



**SAFE SANCTUARY
VOLUNTEER DISCLOSURE FORM**

Printed Name: _____
Address: _____
Phone Number: _____ Email: _____

1. I have been known to the staff of Grace Congregational United Church of Christ for more than 6 months.
_____ True _____ Not True
2. I have never been found guilty, or pled guilty or no contest, to a criminal charge related to sexual discriminations, sexual harassment, sexual assault, sexual abuse, physical abuse or child abuse.
_____ True _____ Not True **If not true, please give explanation on the reverse side.**
3. No civil lawsuit alleging actual or attempted sexual discrimination, sexual harassment, sexual assault, sexual abuse; physical abuse or child abuse has ever resulted in a judgment being entered against me; been settled out of court; or been dismissed because the statute of limitations had expired.
_____ True _____ Not True **If not true, please give explanation on reverse side.**
4. My employment, professional credentials, or service in a volunteer position were never terminated due to allegations of actual or attempted sexual discrimination, sexual harassment, sexual assault, sexual abuse; physical abuse or child abuse.
_____ True _____ Not True **If not true, please give explanation on reverse side.**
5. I am available to drive as part of my ministry at the church. If not true, skip to last question #6.
_____ True _____ Not True
 - a. I have not had my driver's license suspended or revoked within the last 5 years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance.
_____ True _____ Not True **If not true, please give an explanation on reverse side.**
 - a. My vehicle insurance coverage is up-to-date.
_____ True _____ Not True
6. There are no facts or circumstances involving me or my background that would call into question my being entrusted with the responsibilities of the position for which you are applying.
_____ True _____ Not True **If not true, please give an explanation on reverse side.**

Signature of Volunteer: _____ Date: _____

Signature of Parent: _____ Printed Name of Parent: _____
(If Volunteer is 18 or under) Date: _____

I have read the Grace Congregational United Church of Christ Safe Sanctuary Policy and am familiar with its content. I agree to give my best effort to the ministry and to adhere to the Safe Sanctuary Policy.

Signature of Volunteer: _____ Date: _____

This page intentionally left blank for written responses on Page 1. Please number responses with question number.

SAFE SANCTUARY COVENANT

By signing below, I agree to abide by the Grace Congregational United Church of Christ's Safe Sanctuary Policy:

1. Every adult (age 18 and older) who works with children and youth at Grace Congregational United Church of Christ, in any way, must complete a Volunteer Disclosure Form as well as consent to a state-wide background check. Anyone under 18 who is leading children will be subject to reference checks, not limited to personal and school-related references.
2. Any new person or persons to our congregation must be a member or a "committed friend" who is known to the staff for at least six (6) months before they can work with the children and youth.
3. The windows and doors cannot be altered for any reason.
4. All gatherings involving youth (including but not limited to: youth events, overnight events, retreats, etc.) must have present a minimum of two (2) unrelated adults who are gender represented of the group.
5. Every Sunday morning, an adult "Sunday School Shepherd" will be present in the hallway of the Christian Education Wing during Sunday School class time to provide assistance to the teachers and to serve as a second set of eyes.
6. All leaders must be at least five (5) years older than the children or youth they are working with. If Sunday School leader is under the age of 18, a background checked adult over the age of 23 will be present. Leaders, other than Sunday School, must be at least 23 years of age.
7. When church-related gathering is off-site from Grace Congregational United Church of Christ, these Safe Sanctuary Guidelines apply.
8. When we have knowledge of a person registered with a Sex Offender's Registry Program, that individual will be made known to necessary staff persons (including pastoral, secretarial staff, congregation Moderator, Christian Education Chairperson, or Head Usher) and must be accompanied by a church member when on the premises.

Signature: _____ Date: _____

Printed Name: _____

Reaffirmation of Information

Changes to above information may be made in different colored pen and initialed by volunteer.

I affirm that none of the above information has changed and I have reviewed the Congregational United Church of Christ Safe Sanctuary Policy again.

Signature of Volunteer: _____ Date: _____

Signature of Volunteer: _____ Date: _____

Signature of Volunteer: _____ Date: _____

Signature of Volunteer: _____ Date: _____

AUTHORIZATION AND REQUEST FOR CRIMINAL BACKGROUND RECORDS CHECK

I, _____, hereby authorize Grace Congregational United Church of Christ in Two Rivers, Wisconsin and Manitowoc County to request the Wisconsin police and sheriff's department to release 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 said police and sheriff's department from all liability that may result from any such disclosure made in response to this request.

Signature of Applicant

Date

Print First, Middle Initial and Last Name: _____

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

Circle Gender: Female Male

Date of Birth: _____ Place of Birth: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

License Expiration Date: _____

Return Form to: Grace Congregational United Church of Christ
 c/o Safe Sanctuary Administrator
 2801 Garfield Street
 Two Rivers WI 54241
 (920) 553-1222

As of January, 2011, the Report costs \$7. If you are able to help with this fee, we would greatly appreciate it.

SAFE SANCTUARY POLICY

Keep this copy of the policy as a reminder of our Safe Sanctuary Policy

Jesus said, "Let the children come to me for to such belongs the kingdom of heaven....." That is the basic reason we welcome the children and youth to our places of worship, learning, and fellowship in the church. Yet, within communities, children and seniors are the most vulnerable participants. To that end, Grace Congregational United Church of Christ adopted a Safe Sanctuary policy in 2004 to begin to address issues facing congregational safety.

Our Safe Sanctuary Policy includes:

1. Every adult (age 18 and older) who works with children and youth at Grace Congregational Church, in any way, must complete a volunteer disclosure form as well as a consent to a state-wide background check. Anyone under 18 who is leading children will be subject to reference checks, not limited to personal and school-related references.
2. Any new person or persons to our congregation must be a member or "admitted friend" who is known to the staff for at least six (6) months before they can work with the children and youth.
3. The windows and doors cannot be altered for any reason.
4. All gatherings involving youth (including but not limited to camps, retreats, events, retreats, etc.) must have present a minimum of two (2) adults from the congregation of the group.
5. Every Sunday morning, an adult "Sunday School Usher" must be present in the sanctuary of the Christian Education Wing during Sunday School classes. A second adult must be present to serve as a second set of eyes.
6. All leaders must be at least five (5) years older than the youth they are leading. If a Sunday School leader is under the age of 18, a background check must be completed and must be present. Leaders, other than Sunday School, must be at least 23 years of age.
7. When church-related gathering is off-site from Grace Congregational United Church of Christ, these Safe Sanctuary Guidelines apply.
8. When we have knowledge of a person registered with a State's Child Molester's Registry Program, that individual will be made known to necessary staff persons (including pastoral, secretarial staff, congregation Moderator, Christian Education Chairperson, or Head Usher) and must be accompanied by a church member when on the premises.

Any questions and incidents regarding the Safe Sanctuary Policies and Procedures can be directed to the Church Moderator, Christian Education Chairperson or Pastoral Staff.

All information regarding incidents, questions and comments will be kept confidentially.