have the authority to waive this six-month period due to special circumstances. However, all volunteer application materials, trainings, and references must still be completed, appropriately checked, and approved by the Director of Youth Outreach

Five-Year Older Rule: Staff and volunteers should be 5 years older than the oldest child and youth being supervised. To be considered the Lead Adult volunteer or be given direct supervisory responsibility at an event at HPC, a person must be twenty-one years of age or older. Youth may volunteer to work with children when the youth is five years older than the oldest child, and there is at least one adult present in the room and at least one other adult on the education wing.

Open-Door Policy: Every room that is used for children, youth, vulnerable persons, and older adults should have a window in the door or a half door that allows open visibility to all areas of that room. The window must be left uncovered. If there is no window, the door must be left open at all times of the event or activity. Classrooms, childcare rooms, and any area in which programs for children, youth, vulnerable persons, or older adults are taking place may be visited without prior notice by church staff, parents, or other volunteers.

In online activities, this means that the link and administrator password of any online video conference must be shared with an adult who has been screened, who has attended training on this child protection policy with the church, and who is not necessarily planning to join the activity or event but who nevertheless has the power to drop in, “say hello,” and participate in the meeting at any point.

Online meetings, events, and gatherings of youth and children should be conducted through official, church-based, rather than personal, ZOOM or WebEx accounts, allowing for multiple administrators so that this “open door” adult leader would not need to be admitted into the room to join the video call.

Two Leader Rule: Two approved adults of different families will be present during church sponsored activities/events with children, youth, and vulnerable adults. If two adults cannot be present, the classroom door will remain open at all times or the group will remain in a public and open area where they can be observed by others.

Pastoral Care Policy: In instances of child or youth pastoral care where circumstances dictate that pastoral care is more effective on a one-on-one basis, a church staff person or volunteer may meet individually with a child or youth. Pastoral care should be provided in a public place and the open-door policy must be followed. Staff and volunteers will avoid any situation in which they would be alone and out of sight of others with a single child, youth, or vulnerable adult.

- If an adult leader is contacted by a child or youth in need, every effort should be made to find a place to meet in-person, in-public, at an appropriate time. If a crisis situation emerges in which urgent and emergency one-on-one pastoral care needs to be administered immediately over the phone, the member of staff or volunteer may do so, but must immediately afterwards report to one of the pastors that the conversation took place, and why the matter could not wait for an in-person meeting.
- There should not at any point be any ZOOM or WebEx video calls between one adult and one youth or child, even for the purpose of pastoral care.

Nursery: A sign-in/sign-out sheet will be provided for parents, grandparents and guardians to use every time the nursery is open. Parents/grandparents/guardians are required to sign-in/sign-out the children in their care. Childcare workers will have designated name tags for safety and for recognition with visitors.

Worship/Godly Play: Children three-years old through fifth grade exit each worship service for their own education. The children will leave after the Passing of the Peace and enter back into each service during the Call for Offering. The Godly Play Lead will walk the kids to and from the sanctuary and will have an attendance sheet with the child's name to indicate who is present during that time.

Communication and Advance Notice to Parents: HPC will keep all parents, grandparents, and legal guardians informed on the ministry programs in which their children or youth in their care are involved. Parents/grandparents/legal guardians will be given advance notice and updated information regarding any activity or event which deviates from traditional classroom instruction (i.e. retreats, off-campus events, activities and trips) offered at HPC during worship services, Bible Studies, Youth Group, or any other regularly planned in-church activity. Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written consent or electronic permission of their parents, grandparents, or legal guardians.

Movies: Movies used in all church settings shall meet the voluntary movie rating system guidelines established by the Motion Picture Association of America for age-appropriate content.

Alcohol: No consuming, using, possessing, or being under the influence of alcohol when on church grounds or in the presence of children, youth, and vulnerable adults.

Smoking: No smoking, vaping, or the use of consuming tobacco in any way in the presence of children, youth, or vulnerable adults. Use designated smoking areas when necessary.

Parent/Guardian Pick-Up: Under no circumstances should staff or volunteers release children, youth, or vulnerable adults to anyone other than the authorized parent, legal guardian, or other individual authorized by the parent or guardian, unless prior verbal or written permission has been obtained.

Liability Insurance Coverage: HPC will maintain a sexual misconduct liability insurance policy.

POLICY AND PROCEDURE FOR TEXTING WITH CHILDREN AND YOUTH

Individual communication with youth over text or online should only take place where a parent or guardian has provided express permission for the church staff person or adult volunteer to contact the youth in that particular method. In general, email and text communication should be used to share updates, upcoming events, and related info; it should not be the foundation of relationship-building. To the extent that it is possible, text and online written communication (emails, etc.) with youth in group messages should always be done with a second adult volunteer or parent copied or included in the group chat.

POLICY AND PROCEDURE FOR OFF-SITE TRIPS AND EVENTS

MEDICAL RELEASE AND INCIDENT REPORT FORMS

Each child, youth, volunteer, and staff must submit a completed Medical Release Form (See “Medical Release Form” in Appendix). Children/youth under the age of eighteen must have a parent/guardian's signature.

Group leaders should have a copy of all medical forms for overnight or off-site events. These forms will be kept on site for the duration of the event.

First Aid supplies will be available on site and on the vehicle. All workers will be informed of the location of First Aid supplies/equipment and shall have access to information concerning specific medical conditions of participants.

An Incident Report Form (See “Incident Report Form” in Appendix) will be completed in the case of any accident, medical emergency or injury.

All activities with children, youth, and vulnerable adults shall have a staff or volunteer adult leader with current first aid/CPR training certification.

PROCEDURES FOR TRIPS AND EVENTS WITH CHILDREN AND YOUTH

Appropriate permission slips will be required for participation in events and activities that are held away from HPC. Included in the form will be permission for the adult leadership to seek necessary medical attention for anyone present in the event of an emergency.

- A completed and signed Medical Release Form and Offsite Trip Permission Slip for Children and Youth form for a church planned children/youth activity by a parent/guardian is required before a child or youth is allowed to leave for the off-site event or activity. (See “Offsite Trip Permission Slip for Children and Youth” in Appendix)
- Any required forms provided by the organization, camp, or place must be given to the staff member or volunteer in charge before departure.
- Detailed information of the event will be provided to each parent/guardian of the children and/or youth participant. Information provided by the event coordinator/lead adult will include:
 - Location of event or activity.
 - Schedule of events and activities occurring, including departure and arrival times.
 - Any staff, volunteer, and/or chaperone names and phone numbers.
 - Phone numbers where the child or youth can be reached in the event of an Emergency.
 - Housing and sleeping arrangements (overnight trips).
 - Transportation utilized.
 - The required adult to child/youth ratio for chaperones shall be 2/12.

Specific Overnight Trip Instructions:

- The lodging situation for overnight trips will be assessed on each trip to determine the best sleeping arrangements for all those in attendance.
- No sharing of beds between adults and children or youth. No exceptions.
- The group leader will strive to have all of the rooms booked together and in close proximity whenever possible.
- One unrelated adult should not spend the night alone with one child or youth. An exception would include sickness, emergency, etc.
- As a part of the participant covenant, parents or guardians will agree to pick up their children or youth in the case of any emergency or inappropriate behavior done by their child on the trip.

PROCEDURE FOR TRANSPORTATION OF CHILDREN, YOUTH, AND VULNERABLE ADULT

Every driver of a rental vehicle or personal vehicle for an HPC event is required to abide by the following procedures:

- Children and youth shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.
- No youth or child under the age of thirteen will travel in the front seat.
- Children and youth, including youth that are 18 but are still active youth program participants, should not be driven anywhere alone. If two adults are not available when transporting children, youth, or vulnerable adults, at least more than one other individual must be in the vehicle.
- In cases of emergencies, no unrelated adult driver is to transport any youth or child alone without the written or electronic permission of the parents or guardians involved.
- All riders and drivers must wear seat belts at all times.
- Vehicles should always be driven with headlights on during overcast days or after sunset.
- All drivers must follow current NJ law regarding the use of cell phones while driving.
- Drivers must be at least twenty-one years of age. As a general rule, the adult most comfortable with the vehicle should drive.
- All vehicles should remain parked throughout the duration of the activity except for transporting people and/or obtaining supplies.

POLICY AND PROCEDURE FOR RESTROOM USE

Children who are infants or who have not been toilet trained will have their diapers changed. It is impossible to take non-ambulatory children in pairs, so the door to the restroom facility will be kept open as the diaper is changed. For changing diapers, wear gloves, use a changing place with a disposable pad or paper between the child and the changing surface, dispose of the diaper, remove gloves, immediately wash the child's and adult's hands, put soiled clothing in a closeable, disposable bag and clean and disinfect the changing surface after use.

Adult leaders should take age-appropriate measures to ensure that children, youth, and vulnerable adults are not in the restroom at the same time as other adults. Whenever possible,

volunteers will make sure any restroom used is not occupied by any suspicious or unknown individual before allowing children, youth, or vulnerable adults to use the facilities. The staff or volunteer will stand at the door while vulnerable persons are using the restroom. Staff and volunteers shall encourage parents to take children to the restroom whenever possible.¹

POLICY AND PROCEDURE FOR UPDATING AND REVISING

This policy will be reviewed by the Director of Youth Outreach and approved by the Nurture & Growth committee before the start of each new school year. If additions or changes beyond minor edits are to be made, approval by the session is required.

¹ This Child Protection Policy was crafted and adapted to fit HPC's specific context through the help and resources of Pennington Presbyterian Church's Policy, Ardmore United Methodist Church's Policy, and the Child/Youth/Vulnerable Adult Protection Policy of the 224th General Assembly of the PCUSA.

Appendix

Frequently Used Terms And Definitions

Abuse: A non-accidental injury or pattern of injuries to a child, youth, and/or vulnerable adult's physical health, mental health, and/or welfare. Abuse is committed by a parent, caregiver, or person placed in a position of trust. Abuse includes, but is not limited to neglect, physical abuse, sexual abuse, emotional abuse, and ritual abuse.

Neglect: Abuse in which a person endangers a child, youth, or vulnerable adult's health, safety, or welfare through negligence. Neglect may include but is not limited to, withholding food, clothing, medical care, education, affection and/or affirmation of the person's self-worth, etc.

Physical Abuse: Abuse in which a person deliberately and intentionally causes bodily harm to another person. Examples may include but are not limited to, violent battery with a weapon (knife, belt, strap, etc.), burning, shaking, kicking, choking, fracturing bones, hitting, spanking and any of a wide variety of non-accidental injuries to a child, youth, vulnerable person, or older adult's body.

Sexual Abuse: Abuse in which there is sexual contact between a child (under the age of eighteen) and an adult (or another older and more powerful youth). Examples include but are not limited to, any fondling, incest, intercourse, the exploitation of and exposure to child pornography or prostitution, etc. Even if a person (child, youth, or vulnerable adult) out of ignorance, innocence, or fear does not resist, it is still abuse.

Sexual Harassment/Harassment: Sexual harassment is the behavior characterized by the making of unwelcome or inappropriate sexual remarks or advances in a work place or other professional or social situation. Harassment is the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands.

Emotional Abuse: Abuse in which a person exposes another person to spoken and/or unspoken violence or emotional cruelty. Emotional abuse sends a message to the person of worthlessness, badness, and being not only unloved, but also undeserving of love and care. Examples include but are not limited to, saying inappropriately belittling, hateful, or angry words and/or actions directed toward a child, youth, or vulnerable adult, discipline by humiliation, etc.

Ritual Abuse: Abuse in which physical, sexual, or psychological violations of a person are inflicted regularly, intentionally, and in a stylized way by a person or persons responsible for the child, youth, or vulnerable adult's welfare. The abuser may appeal to some high authority or power (i.e.: God, the Bible, tradition, etc.) to justify the abuse. Can also include failure to provide spiritual well-being to adults who are homebound, in nursing homes, or in assisted living facilities.

Child: A person from birth through eleven years of age.

Youth: A person from twelve through seventeen years of age or a youth program participant who turns eighteen during the school year.

Adult: A person eighteen years of age or older.

Vulnerable Adult: Any adult who is in need of specific care, resources, and protection due to varying physical, mental, and/or emotional capabilities, or is at risk of abuse due to the power dynamics of a situation.

Employee/Paid Staff: Any person who works for a salary or wages at HPC.

Volunteer: Any person not employed by HPC who teaches, supervises, or helps with children, youth, and vulnerable adult events and activities.

Lead Adult: An adult designated by HPC, or by a sponsoring organization, to have responsibility for all individuals of the HPC community. Lead adult volunteers must be a minimum of five years older than the oldest child or youth they are supervising.

Church Sponsored Activity or Event: All worship, educational, childcare, fellowship, administrative, pastoral, missional, or recreational events generated or organized by HPC, whether on or off the property.

Misuse of Technology: Use of technology that results in sexually harassing or abusing another person, including texting or emailing suggestive messages and images to persons with whom one has a ministerial relationship. It is never appropriate to view pornography on church property. When this includes a person under the age of eighteen, it is considered child abuse. There is never an expectation of personal privacy when using technological equipment owned by a church or church entity or within the context of ministry.

Hopewell Presbyterian Church Child/Youth Volunteer Application

Full Name _____

Home Address _____

Phone Number _____

Email Address _____

Occupation _____

Employer _____

Sunday Morning Availability/Interest (check all that apply):

Nursery 9am-10:15am _____

Kids Wisdom & Wonder 9am-10:15am _____

Nursery 10:15am-11:30am _____

Godly Play 10:45am-11:30am _____

Youth Lunch 12pm-1:30pm _____

Can you make a one-year commitment to regularly volunteer in at least one of these areas?

Yes _____ No _____

Do you have your own transportation? Yes _____ No _____

Do you have a valid Driver's License? Yes _____ No _____

Previous Experience with Children/Youth

What gifts, training, or interests do you have that would help you work with children/youth?

Why do you want to work with Children/Youth?

Have you ever been charged with, convicted of, or plead guilty to a crime, either a misdemeanor or a felony? Yes _____ No _____

If yes, please explain.

Please list two personal references (people not related to you by blood or marriage) and provide a complete address, email address, and phone number for each.

Full Name _____

Address _____

Phone Number _____

Email Address _____

How does this reference know you? _____

Full Name _____

Address _____

Phone Number _____

Email Address _____

How does this reference know you? _____

Do we have your permission to contact these references in order to obtain information about you for the purpose of considering you for a volunteer working with children and/or youth?

Yes _____ No _____

Do you need any accommodations to serve in this volunteer role? Yes _____ No _____

If yes, please explain: _____

Once your application is approved, you will be sent and will be required to fill out a background check and will be required to attend the appropriate training for our Child, Youth, and Vulnerable Adult Protection Policy and its Procedures.

Signature

Date

Hopewell Presbyterian Church Volunteer Covenant Statement

The congregation of Hopewell Presbyterian Church is committed to providing a safe and secure environment for all children, youth, and vulnerable adults and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our commitment to preserving this church as a holy place of safety, protection, and belonging for all who would enter, and as a place in which all people can experience the love of God through relationships with others.

Please answer the following questions:

As a volunteer in this congregation, do you agree to observe and abide by all HPC policies regarding working in ministries with children, youth, and vulnerable adults?

Yes _____ No _____

As a volunteer in this congregation, do you agree to participate in a background check and training provided by HPC related to your volunteer assignment?

Yes _____ No _____

As a volunteer in this congregation, do you understand that you are a mandatory reporter of abuse and agree to promptly report abusive or inappropriate behavior to a staff member (Head of Staff, Director of Youth Ministry, etc.)?

Yes _____ No _____

As a volunteer in this congregation, do you agree to inform the Director of Youth Ministry if you have ever been convicted of child abuse?

Yes _____ No _____

I have read this Volunteer Covenant, and I agree to observe and abide by the policies set forth above.

Signature of Volunteer

Date

Hopewell Presbyterian Church Image Release Form

Last Name of Participant

First Name of Participant

Address _____

Phone Number _____

Email Address _____

Last Name of Participant's Parent or Legal
Guardian if participant is a minor*

First Name of Parent or Legal Guardian

Please check one:

I hereby *give* permission for images of the children in my care, captured during regular and special activities associated with Hopewell Presbyterian Church through video and photo to be used for purposes deemed appropriate by Hopewell Presbyterian Church. I waive any rights of compensation or ownership thereto. I understand that it is the policy of Hopewell Presbyterian Church to **not publish the full names** of minors in any of its paper or web publications.

I agree that I have read this document and understand it, that my signature is a true and voluntary act and that this release shall be binding on myself, the children in my care, heirs, legal representatives and assigns, in perpetuity.

I agree that I am eighteen years of age or older, and if acting on behalf of a minor, have every right to contract for the minor in the above regard.

I hereby *do NOT give* permission for images of the children in my care to be used for purposes deemed appropriate by Hopewell Presbyterian Church.

I agree that I am eighteen years of age or older, and if acting on behalf of a minor, have every right to contract for the minor in the above regard.

Signature of Participant (or Parent or Legal Guardian
if participant is a minor*)

Date

*The parent with legal custody of the minor must sign if parents are divorced or separated.

Hopewell Presbyterian Church Medical Release Form

To be completed by participant or parent/legal guardian if participant is a minor.

Last Name of Participant _____ First Name of Participant _____

Address _____

Phone Number _____

Email Address _____ Date of Birth _____

I authorize any one of the adult volunteers to secure any necessary medical care for me, including any emergency surgery. I realize that every effort will be made to contact family if any medical treatment becomes necessary. I also release and discharge the sponsoring group and responsible adults for all liability whatever respecting any injuries or damage sustained on the trip, except such as are negligently caused.

Signature of Participant (or Parent or Legal Guardian _____ Date _____
if participant is a minor*)

EMERGENCY CONTACT

Full Name _____

Relationship to Participant _____ Phone Number _____

Other numbers where parents/guardians can be reached _____

Other emergency names/numbers _____

RECENT MEDICAL HISTORY (optional)

Any recent illness? _____

Any Food Allergies? Yes ____ No ____

If so, please list _____

Blood Type _____

Current Medications, Prescriptions or OTC? Yes ____ No ____

If yes, please list medication and dosage _____

Do you need any accommodations? Yes _____ No _____

If yes, please explain: _____

Hopewell Presbyterian Church Offsite Trip Permission Slip

Permission/Medical Release For:

Full Name _____

Home Address _____

Phone Number _____

Email Address _____ Date of Birth _____

Emergency Contact _____

Relationship to Participant _____ Phone Number _____

I give permission for my child/youth to ride in a rental van or personal vehicle of an adult participating in the ministry event provided by Hopewell Presbyterian Church. **No child/youth will be allowed to ride in a rental vehicle or personal vehicle of an adult participating in the ministry event until this form is signed and returned to the staff member in charge of the event.** I hereby release Hopewell Presbyterian Church and drivers from responsibility and liability for any illness or injury that my child/youth may sustain. In the event of an emergency, I hereby authorize an adult leader of this activity as my agent, to consent to any x-ray, examination, medical, dental, surgical diagnosis, treatment and hospital care advised and supervised by an attending physician, surgeon and/or dentist, licensed to practice under the laws of the state where services are rendered, either at a doctor's office or in any hospital. I expect to be contacted as soon as possible. I do understand that I will be contacted for verification of signature.

This document will be valid and in full effect from _____ to _____

Signature of Participant (or Parent or Legal Guardian
if participant is a minor*)

Date

Medical Information

Allergies _____

Current Medications _____

Subject to fainting? Yes ____ No ____

Please list any special medical instructions or activity limitations _____

Medical Insurance Company _____

Policy or Group Number _____

Hopewell Presbyterian Church Incident Report

Name(s) of person(s) involved: _____

Date, time, and location of incident: _____

Describe what happened: _____

Was anyone injured? Yes _____ No _____

If yes, list name(s) and describe injuries: _____

Response to incident: _____

Other information: _____

Report Submitted by: _____ Date: _____

Report Submitted by: _____ Date: _____

Hopewell Presbyterian Church

80 West Broad Street

Hopewell, NJ 08525

Phone: 609-466-0758 Fax 609-466-1818

www.hopewellpresbyterian.org

AUTHORIZATION

The information below is collected solely for the purpose of aiding HPC in running a background check required by our insurance company. This is required for all employees and volunteers that have interactions with the youth programs of the church.

First Name _____ Middle _____ Last Name _____

Present Street Address

Present City, State, & Zip

Prior Street Address (Within the past seven years)

Prior City, State, & Zip

Social Security Number

Date of Birth

Cell Phone

Email Address

Signature _____ Date _____