

**New Day Community Church,
a United Methodist Congregation
Safe Sanctuaries Policy for the Protection of
Children & Youth**

Purpose

New Day Community Church, a United Methodist Congregation, hereinafter called "New Day Community Church," is committed to provide the safest environment possible for all children and youth who enter the doors of the church and/or participate in ministries offered.

This policy will give guidelines and procedures to those individuals and ministries who work with children and youth, as the church continues to strive to provide an atmosphere which fosters physical, mental, and spiritual growth as well as safety.

New Day Community Church is a Christian community and a United Methodist congregation. The church pledges to always work to provide a place where the gospel is taught and celebrated while assuring the spiritual, emotional and physical safety of all children and youth, as well as those working with the children and youth of New Day Community Church.

New Day Community Church will work to educate all workers in regard to the policies and procedures that clearly define the standards and expectations of those workers. The church will work within the guidelines and requirements of the law of the state of North Carolina and will be prepared to respond to any and all allegations and incidents that may occur.

Working Definitions:

New Day Community Church: The formal church body organized and established as part of the United Methodist Church denomination, located at 1111 Lewisville-Clemmons Road, Lewisville, NC 27023.

Child Abuse: A non-accidental injury or pattern of injuries to a child. This includes:

Emotional Abuse: Expressing attitudes or behaviors toward a child or youth that creates serious emotional or psychological damage.

Sexual Abuse: Any sexual behavior imposed on a juvenile.

Physical Abuse: Examples of physical abuse include, but are not limited to: beating, harmful restraint, use of a weapon or instrument, or actions that result or could result in serious physical injury.

Child Neglect: Any serious disregard for a juvenile's supervision, care or discipline.

Child: Any person between birth and fifth grade (usually those from birth to 12 years old.)

Youth: Any person from the sixth grade through the completion of the summer after the 12th Grade.

Adult: Any person eighteen (18) years of age or older.

Staff: Any person that is an employee of New Day Community Church.

Procedures for Hiring, Recruiting and Screening Paid Staff

1. Paid Staff refers to all employees receiving salary or wages, whether part-time or full-time, of New Day Community Church.

2. The following will take place for any person to be hired at New Day Community Church:

Completely fill out and submit an application,
Successfully pass a National Criminal Background Check & Sexual Offenders Check,
Successfully pass a Drug Test,
Two references checked.

3. National Background Checks and Sexual Offender Registry Checks will be conducted by using a professional service. We will secure the background checks and records in a locked cabinet and only the pastor, associate pastor or financial assistant will have access.

4. Staff-Parish Relations Team hereinafter known as "SPRT", will oversee this process for all paid staff members.

Procedures for Screening Volunteers Working With Children and Youth

The following will take place in order for any person to volunteer with children and youth at New Day Community Church:

1. Successfully pass a National Criminal Background Check & Sexual Offenders Check. National Background Checks and Sexual Offender Registry Checks will be conducted by using a professional service.

2. Each ministry area will oversee this process for those desiring to become volunteers.

Training of Staff and Volunteers Working with Children and Youth

In addition to training all new on-site staff, biennial training (every two years) in the following areas will be conducted for all staff and volunteers:

New Safe Sanctuaries Policies
CPR/First Aid
Looking for Signs of Abuse & How to Report Signs of Abuse.

Standards and Expectations for All Staff and Volunteers Working with Children and Youth

- No use of tobacco products around youth or child during an event, trip or outing.
- No use of illegal drugs anytime.
- No consumption of alcohol immediately before or during any event, trip or outing.
- No use of profanity around children and youth.
- No use of ethnic or racial slurs around children or youth.
- No joining in the watching of any movie rated above PG13, and all PG13 movies MUST be screened and deemed appropriate by the supervisor of that ministry area.
- No intentionally exposing personal body parts to children or youth.
- All New Day Community Church staff will wear photo ID's at all time when in the church building or working directly with children or youth.

Procedures for Overnight Trips with Children or Youth

1. Lodging requirements for each trip are unique. With that in mind, the lodging situations will be evaluated to determine the best and safest sleeping arrangements.
2. No unrelated adult will share the same bed with a child or youth.
3. The ministry leader will always attempt to have at least one adult leader of the same sex in each room, but again, that leader will NOT share a bed with a child or youth.
4. In making lodging arrangements, the ministry leader will request that all rooms be located in the same block of rooms.
5. A leader will not be allowed to share a room with only one child or youth, unless the adult is a parent or guardian. This may require a child/youth – Adult combination in a room to be greater than four (4.)

Procedures for Adults Leading Small Groups, Bible Studies or Sunday School Classes for Children or Youth at New Day Community Church

When possible, there will be two unrelated adults present for any small group gathering for children or youth. If there are fewer than two adult leaders present at any small group meeting for children or youth, the door will remain open and a floater will pass by periodically to check each group. For classrooms with no window in the door, the door will remain at least halfway open.

Responding to Allegations of Abuse Allegation Against A Paid Staff Member

1. Any witness of suspected abuse must complete the “Report of Suspected Child Abuse” form. Forms are available on the New Day Community website (www.NewDayLewisville.org) under the Safe Sanctuaries Section.
2. Inform the Lead Pastor.
3. Lead Pastor will remove the alleged offender from contact with children and youth from all New Day Community Church activities.
4. Lead Pastor will contact the Chair of the SPRT. Both will quickly and discreetly investigate the report.
5. If the allegation is considered unworthy of contacting Social Services, the filer of the report may contact DSS on their own if they feel it is necessary.
6. If the allegation is considered credible the Lead Pastor and SPRT Chair will contact Social Services (336-703-2287).
7. Leader of the Church Council Leadership Team and a lawyer will be contacted.
8. The Yadkin Valley District Superintendent (336-727-1222) will be contacted.
9. The insurance carrier will be contacted.
10. A media spokesperson will be appointed.
11. Respond with care to the congregation, the victim, and the alleged offender.

Allegation Against Volunteer

1. Any witness of suspected abuse must complete the "Report of Suspected Child Abuse" form. Forms are available on the New Day Community Church website (www.NewDayLewisville.org) under the Safe Sanctuaries Section.
2. Inform the Lead Pastor.
3. Lead Pastor will remove alleged offender from contact with children and youth from all New Day Community Church activities.
4. Lead Pastor will contact the Chair of the SPRT. Both will quickly and discreetly investigate the report.
5. If the allegation is considered unworthy of contacting Social Services, the filer of the report may contact DSS on their own if they feel it is necessary.
6. If the allegation is considered credible the Lead Pastor and SPRT Chair will contact Social Services (336-703-2287).
7. Leader of the Church Council Leadership Team and a lawyer will be contacted.
8. The Yadkin Valley Superintendent (336-727-1222) will be contacted.
9. The insurance carrier will be contacted.
10. A media spokesperson will be appointed.
11. Respond with care to the congregation, the victim, and the alleged offender.

Allegation Against A Lead or Associate Pastor

1. Any witness of suspected abuse must complete the "Report of Suspected Child Abuse" form. Forms are available on church website under the Safe Sanctuaries Section.
2. Inform Lead/Associate Pastor.
3. The alleged offender will be removed from contact with children and youth from all New Day Community Church activities.
4. Lead/Associate Pastor will contact the Chair of the SPRC. Both will quickly and discreetly investigate the report.
5. If the allegation is considered unworthy of contacting Social Services, the filer of the report may contact DSS on their own if they feel it is necessary.
6. If the allegation is considered creditable the Lead/Associate Pastor and SPRC Chair will contact Social Services (336-703-2287).
7. The Yadkin Valley Superintendent (336-727-1222) will be contacted.
8. Leader of the Church Council Leadership Team and a lawyer will be contacted.
9. The insurance carrier will be contacted.
10. A media spokesperson will be appointed.
11. Respond with care to the congregation, the victim, and the alleged offender.

Children's Ministry Policies

(Infants - 5th Grade) Volunteer Policies

1. All volunteers working with children will have a National Criminal Background check and Sex Offender Check.
2. If changes occur the volunteer agrees to inform the Lead Pastor. Any adult who has been convicted of any crime involving a child will not be permitted to work with children.
3. All volunteer information will be kept in a file accessible only to the Lead Pastor, Associate Pastor and Financial assistant who will oversee the background checks.
4. Whenever practical, a minimum of two adults should be present during any children's activity. We will strive not to have a teacher working alone with any children.
5. If a volunteer is alone in a classroom with children, the door to the room should remain open.
6. Windows in doors and walls will remain uncovered for the protection of the children and volunteers.
7. No volunteers under the age of eighteen (18) will be allowed to work with children without the direct supervision of a "lead adult".
8. To be considered the "lead adult" a person must be age 18 or older when working with children.
9. Children shall not be taken from the church grounds on a church-sanctioned activity without the written or electronic permission of their parents or guardians.
10. As a precautionary measure we prefer that all snacks served are not processed in a peanut or tree nut facility.

Youth Volunteers

1. In order to help with the nursery you must be at least in 9th grade unless a parent is teaching/assisting then a younger youth or child can accompany them.
2. Once the youth enters the 9th grade they may be put in the **Nursery** rotation with another adult.
3. Any youth who would like to teach/assist **Children's Church** must:
 - A. Be in at least the 8th Grade to teach/assist
 - B. Have an adult present in the classroom for the time that he/she is teaching or assisting the class.

Child Care Staff Policies

**To provide a safe and secure environment for children and staff
the following policies are established:**

1. All childcare staff will fill out an application form, provide references, complete a criminal background check, and complete a drug test.
2. All childcare staff will be at least 18 years of age.
3. All childcare staff will need to read the safe sanctuaries policy.
4. There must be one person trained in CPR in the facility during program hours.
5. All workers in the Nurseries at New Day will wear a Photo ID, if they are paid staff.
6. The childcare worker will arrive 15 minutes before the scheduled start of the worship session and remain until all the children are picked up.

7. Children must be in the presence of an adult at all times. No child will be allowed to go to a different area of the church facility unsupervised.
8. Windows in the doors and walls will remain uncovered for the protection of the children and staff.
9. When children are dropped off and picked up, parents are to follow the check-in/check-out procedures:
10. Parent/guardian sign child in.
11. The children are given an ID lanyard with a security word written on the back. The parent/guardian is given a tag with the same security word. When the parent picks up the child the Sprouts volunteer will make sure the tag corresponds with the lanyard ID.
12. If someone other than the child's parent/guardian will be picking the child up the parent/guardian dropping the child off must notify the childcare worker who that person will be, and that person must present the matching security tag of that child.
13. A photo ID may be required from any person picking up a child who is not the child's parent or legal guardian.

Procedures for Sunday Morning Child Care Check-in/Check-out New Day Community Church

There must be two (2) adults with the children at all times.

Procedures for Children Infants to 5th grade

Drop - off

1. Children's Worship volunteers will greet the parent/guardian and child(ren) at the Welcome Center. First time visitors fill out an information card that is placed in the information box. It will be alphabetized by first name.
2. Parent/guardian signs child in on the appropriate check in form (each children's ministry will have its own).
3. The children's worship volunteer will then write the child's name on the adhesive name tags. One to go on the parent/guardian and the other to go on the child. If the parent or guardian is signing in more than one child then all the names of the children will be written on their one adhesive tag.

Pick - up

1. Children's Worship workers will greet the parent/guardian at the door.
2. Before the child is released to the parent the volunteer must check to make sure the name tags match as well as the security code.
3. Finally the parent or guardian must sign the children out on the check in/check out form.

All children, Infant-5th Grade must be with a parent/guardian or supervising adult at all times.

Youth Policies: 6th-12th Grade

This section applies to all Youth from the 6th grade through the completion of the summer after the 12th grade involved in a New Day Community Church sponsored activity OR on the campus of New Day Community Church as well as any adults involved in the activity or ministry area.

A. Adult Drivers:

1. Adult Leaders who are unrelated to a youth may NOT transport a youth without written permission from the youth's parent or guardian. Written permission may be in the form of an email or text from the parent or guardian and a written permission form will be completed by the parent or guardian within 3 days after the occurrence.
2. The Adult Leader shall give the written permission to the Minister/Director of Youth or his/her designee.
3. Whenever possible, an adult leader is asked to take another leader of the opposite gender with them as they transport the youth.

B. Youth Drivers:

1. No youth is allowed to drive a personal vehicle to or from any sanctioned youth event, unless given prior written approval by their parent/guardian on "Permission for Youth Drivers Form".
2. Written approval may be in the form of an email or text from the parent or guardian.
3. The Minister/Director of Youth may either accept or decline the permission.
4. The Minister/Director of Youth shall maintain copy of the written permission form along with his/her written approval.

C. Youth Riding With Youth:

1. Youth may NOT ride in the personal vehicle of another youth for any Youth events except in the following circumstances:
 - a. The youth driver has presented written consent from their parent/guardian to the Youth Ministries office allowing the youth driver to transport other youth.
 - b. The youth rider has presented written consent from their parent/guardian on a "Permission for Youth to Ride with Youth and Adult Leaders Form" to the Youth Ministries office allowing him/her to be transported by another youth.
 - c. All paperwork will be maintained in the Youth Director/Pastor.

D. Personal Space Boundaries:

1. Relational ministry often means an embrace or hug to show the Youth is welcome, loved and cared for. However,
 - a. No youth can sit on the lap of an adult leader of the opposite gender for an extended period of time.

- b. No adult leader will ever be allowed to engage in a physical relationship with a youth.

E. Leadership:

1. Youth are encouraged and nurtured to help lead other youth in small groups and Bible studies. This grows a young person's leadership potential and abilities. However,
 - a. No youth will be allowed to be in a prolonged, direct supervision role of another youth.
 - b. An adult leader will be assigned to help in this process.

F. College Youth in Volunteer Leadership Roles:

1. All college-aged volunteers will successfully pass a criminal background and sex offender check and be approved for service by the Minister/Director of Youth or his/her designee.
2. The prospective college volunteers will be approved or disapproved by Minister/Director of Youth or his/her designee and the Staff Parish Relations Committee.
3. No college-aged Youth will be in prolonged, direct supervision of youth without the assistance of an approved adult leader.

G. Counseling Youth

1. A public place for this session should be secured.
2. The Youth Director/Pastor may not counsel a youth for more than 5 sessions. If the reason for counseling is not resolved within that period, the Youth Director/Pastor member is to refer the youth to another counselor.
3. The Youth Ministries volunteer may not counsel a youth for more 5 sessions. If the reason for counseling is not resolved within that period, the Youth ministries volunteer is to refer the youth to another counselor and communicate referral information to a Youth Ministries Staff member.

Implementation of Safe Sanctuary Policy

All ministry areas are responsible for having these policies in place by June 1st, 2021.

Training is the responsibility of each ministry area but the pastoral staff are ultimately responsible for the enforcement of this policy.

**Addendum to the Safe Sanctuary Policy for Children and Youth
in Response to the
Jessica Lundsford Act for North Carolina, Effective 12/01/08
For New Day Community Church, a United Methodist Congregation**

Lewisville, North Carolina

1. We, as the church, invite all people to be a part of the worshipping community of faith. However, we must weigh the duty to protect the children and youth of the church with the right of all people to experience God's redeeming love through worship. In furtherance of our Safe Sanctuary policy and in compliance with North Carolina law, a registered sex offender who wishes to be part of a church community should expect to have conditions placed on his/her participation.
2. No adult who has been convicted of child abuse (including sexual abuse, physical abuse or emotional abuse) shall be permitted to work/volunteer with minors in any church sponsored activity. N.C. Gen Stat. § 14-208. 17(a) (2008)
3. A registered sex offender shall not be in attendance at any church event where children or youth are the primary audience. These events include, but are not limited to, United Methodist Youth Fellowship activities, Vacation Bible School, and scouting activities. If a registered sex offender does attend such an event, he/she will be told to leave and a report will be made to the sheriff's office.
4. A registered sex offender shall not be within 300 feet of any location on the church property in-tended primarily for the use, care or supervision of minors. N.C. Gen Stat. § 14-208.18(a) (2) (2008)
5. A registered sex offender shall not be in any area of the property intended primarily for the use, care or supervision of minors, including but not limited to, the nursery, preschool classrooms, children's Sunday School classrooms and playground. N.C. Gen Stat. § 14-208.18(a) (1) (2008)
6. While on church property, a registered sex offender must be accompanied by an unrelated, same gender adult covenant partner provided by the church.
7. A registered sex offender should identify himself/herself as a registered sex offender to the one of the pastors.

Cyber-Safety

Parental permission must be obtained for children and youth on the appropriate approved form for:

1. Posting photos on any websites, journal, local paper, or making videos of a child or youth, etc. (Use Likeness Waiver for Minors.)
2. Sending E-mail communication, phone calls on a personnel cellphone or home phone, text messages/or communications via social media, sending data to a child or youth by computer, PDA, or cell phone. (Use Permission Form for Communication)
3. The sharing of any contact information. Written permission must be obtained from the parent for each instance.

Easily identifiable information will not be posted online.

1. "Bcc" options will be used in sending mass e-mails to children or youth.
2. Limited information will be communicated in electronic prayer requests.

Communication with children and youth will be limited and only when a parent's contact information is not available.

1. All communication will be conducted in a professional manner.
2. All communications with children or youth will be saved.
3. To keep from false accusations occurring
 - a. Seek to use mass/group texts
 - b. Be conscious about language use
 - c. Seek to have face to face interactions with youth.
4. If a staff member or volunteer working with children or youth is uneasy about any topic addressed in an e-mail or an e-mail in general, a blind carbon copy must be sent to a parent/guardian or another trusted adult. Honor privacy, but not secrecy.

If abuse is divulged electronically, follow standard reporting procedures found beginning on page 8.

New Day Community Church Report of Suspected Incident of Child Abuse

Individual Making Report:

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Alleged Victim:

Name: _____

Address: _____

Phone: _____ Age/Grade: _____ / _____ Male _____ Female: _____

Alleged Perpetrator:

Name: _____

Address: _____

Phone: (Home) _____ (Work) _____

Male _____ Female _____ Age: _____

Relationship to Victim: _____

Describe your concern and ground for concern in as much detail as possible, including names, times and dates where applicable and known.

Reported to Staff Person, Name: _____

Date & Time: _____

Reported to Lead Pastor, Name: _____

Date & Time: _____

Summary of Investigation of Allegation:

New Day Community Church Report of Suspected Incident of Child Abuse

(Continued)

Follow-up with Initial Reporter, Name: _____

Date/Time: _____

Call to Department of Social Services, Date/Time: _____

Spoke with: _____

Report Given: _____

Call to Chair of Staff-Parish Relations Committee, Name: _____

Date/Time: _____

Call to Chair of Church Council, Name: _____

Date/Time: _____

Call to lawyer, Name: _____

Date / Time: _____

Call to District Superintendent, Name: _____

Date/Time: _____

Call to Insurance Carrier, Name: _____

Date/Time: _____

Submitted by: _____

Title: _____

Printed Name

Signature Date

Registered Sex Offender Church Participation Covenant Statement

The congregation of New Day Community Church is committed to providing a safe and secure environment for all children and youth.

In furtherance of our Safe Sanctuary policy and in compliance with N. C. Gen. Stat. §§ 14-208.17, 14-208.18, all registered sex offenders who wish to be part of our worshipping community must abide by the following procedures:

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

Pastor Signature Date

Church Council Chairperson Signature Date

Covenant Person Signature Date

Permission For Student Drivers (Student Ministries Only)

This form gives permission for the below stated youth to drive their personal vehicle ONLY when deemed necessary by a student ministries staff member for the reasons of space needs. If space is available by other means, NO student will be allowed to drive their personal vehicle.

Student Name:

Last First MI

Address:

House # Street City Zip Code

Driver License # & State: _____

Date of Birth: ____/____/____ After 9? _____

Name of Parent/Guardian: _____

Emergency Contact #: _____

I give my youth permission to drive their personal vehicle ONLY when deemed necessary by a Student Ministries Staff Member.

Parent/Guardian Printed Name Signature of Parent/Guardian Date

By signing below, I give permission for my youth to transport other youth in their personal vehicle to help en-able transportation of youth for sanctioned student ministries events, and only when deemed necessary by a Student Ministries Staff Member.

Parent/Guardian Printed Name

Signature of Parent/Guardian Date

I, _____, a notary public for _____

Country/State

Do hereby certify that _____ personally appeared before Parent/Guardian

me on this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal this, the _____ day of _____, 20_____.

Notary Public's Signature

My Commission Expires _____ Notary Seal 17

Permission for Youth to Ride with Youth or Adult Leader (Student Ministries Only)

This form is to be signed by a parent/guardian to give permission for their youth to ride in the personal vehicle of another YOUTH or adult leader on a sanctioned student ministries outing. This will only be allowed when deemed necessary by a member of the student ministries staff and when no other seating arrangements can be found.

Student Name:

Last First MI

Address:

House # Street City State Zip Code

Date of Birth: ____/____/____

Parent/Guardian: _____

Emergency Contact #: _____

I give my youth permission to ride as a passenger in the personal vehicle of another youth or adult leader for the purpose of meeting transportation needs to and from a sanctioned student ministries event.

Parent/Guardian Printed Name

Signature of Parent/Guardian Date

I, _____, a notary public for _____

Country/State

Do hereby certify that _____ personally appeared before
Parent/Guardian

me on this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and official seal this, the _____ day of _____, 20____.

Notary Public's Signature

My Commission Expires _____ Notary Seal 18

**New Day Community Church
Children & Youth Protection Policies
Acknowledgement Form**

Name: _____

Last Name

First Name

Address:

—

House/Apt. # Street

City State Zip Code

Telephone #: (____) _____

Program Involved With (Please Circle):

Children's Ministries

Youth Ministry

Church Staff

As caring Christians, we are committed to protecting and advocating for children and youth participating in the life of the Church. The Church is entrusted with providing an emotionally and physically safe, spiritually grounded and healthy environment for all children, youth and adults in which they are protected from abuse of any type.

conviction expunged _____(initials). I consent to a national criminal background check
_____ (initials).

Printed Name

Signature

Date

Return this form to NEW DAY COMMUNITY CHURCH.

(Office Use Only)

Background Check done by _____

Date _____ **Program** _____

Background Check ID # _____

Payment: Y ___ N ___

Cash ___ Check ___

Amount \$ _____

Check # _____

**New Day Community Church
Safe Sanctuaries Children & Youth Protection Policies
Children's Ministry & Student Ministries Volunteers
Criminal Records Check Consent Form**

Date: _____

Name: _____

Last Name

First Name

MI (Maiden Name)

Social Security #: _____ - _____ - _____ Date of Birth: ____/____/____

Gender: Male ___ Female ___

Address:

House/Apt.

Street

City

State

Zip Code

Telephone #: (_____) _____ - _____ E-mail _____

I understand that due to my activities and involvement with the children and or youth of New Day Community Church, a national criminal background check and sexual offender check will

be done on me. I have never been convicted of child abuse as an adult or juvenile, nor such a conviction expunged _____(initials). I consent to a national criminal background check _____ (initials).

Printed Name

Signature

Date

Each background check costs NEW DAY COMMUNITY CHURCH \$10. If you would like to pay for this, it would be greatly appreciated and checks may be made payable to NEW DAY COMMUNITY Church. Please put "Background Check" in the memo space.

Return this form to NEW DAY COMMUNITY CHURCH