

**Child Protection Guidelines**  
**Adopted by**  
**St. Paul's United Methodist Church**

1. **\*\*All adults and youth, employed and volunteer, who work with minors within any program of St. Paul's United Methodist Church (and any organization St. Paul's might sponsor) must receive training on the Child Protection Guidelines of the church, including all reporting and response procedures.**
  - a. Training will be offered twice annually (spring and fall) for those who have not completed the training.
  - b. All new members and constituents of St. Paul's must complete a background check before working with minors. This check will be paid for by St. Paul's.
  - c. Anyone who has been certified by the State of Indiana Department of Education or DCS only need to provide proof of background check to St. Paul's for our files. They are not required to attend training at St. Paul's; they only need to be made aware of our policies and procedures.
2. Adults who have been convicted of either sexual or physical abuse of children/youth or those who have a history of inappropriate conduct with children will not be employed and shall not volunteer service in any church-sponsored activity or program for minors.
3. Adult survivors of childhood sexual or physical abuse need and will receive the love and acceptance of our church family.
4. Employees and volunteers who work with children and youth shall observe the "two-person rule" or the "open door policy" **at all times**. The "two-person rule" requires that employees, volunteers and supervisors shall make every reasonable effort to avoid situations where an employee or volunteer worker is alone with children or youth without a partner. The "open door policy" requires that the door be open at all times. **The two-person rule will be mandatory for all employees and volunteers who work with nursery and kindergarten-age children.**
5. Our guidelines and procedures for reporting suspected incidents of abuse or any behavior that seems abusive or inappropriate are labeled "Appendix B". These guidelines and procedures are intended to be in accord with IC 31-33-5-1 to 31-33-5-4.
6. **\*\*Our guidelines and procedures for responding to reported incidents of abuse are labeled "Appendix C."** These guidelines and procedures will be posted in each of the nursery – grade school classrooms.
7. **\*The Board of Trustees, as the legal body within St. Paul's United Methodist Church, will have the responsibility to implement and enforce these guidelines and procedures. The chairperson of the Board will receive official notice of a report or response situation in the absence of the Pastor.**
8. **\*\*A Child Protection Person (as appointed by the Lay Leadership Team) as a member of The Education Committee will implement the screening process and train volunteers. This training and screening process will be offered twice annually (spring and fall).**
9. The Staff-Parish Relations Committee will have the responsibility to oversee paid staff in regard to a reporting or response situation as directed by legal counsel within the United Methodist Church.
10. **\*Results of the mandatory screening process will be kept by the Pastor of St. Paul's United Methodist Church.**

Adopted by St. Paul's United Methodist Church Administrative Council, November 5, 1997

\*Revised and Passed by Administrative Council, April 20, 2004

\*\*Revised and Passed by Administrative Council, March 5, 2013