

# **SAFE CHURCH POLICY**

**Cascade Christian Reformed Church**

**Marysville, WA**

**Member Church of the Christian Reformed Church of North America  
(CRCNA)**

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**Phone:**

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**Adopted by Council, 2017**

## **Introduction**

Cascade Christian Reformed Church (CCRC) is committed to provide a safe, nurturing, healthy, and safe environment in which both children and adults can learn, worship God, and grow in their faith. Unfortunately in our society today, even in a church setting, some individuals may be at risk of being abused or taken advantage of physically, emotionally, or sexually. This Safe Church Policy of Cascade CCRC is intended to provide guidance, wisdom, and protection to the congregation of CCRC, all guests, and visitors from our community, and by extension, the entire Classis Pacific Northwest.

To ensure that CCRC remains a safe place for all members, guests, visitors and members of our community, the Council of CCRC has compiled and adopted the following Safe Church Policy and all supporting and additional documents, forms, and guidance as official policy of this church.

## **Purpose of the CCRC Safe Church Policy**

The explicit purpose of the CCRC Safe Church Policy is to ensure proper guidelines, descriptions, and understanding of Safe Church practices. The CCRC Safe Church Policy is designed to help foster and facilitate a church environment that is safe in every way. Furthermore, the CCRC Safe Church Policy has been established to give guidance to the leaders and congregation of CCRC in the unfortunate occurrence of an inappropriate incident or event, in which abuse has taken place within the CCRC community. This abuse includes (but is not limited to): sexual, physical, or emotional.

Cascade CRC (CCRC) has a spiritual, moral, and legal obligation to ensure that all reasonable steps are taken, and protections put in place, to provide and maintain a safe, healthy environment for children, youth, vulnerable adults, employees, volunteers, guests, visitors, and all members of CCRC.

## **CCRC Safe Church Policy Guidelines**

- All Reports to the Safe Church Ministry Representative must be made in person, and filed in written format by filling out Form #1 or Form #2. All other reports will be consider unofficial, and will not be considered by the Safe Church Ministry Representative.
- Verbal reports are consider unreliable and will not be considered
- The Safe Church Policy has been set in place for the protection and safety of all members, visitors, and guests of CCRC.

## **Purpose of the CCRC Safe Church Ministry Representative**

The purpose of the CCRC Safe Church Ministry Representative is to ensure the congregation of CCRC has a safe place to turn should there be an alleged case of physical, sexual, or emotional abuse that happens in the church. The Safe Church Ministry Representative will work on the behalf of the Reportee to ensure their case is represented, protected, and dealt with in a timely manner, in accordance with biblical wisdom, and all reasonable practices, as outlined in this Safe Church Policy of CCRC.

The CCRC Safe Church Ministry Representative has been appointed by the CCRC Council, blessed and authorized by Classis Pacific Northwest, and is an independent resource for members of CCRC to access in the unfortunate case that they should feel the need to do so.

The CCRC Safe Church Ministry Representative is dedicated to the highest ethical, moral, and biblical standards and expectations. He or she, as the Safe Church Ministry Representative is bound to the utmost confidentiality and privacy.

## **CCRC Safe Church Ministry Representative Guidelines**

- The Safe Church Ministry Representative does not answer to the Minister of CCRC, and is only responsible to the CCRC Council.
- The Safe Church Ministry Representative is required to act in true and best interest of the alleged victim (the Reportee)

## **Abuse Prevention and Protection Policy General Guidelines & Practices**

Maintaining a safe environment in our church, especially for our children is critical as we seek to share the gospel of Jesus Christ and live lives above and beyond reproach. The following policies are designed to insure and maintain an atmosphere of safety in our church. The concern is, first of all, to provide a safe, loving environment where parents can have peace of mind about leaving their children in the care of others. Secondly, we are concerned about the appearance of evil and false allegations which might arise if these policies are not followed. And lastly, this policy provides an avenue for seeking help if any inappropriate behavior is suspected and reported within the church.

All volunteers and staff serving in ministry to youth within Cascade Christian Reformed Church will submit to a screening process. The council will run background checks on all volunteers and staff serving in the church. (See attachment A). There will be a minimum three (3) month waiting period before new volunteers are allowed to interact with minors. If a background check reveals a prior sexual misconduct-related offense, that person will be permanently ineligible to volunteer to perform social services, counseling, or in any way be involved in the care, supervision and/or teaching of minors, including nursery, overnight activities involving minors, and mentorship of minors.

### **The “two-person rule” policy:**

There will always be two (2) adults or an adult and helper in the nursery at all services where nursery is provided. No minor should be alone with one adult on the church’s premises or in any sponsored activity unless in a counseling situation.

### **The “open door” policy:**

Whenever an adult is meeting alone with a child, the door must remain open. This does not apply to classroom settings where there is more than a single child. When this is not possible, the two-person rule must be followed.

### **Other policies regarding safety:**

- 1) Individuals, other than parents of children or nursery workers, should not enter the nursery. Nursery workers will release children under their care only to the person who dropped the child off or the parent of that child. Children will not leave the care of the nursery attendants until picked up by the responsible person.
- 2) The church, and particularly the nursery, should be evaluated regularly for safety issues.

## **CCRC General Recommendations for Working with Children or Youth**

- 1) The preventative step of screen requires that all individuals serving in a ministry involving children in any capacity receive and complete a background check (form included in the Safe Church Ministry Policy packet), which includes both a background check and disclosure agreement.
- 2) Applications will be reviewed by the Safe Church Ministry Representative if any concerns are raised.
- 3) It is required that church volunteers/employees be regularly attending the church for a minimum of six months prior to taking a position of working with children’s programs. The individual is strongly encouraged to become an official member of CCRC as well. Those recommended for positions working with children or youth not meeting the above general recommendations will be addressed by the CCRC Council and relevant program leader on an individual case-by-case basis.

- 4) Background checks are strongly encouraged to be resubmitted every five years for those working with children at CCRC.

## **Guidelines for Dealing with Allegations of Abuse or Sexual Misconduct**

Any suspected abuse or sexual misconduct should be reported immediately to a member of the Church Council and a written report completed (See Form #1 or Form #2). The Council will follow these guidelines for dealing with abuse.

- 1) If an allegation is made against a staff member or a volunteer, that person will be immediately suspended without prejudice (and with pay if staff) until the matter is resolved by the elders of the church.
  - a. Any charges involving children will be immediately reported to the proper authorities of WA State.
  - b. The accused will be considered innocent until proven otherwise.
- 2) The elders will be responsible for hearing the charges in a timely manner, presenting those charges to the accused and hearing his/her response, carefully and prayerfully weighing the evidence and determining the appropriate response. (Church Order, Article 80)
  - a. Both the accuser and the accused will be treated with love and respect as they present their testimonies to the elders. The elders will make every attempt to communicate and minister to both parties. During the inquiry into allegations, no public mention of the charges will be made.
  - b. The elders will consider any and all evidence and testimony relevant to the case.
  - c. If there is some uncertainty as to the veracity of the charges or there is a conflict of interest in the body of the elders (such as a close relative or the charges are against an elder), the elders may call on an independent neutral panel, such as the Classis Pacific Northwest Safe Church Ministry Team.
    - i. If a neutral panel is convened, they shall issue a report to the elders of CCRC, who will then determine the appropriate response based on that report.
    - ii. The neutral panel is an advisory panel to the elders and does not have the authority to exercise discipline.
  - d. If deemed necessary, the elders will consult with the Church Visitors (pastor consultants appointed by our Classis) as to an appropriate procedure or response.
- 3) If the charges are weighty and probable, the elders will discipline the accused according to the principles of scripture as outlined in the Church Order, Articles 78-82.
  - a. If the charges are weighty and probable, the case may be made public if the elders judge it beneficial to the welfare of the church or believe there may be other potential victims.
  - b. The accused may appeal the decision of the elders to the Classis.
- 4) If the allegations are judged to not be weighty and probable, the matter is closed.
- 5) The elders will make every attempt to minister to both the accused and the accuser throughout this process, including Christian counseling. "The purpose of admonition and discipline is to restore those who err to faithful obedience to God and full fellowship with the congregation, to maintain the holiness of the church, and thus to uphold God's honor." Church Order, Article 78.

## **Guidance to Church Members On Reporting An Incident**

### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from the Minister(s)**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in Safe Church Policy, and available from either any staff member of CCRC, the Clerk of Council, or

from the Safe Church Ministry Representative), and submit that completed form to the Safe Church Ministry Representative of CCRC.

- 2) The Reportee and the Safe Church Ministry Representative will meet as needed and discuss in what direction the Reportee would like to move forward with their report.
- 3) In this particular case, since the report of an incident of abuse, misconduct, or inappropriate behavior is being made against the Minister of CCRC, the Reportee and the Safe Church Ministry Representative are encouraged to mutually agree on inviting two or more council members (preferably one elder, and one deacon) to work together on this report and all meetings to collaboratively work towards submitting a report to the Council of CCRC.

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Council Member(s)**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC, the Clerk of Council, or from the Safe Church Ministry Representative), and submit that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee and the Safe Church Ministry Representative will meet as needed and discuss in what direction the Reportee would like to move forward with their report.
- 3) At any point throughout the process of reporting the Reportee is free and encouraged to confide in the minister of CCRC, if he or she feels comfortable, safe, and confident in doing so. The minister may work with the Safe Church Ministry Representative to report any issue of abuse, misconduct, or inappropriate behavior of the specified council member; at which point, the Safe Church Representative and minister would convene a special Council meeting, including all other members of the CCRC Council, excluding the Council member(s) alleged of wrongdoing.

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Another Member of CCRC, a Guest or Visitor**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual. Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council initially, but rather, bring in two Council members (preferably one elder and one deacon, if possible) to begin.
- 4) The Reportee, Safe Church Ministry Representative, and Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so to finalize the report.
- 5) The report will be submitted to the entirety of the CCRC Council. The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged individual(s), Reportee, Safe Church Ministry Representative, and minister to determine a course of action.

### **Guidance to Church Council Members (Elders & Deacons) On Reporting An Incident**

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from the Minister(s)**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.

- 2) If the Reportee is a member of the Council of CCRC, the Council Member Reportee should not engage directly with the alleged individual (in this case, the Minister). Instead, the Council Member Reportee is strongly encouraged to bring this matter to the CCRC Safe Church Ministry Representative.
- 3) The Council Member Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible).
- 4) The report will be submitted to the entirety of the CCRC Council (minus the Minister(s) of whom the case is being made against). The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 5) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the Minister, Reportee, Safe Church Ministry Representative, and the entirety of CCRC's Council to determine the course of action.

**Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from Another Council Member**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Council Member Reportee should not engage directly with the alleged individual (in this case, another member of CCRC's Council). Instead, the Council Member Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Council Member Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible).
- 4) The Council Member Reportee, Safe Church Ministry Representative, and other Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so.
- 5) The report will be submitted to the entirety of the CCRC Council (minus the Council Member(s) of whom the case is being made against). The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged Council Member(s), Reportee, Safe Church Ministry Representative, Minister, and the rest of CCRC's Council to determine the course of action.

**Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Another Member of CCRC, a Guest or Visitor**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee (in this case, a member of CCRC's Council) should not engage directly with the alleged individual. Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council initially, but rather, bring in two Council members (preferably one elder and one deacon, if possible) to begin.
- 4) The Reportee, Safe Church Ministry Representative, and Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so to finalize the report.

- 5) The report will be submitted to the entirety of the CCRC Council. The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged individual(s), Reportee, Safe Church Ministry Representative, and minister to determine a course of action.

### **Guidance to All Non-Church Members (Guests, Visitors, Members of the Community, Etc.)**

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from the Minister**

- 1) All guests, visitors, and members of the community are considered to have the greatest honor at CCRC. All matters of alleged abuse, misconduct, or any inappropriate behavior will be thoroughly looked into the same manner that a report from a long-standing church member would make.
- 2) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible). Together, they will discuss, guide the Reportee and offer additional input, and collectively submit their report to the CCRC Council.
- 4) The report will be submitted to the entirety of the CCRC Council (minus the Minister(s) of whom the case is being made against). The CCRC Council, Safe Church Ministry Representative, Reportee, and CCRC Council will mutually agree upon a course of action.
- 5) After steps 1-4 have taken place, the Council of CCRC will convene a meeting with the Minister, Reportee, Safe Church Ministry Representative, and the entirety of CCRC's Council to determine the course of action.

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Council Member**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual (a CCRC Council member). Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible) to initially begin the report and discussion.
- 4) The Reportee, Safe Church Ministry Representative, and other Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so.
- 5) The report will be submitted to the entirety of the CCRC Council (minus the Council Member(s) of whom the case is being made against). The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged Council Member(s), Reportee, Safe Church Ministry Representative, Minister, and the rest of CCRC's Council to determine the course of action.

#### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Another Member of CCRC, a Guest or Visitor**

- 1) The Reportee (person making a report) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual. Instead, the Council Member Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council initially, but rather, bring in two Council members (preferably one elder and one deacon, if possible) to begin.
- 4) The Reportee, Safe Church Ministry Representative, and other Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so.
- 5) The report will be submitted to the entirety of the CCRC Council. The CCRC Council, Safe Church Ministry Representative, and Reportee will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged individual(s), Reportee, Safe Church Ministry Representative, and minister to determine a course of action.

## **Guidance to Minister/Staff Member On Reporting An Incident**

### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from Another Staff Member**

- 1) The Reportee (in this case, the Minister/Staff Member) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual (in this case, another member of CCRC's staff). Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible).
- 4) The Reportee, Safe Church Ministry Representative, and other Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so, and if there is another ordained Minister to refer to.
- 5) The report will be submitted to the entirety of the CCRC Council, minus the Minister or Staff Member (if they are on Council). The CCRC Council, Safe Church Ministry Representative, and Reportee (Minister/Staff Member) will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged Minister/Staff Member(s), Reportee (Minister or Staff Member), Safe Church Ministry Representative, and the rest of CCRC's Council to determine the course of action.

### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Member of the CCRC Council**

- 1) The Reportee (in this case, the Minister/Staff Member) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual (in this case, another member of CCRC's Council). Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible).



- 4) The Reportee, Safe Church Ministry Representative, and other Council Members are encouraged (not required) to include the Minister in their discussions and course of action, if they feel comfortable in doing so, and if there is another ordained Minister to refer to.
- 5) The report will be submitted to the entirety of the CCRC Council, minus the alleged Council Member(s). The CCRC Council, Safe Church Ministry Representative, and Reportee (Minister/Staff Member) will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged CCRC Council Member(s), Reportee (Minister or Staff Member), Safe Church Ministry Representative, and the rest of CCRC's Council to determine the course of action.

### **Reporting an Incident of Abuse, Misconduct, or Inappropriate Behavior from a Member of CCRC**

- 1) The Reportee (in this case, the Minister/Staff Member) should begin by filling out Form #1 or Form #2 (included in the Safe Church Policy, and available from either any staff member of CCRC), and submitting that completed form to the Safe Church Ministry Representative of CCRC.
- 2) The Reportee should not engage directly with the alleged individual (in this case, another member of CCRC's staff). Instead, the Reportee is strongly encouraged to bring this matter directly to the CCRC Safe Church Ministry Representative.
- 3) The Reportee (Minister or Staff Member) and the Safe Church Ministry Representative are encouraged to not involve the entirety of the CCRC Council, but rather, bring in two Council members (preferably one elder and one deacon, if possible).
- 4) The Reportee (in this case, the Minister or Staff Member), may at any time, convene a meeting directly with the Elders or entire CCRC Council to bring their reported allegations to the CCRC Council directly with the presence of the Safe Church Ministry Representative.
- 5) The report will be submitted to the entirety of the CCRC Council, with the Safe Church Ministry Representative present. The CCRC Council, Safe Church Ministry Representative, and Reportee (Minister/Staff Member) will mutually agree upon a course of action.
- 6) After steps 1-5 have taken place, the Council of CCRC will convene a meeting with the alleged Minister/Staff Member(s), Reportee (Minister or Staff Member), Safe Church Ministry Representative, and the rest of CCRC's Council to determine the course of action.

### **Presumption of Innocence**

Person(s) accused of alleged wrongdoings (including, but not limited to, abuse, misconduct, or inappropriate behavior) are presumed innocent until proven guilty by reasonable evidence and support. Simultaneously, all cases that fall within the scope and parameters of the CCRC Safe Church Ministry Policy will be taken up by the Safe Church Ministry Representative and the Reportee will be treated with the utmost integrity, honor, and respect.

### **Guidance On Confidentiality**

All Reportees, the Safe Church Ministry Representative(s), Council Member(s), and the Minister(s) (if involved in working with a Reportee), must acknowledge and sign the Confidentiality Form (see Form #3). All matters discussed concerning the incident(s) of alleged abuse of any kind, all communication of any kind, reports, all meetings, and anything else pertinent to the Reportee, the alleged individual(s), the Safe Church Representative, and anyone else involved in investigation into the alleged abuse, misconduct or inappropriate behavior, will remain completely confidential by all involved parties.

Signing the Confidentiality Form is a binding agreement to keep and maintain privacy and confidentiality. Reasonable steps of church discipline will be taken by the CCRC Council should confidentiality be broken.

Any and all issues pertaining to simple personal disagreements, including but not limited to private business dealings, family disagreements, theological disagreements or concerns, etc.

### **Misuse of the CCRC Safe Church Policy**

Any and all issues pertaining to simple personal disagreements, including but not limited to private business dealings, family disagreements, theological disagreements or concerns, etc. These issues are examples of potential misuses of the CCRC Safe Church Policy and will not be taken up by the Safe Church Ministry Representative. These, and similar issues, are best referred to the minister, or the Council of CCRC for guidance, wisdom, and resolution.

Discovery of a false report, or false allegations made in order to defame, injure, or wrong another individual will immediately be dropped. Church discipline will be taken by the CCRC Council including potential expulsion from the church.

### **Compliance & Review**

All volunteers and staff members of CCRC must agree to comply with CCRC's Safe Church Ministry Policy. A volunteer or staff person who refuses to follow prevention policies or who violates policies may be required to relinquish his or her responsibility in a child or youth program.

Staff, CCRC Council members, ministry leaders, and volunteers who are volunteering in a ministry program serving or including minors are expected to familiarize themselves with the Safe Church Ministry Policy and its guidelines. CCRC Council members are expected to review the policy yearly, and comply with guidelines in response to any Reports, as well as referring to CCRC's Safe Church Ministry Representative first, and the denomination's (CRCNA) Safe Church Office regarding any concerns or questions. A review of the Safe Church Ministry Policy will be placed on the Council agenda annually for review and amendment.

## **APPENDICES**

### **APPENDIX A: SOCIAL MEDIA POLICY with Youth**

Social Media and Networking sites are a large component in the lives of our youth and adults. It is essential for the Church to engage in this area to minister, communicate, and advertise about church events, ministries, and other relevant topics. However, CCRC and all its members should ensure we do so with integrity and respect.

The following recommended principles are guidelines for healthy boundaries for digital networking and communication. They are intended to raise awareness of issues and open doors with ministry teams. All ministers, CCRC staff, ministry leaders, Council members, and volunteers to discern which guidelines apply to their ministries.

#### **Recommendations:**

- 1) Use prudent judgment in contacting youth through social media policy. The "home phone rule" is a basic rule to use. Normally do not text, chat, email back and forth with youth when you would not otherwise call their home phone line (before 8AM, or after 9PM).
- 2) Implement privacy settings and personal boundaries.
  - a. Create separate private and professional profiles on sites.
  - b. Apply privacy settings that are consistent with youth, across all platforms.
  - c. Review accessible content and photos frequently to ensure they are appropriate.

- d. If a youth texts you after hours and it is not an emergency or urgent, wait until the morning to reply
- 3) If you choose to use social networking to communicate with youth, we recommend that the ministry leader(s), minister, or member of the CCRC Council has full access to your profiles and correspondence is copied.
  - a. Parents should be aware of how the leader utilizes social network platforms.
  - b. When possible, communication should be sent to entire groups rather privately to one individual
  - c. When ongoing pastoral communication is private, disclose the person's name and the frequency of contact with the parents and the ministry leader if the student/youth is making troubling or disturbing comments or remarks
- 4) Principles should be implemented to govern digital groups, addressing:
  - a. Appropriate and inappropriate language and behavior.
  - b. Who may join and view online group activity; when someone should leave (or be removed from) the group.
  - c. Content that can be posted/published on the site
  - d. How and when are photos tagged (parental permission, signed consent form, etc.)
- 5) Any inappropriate material posted to your online group should be immediately deleted, address, and reported to a ministry leader, minister, or member of the CCRC Council.
- 6) Video chatting of any kind is strongly discouraged, and all transcripts of online chats and email correspondence must be saved.
- 7) Emails should communicate facts, not feelings. Any concerns of content are to be shared with the minister, CCRC Council, or appropriate ministry leader(s). Phone calls and face-to-face meetings are preferred when dealing with emotionally-charged conversations between any two parties or individuals.

## **FORMS**

### **FORM #1: REPORT OF SUSPECTED ABUSE OR SEXUAL MISCONDUCT**

Reported by:

\_\_\_\_\_

Name and Title

\_\_\_\_\_

Address

\_\_\_\_\_

City, State and Zip Code

\_\_\_\_\_

Telephone

Date of Report:

Person suspected  
Of misconduct:

\_\_\_\_\_

Name and Title (if applicable)

\_\_\_\_\_

Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone

Other person(s) involved  
(witnesses or victims)

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Age(s) and Gender(s)

\_\_\_\_\_  
Address(es)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number(s)

Describe incident(s) of suspected abuse, including date(s), times(s), and location(s). Be specific:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify eyewitnesses to the incident, including names, addresses and telephone numbers, where available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information which may be helpful to the investigation:

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**FORM #2: REPORT OF INAPPROPRIATE TOUCHING, COMMENTS, ETC.**

Reported by:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone

Date of Report:

\_\_\_\_\_

Person suspected  
Of misconduct:

\_\_\_\_\_  
Name and Title (if applicable)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone

Other person(s) involved  
(witnesses or victims)

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Age(s) and Gender(s)

\_\_\_\_\_  
Address(es)

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
Telephone Number(s)

Describe incident(s) of alleged inappropriate touching, comments, etc., including date(s), times(s), and location(s). Be specific:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify eyewitnesses to the incident, including names, addresses and telephone numbers, where available:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other information which may be helpful to the investigation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (First & Last Name), promise to keep my initial report, all future and further reports, documentation, and all communication concerning my report and all individuals and organizations involved private and confidential. This includes (but is not limited to):

- Verbal Communication
- Social Media
- Email/Written Communication

I am making this promise, and signing this confidentiality agreement with all integrity, honesty, and intent to protect all those involved in this report, including the individual(s) alleged of abuse, misconduct, or inappropriate behavior.

Reportee Signature: \_\_\_\_\_

Minister/Council Representative Signature: \_\_\_\_\_

Safe Church Ministry Representative Signature: \_\_\_\_\_

#### **FORM #4: BACKGROUND CHECK FORM**

##### NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information obtained through personal interviews concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living may be obtained in connection with your application for and/or continued employment, contract for services or volunteer services with CASCADE CHRISTIAN REFORMED CHURCH. A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment, contract for services or volunteer services with the CASCADE CHRISTIAN REFORMED CHURCH. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

##### AUTHORIZATION

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize CASCADE CHRISTIAN REFORMED CHURCH to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my application for and/or continued employment, contract for services or volunteer services at CASCADE CHRISTIAN REFORMED CHURCH. I understand that I have rights under the Fair Credit

Reporting Act, including rights discussed above, and have received a Summary of My Rights Under the FCRA. This report may be delivered in either written or electronic form.

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)  
State  
(For ID Purposes Only)

Drivers License Number

Drivers License

Any other names I have been known by:

Current Address:

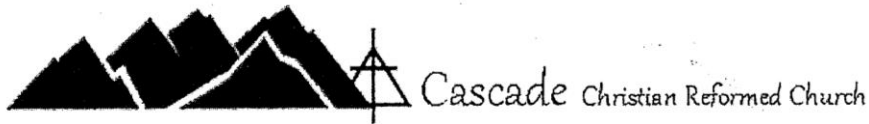
Previous Addresses (Last 7 Years)

Signature

Date

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.





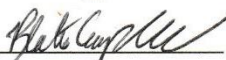
13908 51st Ave NE, Marysville WA 98271 \* 360-659-4136

*\*By signing below, you agree to follow and adhere to the above contents of Cascade Christian Reformed Church's Safe Church Ministry Policy. Additionally, you agree that the CCRC Council will annually review, revise, and uphold an up-to-date Safe Church Ministry Policy.*

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**BOARD OF DIRECTORS**

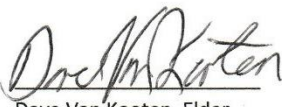
**ELDERS**

  
Blake Campbell, Pastor  
13908 51<sup>st</sup> DR NE  
Marysville, WA

  
Rick Poortinga, Council President  
1023 Pioneer Hwy E.  
Arlington, WA 98223

\_\_\_\_\_  
Lloyd Hofkamp, Council Clerk  
5720 61<sup>st</sup> DR NE  
Marysville, WA 98270

  
Marvin Boersema, Elder  
8216 101<sup>st</sup> Ave NE  
Lake Stevens, WA 98258

  
Dave Van Kooten, Elder  
9015 58<sup>th</sup> DR NE  
Marysville, WA 98270

**DEACONS**

  
Bill Bol, Deacon  
8729 59<sup>th</sup>  
Marysville, WA 98270

  
Be Grimberg, Deacon  
20346 State Rd 534  
Mount Vernon, WA 98274

\_\_\_\_\_  
Allan Wolff, Deacon Treasurer  
17229 Ironwood St  
Arlington, WA 98223

  
Elaine Zonnefeld, Deacon Secretary  
2204 N Trumpeter Dr  
Mount Vernon, WA 98273

Adopted by Council, September 13, 2017

V1 Adopted May 2017