



# **Safe Place Policy**

**Auburn Alliance Church  
Of the Christian and Missionary Alliance  
630 North Seward Avenue  
Auburn, NY 13021  
315-253-2650  
[www.AuburnAlliance.com](http://www.AuburnAlliance.com)**

Please contact the church's Office Administrator at (315) 253-2650 regarding any questions.

Once you have completed the application:

- Please place the Volunteer Service Application in a sealed envelope.
- Give the envelope to member of the Pastoral Staff or send it to the Church Office.

The Christian Education Committee will review your application. A member of the CE Committee will contact you with more information about serving at Auburn Alliance Church once the application has been reviewed.

Thank you,

Auburn Alliance Christian Education Committee



It is the intention of the elders, Board of Ministries (BOM), pastoral staff, and volunteers of the Auburn Alliance Church to create a safe environment for all people to learn about the God of the Bible, meet the Lord Jesus Christ, grow in biblical knowledge and in His grace, Worship Him in spirit and in truth, and fellowship with others in a place that is free from abuse of any kind. We wish to create an environment that is safe for EVERYONE—all children, teens, adults, families, staff, and volunteer workers. In light of this intention, we have implemented the following adaption of the Safe Place Policy.

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## **Terms and Definitions**

**Church Name:** The legal name for the Auburn Alliance Church (AAC) is: The Auburn Alliance Church of the Christian and Missionary Alliance of Auburn, NY.

**Pastors:** The term "pastor" refers to paid professional staff of the Auburn Alliance Church. These staff members have been interviewed, licensed, and ordained (if applicable) by the Christian and Missionary Alliance national headquarters under district staff and their representatives.

**Elders:** The board of elders (or elder governing board) consists of godly men who are elected into roles of spiritual leadership according to the bylaws and policies of the denomination and local church.

**Board of Ministries (BOM):** The Board of Ministries consists of godly men and women of AAC who are elected into roles of spiritual leadership and practical ministry decisions according to the bylaws and policies of the denomination and local church.

**CE Committee:** The CE Committee consists of godly men and women of AAC who are elected or appointed into roles of spiritual leadership and practical ministry decisions regarding the spiritual formation of adults, students, children, and families of Auburn Alliance Church.

**Staff:** Staff of Auburn Alliance Church are persons who are employed by Auburn Alliance Church on a full-time or part-time basis.

**Teachers:** Those who are involved in teaching or head ministry leadership roles of the ministries of the Auburn Alliance Church. They may be paid church staff or volunteers from the church body.

**Helpers:** Those who are involved helping the teachers and ministry leaders.

**Volunteers:** Those who are involved in aiding the pastors, elders, staff, and teachers of various ministries of the Auburn Alliance Church. These include all Teachers and Helpers.

**Junior Volunteers:** Those who are under the legal age of volunteering who are helping in children ministries. They are not to be given the responsibilities of ministry leaders, helpers, or volunteers. They are only to help with menial tasks under the direct supervision of adult leadership.

**Ministries:** Programs offered by the Auburn Alliance Church for the purpose of evangelism, discipleship, and fellowship for everyone who attends.

**Babysitters:** The term "babysitter" refers to volunteers who are offering their services apart from the formal connection to Auburn Alliance Church. These volunteers may not be under the leadership and authority of the church and may not have gone through the formal Safe Place Application process. Their services are not offered through Auburn Alliance Church even if the babysitting takes place on the premises. Parents need to be informed when their children are being watched by a babysitter under these parameters as opposed to a Safe Place screened and trained worker.

## **Scriptural Basis for this Policy**

### **1 Thessalonians 5:22**

Avoid every kind of evil.

### **Ephesians 5:3**

But among you there must not be even a hint of sexual immorality...  
because these are improper for God's holy people.

### **Matthew 18:6**

But if anyone causes one of these littles ones who believe in me to sin, it would be better for him to have a large millstone hung around his neck and to be drowned in the depths of the sea.

### **Matthew 18:15-17**

If your brother sins against you, go and show him his fault, just between the two of you.  
If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.  
If he refuses to listen to them, tell it to the church;  
and if he refuses to listen even to the Church, treat him like  
you would a pagan or a tax collector.

## **Legal/Social Basis for this Policy**

The following is taken from “A Guide to New York’s Child Protective Services System” 2014 Revised Edition:

The Family Court Act defines an abused child as “a child less than 18 years of age whose parent or other person legally responsible for the child’s care:

- i. inflicts or allows to be inflicted upon the child physical injury by other than accidental means which causes or creates a substantial risk of death, serious or protracted disfigurement, protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
- ii. (ii) creates or allows to be created a substantial risk of physical injury to the child by other than accidental means which would be likely to cause death, serious or protracted disfigurement, protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ; or
- iii. (iii) commits or allows to be committed a sex offense against the child, as defined in Article 130 of the penal law; allows, permits, or encourages the child to engage in any act described in sections 230.25, 230.30 or 230.32 of the penal law (Promoting Prostitution in the third, second, and first degree respectively); commits any act described in section 255.25, 255.26 or 255.7 of the penal law (Incest in the third, second and first degree respectively); or allows such child to engage in any act described in article 263 of the penal law (Sexual Performance by a Child). However, the corroboration requirements contained in the penal law regarding the sections cited above and the age application of article 263 does not apply to child abuse and neglect proceedings in the Family Court.”

The Family Court Act defines a neglected child as “a child less than 18 years of age:

- i. whose physical, mental or emotional condition has been impaired or is in imminent danger of becoming impaired as a result of the failure of the child’s parent or other person legally responsible for the child’s care to exercise a minimum degree of care:
  - a. in supplying the child with adequate food, clothing, shelter, education in accordance with Part I of Article 65 of the education law, or medical, dental, optometrical, or surgical care though financially able to do so or offered financial or other reasonable means to do so; or
  - b. in providing the child with proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm or substantial risk of harm including the infliction of excessive corporal punishment; or by misusing a drug or drugs; or by misusing alcoholic beverages to the extent that the parent or other person legally responsible for the child’s care loses self-control of his or her actions; or by any other acts of a similarly serious nature requiring the aid of the court. However, where the person legally responsible for the child’s care is voluntarily and regularly participating in a rehabilitative program, evidence that he or she has repeatedly misused a drug (or drugs) or an alcoholic beverage (or beverages) to the extent that he or she loses self-

control of his or her actions shall not establish that the child is a neglected child without evidence that the child's physical, mental or emotional condition 5 has been impaired or is in imminent danger of becoming impaired as set forth in paragraph (i);

or

(ii) who has been abandoned."<sup>17</sup>

### Those Professionals Required to Report

Various individuals and officials are required to report or cause a report to be made when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. They are also required to report or cause a report to be made when there is reasonable cause to suspect that a child is abused or maltreated when a parent, legal guardian, custodian or person legally responsible for the child's care comes before them in their official or professional capacity and states facts, conditions or circumstances which if true would constitute abuse or maltreatment. The following is a list of these individuals and officials that are mandated to report as required by statute.

Physicians; • Registered physician assistant; • Surgeon; • Medical examiner; • Coroner; • Dentist; • Dental hygienist; • Osteopath; • Optometrist; • Chiropractor; • Podiatrist; • Resident; • Intern; • Psychologist; • Registered nurse; • Social worker; • Emergency medical technician; • Licensed creative arts therapist; • Licensed marriage and family therapist; • Licensed mental health counselor; • Licensed psychoanalyst; • Hospital personnel engaged in the admission, examination, care or treatment of persons; • Christian Science practitioner; • School official, which includes but is not limited to school teacher, school guidance counselor, school psychologist, school social worker, school nurse, school administrator or other school personnel required to hold a teaching or administrative license or certificate; • Social services worker; • Director of a children's overnight camp, summer day camp or traveling summer day camp, as such camps are defined in section thirteen hundred ninety-two of the public health law; • Day care center worker; • School-age child care worker; • Provider of family or group family day care or any other child care or foster care worker; • Mental health professional; • Substance abuse counselor; • Alcoholism counselor; • All persons credentialed by the Office of Alcoholism and Substance Abuse Services; • Peace officer; • Police officer; • District attorney or assistant district attorney; • Investigator employed in the office of a district attorney; or other law enforcement official.

The special unlisted telephone number to use only by persons mandated by law to report suspected cases of child abuse or maltreatment is: 1-800-635-1522.

## **Church Policy on Reporting**

Auburn Alliance Church volunteers are required to report any suspected cases of child abuse to a pastor or elder. It is not a breach of confidence between church personnel and the child involved. Church leaders have a double accountability before God to be aware of the responsibility the church has in defending and protecting one of God's little ones. Church leaders also desire to protect the parents as much as legally possible from undue interference by outside authorities into their family. Therefore, church leaders want to follow the principles of submitting to governing authorities (Romans 13:1), while at the same time helping parents to exercise discipline that is consistent with Scripture.

For reasons of liability and integrity, all Christian and Missionary Alliance personnel, paid and volunteer shall be required to immediately report any instance of child abuse they have reasonable cause to believe occurred to a pastoral employee or church elder immediately.

### **How to Report**

Immediately call a pastoral employee or church elder. Procedures to maintain strict confidentiality will be followed. This means that only those who are directly involved will be informed.

### **Church Discipline**

If it is found that child abuse by a worker, paid or volunteer, of Auburn Alliance Church has taken place, the church will practice discipline according to Matthew 18:15-17. When a member of the pastoral staff has been involved in child abuse, the district office will follow the procedures under "Uniform Policy of Discipline and Appeal" as found in the Manual of The Christian and Missionary Alliance. A copy is available to anyone on request to the church office. The church will ask the Child Protection Agency if it can assist in helping the hurting family. The church will maintain frequent communication and supportive relationships with those suspected or guilty of child abuse as long as these persons exhibit a willingness to listen, change, and look to Christ for help. This does not exclude the need for hurting individuals to receive professional counseling.

## **Volunteer Recruitment Procedures**

The mobilization of volunteers for ministry is essential to a healthy, growing church. Scripture teaches that God has equipped every believer for ministry in or through the church. When everyone in the church is doing his or her part, the church normally grows spiritually and numerically (Ephesians 4:16). Therefore, a healthy church utilizes a large number of volunteers in a variety of ways both within and outside the church. Encouraging believers to get involved in church ministries in a spiritual service. Church leaders have been given the assignment "to stimulate one another to love and good deeds." (Hebrews 10:24.) The pastoral staff or volunteers helping to administer a particular program will recruit volunteers. All names of potential volunteers will be brought to the Board of Elders or church governing board and the pastor for approval prior to their appointment. If the pastor, Board of Elders or church governing board know of reasons why a person would not be suitable for a volunteer position, final approval or rejection of the appointment will be made after further investigation.

A formal application will be filed by the volunteer for all ministries with people whether child, youth or

adult. We acknowledge that this procedure is often reserved for positions where children, youth or developmentally disabled adults are supervised. However, we wish to recognize that all human beings are at times vulnerable, and that their trust should never be betrayed or taken advantage of by someone under the guise of ministry. Hence the need for formal application by all ministry volunteers.

A volunteer worker must have attended Auburn Alliance Church regularly for six months, and must be at least eighteen years of age before being appointed to a position of trust with children, youth, or adults.

A Junior Worker is someone between the ages of ten and eighteen who wishes to help. If approved to help, they will be fully chaperoned and will only serve under the direct oversight of an approved adult worker. A Junior Worker will not serve in a formal teaching or ministry leadership position.

It is preferred that all teachers and volunteers be members of Auburn Alliance Church. The process for membership includes taking the LINKS class, filling out a membership application, and being interviewed by the elders of AAC.

All volunteers will undergo a thorough background screening to determine if there are things in their past that disqualifies them from service at AAC. This background screening will include:

- a. Volunteers must fill out the Volunteer Personnel Form. The information will be reviewed by the CE Committee and Elders of the church, along with others at their discretion. All information will be kept confidential.
- b. The CE Committee and Elders will check the three references submitted on the form, either in writing, by phone, or by personal interview.
- c. The CE Committee and Elders may utilize a government records check at the discretion of those reviewing the application.

All Volunteers will be interviewed by at least one member of the CE Committee and/or Elders after the above application process and reference checks have been completed. Any questions raised through the application and reference checking process will be addressed during this interview.

All Volunteers will attend a Safe Place training before being allowed to serve in a classroom or ministry within Auburn Alliance Church. All Safe Place trained workers will also take part in regular refresher training as needed.

The CE Committee meets monthly—as do the Elders. They regularly review the qualifications and performance of the volunteers of Auburn Alliance Church. Adjustments are made as necessary.

## **Auburn Alliance Building and Grounds**

It is our intention to keep our building and grounds as safe and secure as possible, while allowing those participating in our services and ministries to enter and exit as freely as possible. The following policies have been enacted to fulfill this desire:

## Ministry Area

Ministry leaders are to identify a ministry area where only approved Safe Place Workers, staff, students, teens, and helpers are allowed to enter. There should be a barrier to indicate how far parents, unapproved workers, and guests are able to go. At no time are parents, unapproved workers, and guests allowed to be part of the ministry to children and teens, unless they have been given specific permission by ministry leaders for a specific purpose. It is the responsibility of the ministry leader to identify this barrier and ensure that it is being adhered to.

## Keys

Any person wishing to obtain a key to the building must fill out a key request form. Upon approval of their request, they will be given a key that should not be reproduced and which must be surrendered upon request.

## Policy on when to lock/unlock doors

All ministry leaders and teachers are to determine when and how doors are to be monitored and locked to accurately account for the whereabouts of children/teens and to only allow appropriate adults to enter the area where ministry to children and teens takes place. The doors that do not have a breaker bar for emergency exit **cannot** be locked while there are people in the building.

## Windows in classrooms

There are windows in all classroom doors to allow easy viewing of activities taking place in the rooms at all times. There is to be at least one person checking activities during each children and teen program in the church.

## Cleaning supplies

Cleaning supplies (and information on who to properly use them) are listed in nursery and other rooms where children and teens frequent. All teachers and volunteers will be notified of the location and instructions regarding applicable cleaning supplies.

## Computer access/internet filtering

All church-owned computers are to be used by authorized individuals only. Computers are secured with passwords to prevent unauthorized individuals from using them. Computers are password protected because they have sensitive information on them and we don't want people viewing inappropriate websites.

There is open wifi offered throughout our building. Our router comes with an option to filter out inappropriate websites. Volunteers should be monitoring what children/teens/ and adults are viewing on their personal devices to ensure they are viewing appropriate material.

## First Aid Kits

First aid kits are located in appropriate places throughout the church. All volunteers should know how to properly locate and use the kits and how to call for help in the event of an emergency.

### AED Defibrillator

There are two AED Defibrillator units located at AAC. One is at the top of the stairs near the offices and the other is by the bathrooms in the main foyer. All volunteers should know their location and be familiar with their use.

### CPR/First Aid Training

Each ministry leader should know which people associated with their ministry are CPR and First Aid trained, as well as those in the building at the time of their ministry is meeting who have this training. They should also know who in the building works in the medical community, if any.

## **Safe Place Training**

Each volunteer will be trained in our Safe Place Policies and Procedures before entering a classroom.

Each volunteer will be expected to attend a refresher Safe Place Training once a year.

Each volunteer will be given additional training as needed (i.e. changes in policy, response to an incident, etc.)

Ministry leaders will be responsible for defining how additional training will occur in their own context with their own ministry team.

## **Nursery/Toddler Room**

The following are policies and procedures that apply specifically to the Nursery/Toddler room.

### Parents and Guests in the Nursery

Many times a parent or guardian of a child new to the church will want to stay with their child as they grow accustomed to our nursery and our nursery workers. This will be allowed as long as the Safe Place Trained workers are keeping a close eye on these new guests. Workers should try to encourage these new guests to leave their child/children with the staff and trust them with their children before allowing them to enter the nursery.

### Well/Sick Child Guidelines

A policy to notify workers and parents of the well/sick child guidelines will be developed by the nursery/toddler room coordinator. Every nursery/toddler worker will be trained on how to identify sick children and how to handle a child that becomes sick while in the nursery/toddler room.

### Diaper Changing Policy

It is best practice to contact the parents of a child needing a diaper change and have the parents of the child change their diaper. If this is not possible then diaper changing should always take place in such

a way that another nursery worker can easily see the child that is being changed as well as the other children and workers in the room.

Men and junior volunteers are NOT TO change a diaper unless they are changing their own children/family member's diaper.

#### Cleaning Common Areas and Toys

The nursery and toddler rooms and the toys in those rooms are to be cleaned on a regular basis to prevent the spreading of diseases within the nursery and toddler room areas.

## **Staffing**

Auburn Alliance Church desires to provide a safe, loving classroom where the child feels comfortable and where learning can take place. Therefore, the following staffing pattern shall be standard at Auburn Alliance Church:

#### Teacher and Helpers

At all times there will be at least one person who is Safe Place approved as a Teacher in every classroom and ministry event. Helpers and Jr. Volunteers are there to help the Teacher and never should be placed in a classroom or ministry event in the place of a Teacher.

#### Two-Ault Rule

There should be a minimum of two approved works (at least one teacher) in any room with children or teens, except in the event where this is not possible.

At no point will two immediate family members be the ***only two volunteers*** in a classroom with children/teens. This is to protect both the teachers/volunteers and students as the laws on accountability and responsibility are different for family members.

When it is necessary that only one approved teacher be in a room with children, the door of that room will remain open or there will be a window in the door that will allow for observation. In this case, the ministry leaders (or their designee) will regularly check on the activity taking place in that room.

A child shall never be left unsupervised.

#### Open Doors—Or Windows in Classroom Doors

There are windows in every classroom and office door of the church. If there is no window on the door of a room that is used to instruct children or teens, then more than one volunteer must be in the room at all times or the volunteer must leave the door open to allow others to check on what is taking place in the room without disrupting the class.

### Teacher/Student Ratios

- a. 1-3 infants
- b. 1-4 toddlers
- c. 1-8 elementary aged children
- d. 1-12 Jr. High or Sr. High Teenagers

These ratios assume there will be at least 2 adults in the room at all times.

Special needs children may require their own worker.

### Supervisors/Monitors

During each ministry there will be at least one person whose responsibility it is to check on the teachers and volunteers without direct responsibility for a specific classroom or group of students. They are to check the classrooms, monitor the hallways, assist visitors and newcomers, properly approach strangers or suspicious individuals in the building, and be able to call for help or first aid if needed.

If such a supervisor/monitor is not available during ministry times then teachers and ministry workers will have to engage with strangers, people who are new to the ministry, and confront those who are not abiding by the guidelines. This will take them away from their ministry duties and hinder the ministry time.

### Volunteer Identification

Each teacher or volunteer is to be easily identified through name tags, pictures on classroom doors, or other means as determined by ministry leaders. It is important that each of those helping with a ministry wear their name tags in the same place so they can be easily identified by newcomers.

### Registration of Participants

All adults, children, and teens who are participating in ministries at AAC are to be registered before taking part in the ministries and activities of the church. Registration information is to include name, address, parent name and address, phone contact information, pertinent medical information, and emergency contact information—as well as other things deemed necessary by ministry leaders. New people to AAC should also receive a welcome packet that includes information regarding the various ministries of AAC, as well as the contact information for ministry leaders.

### Sign IN/Sign OUT

All children, students, volunteers, teachers, helpers, parents, and guests at every ministry or event must sign in and sign out. All teachers and volunteers are to notify the ministry leader of their coming and going. A log must be kept of all students that were in attendance and the time of their release. If they leave the ministry early it needs to be noted. If there is no note of an early release then it is assumed that the students were released at the ending of time of the ministry or event. A note should be made if a student was held for an extended period after the ministry ended while waiting for a parent to arrive. Two volunteers need to remain with the student until the parent arrives.

## Policy for Releasing Children/Teens

Each ministry or event is to develop and strictly adhere to their own policy on how to release the children or teens from the ministry or activity taking place to prevent children or teens from leaving the building without proper supervision or with the wrong adults.

## **Restrooms**

This is an area in which ministry volunteers need to be very sensitive to the possibility of problems.

- Two adults should escort a group of children to the restroom.
- Teen volunteers should NOT assist children in the restroom.
- Volunteers should NEVER be alone with a child in a restroom stall.
- Men should NOT assist children in the rest room.
- Best Practice: Go to the restroom as a group. Adults stay outside unless they are specifically needed by the children.

## Hand Washing

Proper hand washing technique will be taught to all teacher and volunteer workers to prevent the spreading of diseases. It will also be posted in the bathrooms of the church.

## **Miscellaneous**

### Timely Arrival

All Teachers and Helpers should arrive in their classrooms and ministry areas well in advance of the students. They should plan to be there between 15-30 minutes before students are expected to arrive to do their preparations before students arrive. Volunteers should not receive students unless their Safe Place required numbers/parameters have been met. If Safe Pace requirements are not going to be met, the classroom or ministry event must be closed until Safe Place requirements can be met.

### Well-Child Policy

A well-child policy will be developed by the ministry leader for each ministry or activity in the church depending on the age group involved. The guidelines should be distributed to the parents the first time they bring their children or teens to the ministries or events of the church. Every teacher and volunteer will be trained on how to identify sick children and teens and how to handle a child or teen that is sick.

### Medications

At no time is a teacher or volunteer to administer or provide a prescription or over the counter medication to any child or teen without the expressed written permission and directions from the

parents of the child or teen. Such information is to be given to every parent during the registration process and updated as necessary.

***It is preferred that parents administer prescription or over the counter medications to their own children or teens.***

### Volunteer/Teacher Behavior

Volunteers and teachers are expected to be clean, neat, and appropriately attired at all times.

Volunteers and teachers should always conduct themselves in a godly manner, being an example of obedience respect, and honesty to those in their care.

### Online Contact Policy

Ministry leaders, volunteers, teachers, and helpers are not allowed to contact children or teens through text messages, email, Facebook, Instagram, or through other social media or electronic means; nor to meet with children and teens one-on-one outside of the structured ministries and events of Auburn Alliance Church without the express written permission of the child/teen's parents. Ministry leaders who wish to send out group electronic announcements must gain parental permission before doing so.

If a ministry leader would like to gather students on Zoom (or other platforms), the meetings must be recorded and made available to CE Committee members and/or Elders or pastors of AAC.

At no time are non Safe Place Approved adults allowed to participate in the Zoom meetings. At no time are children/teens to be communicating in private chat sessions in the Zoom meetings.

### Discipline Policy

Each teacher and volunteer must maintain some level of discipline if they are to maintain peace and order within the ministry or activity that they are part of. At no time is a teacher or volunteer to use inappropriate contact to administer discipline. Refer to the 5-R Method of Discipline outlined below, as well as the list of appropriate and inappropriate ways to touch and communicate with children and teens.

### 5-R's of Discipline

1. Reward good behavior.
2. Remind the student of proper classroom behavior.
3. Redirect an unruly student to another location.
4. Remove the student from the group if behavior continues.
5. Return the student to their parent if need be.

### Proper Displays of Affection

Using proper displays of affection is an important way to show any child or teen that you care for them. Below is a list of appropriate and inappropriate contact between adults and children or teens, as well as between children or teens themselves. Active listening is a technique that allows a teacher or volunteer

to properly and effectively talk with a child or teen.

### Appropriate Touching/Active Listening Skills

- a. Meet children/teens at their eye level.
- b. Listen with your ears, eyes, and heart.
- c. Hold the child's hand.
- d. Put your arm around the shoulder.
- e. Light touch to a hand, shoulder, or back.
- f. Gently hold shoulders when speaking to them.
- g. Hold preschool child who is crying.
- h. Give a quick side-hug.

### Inappropriate Touching

- a. Kissing.
- b. Extended hugging.
- c. Tickling.
- d. Touching a child or a teen in an area that is covered by a bathing suit.
- e. Carrying an older child or teen.
- f. Older children or teens sitting on your lap.
- g. Being alone with a child or teen.
- h. Full-contact, body to body hugs.

Volunteers and teachers shall not engage in the following:

- Physical abuse—striking, spanking, shaking, or slapping.
- Verbal abuse—humiliating, degrading, threatening, or bullying.
- Sexual abuse—inappropriate touch or verbal exchange.
- Mental abuse—shaming, withholding love, cruelty.
- Neglect—withholding food, water, basic care.

### How to Handle Emergencies

Each volunteer and teacher is to be given specific information on how to handle emergencies, including any specific health condition that may exist in any given group of children or teens.

Each ministry leader should know which people associated with their ministry are CPR and First Aid trained, as well as those in the building at the time their ministry is meeting who have this training. They should also know who in the building works in the medical community, if any.

Ministry leaders should re-familiarize themselves with which children and teens in their ministry who

may require special medical attention during their time at a ministry or event. This material should be reviewed as new students come into the church.

## **Events Outside of the Church**

Events and ministries held outside of the church property have the potential of opening doors of vulnerability in the areas of danger and abuse. Ministry leaders have to be extra diligent to ensure that they provide a safe place for ministry—both for children, youth, and adults. Students may have difficulty being away from home or may have their guard down because of their surroundings. People who wish to take advantage of ministry participants may be looking for opportunities to take advantage of your group. The nature of the event you are attending may its own difficulties and loop holes.

### Permission Slips and Medical Release Forms

The ministry leader is responsible for distributing and collecting permission slips for every event held away from the church property.

In addition to permission slips, parents need to provide medical release forms for every event held away from the church property, including a list of medications, proper administration of medications, and emergency contact information.

New permission slips and medical release forms must be received for each activity outside of the church. We cannot collect a “one time for all year” permission slip or medical release form.

### Transportation

Transportation will be provided in accordance with all church insurance policy recommendations.

Drivers are to be appropriately licensed and 21 years of age or older. Age requirement may be waived by discretion of the supervisor of the event.

The number of passengers are not to exceed the number of seat belts in the vehicle.

Seat belts must be worn by every passenger.

Ministry leaders must develop a policy on taking teens/children home from an event (i.e. dropping students off at home or meeting at church at a certain time). This policy should be clearly communicated to the parents of children and teens attending the event.

New York State Law prohibits children under 13 from riding in the front seat.

New York State Law also says that booster seats are required for children under 8, who weigh 40-80 pounds, and are under 4-feet 9-inches tall.

A driver should not use a mobile phone while driving. They are not to be texting, programming their GPS, or using any kind of a device that keeps their attention from driving. Let someone else in the car communicate or check directions for them as they are driving or pull over to do so safely at the side of the road or in a parking lot.

## Chaperones

Chaperones are to be chosen by the supervisor of the ministry or event through consultation of the CE Committee or Elders of the church. It is recommended that they be Safe Place Policy screened and trained. For an event away from the church there should be at least one chaperon for every eight children/teens. If the event is an overnighter, there should be at least one chaperone for every six children/teens and the appropriate number of each gender must be considered.

Parents of students may wish to participate in the event along with their student. This should only happen with an event that does not span an overnight. It is preferred that all parents go through the Safe Place screening and training process, but when this is not possible, the parents are to be treated as event participants and not chaperones. Never give a non-Safe Place screened and training adult leadership responsibilities at a ministry or event of Auburn Alliance Church.

## Parties and Field Trips

Teachers are encouraged to have special class activities in their homes, plan social activities, and involve students in field trips and service projects. All of these “Events Outside of the Church” requirements apply even if you’re having students to your house or doing a service project.

## Church Sponsored Small Groups

All church sponsored small groups must adhere to the Safe Place Policy regarding any child care that is taking place within a small group held at church or outside of the church.

## **Prepared for Response to a Child Abuse Issue**

If there is an alleged incident of child abuse at the church, or if a teacher or volunteer suspects that there may be child abuse in the child’s home, the teacher or volunteer is to isolate the situation and contact the ministry leader, supervisor, elder, or a pastor immediately. They are trained to deal with the situation and will take over from that point.

The staff of the church will clearly communicate with the ministry team what needs to happen from that point on. Please cooperate with the process.

## **Christian and Missionary Alliance Statement of Faith**

1. There is one God (Deuteronomy 6:4), who is infinitely perfect (Matthew 5:48), existing eternally in three persons: Father, Son, and Holy Spirit (Matthew 28:19).
2. Jesus Christ is true God and the true man (Philippians 2:6-11). He was conceived by the Holy Spirit and born of the virgin Mary (Luke 1:36-38). He died upon the cross, the Just for the unjust (1 Peter 3:18), as a substitutionary sacrifice (Hebrews 2:9), and all who believe in Him are justified on the ground of His shed blood (Romans 5:9). He arose from the dead according to the Scriptures (Acts 2:23-24). He is now at the right hand of Majesty on high as our great High Priest (Hebrews 8:1). He will come again to establish His kingdom of righteousness and peace (Matthew 26:64).
3. The Holy Spirit is a divine person (John 14:15-18), sent to indwell, guide, teach, empower the believer (John 16:13, Acts 1:8), and convince the world of sin, of righteousness, and of judgment (John 16:7-11).
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice (2 Peter 1:20-21, 2 Timothy 3:15-16).
5. Man was originally created in the image and likeness of God (Genesis 1:27); he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature (Romans 3:23), are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ (1 Corinthians 15:20-23). The portion of the impenitent and unbelieving is existence forever in conscious torment (Revelation 21:8); and that of the believer, in everlasting joy and bliss (Revelation 21:1-4).
6. Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God (Titus 3:4-7).
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly (1 Thessalonians 5:23), being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service (Acts 1:8). This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion (Romans 6:1-14).
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body (Matthew 8:16-17). Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age (James 5:13-16).
9. The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church (Ephesians 1:22-23), which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations (Matthew 28:19-20). The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of Baptism and the Lord's Supper (Acts 2:41-47).
10. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life (1 Corinthians 15:20-23); for the latter, a resurrection unto judgment (John 5:28-29).
11. The second coming of the Lord Jesus Christ is imminent (Hebrews 10:37) and will be personal, visible, and premillennial (Luke 21:27). This is the believer's blessed hope and is a vital truth which is an incentive to holy living and faithful service (Titus 2:11-14).

## **Alliance Statement on Sexuality**

### **God's Intention: Creation**

Sexuality is created by God and is good. We are created and embodied as male and female. In community we reflect God's image and accomplish His purpose in the world (Genesis 1:26–28). We are created for committed, intimate community, free from shame (Genesis 2:24–25). For a man and a woman, this intimacy may be expressed and consummated sexually when they are united as one flesh in marriage (Genesis 2:24). The pleasure of sexual union is intended to express not only a bodily intimacy but also an intimacy of heart, soul, and mind. The divine purpose for sexual union is to reproduce children who represent God and extend God's rule to the ends of the earth (Genesis 1:26–28).\* Our created sex and sexuality are gifts from the Creator to be embraced with gratitude and worship.

### **Our Distortion: The Fall**

Any rebellion against God's perfect design is sin. It separates us from God and distorts intimacy. All of us have experienced sexual brokenness in some fashion. No longer naked and without shame, Adam and Eve clothed themselves with fig leaves (Genesis 2:25; 3:7). Differences between sexes meant to complement have led to dysfunctional, domineering, neglected, and even abusive relationships (physically, emotionally, and sexually [e.g., rape and incest]) (Genesis 3:16). Some seek to redefine the created nature of our sexuality in rebellion (Romans 1:24–27). They desire the intimacy or pleasure of sex without the commitment of marriage between a man and woman (1 Corinthians 6:16; cf. Genesis 2:24), such as homosexual or extra-marital sexual activity. Others seek an illusion of intimacy through actively indulging in lust, fantasizing, and/or pornography. All of these are indicators of our rebellion against God.

In all the brokenness of our sexuality, the church has often failed to recognize, understand, or show compassion to those wrestling with these realities. Particularly, the church has struggled to walk in a redemptive manner with those who experience same-sex attraction and/or question their created and gendered identity. Because of the Fall, our struggles with sexuality cannot simply be reduced to our choices or environmental background, but our choices remain significant.

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## Our Redemption: Jesus

God loves us in our brokenness with a love so boundless that He sent Jesus to redeem what sin had distorted. Even Christians who had previously embraced many sexual sins are now described in this way: And that is what some of you were. But you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God (1 Corinthians 6:11). These realities can be true for us today. There is nothing out of reach from the power of Jesus to cleanse and forgive when we turn to Him in humble repentance and submission. God floods our sexually broken world with grace and mercy to wash our sinful natures clean and makes us new creations in Jesus Christ (Titus 3:5; 2 Corinthians 5:17). Out of forgiveness rather than condemnation, we are empowered to pursue sexual wholeness and freedom from the distortions of the Fall (John 8:11). God is restoring His creation, including His purposes for sexuality, through Jesus Christ, the firstborn of all creation (Colossians 1:15–20).

As the Body of Christ, we walk together in our sexual brokenness toward maturity in Christ. We do so by speaking the truth with understanding, love, and compassion (Ephesians 4:15). While Jesus inaugurates the restoration of all creation, its full restoration is not yet realized. However, because of Christ's provision, it is our privilege to choose to "walk by the Spirit" and by so doing "not gratify the desires of the sinful nature" (Galatians 5:16). We can experience the promised blessing that God desires to who will "fill [us] with all joy and peace as [we] trust in him, so that [we] may overflow with hope by the power of the Holy Spirit" (Romans 15:13). Therefore, we are freed from condemnation (Romans 8:1) and can overcome the power of sin (Romans 5:17) and Satan (Revelation 12:11) by the power of the cross of Jesus Christ!

## Our Hope: Fulfillment

While Jesus' death on the cross freed us from the penalty and power of sin, only His Second Coming will free us completely from the presence of sin. On that day, we will see him face to face (1 John 3:2; 1 Corinthians 13:12), enjoying a true intimacy without shame. The battle for purity will be won (Revelation 19:8), and we will be presented blameless in His presence with great joy (Jude 24).

\* While not explicitly included in the Genesis creation account, sexual union is for pleasure (Song of Songs). Furthermore, reproduction of people who represent God and extend God's rule to the ends of the earth is not limited to physical reproduction but also occurs through discipleship multiplication; the creation language of being fruitful and multiplying greatly is used in the New Testament for how the Word of God bears fruit to multiply disciples (e.g., Acts 6:7; 12:24; 19:20; Colossians 1:6, 10).