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Aynor Church Council Minutes 2008

Aynor United Methodist Church

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AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
December 14, 2008

The Church Council of Aynor United Methodist Church was called to order on December 14, 2008 at 4:45 PM with Diane Bagnal presiding. Diane Bagnal opened the meeting with prayer. Rev. Adams, Diane Bagnal, Rachel Dawsey, Sylvia Page, Glen Winburn, Kat James, Irene Bell, Bob Bell, Brad Dusenbury, Don Hopson, Carlisle Dawsey, Phyllis Morrison, Leanne Altman, Linda Gerrald, Julia Watson, Jackie Woodle, Susan Chandler, Bill Altman were present.

Missions: Don Hopson

1. Don discussed the growing needs in the community.
2. Don proposed a canned food drive every month to coordinate with the food Bank operated by Grace Baptist Temple. Approved

Family Ministries: Kat James

1. Kat requested that all unused Family Ministries budgeted money for 2008 be rolled over to 2009 along with the money earned on the Pumpkin Patch. Family Ministries want to purchase a hot box to be used when food is being served in the Fellowship Hall. Approved

Pastor's Note:

1. Rev. Adams said he had been contacted by Coastal Samaritan Counseling Center requesting the use of a room one day a week for family counseling. The request was approved on a three month trial based on a day when the secretary is working.
2. Rev. Adams recommended the contracting of a small dumpster instead of trash cans. It was recommended that the dumpster be placed sideways where the cans are now and a fence be built around it. Approved
3. The Safe Sanctuary Policy adopted by the General Conference of the United Methodist Church was reviewed and amended to meet the needs of Aynor United Methodist Church. Approved

With no further business to be considered at this time, meeting adjourned at 5:45 PM

Respectfully Submitted
Irene Bell

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
October 19, 2008

The Church Council of the Aynor United Methodist Church was call to order with Ken Frye presiding. Rev. Adams, Ken Frye, Beth Davis, Peachey Jordan, Diane Bagnal, Mac Altman, Bill Altman, Glenn Winburn, Sheldon Dawsey, Rachel Dawsey, Sylvia Page, Brad Dusenbury, Dian Hudson, Irene Bell, Gary Altman, Don Hopson, Carlisle Dawsey, Jackie Woodle were present. Rev. Adams opened with prayer

Minutes were approved as presented.

Family Ministries: Kat James

1. Next Sunday will start at 5 PM, Beth Davis will do food, Treat Trunk and Cake walk and other activities.
2. Children are coming from AES to the pumpkin patch and make about a \$1,000

Church Treasurer: Rachel Dawsey reported today's offering was about \$4,200.

Music Director: Sylvia Page

1. Christmas Cantata December 7, 2008

Church and Society: Dean Hudson

1. Fell short in January on Blood Drive
2. Blood Drive in early Spring.

Forever Young: Irene Bell

1. Handed out schedules for 2008 and 2009

Youth Ministries: Gary Altman

1. Have about 30 young people attend on Sunday nights.

Missions: Don Hopson

1. Trip went great and about 90 children received school supplies.
2. Grace Baptist Temple has a food bank and help with about 180 families.

Pastor's report:

1. Safe Sanctuary Policy
2. Teacher, Youth leaders,
3. 2 adults at each event
4. Person has to be 5 years older than the oldest youth.
5. Current background check
6. Boy Scout policy
7. Best thing to do is know your neighbor
8. 29th Charge Conference - 8 p.m.

Kat ask if we will every have a phone tree. Peachey to contact HTC and get the information we need or if they have any phone tree.

With no further business to be considered at this time, meeting adjourned at 7

Respectfully Submitted

Beth Davis

Sept

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL

The Church Council of the Aynor United Methodist Church was call to order with Ken Frye presiding. Rev. Adams, Ken Frye, Beth Davis, Gary Altman, Glenn Winburn, Phyllis Morrison, Sylvia Page, Irene Bell, Sheldon Dawsey, Rachel Dawsey, Peachey Jordan, Kat James, Brad Dusenbury, Rob Taylor, Don Hopson, and Carlisle Dawsey were present. Sheldon Dawsey opened with prayer.

Minutes were approved and second by Rob Taylor. Motion carried.

Missions: Don Hopson

1. School supplies are coming in good and also clothes.
2. A group of about 12 will be going to WV.

Brad Dusenbury reported we have \$10,000 in checking, \$85,000 in Building and CD, \$6,000 in special account. Contributions are short. Carlisle Dawsey reported we have about 150 to 175 in church on Sunday morning and we should be able to give at least the amount we spend in gas a week.

Family Ministries: Kat James

1. Has a video on the pumpkin patch
2. They suggest we run the pumpkin patch 8 to 10 hours a day until Halloween
3. No money out of pocket. The more we sell the more we make
4. We have to dispose of the pumpkins.

Church Treasurer: Rachel reported today offering was \$3,654.87.

Parsonage Chairperson: Sheldon Dawsey

1. Need a new coach and give the old one to the youth.
2. Sheldon made motion to start on the paper work for a new parsonage, Irene Bell second. Motion carried.
3. We already have the guidelines from the conference.
4. Rev. Adams to work with the committee and report back to the council.

Forever Young: Irene Bell

1. August – June meet twice a month. First Tuesday meet in the fellowship hall Lunch and the 3rd Tuesday go out to lunch and other activities.

Music Director: Sylvia Page

1. Things are going great.

Chairperson PPRC: Phyllis Morrison

1. Committee suggested a 4% raise for the staff. Rob Taylor Made motion and Glenn Winburn second. Motion carried.

Chairperson Trustees: Glenn Winburn

1. Fellowship Hall finished
2. Chimes will be working this week.
3. Steeple leaking

Youth Ministries: Gary Altman

1. Mission trip went very well
2. Winter conference at Lake Junaluska

Pastor's Report:

1. Safe Sanctuary Policy need to be in place by January 1, 2009.
2. Rev. Adams will do the first background check.

With no further business to be considered at this time, meeting adjourned.

Respectfully Submitted

Beth Davis

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
August 24, 2008

The Church Council of Aynor United Methodist Church was call to order on August 24, 2008 at 6 PM with Ken Frye presiding. Sheldon Dawsey opened the meeting with prayer. Ken Frye, Beth Davis, Gary Altman, Glenn Winburn Phyllis Morrison, Sylvia Page, Irene Bell, Sheldon Dawsey, Rachel Dawsey, Peachey Jordan, Kat James, Brad Dusenbury, Rob Taylor, Don Hopson, Carlisle Dawsey, and Rev. Adams were present.

The motion was made by Don Hopson to accept the minutes as presented and second by Rob Taylor. Motion carried.

Missions: Don Hopson

1. West Virginia Missions trip will be September 5 – September 7, 2008. School supplies, clothes, and other supplies will be collected and handed out.
2. We have a good group of about 12 going on the trip.

Finance: Brad Dusenbury

1. About \$10,000 in general fund, \$85,000 in the building fund, and \$6,000 in special account.
2. Contributions are short.
3. Finance committee suggesting to have a Steward-Ship drive for 2009. This can be done any time during the year.
4. Glenn Winburn made a motion to have a Steward-Ship drive and Gary Altman second. Motion carried.

Family Ministries: Kat James

1. October 14 – 31 will be our Pumpkin Patch Fund Raiser. No money down and they will bring the pumpkins and we will only pay for the ones we sell and we have to dispose of the ones left over. They have a web site at pumpkin patch.com. Need help with the project.
3. October 26th Is our October Festival/ Treat a Trunk
4. November 9th our Veteran's Day Program at 4 pm
5. November 23rd our Thanksgiving Pig Pickin
6. December 7th our Christmas Cantata at 7 pm
7. December 21st our Christmas Brunch and Children's program at 9:30 am
8. Kat will be going off the Family Ministries and she suggested having a planning meeting to work on the schedule for the coming year.

Church Treasurer: Rachel Dawsey

1. Today collection was \$3,654.87

Parsonage: Sheldon Dawsey

1. Parsonage repairs have been done with the money allotted.
2. New sofa has been purchased. Gary Altman will check the old sofa and see if it can be used in the Youth room.
3. The nursery needs a new table for the children. Ken and Rob will check with the school district to see if they have one.
4. The Parsonage committee suggested will begin process to build a new Parsonage. Sheldon made a motion to start the process and second by Irene Bell. Motion carried.
5. We need 25% of the money. We have the guideline from the conference for building a new parsonage.
6. Rev. Adams will check with the district for the guidelines for selecting a building committee.

Forever Young: Irene Bell

1. Meet the first Tuesday with a meal at the church and the 3rd Tuesday have an outing.
2. Our first meeting after two months off we had about 25 for the meal and 20 going out to lunch at Webster's in Mullins.
3. Working on our schedule for the coming year and have some great trips planned.

Music: Sylvia Page

1. I was good today. Thanks for a great job, Sylvia.

Staff-Parish: Phyllis Morrison

1. Committee has recommended a 4% raise for the staff. Rob Taylor made a motion for 4% raise for the staff and Glenn second. Motion carried.

Trustees: Glenn Winburn

1. Fellowship Hall is completed with the painting and carpet.
2. Chimes are back and David will install them this week.
3. Sound system and some lights upstairs are out.
4. Steeple is leaking.

Youth: Gary Altman

1. Mission Trip was a great success.
2. Will be visiting the nursing homes during the year.
3. Will attend a concert this fall.
4. Jennifer Dusenbury has asked us to do the care package for our college students. These care packages will be done all during the year. If you know a student give the name and address to Gary or Leanne.
5. Winter conference at Lake Junaluska.

Lay Leader: Carlisle Dawsey

1. Lay Speaking School will be ending tonight.
2. September 14th is our Annual Work Day and the special offering for Epworth Children's Home.

Pastor's Notes:

1. I am very flexible.
2. Safe Sanctuaries information was passed out and we need to read and study and be ready to put in place by January 1, 2009. Rob Taylor was concern about a form with personal information, which could lead to identity theft. Rev. Adams will check on this with the district.

With no further business to be considered at this time, Carlisle Dawsey closed with prayer at 7:10 PM.

Respectfully Submitted
Beth Davis

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
June 22, 2008

The Church Council of the Aynor United Methodist Church was call to order on June 22, 2008 at 5 PM with Ken Frye presiding. Ken welcomed the new Pastor Tony Adams and Sheldon Dawsey opened with prayer.

A correction to the minutes of April 13, 2008 was corrected to read only the top part of the ice machine was new. The motion was made by Glenn Winburn to accept the minutes with the correction and second by David Parker. Motion carried.

UMM: David Parker

1. Small group and we invited all men to join the UMM each month.
2. Luncheon raised over \$1,000 for the bus
3. Luncheon raised over \$400 for the Boy Scouts

Bible School: Lisa Ricketts

1. Concerns about it being too late for Bible School this year. Rev. Adams will help Lisa and Kat James will call members to meet next Sunday for a meeting to organize Bible School this year. The Theme this year is Beach Party.

Lay Leader: Carlisle Dawsey

1. Laity Conference at Lake Junaluska is next month.
2. Lay Speaking School is in the near future and anyone interested contact Carlisle Dawsey.

Music: Sylvia Page

1. I was told I blew people out of church today and will try to do better next Sunday.
2. When the Prelude starts we need to be quite.

Joe Peavy:

1. Lights in the Sanctuary has had a problem since the electrical storm, we have replaced about all the parts and the system is out dated and can not find anyone who can work on the system. Trying to fix it, so please bare with us.

Trustees: Glenn Winburn

1. New carpet in the Fellowship Hall and waiting for the Vinyl to come in.
2. Man on Community Service pained the Friendship Class and cleaned all windows.
3. Sound System equipment is in and David Parker will install in the week or two.
4. Chimes will be back in about 30 days.
5. Bell Tower has been repaired by Ed Whitner and he has donated all his time.
6. Someone will be coming Thursday with information on a surge protector.

Missions: Don Hopson

1. WV Mission trip was a good trip. Gave out all the items and had money to buy other items people needed.
2. Our mission this fall will be school supplies. Purchase the supplies when they go on sale. Kat James suggested to coronate the school supplies mission with our Back to School Bash in August.

Parsonage: Sheldon Dawsey

1. Rev. Adams has moved in and still unpacking.
2. Need a new sofa for the parsonage.
3. Have \$1200 for repairs and need \$4000 to bring things up to par. Sheldon Dawsey made a motion to buy a sofa and second by Carlisle Dawsey. Motion carried.

Worship: Joanne Joyner

1. The furniture in the pulpit area needs to be redone and painted. The plexa-glass needs to be replaced. Joanne Joyner to check on the glass and Ken Frye will pay for the glass.
2. Glenn Winburn will check on getting the furniture redone and painted.

Youth Ministries: Gary Altman

1. Mission trip is planned for July 24 – 27. The youth will be going to Santee and on the way they will be visiting nursing homes and hospitals.
2. MYF have about 10 to 40 each Sunday night for their meetings.

Church School Supt: Mac Altman

1. Need some teachers and back up teachers.
2. Ken Frye is teaching the Friendship class.
3. Carlisle Dawsey and Donna Rae Hucks are teaching the Altman Class.
4. Gary Altman is teaching the new class of young adults.

Staff-Parish: Phyllis Morrison

1. Well he is here.
2. Several helped Rev. Adams moved in and his is still unpacking.

Finance: Brad Dusenbury

1. About \$80,000 in the building fund and \$6,000 in the General Fund. Today's collection about \$5,000.
2. Parsonage committee needs \$4000 to cover repairs and have \$1200. Rob Taylor made motion to give the difference out of the building fund and Glenn Winburn second. Motion carried.

Pastor's Notes
Church Council
April 13, 2008

1. Pastoral Absence:

I will be away on a trip to Virginia on Sunday, April 20. We will be leaving on Saturday 4/18 and returning Friday 4/25. I will be out of communication during that period, any pastoral emergencies will be referred to fellow pastors in the area. Carlisle Dawsey will speak on 4/20.

2. Safe Sanctuaries:

Aynor UMC along with all other SC Conference churches is being asked to develop a policy for this important issue by December 31, 2008. During our Charge Conference last Fall, Dr. Adams mentioned the training that would be offered. The session for our District will take place on

Sunday

May 4 from 3:00-6:00pm at Macedonia UMC in Mullins. This training should include the pastor, a member of trustees, a representative from PPRC and reps from our youth and children's ministries.

Our group should be no larger than 7 persons. The goal of "Safe Sanctuaries" is to protect our children from who would take advantage of their vulnerability.

3. Storm Damage:

We are currently trying to recover from the electrical storm of April 5. Along with damage to the sanctuary lights and other items in the church, several pieces of office equipment were damaged beyond repair. While JoePeavy has worked hard to get our lights back to normal our office computers

were not so fortunate. Dixie's printer and my processor were both affected. The printer was a priority

item and has already been replaced. Another processor will soon be purchased and reimbursed by

insurance

4. Compass Team

Our Compass group, comprised of Carlisle Dawsey, Don Hopson, Missy Lewis, Michelle Altman and Gary Altman, met in January, missed Feb and met in March. While these conversations do come as the church faces a transition in leadership, they have been very helpful and very honest conversations about the life, ministry and issues faced by the congregation. My hope is that since all of the persons involved in this experiment, will continue for some time to be involved in leading the AUMC family, that the questions raised and explored will yield results and help to establish needed priorities. See attached list of questions/ideas that have been under consideration by this group.

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Church Council
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1. If a church is in “the zone” in areas of Nurture/Evangelism/Service/Worship – what does that look like?
2. **If 80% of churches are maintaining or declining – what does it take to move beyond the “norm” – Why do churches stay the same?**
3. Why do we seem to be paying attention to the areas which seem to be our strongest – Nurture/Worship?
4. Do you know anyone who has really made a “life change” –what brings about change on an individual level in terms of motivation and method?
5. How do we empower persons in Serving and Evangelizing? How do we motivate and equip them to share and invite?
6. What are the needs in our community that our church is uniquely prepared to address?
Material needs / Relational needs
What does AUMC have that other churches in the area do not?
What is unique about our church?
7. Brainstorm about your area or one of the others – “I’d like to see us...”
8. **Sometimes shared struggle unites and motivates people – what is the challenge before this congregation?**
9. What kind of church does this area need as it begins to transition – and as “outsiders” increasingly become part of the fabric of our community? How do we welcome the people who come our way? How easy is it for new people to find a place in this congregation?
10. Where do we search for modern/local models of ministry done well?
11. What do you think is going to happen in this community in the next ten years? What is going to happen to the demographics of this congregation in the same time period?
12. What is really important to the AUMC congregation? Where do we invest time, money, effort?
13. What is important to Jesus? What do we see him engaged in as the gospels unfold? How close are our priorities to his?

3. Lets think about 4 times in scripture where things changed significantly-
What changed? Why? How did people react to this change?

Aynor UMC
Budget 2008

	2005 <u>Budget</u>	2006 <u>Budget</u>	2006 <u>Actual</u>	2007 <u>Budget</u>	2007 Actuals <u>thru 9/30/07</u>	2008 <u>Budget</u>
Staff:						
Pastor						
Salary	40,210	41,000	41,000	42,640	31,980	44,047
Utilities reimbursement	5,700	5,700	5,700	5,700	4,275	5,700
Tax deferred pension	1,415	1,444	1,562	1,492	1,119	1,492
Travel & other reimb.	7,125	7,625	9,232	8,125	5,604	5,400
Insurance	5,280	5,280	5,280	5,064	3,376	5,064
Admin. Assistant						
Salary	8,507	8,677	8,000	9,000	6,169	11,777
Social Security	651	668	663	689	488	901
Sexton						
Salary	8,034	8,195	7,565	8,500	5,940	8,780
Social Security	615	631	627	650	433	672
Youth Director						
Salary	5,000	5,000	1,954	-	-	-
Social Security	459	-	-	-	-	-
Conference Pension/Health Ins.	<u>27,154</u>	<u>21,247</u>	<u>21,247</u>	<u>21,088</u>	<u>14,060</u>	<u>21,623</u>
	110,150	105,467	102,830	102,948	73,444	105,456
Conference Apportionments	20,453	24,795	24,448	25,302	12,746	27,339
Administrative Council						
Softball	-	500	300	300	300	300
Senior Adult Ministry	-	250	151	250		250
Church School Literature	4,000	4,000	3,867	4,000	3,646	4,200
Children's Ministries	700	700	1,209	1,500	335	1,000
Vacation Bible School	1,500	1,500	1,986	2,000	2,599	2,000
Youth Ministry	2,800	2,800	2,793	4,000	3,163	4,000
Young Adult Ministry	250	250	-	-		
Family & Adult Ministry	1,250	1,350	325	1,500	942	1,500
Evangelism	1,400	1,400	600	1,200	600	1,000
Missions	1,700	1,850	-	950	525	1,000
Worship	720	720	760	750	2,826	800
Church & Society	200	200	99	200		100
Communications/Newsletter	350	500	792	800	518	800
Church Music	800	800	963	800	783	1,000
Childrens Choir	-	-	-	400	321	400
	<u>15,670</u>	<u>16,820</u>	<u>13,845</u>	<u>18,650</u>	<u>16,558</u>	<u>18,350</u>
Church Property						
Janitorial/Kitchen Supplies	1,200	1,200	968	1,200	1,237	1,500
Utilities	13,000	13,000	11,747	13,000	8,740	13,000

	2005 <u>Budget</u>	2006 <u>Budget</u>	2006 <u>Actual</u>	2007 <u>Budget</u>	2007 Actuals thru 9/30/07	2008 <u>Budget</u>
Insurance	4,600	5,400	5,992	6,500	6,061	6,500
Maint. & Repairs	12,000	12,000	7,047	12,000	10,134	12,000
Parsonage Maint./Furnishing	2,400	2,400	-	2,400	435	2,400
Reserve for Capital Improvements	30,000	30,000	30,000	30,000		10,000
Lawn Care	4,800	6,500	6,059	6,500	4,415	6,500
Van Maint.	2,000	2,000	259	1,000	162	1,000
	<u>70,000</u>	<u>72,500</u>	<u>62,072</u>	<u>72,600</u>	<u>31,184</u>	<u>52,900</u>
Other Items						
Office Supplies	3,800	4,500	3,510	4,000	2,651	3,000
Lay Delegates to Annual Conf.	300	400	-	200	161	200
Tax Preparation	200	200	395	400	475	400
Misc.	2,000	2,400	2,257	2,400	2,212	1,000
	<u>6,300</u>	<u>7,500</u>	<u>6,162</u>	<u>7,000</u>	<u>5,499</u>	<u>4,600</u>
Grand Total	222,573	227,082	209,357	226,500	139,431	208,645
Needed Weekly	4,280	4,367	4,026	4,356		4,012

Note: Nothing has been budgeted yet for the Frye Ministry.

Children's Ministries: Jackie Woodle

1. The Little Samaritans are meeting the same time as the youth and eating with the youths.
2. Little Samaritans visited the nursing home and enjoyed seeing all.
3. They have been visiting the Homebound.
4. If any one needs something or needs help put your request in the box in the hall.

Family Ministries: Kat James

1. Planning back to school bash in August.
2. Have information on selling pumpkins and can set up on lot beside church. Ken Frye suggested Kat James and Rev. Adams meet and complete the details for a fund raiser.

Ken Frye reported we meet once a quarter and if Rev. Adams prefers to may changes we can comply.

Pastor's Notes:

1. Rev. Adams E-Mail raadams@umsc.org
2. Thanks to all for helping with my move.
3. I don't know anything about church finance and will do anything I can to help with fund raising.
4. Safe Sanctuaries is to protect our children and needs to be in place by December 31, 2008. We can get the guidelines off the internet and apply it to our church. Rev. Adams to print a copy for our next meeting.

With no further business to be considered at this time, Carlisle Dawsey closed with prayer at 5:55 PM.

Respectfully Submitted
Beth Davis

Information on how to use Safe Sanctuary Resources

Included on this CD is the Annual Conference Policy for the Protection of Children, Youth, and Vulnerable Adults. This policy outlines the procedures that are to be followed for all district and conference activities that include children, youth, and/or vulnerable adults. It can also serve as a guide for local churches as to what their policy needs to address.

In addition, three sample policies can serve as models for local churches as they create their own policies. Sample forms that churches may adapt are also included, along with information about companies that can do criminal background checks and DSS county contact information for reporting suspected abuse cases.

Local churches wishing the annual conference to process the background checks will need to follow these procedures:

1. Have each person being checked fill out the Criminal Background Check Release Form. Make a copy to keep on file at the church and send the original to be kept on file at the annual conference office.
2. Complete the Local Church Release Form (2 pages), leaving the "Approved/Not Approved" section blank.
3. Send all forms with a check for \$13.00 per person (made out to SC Conference Treasurer) to the address printed on the Local Church Release Form.
4. Please allow 2 weeks for processing. The church will receive the Local Church Release Form, indicating "approved," "not approved," or "not approved for driving" for each person.

Please contact the congregational specialist for your district if you need assistance with any of these resources. They will put you in contact with the appropriate person to answer your question.

Policy for the Prevention of Abuse of Children, Youth, and Vulnerable Adults

South Carolina Annual Conference

The United Methodist Church

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 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" (para.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 abuse in our church.

Purpose

Our conference's purpose for establishing this 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, youth, and vulnerable adults.

Statement of Covenant

Therefore, as a Christian community of faith and a United Methodist annual conference, we pledge to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children, youth, vulnerable adults as well as all workers with children, youth and vulnerable adults. 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, youth, and vulnerable adults 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.

Procedures

Although it is our fervent hope and prayer that sexual abuse does not occur in our District and Conference programs, we must put into place sufficient mechanisms to reduce the risk of abuse of children, youth, vulnerable adults, and those who work with them. For that purpose, our ministries shall implement the following procedures in District and Conference ministry programs and events.

Recruiting/Screening Workers Careful screening is one way to prevent the abuse of children and vulnerable adults. It can be time consuming and expensive, but well worth the effort in peace of mind that the most reliable, committed and experienced staff and volunteers are in place for every program that involves children, youth and/or vulnerable adults.

We propose these MINIMUM standards:

All persons employed to serve in a supervisory capacity for children/youth or vulnerable adults shall:

- Be at least 21 years of age and at least five years older than the oldest child participating. (In certain circumstances, such as Camps and Retreats leadership, 18 years shall be the acceptable minimum age when combined with adequate training in the Conference policies and procedures and competent oversight by a qualified adult, such as the Camp Director.)
- Complete an Application/Covenant Form.
- Provide three character references.
- Be interviewed by the Director of the ministry/program.
- Consent to a criminal background check.

All volunteers serving in a supervisory capacity for children/youth or vulnerable adults shall:

- Be at least 21 years of age and five years older than the oldest child. In conference programs involving youth and adults working together (such as Salkehatchie or UMVIM trips), 18-20 year olds will not function in a supervisory capacity. Camps and Retreats may utilize 18 year-olds as leaders of younger children in keeping with American Camp Association guidelines for training and supervision.
 - Complete an Application/Covenant Form.
 - Be interviewed by the Director of the ministry/program.
 - Consent to a criminal background check.
 - Provide three character references.
- All adults, volunteer or staff persons, who have regular and direct contact with children and vulnerable adults shall be required to fill out an application that includes:
 - a. standard contact information
 - b. experience and qualifications for the position
 - c. voluntary disclosure of past criminal history and allegations of criminal history
 - d. waiver of confidentiality allowing the Conference to secure the background checks necessary for the position being applied for

- e. listing of 3 non-related references. This list shall have complete contact information for all references. This portion of the application process is considered incomplete if full contact information for the references is not provided.
 - f. a completed Request for Criminal Record Check
- Demonstration of an active relationship with a local church of at least six months before being allowed to be in a supervisory role in children or youth activities.
 - During the first year of this Policy's implementation staff persons & volunteers will submit to the screening procedures prescribed by this Policy. Following the first year of this Policy's implementation, all new applicants, persons who have a break in service of one or more years and those with 5 or more years since their last background check shall submit to the screening procedures.
 - All forms and reference reports shall be kept as a part of an applicant's personnel file.
 - All applications and related forms must be completed prior to service.
 - In the event that a reference follow up is accomplished by phone, detailed notes of the conversation should also be included in the personnel file.
 - For all Conference activities, we recommend care of records be maintained by the Office of Connectional Ministries of the Annual Conference. Staff, volunteer and paid, records for Camps and Retreat Ministries will also be maintained by this ministry.
 - When the Conference is hosting an event for which the local church is responsible for chaperones, all communications regarding the event will contain language specifying these procedures as MINIMUM BASIC GUIDELINES for all adults serving as chaperones at the event.

Training

Training must become a mandatory component of each event's design. The executive committee or designated design team shall be responsible for assuring that adequate insurance for the specific event and/or activities either from the Conference or the District is in place. The Design Team must also have a person available at the event who is trained and certified to receive any report of allegations of abuse and follow through according to the conference guidelines and the requirements of South Carolina state law. All workers shall be trained annually in safety, first aid, and abuse prevention. Each event shall have at least one person certified in CPR and First Aid from a nationally recognized body such as American Red Cross.

Training shall include information, explanation, and discussion of:

- The Annual Conference policy
- Behaviors or other indicators which may signal problems
- Requirements of SC state law for reporting incidents of abuse.
- Procedures for response to incidents or allegations of abuse and for reporting such incidents.

All persons serving as event coordinators or directors shall complete certification training for processing allegations and reports of child abuse.

All workers and leaders will sign a covenant to abide by the Conference policy at the conclusion of each training prior to an event.

Regular Operations for Programs and Events

1. Minimum supervisory standards will include the "two-adult rule." The two-adult rule requires that no matter the size of the group, there will always be two unrelated adults present. This requirement may be fulfilled with one adult in the room and a second adult with unobstructed line of sight to all children who monitors each room as long as children are present. SC state law defines children as persons under the age of 18. These persons do not count as adults.
2. If both boys and girls are participants, then the adult leaders shall include both men and women.
3. No person shall supervise an age group unless he/she is AT LEAST 5 years older than the children with whom he/she is working. The only exception for this rule is for camp counselors working with senior high youth who have been properly screened and trained according to the guidelines of the American Camp Association in a setting accredited by the ACA.
4. The number of workers required for each event (above the minimum of two) will be determined by the number and age of the participants and the nature of the activities.
5. Unauthorized visitors are persons who are not properly registered, screened, and checked by the leader of the event. These persons will not be allowed with the group.
6. Participants will not be allowed to leave the designated meeting area without permission/supervision.
7. During ministry events, one-on-one activities shall not be conducted "behind closed doors" or in isolated areas away from trained supervisory persons.
8. All ministry events will be carried out in locations where this policy can be implemented and with safe and age-appropriate equipment.
9. Each room or space where children are being cared for shall have a window in the door or the door shall be left open. All activities should occur in open view. Should the children's activity be an outdoor program or occur in a setting which makes it difficult to comply with this Policy, the staff person in charge of the activity shall take appropriate measures to make sure that the setting suits the activity, and the children are properly supervised.
10. Registration materials for activities in which children are outside of the direct supervision of their parents/guardians shall require signed written permission forms which include pertinent health information in order to participate.
11. Participants being transported will be driven only by adult drivers who have consented to and received a DMV background check.
12. Fifteen passenger vans have been deemed dangerous by federal authorities and will not be used for transporting children, youth, and vulnerable adults.

Reporting

- All reporting of alleged incidents or actual incidents of child or elder abuse must strictly follow South Carolina law.

- A worker who has reasonable cause to suspect that child abuse has occurred should secure the safety of the child, if possible, and then immediately report the incident to the Director/Supervisor of the ministry event. It is never the responsibility of a worker with children or youth to investigate allegations of child abuse. The Director/Supervisor will then follow all appropriate procedures for reporting to the child's parents or guardian, authorities of the Annual Conference and/or district, and local law enforcement or child protective service agencies.
- Persons who are the objects of the report will be required to refrain from all activities involving children and youth until the incident report is resolved. In any removal of a person from any children's activities, care should be taken to handle this in a discreet manner, recognizing that an investigation is still being conducted.

Response Plan

- A quick, compassionate and unified response to an alleged incident of child abuse is expected. All allegations will be taken seriously. In all cases of reported or observed abuse in a children's activity, the entire staff of that activity shall be at the service of all official investigating agencies.
- The Conference Director of Connectional Ministries, or his/her designee, is the only person/s authorized to make statements to representatives of the media. All requests for statements should be directed to the Director of Connectional Ministries. Training in how to handle media requests should be a regular part of Conference staff training. A spirit of cooperation is exhibited by directing the media to the "official spokesperson."
- If the allegation concerns activities or persons outside any relationship to a Conference related event or activity, it is the responsibility of the staff person in charge of the Conference activity to make the initial contact with law enforcement or child protective services.
- An example would be a youth telling a Conference camp counselor about abuse which was perpetrated by a relative during the prior year. If this report were made to the counselor in the course of his or her duties as a camp counselor, then an incident report should be filed with the camp's director within 24 hours.
- If the allegation is against a Conference staff person or volunteer or if it occurred in the course of a Conference children or youth activity, the staff person in charge of the children's activity and the Director of Connectional Ministries shall be contacted immediately. The Director of Connectional Ministries will advise the Conference's insurance carrier.
- In either case, pastoral support will be available to all persons involved with the incident as indicated.

Local Church Policy Requirements

A local church policy for the prevention of abuse shall include the following minimum components:

1. Procedures for recruiting and screening (including criminal background checks) of all workers with children, youth, and vulnerable adults with the same components as the conference policy (p. 2-3 of this document).
2. Operating procedures including the same components as the conference policy (p. 5 and 6 of this document).
3. A statement regarding sleeping arrangements of adults and youth during overnight trips.
4. Annual training of paid and volunteer workers that includes review of the policy and first aid/CPR training.
5. Severe weather/Disaster response plan.
6. Regular monitoring of equipment to ensure adequacy, safety, and good repair.
7. Adequate insurance coverage.

8. Procedures for insuring that non-church programs involving children and youth that occur on church property comply with church policies.
9. Incident reporting procedures in compliance with SC state law that include the components of this policy (p. 5)
10. A response plan that includes care for all parties involved and identifies the official spokesperson of the local church.

Conclusion

In all of our ministries with children, youth, and vulnerable adults, this annual conference is committed to demonstrating the love of Jesus Christ so that each person 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). We take our policies to reduce the risk of child abuse seriously and we are committed to their enforcement for the safety and security of all our children, youth, vulnerable adults, and those who work with them.

All Conference and District ministry events are required to comply with these policies.

Each Conference ministry event shall be subject to review by the Safe Sanctuary Committee of Connectional Ministries and the Director of Connectional Ministries.

Non-compliance with these policies shall result in potential loss of sponsorship by the Conference Office of Connectional Ministries, the District, or the sponsoring Team, Board, or Committee.

The Safe Sanctuary Committee of Connectional Ministries shall review these policies and procedures at least every two years or when procedural changes are made.

These policies and procedures were affirmed by the Connectional Ministries Council on March 2008. This policy was developed by a Safe Sanctuary Task Force in compliance with *The Resolution to Require the Establishment of a Safe Sanctuary Policy in Every United Methodist Church and in every United Methodist Conference Event in the South Carolina Annual Conference* adopted at the 2007 session of The South Carolina Annual Conference of The United Methodist Church.

(Note: This sample is for general guideline use only; some sections may or may not apply to your specific local church setting. Your church policy should be written specifically to address your local church and community safety issues.)

SAMPLE POLICY – Large Membership Church

Child Protection Policy Someplace First United Methodist Church Largeville, South Carolina

The General Conference of The United Methodist Church, in April 1996, adopted a resolution aimed at eliminating any potential for 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 and sexual exploitation and abuse." (para. 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 in their 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*. P. 384-386)

Thus, in covenant with all United Methodist congregations, The Somplace First United Methodist Church adopts this policy for the prevention of child abuse in our church.

Purpose

Our purpose for establishing this Child Abuse Prevention Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth and vulnerable adults.

Covenant Statement

The Someplace First United Methodist Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children and youth as well as all of our workers with children and youth. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly defined procedure for reporting a suspected incident of abuse consistent with South Carolina state law.

Theological Reflection

We adopt this policy in accordance with the statement we as a congregation make at each Baptism; that we will "nurture children and youth in the Christian faith and life and include them in our care." With this policy, we renew our Baptismal pledge to "live according to the example of Christ" and surround children and youth with a "community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in the way that leads to life eternal." (Baptismal Covenant II, *United Methodist Book of Worship*, p.96).

I. Staff Recruitment and Selection Guidelines

A. Age

In recruiting and hiring volunteers and paid staff to work with children and youth in any position of authority, they must be at least 21 years of age and at least 5 years older than the age of the persons they are working to serve. This standard allows persons to be separated by enough years so as to better have perspective and recognition as an authority figure with the group they are serving. Persons not meeting these standards may not serve in a role of authority; however, they may be utilized as assistants to those in leadership positions.

B. Six Month Rule

Someplace First United Methodist Church will not use anyone as a worker for children or youth in the church unless they have been a member of the church for at least six (6) months. In the case of paid staff workers, the applicant may have been a member of another United Methodist Church at least six (6) months prior to employment.

This time of interaction between ministry leaders and the applicant allows leaders to better evaluate the suitability of an applicant for youth work. In some situations this rule is not feasible and may be waived on basis of probation. If the six-month rule is waived, program leaders may take additional steps to screen the applicant at their own discretion.

C. Application

Applicants must complete and sign an application and the related waivers giving permission to check references and background information.

D. Reference Checks

Church leaders will check three references for each primary worker. The references will be done by phone, mail, or in person. For applicants for compensated positions, additional former supervisors may be checked.

The "Children's and Youth Worker's Reference" form will be filled out by the person conducting the reference check.

E. Background Checks

Criminal background checks shall be made of all clergy, paid staff, and volunteers who have supervisory program responsibility for youth (e.g. youth group leaders) and all other church employees, to the extent permitted by law, prior to employment, to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

F. Prior Convictions

Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or vulnerable adults.

G. Interview

All applicants must be interviewed for suitability for the work they desire to do. Interviews will be conducted by the leader of the program in which the applicant will work, or by other persons designated by the program leader. A team of interviewers may be used. Church policy and guidelines should be discussed during the interview.

H. Child Abuse Survivor Applicants

Adult survivors of childhood physical or sexual abuse need the love and acceptance of this church family. A person's experience with abuse and their recovery process may be pertinent to their suitability as youth and children's ministry workers. Applicants who are survivors of abuse should discuss this in confidence with the person who conducts the confidential interview. If an applicant is uncomfortable doing so, he/she may have the interview conducted by a pastor.

When evaluating candidates, the following factors will be considered if an applicant is a survivor of child abuse:

1. whether the applicant has previously committed an act of child abuse or molestation (anyone who has maltreated children may not serve in children's or youth ministry);
2. the extent of professional counseling the applicant has received;
3. the opinion of references, especially professional counselors who have served the applicant;
4. the opinion of leaders in other churches or youth organizations in which the applicant has been involved; how closely the church is able to supervise and monitor the position for which the applicant is applying.

I. Confidentiality of Information

The church will keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored in a locked location with limited access afforded only to church staff and others with a need to know. The Pastor to Families with Youth and the Minister to Families with Children are responsible for the implementation of these policies as well as the maintenance of confidential records.

K. Required Forms and Signatures

In addition to staff application and reference forms, all applicants will sign "Authorization and Request for Criminal Background Check" and "Participation Covenant Statement" forms as part of the application process.

III. Staff Supervision Guidelines

All meetings of children and/or youth affiliated with Someplace First United Methodist Church will be governed by the following guidelines:

A. Two adult rule

Two approved adults must be present at all times. This applies to classroom activities, activities away from the church facility and when transporting children and youth. Whenever possible, teachers will be assigned in teams of two or more per Sunday School hour to every class of children or youth. Concerted effort will be made to recruit sufficient numbers of volunteer teachers/leaders to permit such team teaching. Other church sponsored or community groups of children or youth who meet at the church should have two or more leaders present whenever possible. When feasible, both male and female leaders would be present. If the group stays overnight at the church, or if a church sponsored group leaves the premises, two or more leaders must be present and

must include at least one male and female if the group is mixed gender. See additional specifications for youth overnight outings in section III-I of this document.

Goals For Worker to Child Ratios – Someplace First United Methodist Church has a goal of maintaining the following ratios of ministry workers to children whenever feasible. These ratios are goals. The church recognizes that in some circumstances achieving these ratios may not be feasible, such as an unexpected number of children showing up for an event.

Program	Workers	Children
Nursery	2	10
Sunday School	2	14
Youth Programs	2	16
Mid-week Classes	2	14
VBS	2	14

B. Nursery Checkout Procedure

All parents utilizing the church nursery will observe the check-in/checkout procedure as outlined in the nursery policy manual.

C. Open Door Policy

Further protection for the children requires that an open door policy be followed. This policy shall state that the parents of the children served, the clergy, administrative and professional staff of the church have the right to visit and observe the children's/youth activity, classroom, or church-sponsored program at any time, unannounced.

D. Outside Access:

There must be access to a phone, cell phone or pager when groups are at or away from the church facility. The church office or authorized church representative will be given this number prior to the groups' departure from church property.

E. Doors and Windows:

All classroom and office doors will have a window or visibility from hallway or remain open while occupied. Windows will be kept free from adornment and kept locked at all times.

F. Individual Counseling:

One-on-one interactions are sometimes necessary and appropriate but care must be taken that they be conducted in an environment that provides visibility by other adults. If at all possible, another adult is to have knowledge of staff members' whereabouts and with whom they are meeting. Children and youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent or other adult, especially if they are uncomfortable about anything that occurs in counseling. All incidents of suspected abuse and neglect revealed during the session will be reported in accordance with section IV of this policy.

G. Touch

Physical affection should be appropriate to the age of the child or youth. (For example, it is generally appropriate for a four-year-old to sit in a nursery worker's lap and give a kiss on the cheek, but it is not appropriate for a teenager and youth leader to behave this way.)

Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.

Ideally, touching and affection should only be given when in the presence of other children's ministry or youth workers. It is much less likely that touches will be

inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom.

Touching behavior should not give even the appearance of wrongdoing. As ministry workers our behavior must foster trust at all times; it should be above reproach.

A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Church workers are responsible to protect children under their supervision from inappropriate touching by others.

Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader, staff member, or a pastor.

H. Outings Away From Church Property:

All children and youth participating in out-of-town and over-night outings must have written consent and a notarized medical release form. (Medical release and consent forms may be completed for a one-year period and must be renewed annually).

There must be access to a phone, cell phone or pager when groups are away from the church property. If the outing involves water activities such as swimming, a certified lifeguard will accompany the group.

In no circumstance is one adult (other than the parent) to take a child or a children on an overnight outing alone. On youth overnight outings, there will be a 1:7 staff:youth supervision ratio observed. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. Married couples will not stay together but observe the female/female and male/male sleeping arrangements. With the exception of a parent/child combination, a staff and youth will not occupy the same bed or sleeping bag.

I. Classroom Discipline

All teachers and workers will use the following discipline measures:

1. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
2. If this measure is not effective, the child will be guided to another activity.
3. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
4. If the child's disruptive behavior continues after these steps have been taken, a teacher will notify the Minister to Families with Children who will talk with the child and work with the child's parents.
5. **No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.** If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

J. Gifts

No staff, either paid or volunteer, are to give gifts to individual children or young people without the prior knowledge of the parent(s) or responsible clergy. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

K. Training

Prior to working in the youth or children department, workers must undergo child protection safety training. A minimum of four hours of initial training on issues of child sexual abuse in church settings shall be required for all clergy, paid staff and volunteers who regularly supervise youth activities (e.g. youth group leaders) and all other church employees. In addition, a summary of current child abuse statutes and reporting

requirements for your legal jurisdiction are to be made available to all clergy, paid staff and volunteers who regularly supervise youth activities, Church Council members and all other church employees.

Church employees who supervise young people must maintain current certification in basic first aid and basic CPR. The church will pay expenses for this training. New employees must get this certification within 90 days of the start of their employment. Nursery workers and others serving young children may also want training in infant and toddler CPR. Other workers are encouraged, but not required, to get training if they frequently accompany children or youth on such activities as: water sports, camping, home-building mission trips, etc. Outings away from church property will require at least one staff certified in CPR and First Aid.

L. Verification of Reading of Policy Statement

Upon receipt of the this policy statement, the volunteer or paid staff person will read and sign a statement that he/she has read Someplace First United Methodist Church's Child Abuse Protection Policy.

IV. RESPONSE BY CHURCH WORKERS TO ALLEGATIONS OF ABUSE

As caring Christians, we are committed to protect and advocate for children/youth participating in the life of the church. The church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

If abuse is suspected by, observed by or disclosed to a volunteer and/or paid staff member of the church, that person shall report the incident immediately to the pastor or designee. (If the accused is the pastor, see information below.) Be prepared to do the following:

- A. Ensure the protection of and tend to the immediate needs of the child, as the situation requires.
- B. IMMEDIATELY contact the senior pastor or pastor on call.
- C. IMMEDIATELY notify the proper authorities (immediate supervisor, designated church child protection representative or the adult in charge of the event.) This person will:
 1. provide written documentation concerning the incident on the designated form
 2. notify the County Office of DSS. This is a requirement of the law. (Note: Do not attempt an investigation. This should be left to professionals who are familiar with these cases.)
 3. notify the pastor in charge. If the pastor is the accused party, the designee will notify the chair of the Staff Parish Relations Committee and the District Superintendent.
 4. give written documentation to the pastor and/or Chair of the Staff Parish Committee.
- D. The pastor or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. (Note: If one or

both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of the parents.)

- E. After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the church's attorney, the church's insurance company, and the district superintendent. The district superintendent will report the allegation to the bishop's office. Do not try to handle this without professional assistance. If the accused is a clergy (deacon or elder) member of an annual conference, local pastor, or diaconal minister, provisions of Paragraph 359 and Paragraph 2702 of The 2000 Book of Discipline of The United Methodist Church must be followed.
- F. A list of emergency numbers will be available to the staff at all times.
- G. If the accused is working in a volunteer or paid position with children or youth in the church, immediately, yet with dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth.
- H. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.
- I. Any contact with the media should be handled by a pre-determined spokesperson. Care will be taken to safeguard the privacy and confidentiality of all involved. The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.
- J. A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. A form for this purpose shall be available in the church office. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed. The church must also file a copy of the report with the bishop's office of the South Carolina Conference where it shall remain confidential.

LOCAL CHURCH COVENANT STATEMENT

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

1. No adults who have been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to volunteer in some capacity to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
4. Adult volunteers with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children or youth.
5. Adult volunteers with children and youth shall attend regular training and educational events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse.
6. Adult volunteers shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer each of the following questions:

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?
_____ YES _____ NO
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" at all times? _____ YES _____ NO
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment?
_____ YES _____ NO
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?
_____ YES _____ NO
5. As a volunteer in congregation, do you agree to promptly report abusive or inappropriate behavior to your supervisor? _____ YES _____ NO
6. As a volunteer in this congregation, do you agree to discuss with a minister of this congregation your experience, if any, as a survivor of child abuse?
_____ YES _____ NO
7. As a volunteer in this congregation, do you agree to inform a minister of this congregation if you have ever been convicted of child abuse?
_____ YES _____ NO

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

Signature of Applicant

Date

Print Full Name

Volunteer Interview Form

Applicant's Name _____

1. Why do you want to work with the children and/or youth in our congregation?

2. What is your previous experience working with children and/or youth?

3. What gifts can you bring to our children's and/or youth ministry?

4. Tell me about your experience as a child and youth in the church.

5. Did you experience any instance of abuse as a child or youth? If so, how have you dealt with that experience?

6. What questions do you have about our ministry with children and/or youth?

Interview conducted by _____
Signature Date

The South Carolina Annual Conference of the United Methodist Church
Release and Authorization for Criminal Records Check

I _____ hereby authorize **The South Carolina Annual Conference of the United Methodist Church** to contact **Choicepoint** and request the release from their databases information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors, to the fullest extent permitted by state and federal law. I do release **Choicepoint** from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant

Date

Print Applicants Full Name: _____

Print all other names that have been used by applicant (if any): _____

Date of Birth: _____

Place of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State Issuing Number _____

License Expiration Date: _____

This form is required for every person being checked through the Annual Conference.

The South Carolina Annual Conference of the United Methodist Church
LOCAL CHURCH VOLUNTEER APPLICATION / REFERENCE

Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Occupation: _____

Employer: _____

Current Job Responsibilities and Schedule: _____

Previous Work Experience: _____

Previous Volunteer Experience: _____

Special Interests, Hobbies, and Skills: _____

How many hours per week are you available to volunteer? _____

_____ Days _____ Evenings _____ Weekends

Can you make a one-year commitment to this volunteer role? _____

Do you have your own transportation? _____

Do you have a valid driver's license? _____

Do you have liability insurance? (list policy limits and name of carrier) _____

Why would you like to volunteer as a worker with child and/or youth?

What qualities do you have that would help you work with children and/or youth?

How were you parented as a child? _____

How do you discipline your own children? _____

Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft or motor vehicle violations)?

_____ No _____ Yes

If yes, please explain fully: _____

Have you ever been exposed to an incident of child abuse or neglect?

_____ No _____ Yes

If yes, how did you feel about the incident? _____

Would you be available for periodic volunteer training sessions?

_____ No _____ Yes

REFERENCES: Please list three personal references (people who are not related to you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to Reference: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to Reference: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Relationship to Reference: _____

Signature of Applicant

Date

***This is a sample form. Use it as a guide for tailoring your own application based on your congregation's needs.*

Background Check Companies

For churches who want to handle their own background checks

<u>Company</u>	<u>Product</u>	<u>Turnaround Time</u>
backgroundchecks.com 866-300-8524 Shawn Lewis ext. 5037	US Alias SEARCH (Criminal Records, Sex Offender, and SSN check)	Instant
Safe Churches Project (1 st Advantage) 214-360-9122 Dana Moore ext. 128 www.safechurches.com	Database Search SSN Check	Instant Instant
Trak-1 800-600-8999 Susie McLain Direct 918-779-7000 Ext. 158 www.trak-1.com	BroadScreen Criminal Check (Criminal Records, Sex Offender, and SSN Checks)	Instant
Choicepoint 866-432-7241 April Anderson ext. 122 www.volunteerselectplus.com	National Criminal File PLUS (This includes SSN)	Instant
	National Criminal File	Instant

Most companies can also do Credit Checks, Education Checks, DMV Checks, and Employment Checks for additional fees.

Pricing quotes may be different based on needs and the time of the contract with the company. This listing is just to provide options and general information.

The South Carolina Annual Conference of the United Methodist Church

Background Check
Local Church Release Form

Church Name: _____

District: _____

Mailing Address: _____

Contact person: _____

Phone number: _____

Number of persons to be checked: _____

Cost of background check is \$13 per person.

Make check out to SC Conference Treasurer.

Total Amount: _____

Payment attached? _____

Individual release forms attached? _____

On the back of this sheet, please list the name and social security number of persons you wish to have a national criminal background check. A copy of this form will be returned to the contact person with the results.

Please make copies for your records and mail all release forms and payment check to:

Office of Connectional Ministries
Background Check
4908 Colonial Drive
Columbia, SC 29203

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
June 22, 2008

The Church Council of the Aynor United Methodist Church was call to order on June 22, 2008 at 5 PM with Ken Frye presiding. Ken welcomed the new Pastor Tony Adams and Sheldon Dawsey opened with prayer.

A correction to the minutes of April 13, 2008 was corrected to read only the top part of the ice machine was new. The motion was made by Glenn Winburn to accept the minutes with the correction and second by David Parker. Motion carried.

UMM: David Parker

1. Small group and we invited all men to join the UMM each month.
2. Luncheon raised over \$1,000 for the bus
3. Luncheon raised over \$400 for the Boy Scouts

Bible School: Lisa Ricketts

1. Concerns about it being too late for Bible School this year. Rev. Adams will help Lisa and Kat James will call members to meet next Sunday for a meeting to organize Bible School this year. The Theme this year is Beach Party.

Lay Leader: Carlisle Dawsey

1. Laity Conference at Lake Junaluska is next month.
2. Lay Speaking School is in the near future and anyone interested contact Carlisle Dawsey.

Music: Sylvia Page

1. I was told I blew people out of church today and will try to do better next Sunday.
2. When the Prelude starts we need to be quite.

Joe Peavy:

1. Lights in the Sanctuary has had a problem since the electrical storm, we have replaced about all the parts and the system is out dated and can not find anyone who can work on the system. Trying to fix it, so please bare with us.

Trustees: Glenn Winburn

1. New carpet in the Fellowship Hall and waiting for the Vinyl to come in.
2. Man on Community Service pained the Friendship Class and cleaned all windows.
3. Sound System equipment is in and David Parker will install in the week or two.
4. Chimes will be back in about 30 days.
5. Bell Tower has been repaired by Ed Whitner and he has donated all his time.
6. Someone will be coming Thursday with information on a surge protector.

Missions: Don Hopson

1. WV Mission trip was a good trip. Gave out all the items and had money to buy other items needed.
2. Our mission this fall will be school supplies. Purchase the supplies when they go on sale. Kat James suggested to coronate the school supplies mission with our Back to School Bash in August.

Parsonage: Sheldon Dawsey

1. Rev. Adams has moved in and he is half way situated.
2. Need a new sofa for the parsonage.
3. Have \$1200 for repairs and need \$4000 to bring things up to par. Sheldon Dawsey made a motion to buy a sofa and second by Carlisle Dawsey. Motion carried.

Worship: Joanne Joyner

1. The furniture in the pulpit area needs to be redone and painted. The plexa-glass needs to be replaced. Joanne Joyner to check on the glass and Ken Frye will pay for the glass.
2. Glenn Winburn will check on getting the furniture redone and painted.

Youth Ministries: Gary Altman

1. Mission trip is planned for July 24 – 27. The youth will be going to Santee and on the way they will be visiting nursing homes and hospital.
2. MYF have about 10 to 40 each Sunday night for their meetings.

Church School Supt: Mac Altman

1. Need some teachers and back up teachers.
2. Ken Frye is teaching the Friendship class.
3. Carlisle Dawsey and Donna Rae Hucks are teaching the Altman Class.
4. Gary Altman is teaching the new class of young adults.

Staff-Parish: Phyllis Morrison

1. Well he is here.
2. Several helped Rev. Adams moved in and his is still unpacking.

Finance: Brad Dusenbury

1. About \$80,000 in the building fund and \$6,000 in the General Fund. Today's collection about \$5,000.
2. Parsonage committee needs \$4000 to cover repairs and have \$1200. Rob Taylor made motion to give the difference out of the building fund and Glenn Winburn second. Motion carried.

Children's Ministries: Jackie Woodle

1. The Little Samaritans are meeting the same time as the youth and eating with the youths.
2. Little Samaritans visited the nursing home and enjoyed seeing all.
3. They have been visiting the Homebound.
4. If any one needs something or needs help put your request in the box in the hall.

Family Ministries: Kat James

1. Planning back to school bash in August.
2. Have information on selling pumpkins and can set up on lot beside church. Ken Frye suggested Kat James and Rev. Adams meet and complete the details for a fund raiser.

Ken Frye reported we meet once a quarter and if Rev. Adams prefers to may changes we can comply.

Pastor's Notes:

1. Rev. Adams E-Mail raadams@umsc.org
2. Thanks to all for helping with my move.
3. I don't know anything about church finance and will do anything I can to help with fund raising.
4. Safe Sanctuaries is to protect our children and needs to be in place by December 31, 2008. We can get the guidelines off the internet and apply it to our church. Rev. Adams to print a copy for our next meeting.

With no further business to be considered at this time, Carlisle Dawsey closed with prayer at 5:55 PM.

Respectfully Submitted
Beth Davis

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL

June 22, 2008

1. Tony Adams
2. Ken Frye
3. Beth Davis
4. Joanne Joyner
5. David Joyner
6. Sylvia Page
7. Rachel Dawsey
8. David Parker
9. Sheldon Dawsey
10. Joe Peavy
11. Glenn Winburn
12. Mac Altman
13. Gary Altman
14. Phyllis Morrison
15. Brad Dusenbury
16. Jackie Woodle
17. Carlisle Dawsey
18. Don Hopson
19. Lisa Ricketts
20. Rob Taylor
21. Kat James
22. Dean James
23. Hayley Altman

AYNOR UNITED METHODIST CHURCH
CHURCH COUNCIL
April 13, 2008

The Church Council of the Aynor United Methodist Church was call to order on April 13, 2008 at 6 PM with Carlisle Dawsey presiding. Mac Altman opened the meeting with prayer.

The motion was made by Glenn Winburn to accept the minutes as presented and second by Don Hopson. Motion carried.

Worship: Joanne Joyner – No report

Parsonage: Sheldon Dawsey

1. Painter to come in the next 2 weeks to check on the jobs to be done.

Missions: Don Hopson

1. WV Mission trip will be May 23 – 25. We can adopt a family and supply their needs and Don has the family information.
2. Thanks for all your support for the WV Mission trips.
3. The houses the people live in WV are in poor condition.
4. August 7-9 will have a Min-Crusade in the park and if the weather does not permit the back up will be at the church. Don made a motion to use the church as a back up if the weather is bad and second by Glenn Winburn. Motion carried.

Lay Leader: Carlisle Dawsey

1. Will give dates to Peachey for the upcoming Lay Leader Training.

Staff-Parish: Phyllis Morrison – No report at this time.

Youth Ministries: Leanne Altman

1. MYF is still growing
2. Hope more adults will join and help with the youth program.

Family Ministries: Kat James – No report

UMW: Beth Davis

1. May 3 and 4th a group of ladies will be going to Lake Junaluska for a Spiritual Growth Retreat.
2. June 1 we will have a luncheon to help support our Youth going to camp.
3. We are selling our church plates for \$22.00 with stand. See Rachel Dawsey if you would like to purchase one.

UMM: Sheldon Dawsey

1. Planning a Luncheon the last Sunday of April for the Bus Fund.

Sunday School Supt: Mac Altman

1. Need some teachers and back up teachers for the High School and Middle School Classes.

Music: Sylvia Page

1. Busy all the time and never rest.

Finance: Brad Dusenbury

1. About \$9,000 in the general fund.
2. About \$90,000 in the Building Fund.
3. Collections are running a little low.

Trustees: Glenn Winburn

1. Fellowship Hall needs painting and some repairs and cost will be about \$2,850, which includes 2 coats of paint and some sheetrock repairs and installing chair rail.
2. To replace carpet and tile will be about \$7,000. The cost was \$6,970 thru March.
3. Total Trustee budget is \$12,000 for the year, Glenn Winburn made motion to take \$10,000 out of the Building Fund for the repairs for the Fellowship Hall and Don Hopson second. Motion carried.
4. Lighting – Ice machine - \$1250 to repair and a new one would cost about \$2100. Glenn Winburn made motion to purchase a new ice machine, second by Sheldon Dawsey. Motion carried.
5. Don Hopson suggested we look into a surge protector for the church. Glenn Winburn to check on information about a surge protector from the power company.

Pastor's Notes:

1. Rev. Mardis will be away Sunday April 20 and Carlisle Dawsey will lead us in our service.
2. Notes attached.

Respectfully Submitted
Beth Davis

Aynor United Methodist Church
April 13, 2008

1. Carlisle Dawsey
2. Beth Davis
3. Rachel Dawsey
4. Glenn Winburn
5. Joanne Joyner
6. Dave Joyner
7. Sheldon Dawsey
8. Rachel Dawsey
9. Phyllis Morrison
10. Leanne Altman
11. Sylvia Page
12. Mac Altman
13. Brad Dusenbury
14. Dennis Mardis
15. Don Hopson