

# PROVIDING A SAFE ENVIRONMENT FOR OUR CHILDREN KING OF KINGS LUTHERAN CHURCH

## ABUSE PREVENTION POLICY

THE MISSION of King of Kings Lutheran Church is to welcome all people to experience and accept God's love. In keeping with that purpose, this policy seeks to assure that King of Kings is continually working toward providing an environment safe from physical and sexual abuse for those participating in, receiving and providing its ministries. All ministries involving minor children shall seek to provide open lines of communication with parents. We will operate with an open door policy allowing parents access to programs at any time. We will operate with a "two adult/open door" rule, which requires an adult working with children, youth, or vulnerable adults to be accompanied by an adult partner or to provide visual access to the room during any ministry activities. When those who provide the ministries of the church, paid personnel or volunteers, engage in sexual abuse, sexual exploitation, or sexual harassment, they violate the terms of their employment or voluntary service.

**PROHIBITED BEHAVIOR** - the following behaviors are prohibited for all paid employees and volunteers:

**Sexual/physical abuse**, which is the subjection of a minor or vulnerable adult, by any person responsible for their care, to any sexual act and/or physical act which is a violation of the laws of the State of Michigan.

**Sexual exploitation**, which is any kind of sexual contact between counselor or client whether initiated by counselor or client. The laws of the State of Michigan prohibit any such contact with any person for whom you are responsible.

**Sexual Harassment**, which is any kind of unwelcome sexual advance, request for sexual favors, sexually motivated physical contact or other verbal or physical conduct of a sexual nature when submission to that conduct interferes with employment or is used as a factor in decisions or is made a condition, either implicitly or explicitly, of obtaining employment or public services.

**SCREENING PROCEDURES** - In an effort to provide a safe environment for children, all paid personnel and all volunteers who work with minor children at King of Kings shall submit to the screening procedures set forth on the Primary or Secondary Screening Forms, which are a part of this policy. The Primary Screening Procedure shall be used for all paid personnel and volunteers who work regularly with minor children. In addition to the church's membership application process, the Secondary Screening Procedure shall be followed for all church members who work on an occasional basis with minor children. All information obtained in the screening process shall be kept confidential in secure files in the senior pastor's office.

**MANDATED REPORTING OF OFFENSES** - The laws of the State of Michigan requires that certain categories of persons are to report to civil authorities if they know or have reason to believe that a minor or vulnerable adult is being abused. These persons are mandated reporters. King of Kings directs all mandated reporters to comply with the requirements of the Law. Concerns should be reported within forty-eight (48) hours to the Michigan Department of Social Services Child Protective Services (469-6977) or Shelby Township Police (731-2121). Furthermore, King of Kings directs all of its paid personnel and volunteers, even those who are not mandated reporters, to report their knowledge or belief of the abuse of minors or vulnerable adults, as such knowledge or belief is obtained while engaging in the ministries of King of Kings Lutheran Church to appropriate civil authorities.

**REPORTING TO CHURCH AUTHORITIES IN NON-MANDATED SITUATIONS** - Beyond the legally mandated reporting situations, this policy requires that a report be made to church authorities in all cases when a violation of this policy is suspected.

**Reporting Alleged Violations to the Senior Pastor** - In addition to the reporting requirement, all paid personnel and volunteers are to report alleged violations of the above-named prohibitions to the staff person associated with their ministry. The staff person will report to the

senior pastor. The suspected incident should not be discussed with anyone else. Notification of the parents of the alleged victims shall be in accordance with advice from Child Protective Services.

**Reporting Alleged Violations to the ELCA** - When the alleged violator is a member of the clergy or ministry staff of King of Kings, all alleged violations shall be reported to the senior pastor and to the Southeast Michigan Synod Office.

**INVESTIGATION OF NON-MANDATED REPORTING SITUATIONS** - If a report is received by a designate of the senior pastor, the designate is to bring the report to the senior pastor immediately. On receipt of any report, directly or through the designate, the senior pastor is to see that the investigation procedures outlined on the report form are taken as soon as reasonably possible. In the event of a pastoral vacancy, all reports will be made to the President of the Congregation.

**EDUCATION AND TRAINING** - All paid personnel and all volunteers who work regularly with minor children shall undergo an annual training session to increase awareness of the problem of abuse and help to provide a safe environment.

ALLEGED INCIDENT REPORT FORM

THE MISSION of King of Kings Lutheran Church is to welcome all people to experience and accept God's love. In keeping with that purpose, this policy seeks to assure that King of Kings is continually working toward providing an environment safe from physical and sexual abuse for those participating in, receiving and providing its ministries. King of King's Abuse Prevention Policy requires that in addition to mandated reporting to civil authorities, all incidents shall also be reported to church authorities. When any report of an alleged incident is received by a church authority, that report shall be forwarded to the senior pastor. This report form is to be completed by the senior pastor or a person designated by the senior pastor.

GUIDELINES FOR REPORTING SUSPECTED ABUSE BY PAID EMPLOYEES OR VOLUNTEERS

Pastoral support is to be offered to the person(s) bringing the allegation. Every allegation shall be taken seriously and shall be investigated promptly and thoroughly to determine if the allegation is proven or not proven.

The church's legal advisor will be notified and the allegation will be investigated immediately. The senior pastor will seek the assistance of someone experienced in such investigations. Any investigation by King of Kings must be made only in cooperation with a civil investigation, if one is taking place. If a civil investigation is not taking place and the church investigation sustains the allegation, the civil authorities and the insurance carrier will be notified. Careful written records of all investigatory steps are to be made, including interviews. The person(s) conducting the investigation will present a written report of facts to the senior pastor and to other authorities as required by law.

The paid personnel or volunteer who is accused of a violation is to be offered the opportunity to be accompanied in all meetings by an attorney or advisor and offered support by King of Kings in whatever manner is appropriate. The senior pastor will consider suspending the service of the volunteer or the paid personnel (in the latter case, with pay) while the investigation is conducted, said suspension to be done in accordance with church employment policies. Costs of psychological assistance for the accused are to be borne by the accused or by his or her insurance provider. The senior pastor may choose to have the church pay such costs when warranted by particular circumstances.

RESOLUTION OF AN ALLEGATION - The senior pastor, along with those assisting in the investigation, will move quickly toward a decision. Unless circumstances require it, an investigation should last no more than sixty (60) days. If the allegation is found to be reliable, the senior pastor will then take appropriate disciplinary steps, in accordance with the church's policies. These may include suspension or dismissal, if the seriousness or repeated occurrence of the violation warrants it. When the allegation is not proven or not corroborated, a written record of this determination is to be made. All parties to the investigation are to be notified if the allegations were proven or dismissed. All information obtained in the investigation shall be kept confidential in secure files in the senior pastor's office. ATTACH ADDITIONAL SHEETS AS NEEDED TO BE SURE THAT ALL ANSWERS ARE COMPLETE AND DETAILED.

NAME OF PERSON RECEIVING DISCLOSURE OF SUSPECTED ABUSE

\_\_\_\_\_

DATE, TIME AND PLACE THIS REPORT FORM IS BEING FILLED OUT

\_\_\_\_\_

DATE, TIME AND PLACE OF THE ALLEGED INCIDENT

\_\_\_\_\_

BRIEF NOTES CONCERNING INITIAL DISCLOSURE

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VICTIM'S NAME \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

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VICTIM'S STATEMENT

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NAME OF INDIVIDUAL SUSPECTED OF ABUSE

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STAFF OR VOLUNTEER POSITION

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DATE, TIME AND PLACE OF INITIAL CONVERSATION WITH SUSPECTED INDIVIDUAL

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NOTES OF YOUR CONVERSATION OR IF NO CONVERSATION TOOK PLACE, DESCRIBE YOUR EFFORTS TO CONTACT THE SUSPECTED

INDIVIDUAL AND THE RESULTS OF YOUR EFFORTS.

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PAID LEAVE OR SUSPENSION DATE

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NOTES CONCERNING SUSPENSION

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DATE AND TIME OF CALL TO CHILD PROTECTIVE SERVICES

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NAME OF PERSON WHO YOU SPOKE TO

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DATE AND TIME OF CALL TO LAW ENFORCEMENT AGENCY

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NAME OF PERSON WHO YOU SPOKE TO

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NOTES

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DATE AND TIME OF CALL TO CHURCH OFFICIAL (when appropriate)

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NAME OF PERSON WHO YOU SPOKE TO

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DATE AND TIME OF CALL TO PARENTS (when appropriate)

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NAME OF PERSON WHO YOU SPOKE TO

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NOTES

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RESOLUTION AND FOLLOW ACTION TAKEN

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PROVIDING A SAFE ENVIRONMENT FOR CHILDREN KING OF KINGS LUTHERAN CHURCH

PRIMARY SCREENING FORM

The disturbing and traumatic rise of physical and sexual abuse has claimed the attention of our nation. The King of Kings Abuse Prevention Policy reflects our commitment to provide care to everyone who participates in church sponsored activities. A complete policy statement is available upon request.

POLICY SUMMARY - THE MISSION of King of Kings Lutheran Church is to welcome all people to experience and accept God's love. In keeping with that purpose, this policy seeks to assure that King of Kings is continually working toward providing an environment safe from physical and sexual abuse for those participating in, receiving and providing its ministries. When those who provide the ministries of the church, paid personnel or volunteers, engage in sexual abuse, sexual exploitation, or sexual harassment, with any minor child or vulnerable adult, they violate the terms of their employment or voluntary service. The policy further provides that:

Adults who have been arrested or convicted of either sexual or physical abuse or other related offenses should not volunteer services in any church sponsored activity or program for children, youth or vulnerable adults.

Adults who have been violated physically or sexually need the love and acceptance of the church. It is our hope that any previously violated adults who are considering working with children, youth, or vulnerable adults have therapeutically resolved any issues in their past which might negatively impact their work as a volunteer. If these issues are resolved, we offer commendation. If they are not, we pray they accept our help by connecting them with a qualified counselor.

All volunteers or paid employees working regularly with children, youth, or vulnerable adults are required to be active worshipping participants of King of Kings for a minimum of six months and agree to this Primary Screening Process.

Volunteers and paid employees should observe the "two adult/open door" rule, which requires an adult working with children, youth, or vulnerable adults to be accompanied by an adult partner or to provide visual access to the room.

Volunteers and paid employees should immediately report suspected or inappropriate behaviors to their supervisor.

King of King's Abuse Prevention Policy requires that all paid personnel and volunteers who work regularly with minor children submit to a Primary Screening Process. All information gained in this screening process shall remain strictly confidential.

PERSONAL INFORMATION

Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Complete \_\_\_\_\_ address \_\_\_\_\_

Do you have a current driver's license? \_\_\_\_\_ If yes, list your driver's license number \_\_\_\_\_

NOTE: Identity must be confirmed with a driver's license or other pictures identification

Please indicate the volunteer or staff position to be filled \_\_\_\_\_

Are you currently a member of King of Kings? \_\_\_\_\_ YES \_\_\_\_\_ NO If not, list your present membership below.

List name & address of other churches you have attended regularly during the past five years \_\_\_\_\_  
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\_\_\_\_\_

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List all previous church work involving minor children

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List all previous non-church work involving minor children

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PERSONAL REFERENCES  
(not former employers or relatives)

Name _____	Name
_____	
Address _____	Address
_____	
_____	
Phone _____	Phone
_____	

APPLICANT'S STATEMENT  
(Please answer each question. Your response will be kept fully confidential.)

Have you read the entire Abuse Prevention Policy and do you agree to observe all provisions of the policy regarding work with minor children or vulnerable adults? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been arrested or convicted of or pleaded guilty to physical or sexual abuse or any related crime? If "yes," please explain in detail and attach a separate sheet if necessary. \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Are you or have you been a victim of abuse or molestation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you reviewed the video tape "Reducing the Risk of Child Sexual Abuse in your Church" provided by the Support Board and do you agree to attend the annual training session to "Help Reduce The Risk"? \_\_\_\_\_ Yes \_\_\_\_\_ No

If for any reason you prefer not to answer the above questions in writing, you may discuss your answers in confidence with the pastoral designate.

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information ( including opinions) they may have regarding my character and fitness for work with children, youth, or vulnerable adults. In consideration of the receipt and evaluation of this application by King of Kings Lutheran Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for all claims and damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or attempts to comply with this authorization.

Should my application be accepted, I agree to be bound by the Constitution, Bylaws and policies of King of Kings Lutheran Church, and to perform my services on behalf of the church in accordance with scriptural conduct.

I further state that I HAVE CAREFULLY READ THE ABOVE RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understood.

Applicant's Signature \_\_\_\_\_ Date

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Witness

Date

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REQUEST FOR CRIMINAL RECORDS CHECK AND AUTHORIZATION

I hereby request and authorize the release of any information which pertains to any record of convictions contained in its files or in any criminal file maintained on me whether local, state, or national. I hereby release the agency providing this information from any and all liability from such disclosure.

Signature of Applicant \_\_\_\_\_

Printed name \_\_\_\_\_

Today's date \_\_\_\_\_

Print maiden name if applicable \_\_\_\_\_

Print any and all aliases ever used

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Current address

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth\_\_\_\_\_

Place of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_

The Record should be sent to\_\_\_\_\_

\_\_\_\_\_



Your Signature \_\_\_\_\_ Date

\_\_\_\_\_

Printed Name \_\_\_\_\_ Position

\_\_\_\_\_

PROVIDING A SAFE ENVIRONMENT FOR CHILDREN KING OF KINGS LUTHERAN CHURCH

SECONDARY SCREENING FORM

The disturbing and traumatic rise of physical and sexual abuse has claimed the attention of our nation. The King of Kings Abuse Prevention Policy reflects our commitment to provide care to everyone who participates in church sponsored activities. A complete policy statement is available upon request.

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Adults who have been violated physically or sexually need the love and acceptance of the church. It is our hope that any previously violated adults who are considering working with children, youth, or vulnerable adults have therapeutically resolved any issues in their past which might negatively impact their work as a volunteer. If these issues are resolved, we offer commendation. If they are not, we pray they accept our help by connecting them with a qualified counselor.

All volunteers or paid employees working with children, youth, or vulnerable adults are required to be active worshipping participants of King of Kings for a minimum of six months and/or agree to a background check.

Volunteers and paid employees should observe the "two adult/open door" rule, which requires an adult working with children, youth, or vulnerable adults to be accompanied by an adult partner or to provide visual access to the room.

Volunteers and paid employees should immediately report suspected or inappropriate behaviors to their supervisor.

King of King's Abuse Prevention Policy requires that all church members who work on an occasional basis with minor children submit to a Secondary Screening Process. All information gained in this screening process shall remain strictly confidential.

APPLICANT'S STATEMENT

(Please answer each question. Your response will be kept fully confidential.)

Have you read the entire Abuse Prevention Policy and do you agree to observe all provisions of the policy regarding work with minor children or vulnerable adults? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been arrested or convicted of or pleaded guilty to physical or sexual abuse or any related crime? If "yes," please explain in detail and attach a separate sheet if necessary. \_\_\_\_\_ Yes  
\_\_\_\_\_ No

Were you a victim of abuse or molestation while a minor? \_\_\_\_\_ Yes \_\_\_\_\_ No

If for any reason you prefer not to answer the above questions in writing, you may discuss your answers in confidence with the pastoral designate.

An applicant will not automatically be disqualified on the basis of their answers to the above questions.

I have read the above policy and agree to observe the safeguards listed.

Applicant's Signature \_\_\_\_\_  
\_\_\_\_\_

Date:

Please print name \_\_\_\_\_