

CHURCH OF THE RESURRECTION

CHILD & YOUTH PROTECTION POLICY



Dear Volunteer or Staff Member,

Church of the Resurrection accepts with deep gratitude and seriousness the trust given us by God to nurture and care for his people, especially those who are most vulnerable and in need of protection. This is essential when caring for our children and youth.

Current statistics regarding child abuse are alarming. The effects of abuse can damage children at the core of who they are, and often follow them into adulthood. As the Church, we declare that we will work together to see proper love and care extended to the children entrusted to us.

As Christian adults, we are called to establish a secure environment where the perfect love of God works to cast out all fear (1 John 4:18) and the nurture and love of God are made known to all, in particular to our children and youth. In this way we can fulfill the biblical mandate to train up our children in the way they should go (Proverbs 22:6). Jesus teaches explicitly that children are of great value in the Kingdom and that to cause harm to one of them has grave consequences (Matthew 18:1-6). As a member or prospective member of our team, we are inviting you to join us in creating a safe space for our children. Caring for our children and youth is a sacred trust and not something to be taken lightly.

This document is designed to provide information that staff, clergy, and volunteers need to know in order to minister safely to the children and youth at Resurrection. Please read this policy document thoroughly and submit the acknowledgment online (or on the last page of this document) upon completion. We thank you for your investment in shepherding the children of Resurrection.

Almighty God, heavenly Father, you have blessed us with the joy and care of children: Give us calm strength and patient wisdom as we bring them up, that we may teach them to love whatever is just and true and good, following the example of our Savior Jesus Christ, Amen. (BCP 2019, Prayer #66)

With Hope in Jesus,

Steve Williamson
Cathedral Dean
Church of the Resurrection

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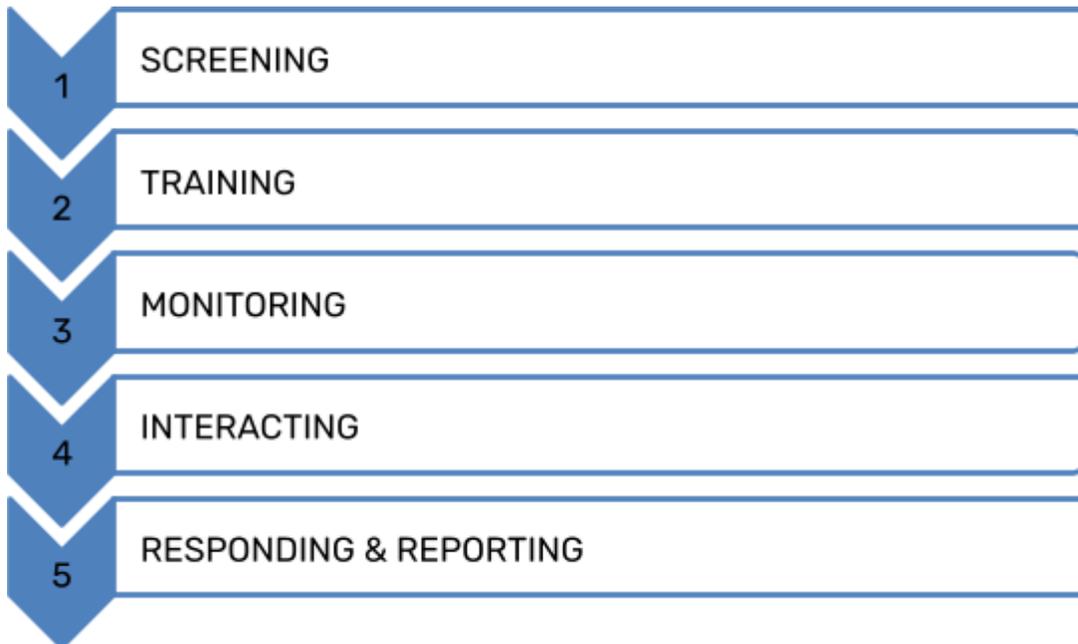
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OVERVIEW

Church of the Resurrection adopts this Child Protection Policy as a positive and proactive statement of our concern for children, workers, and volunteers. We acknowledge that God places the nurture and care of his children in our hands, and we believe that children should be safe from all forms of harm, abuse, or neglect, whether physical, emotional, sexual, or abuse of authority of any kind. We also desire to protect and support those who work with our children on a paid and volunteer basis by providing clear guidelines for conduct and procedures for reporting.

We offer these safeguards, policies, and procedures for the safety and protection of all concerned. We acknowledge that child abuse is not just a tragedy for the abused and the abuser; the repercussions of abuse reach their families and our wider community as well. Accordingly, we must remain attentive to the legal and moral implications of the environment in which Resurrection provides services and programs.

These policies aim to prevent child abuse, neglect, and unfounded allegations against workers and leaders in order to promote a greater sense of confidence, safety, and peace. We are aware that abusers exist in all kinds of situations, and we recognize the importance of balancing our urge to welcome with the need to protect. Unfortunately, we often think child abuse or neglect will not happen in the church, but there are certain kinds of predators that specifically target churches because of how welcoming and kind Christians can be. Thus, the church, in particular, needs to be on guard. These policies, therefore, provide reasonable precautions in the following major areas:



DEFINITIONS

For the purposes of this policy, the terms below will be defined as follows:

- **Minor:** Any person under 18 years of age.
- **Child:** A minor aged 0 through 5th grade.
- **Youth:** A minor in 6th – 12th grade.
- **Youth Helper:** A youth who assists with children in an official capacity.
- **Ministry Worker:** Anyone who works with children, whether as a paid staff member or a volunteer.
- **Staff Member:** A person with an ongoing paid position with Church of the Resurrection (excluding paid childcare workers and audio techs).
- **Clergy:** Ordained ministers (including those not on staff) who are posted at Church of the Resurrection.

See Appendix G for an Expanded List of Definitions

GENERAL PRINCIPLES

All workers in Church of the Resurrections programs are subject to the supervision and evaluation of Church of the Resurrection staff. All workers – paid staff and volunteers – are required to comply with these policies to ensure a safe and secure environment for all persons served.

Church of the Resurrection does not permit or allow sexual abuse or other forms of abuse to occur in or near its facilities or at any activity sponsored or related to it. In order to make this “zero-tolerance” policy clear to all employees, volunteers, and others, Church of the Resurrection has adopted obligatory procedures contained in this policy that all must follow in connection with any potential abuse.

While working at Church of the Resurrection’s facilities or otherwise engaged in Church of the Resurrection-sponsored activities, the behavior of all workers – volunteers and paid staff alike – must both be and appear to be above reproach. Sexual abuse, physical abuse, or emotional abuse will not be tolerated.

1. It is never appropriate for a Church of the Resurrection worker, while he or she is providing services on behalf of Church of the Resurrection, to engage in any manner of sexualized behavior. This refers not only to explicitly sexual behavior, but to sexually provocative, seductive or erotic behavior or language as well.
2. It is inappropriate to tell jokes with sexual content, connotations, or “double entendres.”
3. The presence or possession of obscene or pornographic materials is prohibited.
4. The presence, possession, consumption or being under the influence of any illegal or illicit drugs or alcohol or marijuana will not be tolerated. The abuse of prescription drugs will also not be tolerated.
5. When engaged in off-site activities not sponsored by Church of the Resurrection, workers are personally responsible for their own actions in relation to others

served by Church of the Resurrection. Church of the Resurrection bears no responsibility for their actions but reserves the right to remove them from staff or volunteer positions based on their actions.

Violation of any of this policy shall be grounds for immediate termination of all responsibilities and privileges related to working with children and other vulnerable persons served through the Church of the Resurrection's programs and activities.

SCREENING

SCREENING is an opportunity to prevent an abuser from ever having contact with children and youth in our programs. Our careful screening of employees and volunteers in youth and children's ministries includes:

1. **Application:** Completion of the Children's/Youth Ministry Volunteer Application.
2. **Background Check:** Background checks are performed by Church of the Resurrection through MinistrySafe and must be renewed every two years. Depending upon position, differing levels or intensity of background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to minors or in other areas of the church depending on the offense and the church's policy governing individuals on sex offender registries. Other past criminal acts *may* preclude an applicant from serving minors and will be handled on a case-by-case basis by ministry staff.
3. **References:** Each applicant must provide three references from unrelated individuals, including a professional reference and personal reference, who will thereafter receive an email or phone call from Church of the Resurrection with questions about the applicant.
4. **Face-to-Face Interviews:** Face-to-face interviews must be held with all employees and with volunteers in roles with access to children.
5. **Protection Review:** The above materials will be processed by a staff member who has received training in skillful screening. If the screening process raises a concern, this staff member will conduct a review of those concerns. This may include a personal interview and gathering of other relevant information.
6. **Six-Month Rule:** Volunteers must have attended Resurrection for six months before being eligible to serve in volunteer positions providing access to children, students, or vulnerable populations. *NOTE:* Any exception to this requirement (e.g., for temporary paid childcare workers) must be approved by the pastor overseeing the event and his or her supervisor.

Ministry workers must complete these screening steps before they begin working with children. If a worker's screening is still in process by the time they are scheduled to serve, they may not serve more than once and must be accompanied at all times by a fully screened worker. Their ministry supervisor must also ensure that they complete their screening and training requirements.

All written application forms, signed consents, and background check reports shall be securely stored, with access available only to authorized personnel, in order to duly protect confidentiality.

TRAINING

TRAINING puts the power to protect children in everyone's hands and is an important deterrent to child abuse. Anyone who works with children and youth needs to know how to recognize the warning signs of potential abuse or neglect, commit to the safe practices specific to Church of the Resurrection, and learn the procedures for reporting suspected abuse or neglect. These are the training requirements for working with children at Resurrection:

1. **Abuse Awareness Training:** To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, Church of the Resurrection requires all staff members and volunteers to complete abuse awareness training. Church of the Resurrection uses MinistrySafe's Sexual Abuse Awareness Training, but another training may be substituted subject to the approval of the Children's Pastor or Youth Pastor. This training will be renewed every two years.
2. **Policy Acknowledgment:** Staff members and volunteers are required to review the policies contained in this document and sign the acknowledgment form online (or on the last page of this document) indicating that they have read and understood the material and agree to comply with policy requirements. This acknowledgment will be renewed every year or whenever there is a significant change to the policy.
3. **DCFS Mandated Reporter Training:** In the state of Illinois, everyone who works with children is considered a mandated reporter. Mandated reporters are required to complete the Illinois DCFS mandated reporter training within three months of starting with an organization, and this training must be renewed every three years. This training may be accessed online at dcfstraining.org. Ministry workers must complete this within the first 90 days of when they begin to serve and send their completion certificate to the church office to be filed.
4. **Ministry-Specific Training:** Specific ministries will hold annual in-person training in which ministry-specific procedures are discussed. Attendance at these in-person events is not strictly mandatory for serving with children (e.g., a volunteer might start mid-year), but attendance is strongly encouraged. If a volunteer misses this training, additional measures will be taken to ensure they receive the proper information (copies of training guides, on-the-job training, etc.).

MONITORING

MONITORING allows us to detect problems before they turn into an incident of abuse and helps adults avoid allegations of abuse when none has occurred.

SUPERVISION

Staff members, paid workers, and Children's/Youth Ministries volunteers must provide adequate supervision for children in their care while working in church programs. Any time a child has been entrusted to staff members, paid workers, or volunteers, the church has a responsibility to provide for the safety and well-being of the child. Staff members and volunteers must provide the appropriate supervision of and safety for children in their charge:

1. Any interaction between adults and minors will take place either in an open/public area, a room with a window, or a room with an open door.
2. All children's and youth events or activities must be supervised by at least two trained, screened ministry workers who are unrelated.
3. No child shall be left unattended during Children's Ministry programming or classes.
4. Children's and youth workers are prohibited from being alone with an individual minor. In the event that a volunteer/employee finds himself/herself momentarily alone with a single minor (e.g., a volunteer comes across a child who has wandered away from his/her parents), the volunteer/employee must immediately go with the child to a room occupied by others or to a location easily observed by others. (For one-on-one meetings, please refer to the "Interaction" section of this document).
5. Grooming can most easily take place when a child is left alone with an adult. A single ministry worker may serve with multiple children (1st - 5th grade) as long as all of the following conditions are met:
 - a. All participants of the group are aged six or older.
 - b. A second unrelated ministry worker (e.g., a coordinator) is on duty and is periodically checking in on the group.
 - c. At least two other group participants are unrelated to the leader.
6. A single ministry worker may serve with multiple youth (6th - 12th grade) as long as all of the following conditions are met:
 - a. At least two other group participants are unrelated to the leader.
 - b. The group is meeting in a visible location (i.e. room with window).
 - c. The ministry staff worker knows where each group is meeting.
7. When parents pick up their children, steps must be taken not to leave an adult alone with a child (e.g., joining another room or exiting to the public hallway when the next-to-last child has been picked up).
8. If a worker needs to talk with a child privately, he/she needs to remain within sight of others in order to avoid any potential grooming or appearance thereof.

9. Any two children/youth together in an unseen or less easily viewed area should be redirected to another (more open) area and reminded that they should not be alone without others present.
10. After every children's/youth event, two staff members or volunteers must ensure every room and restroom is checked prior to leaving.

WORKER TO CHILD RATIOS

Resurrection is committed to providing adequate supervision in all Children and Student Ministry programming. In addition to following the above guidelines, the following minimum child ratios (based on the 2021 Illinois requirements for daycare centers) will be observed:

| Age of Children | Worker/Child Ratio |
|-----------------|--------------------|
| Infant | 1:4 |
| Toddler | 1:5 |
| 2 years | 1:8 |
| 3-5 years | 1:10 |
| School-age | 1:20 |

Ratios for mixed groups will be based on the ages of the youngest child in that group. At least two of the individuals acting as volunteers should be unrelated by blood or marriage. If a room is out of ratio for any reason (or if a worker has any concern about adequate supervision in a room that is within ratio), he/she must immediately tell the ministry supervisor on duty.

At no time will a ratio of one worker together with one minor in a private space outside of the sight or sound of others be tolerated, except as in the provisions noted below, regarding counseling and regarding transportation, and in emergencies beyond the control of the worker who will seek to join with others as soon as possible. Please note that the two-adult rule is most frequently violated during pick-up and drop-off times when one child arrives before all others or is picked up after all others.

INTERACTING

INTERACTION POLICIES help children, youth, and adults feel safe in ministry and help detect problems before they turn into an incident of abuse.

VERBAL INTERACTIONS

Resurrection staff members and volunteers strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents/guardians in the spiritual growth and development of children.

1. Staff members and volunteers must not talk to children or youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Staff members and volunteers are expected to refrain from swearing in the presence of children or youth.
3. Staff members and volunteers are prohibited from engaging in any sexually-oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any child/youth in the program. (It is expected that youth ministry discussions and lessons may occasionally address issues related to dating, sex, and human sexuality. Please see Appendix B for additional guidelines regarding these conversations).

PHYSICAL INTERACTIONS

Appropriate physical affection is important for a person's development and is generally suitable in a church context, depending on the child's background and home context. Physical contact in any form must not give even the appearance of wrongdoing. These guidelines must be strictly observed by staff members and volunteers who work with children/youth:

Physical Contact:

1. Respect the minor's boundaries and focus on what he/she is telling you through his/her actions. Do not force physical contact, touch, or affection on a reluctant child/youth. A child's/youth's preference not to be touched must always be respected. Staff members and volunteers are responsible for protecting children/youth under their supervision from inappropriate or unwanted touch by others.
2. Appropriate interactions may include handshakes, high fives, friendly hugs, and pats on the shoulder or back. For younger children, it may include holding hands while walking or holding/picking up a child.
3. Inappropriate interactions include wrestling; kissing; touching genital region, upper legs, buttocks, or chest; forcing unwanted attention; sitting in laps (except children aged 0-K); tickling; cuddling; lingering or full body embraces; commenting on someone's body; bullying; massaging; horseplaying, or engaging in rough physical games.

Lap Sitting:

1. Older children may sit in front of you, next to you, or somewhere close, but not on your lap.
2. Younger children (0-K) cannot sit in the center of your lap or between your legs, regardless of the child's sex or relationship to the worker. If a young child climbs onto your lap, pick the child up by the waist and position the child so that he/she is sitting on your knee, rather than in the center of your lap.

Physical Discipline:

1. Staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children except in situations where brief, non-punitive physical restraint is necessary for the safety of a child (e.g., physically separating two children who are fighting or gently pulling a preschooler back from running out of the room). This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow the steps found in Appendix C.
2. Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor or a pastor.

CHECK-IN & RELEASE OF CHILDREN

1. Children (0-5th grade) must be checked in before participating in Sunday morning and Midweek ministries.
2. Upon check-in, each child (0-5th grade) will receive a name tag, and their parent or guardian will be given a claim tag. Volunteers must check each claim tag before releasing a child at pick up.
3. Only the person who dropped the child off or who has his/her name tag has authority to pick up the child. In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact the coordinator on duty or the Children's Pastor.
4. Middle school and high school youth are free to leave when their ministry time ends. If youth need to leave early, then they must notify their ministry leader. It is the parent's responsibility to arrange their transportation after the event. Church of the Resurrection is not responsible for the whereabouts of middle and high school students once they choose to leave an official church event.

PARENTAL INVOLVEMENT

Parents/Guardians who leave a child in the care of Resurrection staff members and volunteers during church services or activities will be contacted if their child becomes ill, injured, has a soiled diaper, or has a severe disciplinary problem while participating in RezKids/RezYouth.

1. Parents/Guardians are welcome to visit any services and programs in which their child is involved at Resurrection. However, parents who desire to have ongoing contact (more than twice in a ministry year) with their children's programs at Resurrection will be required to complete the volunteer application and screening process.
2. Unless they are screened and trained, a parent visiting a classroom may not help with children other than their own.
3. For all off-site ministry events or gatherings where the parents/guardians are present, the parents/guardians are responsible for the supervision of their children, which includes but is not limited to, discipline and bathroom supervision.

FOOD & DRUGS

1. No food will be served in any RezKids rooms at any time, except for name-brand Cheerios in the nursery room. This applies to all ministry events that occur in the RezKids rooms as well as any outside rental.
2. In order to protect children with food allergies, RezKids (0-5th grade) activities will not offer food (except for name-brand Cheerios in the nursery) unless the children have a parent/guardian present. If there is a special event for children in RezKids that involves food, parents must be notified and given the opportunity to notify ministry workers of food allergies.
3. Do not administer medication of any kind to any child/youth while serving in regular ministry programs, including non-prescription drugs (ibuprofen, etc.). Please see Appendix B for guidance related to off-site youth events.
4. Staff members and volunteers are not to be under the influence of alcohol, marijuana, or any illegal drugs while in any Resurrection facility or while working with/supervising minors.

PROHIBITED ITEMS & ACTIVITIES

Ministry workers are prohibited from the use or possession of any of the following while in any Resurrection facility or while working with or supervising minors:

1. Alcohol (except Communion wine in its proper context)
2. Firearms
3. Marijuana
4. Illegal Drugs
5. Sexually-oriented materials
6. Tobacco or vaping products

TRANSPORTATION

1. Church of the Resurrection may not ask or recommend that staff or volunteers drive children 5th grade and under via the staff or volunteer's vehicle.
2. Staff members and volunteers may from time to time be in a position to provide transportation for youth (Grades 6-12). Please see Appendix B for transportation guidelines.

RESPONDING & REPORTING

RESPONDING AND REPORTING quickly gives us the power to prevent or stop abuse and gives the child more time to heal. If you become aware that a minor may have experienced abuse (either from an adult or another minor), it is important that it be reported immediately to your ministry supervisor as well as to the Department of Child and Family Services. If your concern involves your ministry supervisor, you may reach out instead to the Children's Pastor, the Youth Pastor, the Dean, or one of the vestry wardens. See Appendix D for contact information.

It is important to not prejudge a situation but to reach out to the victim and the victim's family, unless the abuser is part of the family, and to show care and support to prevent further hurt by extending whatever resources are available and needed. The care and safety of the alleged victim is always the first priority. It is especially important to remember the following:

1. Do not confront the accused until the safety of the victim is secured.
2. Treat the accused with dignity and support.

RESPONDING TO AN ABUSE DISCLOSURE FROM A MINOR

If a minor discloses abuse to you directly, it is important to respond in a way that supports and affirms the child/youth without contributing to their trauma:

1. If reasonably possible, ask a staff member, trained volunteer, or other responsible adult to join in listening to the minor's account.
2. Support the child's/youth's sense of safety by finding an appropriate non-threatening place to talk.
 - a. Keep calm, listen, and avoid expressing shock or outrage.
 - b. Let the child/youth know that he/she is believed.
 - c. Assure the child/youth that any abuse was not his/her fault.
 - d. If helpful, tell the child/youth that he/she was brave to disclose the abuse.
3. Child/youth victims are often vague in their initial disclosure. Avoid questions that could make them feel responsible or plant ideas that could taint their recollection and account. A safe question is always, "Is there anything else you'd like to tell me?"
4. Gather only the minimal information required to make a report. Do not press the child/youth to describe in detail or give a full account of the abuse as this might hamper a future investigation or further harm the child/youth.
5. Write down as accurately as possible what he/she disclosed.
6. Be careful afterwards not to discuss the information with, or in front of, other people who do not need to know what happened.

REPORTING ABUSE OR SUSPICIONS OF ABUSE OR NEGLECT

Church of the Resurrection is committed to providing a safe, secure environment for children/youth and their families. To this end, any report of inappropriate behavior or suspicions of abuse or neglect will be taken seriously and will be reported, in accordance with this policy and state law, to the Department of Child and Family Services (DCFS) or criminal law enforcement. Under Illinois law, everyone who works with minors is a mandated reporter and required to report any suspicion of abuse or neglect to DCFS. Others may report to the DCFS hotline as well, even though they are not mandated reporters.

In addition, ANY persons who witness suspected or actual abuse – whether they are mandated reporters or not, and whether they are paid staff or volunteers – must immediately report such information to their immediate supervisor or a vestry warden, and they must otherwise comply with this Child Protection Policy. The DCFS Incident Report must be completed for all such incidents.

If a minor has spoken to you about abuse or neglect, or if you see evidence of it, do not attempt to substantiate your suspicions before reporting the incident. When reporting, you are not making an official allegation. You are giving information for others to investigate.

If you have reasonable cause to suspect abuse (even if you are not certain), it must be reported to both church authorities and DCFS.

The minor's parents should be notified unless you are reporting suspected abuse in the home. If possible, have a staff person or pastor make this call.

Reporting to Church Authorities:

1. Clergy, staff members, paid workers, and children's/youth ministry volunteers are required to report suspicions of child abuse or neglect, or any inappropriate behavior of a colleague or co-worker, as soon as possible to their ministry supervisor. If your concern involves your ministry supervisor, you may reach out to another pastor or one of the vestry wardens. See Appendix D for contact information.
2. Clergy, staff members, paid workers, and children's/youth ministry volunteers receive regular training on identifying grooming behavior. It is possible that a staff member or volunteer may witness behavior intended to groom a minor, a minor's parent(s), or even other staff or volunteers for the purpose of gaining access to sexually abuse a minor. Please report suspected grooming behavior, policy violations, or any suspicious behaviors to your ministry supervisor, pastor or warden, so that the church may take appropriate action to safeguard children in the program.

Reporting to DCFS:

In addition to reporting to church authorities, **your responsibility as a mandated reporter is to report abuse, suspected abuse, or neglect to DCFS immediately.**

The DCFS Hotline is 1-800-252-2873.

Please see Appendix E - Checklist for Making a Mandatory Report.

REPORTING ACCIDENTAL INJURIES

In the event that a child or youth is injured while under the Church of the Resurrection's care, the following steps should be taken:

1. For minor injuries, scrapes, and bruises, workers will provide First Aid (band-aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called. Once the child has received appropriate medical attention, an accident report should be completed.

ENFORCEMENT OF POLICIES

Resurrection members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Resurrection policies. Violations of these policies could be grounds for immediate disciplinary action and/or dismissal from Children's/Youth Ministry positions for both volunteers and staff members.

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in Children's/Youth Ministries. This suspension will continue during any investigation by law enforcement or DCFS.

APPENDIX A: ADDITIONAL POLICIES FOR CHILDREN AGED ZERO – FIFTH GRADE

COMMUNICATION OUTSIDE OF MINISTRY TIME

1. **Phone calls:** Phone calls directly to minors in this age group are prohibited. The ministry leader must first talk to the child's parent before speaking to the child. If the child's parent is unavailable, he/she must call back later.
2. **Emails:** A ministry leader may send emails to the members of their group provided:
 - a. He/she receives permission from the child's parents/guardians and
 - b. Another ministry leader is copied on each email. Children do not have to copy another ministry leader to their responses.
3. **Letters/Post Cards:** A ministry worker may send mail approved by his/her staff supervisor to members of his/her small group with permission from parents/guardians.
4. **Video calls:** Any video interaction (e.g., Zoom, FaceTime) must be approved by a staff supervisor and include two unrelated adults. Ministry workers must also gain permission from parents/guardians before initiating video calls.
5. **All other electronic communication** (texting, social media, chatrooms) is prohibited with children 5th grade and under.
6. **Providing gifts** to children is prohibited except at special times such as Easter or Christmas, as long as the giver gives the same or substantially similar gifts to a group of children with the staff supervisor's permission.
7. **Photos of children:** Volunteers may not take photos of children at church or any church sponsored event without permission from the child's parent. No pictures of children at RezKids events may be posted to social media except by the by the children's and youth staff in consultation with the Communications staff to ensure that no photos are shared on social media of children whose parents have completed the photo-opt out from.

GROUP ACTIVITIES OUTSIDE OF MINISTRY EVENTS

These policies apply for any activity organized or hosted by a children's ministry worker for the group he/she is leading, even if it is not an officially sponsored event:

Infants - Kindergarten: Parents/guardians must be present with their children for any activities outside of ministry time.

1st-5th grade:

1. Leaders must secure permission from a paid ministry staff member before inviting children to the event.
2. Leaders must secure permission from a parent/guardian of each child in attendance (unless the parents/guardians will be present at the event).
3. Leaders are not allowed to transport students to/from the event.

4. At least two unrelated, screened, adult leaders must be present.
5. No overnight events may be held for children 5th grade and under (apart from an all-night event such as the Easter Vigil where the child's parent/guardian is also present and responsible for their children at all times.).

RESTROOM USE

Nursery/Preschool:

1. Diaper changes are only done by the child's parent or guardian.
2. Children should use the single-stall restroom located in the classroom. If their classroom does not have a bathroom, they may use the bathroom in another occupied classroom. Do not leave a child aged three and under unattended in the bathroom. Have them leave the door ajar with a worker standing outside the door, facing away from the bathroom.
3. If a child needs help using the restroom, only a screened female worker or the child's parent/guardian may assist with another leader in sight of the partially open door.
4. A childcare worker may speak to a child about fixing his/her own clothes after restroom use in order to ensure that children are fully re-clothed before they return to the room with other children.
5. "Accidents" should be handled by remaining calm, reassuring the child, and asking another worker to notify the parents/guardians if a change of clothing is needed.

Grade School Children:

1. Children should use the single-stall restroom located in the classroom. If their classroom does not have a bathroom, they may use the bathroom in another occupied classroom.
2. If multiple children need to use the restroom at the same time (such as during a Midweek transition time), they must take turns using a single-stall bathroom in an occupied classroom.
3. If a staff member or volunteer has reason to suspect that a child needs assistance in the bathroom, the staff member or volunteer must remain outside the bathroom and give verbal guidance. If the student requires assistance beyond verbal guidance or refuses to leave the bathroom, the staff member or volunteer must call the child's parents.
4. Parents of children with special needs should communicate with the child's buddy about their child's ability to use the restroom independently. If a grade school child is not able to use the restroom independently, the parents will be notified when the child needs to use the restroom. No one other than the child's parents or guardians may assist grade school children under their care with using the restroom.

APPENDIX B: ADDITIONAL POLICIES FOR YOUTH (SIXTH – TWELFTH GRADE)

ELECTRONIC COMMUNICATION & SOCIAL MEDIA

We desire for our leaders to be empowered to relate to the youth of our church and engage them in meaningful spiritual conversation. In our cultural context, youth are accustomed to relating via text message and online platforms, which can make these important ministry tools. We expect our leaders to use these tools carefully and only for the benefit of the youth. Frequent, extended electronic conversation should be avoided, both for the sake of the youth leader's personal boundaries and for the student's sake to encourage face-to-face conversation. Furthermore, youth leaders must follow these policies when interacting with youth via electronic communication:

1. Ministry workers may not transmit any content that is illicit, unsavory, abusive, pornographic, discriminatory, harassing, or disrespectful.
2. The only electronic platforms permitted for personal messaging between ministry workers and youth are email, SMS, GroupMe, and Zoom/Facetime/Google hangouts. Ministry workers should save all messages that are sent to and from students. Group messaging on other apps is permitted, but private direct messaging via any other app is prohibited and may be grounds for dismissal.
3. Ministry workers may not send direct messages to students of the opposite sex.
4. Ministry workers should not engage in discussion of ANY sexual topic via text, email, direct message, or social media even if it is initiated by a youth. This includes commenting on or replying to a youth's post that contains inappropriate or questionable content.
5. Do not send messages after 9pm or before 7am.
6. Whenever possible, electronic communication with youth should be sent to groups rather than individuals.
7. Whenever ministry workers send a message to a youth in the RezYouth ministry, they are communicating as a representative of Church of the Resurrection. Should any concern arise, ministry workers must be prepared to provide any message thread with a youth to the Youth Pastor and/or the youth's parents/guardians. Refusal or inability to do this may be grounds for being removed from a ministry role.
8. Ministry workers should maintain a high moral standard in their social media presence. Inappropriate social media content may be a basis for suspension from youth ministry leadership.
9. Ministry workers should notify parents when they intend to give or send encouragement cards or gifts to their youth.

MINISTRY WORKER/STUDENT RELATIONSHIPS

Volunteers or staff members serving in youth ministry are forbidden from pursuing or entering into romantic relationships with youth. If a volunteer or staff leader is found to be in a romantic relationship with a youth in his/her ministry, he/she will immediately be removed from their role and the appropriate abuse reporting protocols will be followed. Be aware that youth may develop 'crushes' on leaders. This must never be encouraged.

GROUP ACTIVITIES OUTSIDE OF MINISTRY TIME

These policies apply for any activity organized or hosted by a ministry worker for the group he/she is leading. As a ministry worker, any time you are interacting with students whether onsite or offsite, you are acting as a representative of Church of the Resurrection. Any group event outside of regular scheduled ministry times must then be in accordance with these guidelines:

1. Leaders must secure written permission from their staff ministry leader before inviting youth to the event.
2. Never be alone with a youth in an unobserved context or location.
3. All overnight events must be approved by the youth pastor and are subject to the guidelines on p. 25.
4. When planning a group event outside of regular programming, volunteer leaders will keep parents/guardians and staff members informed of details and abide by Church of the Resurrection policies. Events outside of ministry time must be supervised by two screened, unrelated adults. Some events may require a release form.

MOVIES, MEDIA & MUSIC

Leaders must check with parents and use good judgment regarding PG or PG-13 movies. No R-rated movies are permitted without approval by the Youth Pastor and the parents/guardians of the students involved.

ONE-ON-ONE MEETINGS OUTSIDE OF MINISTRY TIME

Church of the Resurrection recognizes that meeting the needs of youth may require staff members and volunteers to minister to them on an individual basis. While adult workers should avoid being alone with a child or youth, some limited exceptions may be permitted for spiritual counsel/mentoring of a youth. One-on-one meetings must follow these guidelines:

1. A volunteer may not meet with a youth of the opposite sex.
2. Any one-on-one interaction must take place in a location where the adult worker and the youth are both visible to others. If meeting in a room, both participants need to be easily visible from outside the room, and another ministry worker or staff person must be in the vicinity and notified that the meeting is taking place.
3. Any planned one-on-one meetings must be approved by a youth ministry staff member, and the adult worker must obtain prior written approval from

parents/guardians. For regular meetings, parents/guardians may give blanket permission, but they must be notified each time a meeting occurs.

RESTROOM USE

1. Be aware if a youth repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor.
2. In public contexts, send youth to use the restroom in groups of at least three, when possible.

SEXUALLY-ORIENTED CONVERSATIONS

Youth workers are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating, or sexual activities with any youth in the program. However, it is expected that from time-to-time youth ministry discussions and lessons may address issues related to dating, sex, and human sexuality. These lessons will convey to the youth the church's views on these topics.

1. Youth may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teach with sensitivity and from a biblical perspective.
2. Avoid discussing anything of a sexual nature with youth of the opposite sex in an informal setting.
3. If a youth's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with this youth. For any follow up meeting, inform a youth ministry staff member first and discern with the staff member the best way to follow up. If a follow up meeting happens ensure that two unrelated adults are present for the conversation.

When in doubt as to whether a conversation could be interpreted as a "sexually oriented conversation," treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Youth Ministry Staff Member.

TRANSPORTATION

The following guidelines must be strictly observed when workers are involved in the transportation of youth:

1. Youth will be transported directly to their destination. Unauthorized stops at a non-public place must be avoided. Avoid transportation circumstances that leave only one youth in transport except in the event of an emergency.
2. In the unusual event that it is necessary to transport a solitary youth, a leader may transport them only under the following circumstances:
 - a. The child and the leader are of the same sex.
 - b. Written permission has been secured by a parent or legal guardian. In a time-sensitive situation where only verbal consent is available, this must be documented by the leader.
 - c. A ministry staff member has been notified of the arrangement.

- d. The parent must be notified of the itinerary and informed at departure and arrival.
3. Avoid physical contact with youth while in vehicles.
4. Texting is not allowed while driving with youth. In an emergency, stop the vehicle to use the cell phone, unless a stop cannot safely occur.
5. No drivers under age 25 may drive Church of the Resurrection owned or rented vehicles.
6. Youth must not drive other youth during official church events (mission trips, special outings, etc.) without documented permission from the parents/guardian of each participant. Youth must follow all state driving regulations and limitations.
7. Transport only the number of youths for whom you have seatbelts. Seatbelts must always be worn while in the vehicle.

OVERNIGHT EVENTS

For each overnight event, Church of the Resurrection staff must create a safety plan that will supplement this policy document to provide specific youth protection steps unique to the event (activity, travel, location, other groups present).

Students who need medication on an overnight event must provide a written plan (signed by the parents) for how the medication will be administered. A staff or volunteer will be tasked with keeping medications in a safe location and administering them at the proper times. If medically necessary, students are allowed to carry their own epi-pen and/or inhaler.

In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

1. Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Pastor prior to the activity.
2. Leaders must ensure that all youth are in bed when it's lights out.
3. Appropriately modest sleeping attire must be worn.
4. Group sleeping arrangements are always preferred, and boys and girls must sleep in separate rooms, properly supervised by two screened, unrelated adults of the same sex.
5. Staff and volunteers may monitor sleeping youth by periodically conducting visual bed checks to ensure that sleeping youth remain in designated sleeping places. During bed checks, staff and volunteers must not physically touch a youth.
6. In the event that hotel-style arrangements are necessary, additional supervision guidelines will be included in the sleeping arrangement plan.
7. If overnight arrangements require sharing a large bed, students and leaders may never share a bed. If arrangements do not include beds, each staff, volunteer, and youth must have his/her own sleeping bag and may not share sleeping bags or blankets.

APPENDIX C: DISCIPLINE POLICY

At Church of the Resurrection, we seek to foster an environment that equips our children to worship God and connect with one another. Because of this, children and youth will not be allowed to disrupt the classroom and/or hinder the growth and learning of others. The purpose of discipline is not punishment for wrongdoing but assistance in doing what is right. The following policy is provided in the event that corrective measures need to be taken.

SITUATIONS REQUIRING DISCIPLINE

1. Disrespect shown to people or property.
2. Direct disobedience to a request from the adult leader or belligerent defiance.
3. Disruption by noise, actions, or attitude that interferes with the learning process in their own group/classroom or other groups/classrooms in the area.
4. Damage to Church of the Resurrection's or another individual's property.
5. Other situations deemed dangerous to the safety of the individual or of those around them.

SUGGESTED DISCIPLINE STEPS

1. Calmly ask the child/youth to stop the behavior. (Most children/youth respond immediately and correct the behavior.) Give a warning, remind the group of expectations, and redirect to a positive behavior. Do this individually when possible and try not to single out a specific child/youth in a large group setting. When working with children younger than kindergarten, some non-punitive physical redirection may be necessary (e.g., separating a child who is attempting to bite or hit another child).
2. If the child/youth repeats the action, guide him/her to a quiet place – separate from the others – for a short but designated period of time. Stay within sight of others; do not be alone with the child/youth. Provide the child with a simple, understandable reason for the separation (e.g. giving them space and time to cool down, regain focus, or think about behavior), and a clear explanation of your expectations. Let them know that the next step will be to talk to the ministry supervisor and possibly their parents/guardians.
3. After a 3rd time, refer to a ministry supervisor. He/she may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior or to remove their child from the group.

DISCIPLINARY OPTIONS

1. Confront the child/youth about the misbehavior.
2. Deprive the child/youth of the privilege.
3. Temporarily remove the child/youth from the group (removal to a quiet area of the room or outside the classroom door, but always under the supervision of an adult).
4. Contact the parents/guardians.
5. Suspend the child/youth from an activity or program. This is always a last resort and is only to be used when all other options are exhausted.

ADDITIONAL DISCIPLINARY GUIDANCE

1. Always remember that the behavior is bad, not the child/youth.
2. Verbal, physical, or emotional bullying is not acceptable. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no "harmless put-down" where bullying is concerned.
3. Physical discipline and verbal intimidation are not discipline options in the church.
 - a. Never yell at a child/youth.
 - b. Never grab a child/youth.
 - c. Never threaten a child/youth.
 - d. Never hit a child/youth.
 - e. Never confront parents/guardians in front of others.
 - f. Never openly humiliate a child/youth in front of others.
4. If non-punitive physical restraint should become necessary for the sake of someone's safety, the event must be reported to a ministry supervisor and to the child's parent/guardian.

APPENDIX D: CONTACT INFORMATION FOR REPORTING ABUSE

DCFS CONTACTS

24-Hour DCFS Hotline - 1-800-252-2873

Online Reporting System for non-emergency situations:
<https://dcfsonlinereporting.dcf.illinois.gov/>

CONTACTS FOR CHURCH REPORTING

Amy Patton (Interim Children's Pastor)
amypatton@churchrez.org

Will Chester (Youth & College Pastor)
willchester@churchrez.org
(269) 599-9711

Brett Crull (Vicar)
brettcrull@churchrez.org
(630) 480-7139

Margie Fawcett (Discipleship Pastor)
margiefawcett@churchrez.org
(630) 480-7130

Steve Williamson (Cathedral Dean)
stevewilliamson@churchrez.org
(630) 480-7134

Vestry Wardens
wardens@churchrez.org

If you need to speak to a pastor immediately and are unable to reach someone on this list, please call:

Pastoral Emergency Line – (630) 653-3888 x7203

APPENDIX E: CHECKLIST FOR MAKING A MANDATED REPORT

1. Alleged Victim(s)

Name(s) of victim(s):

Birth date(s) of victim(s) or approximate age:

Address (or approximate address):

2. Alleged Perpetrator(s)

Name(s):

Birth date(s) or age(s) or some approximation so role of DCFS can be determined:

Relationship to Victim(s):

Address:

3. Harm to Victim(s)

Physical Abuse

Sexual Abuse

Risk of Harm

Neglect

Death

Note: The Hotline worker will be able to put the allegation in the proper sub-category such as Physical Abuse/Cuts, Bruises, and Welts.

4. Description of incident(s)

Be prepared to give a brief description of the incident(s) of abuse/neglect

a. As much detail as you have about the actual incident

- b. Indication of intention (especially physical abuse)
 - c. Description of time and place of incident
 - d. Information, if any, about possible witnesses to the abuse/neglect
 - e. Evidence of abuse (physical evidence, behavioral indicators, disclosure by victim, etc.)
 - f. Evidence of neglect (disclosure by victim, observations, etc)
5. Date and time of when Hotline call is made
- a. Name of hotline worker taking the call
 - b. What action, if any, will be taken by DCFS
 - c. Intake ID number (provided by hotline worker)
6. Confirmation paperwork
- a. Have you filled out the *Written Confirmation of Suspected Child Abuse/Neglect Report* for mandated reporters and mailed it in to DCFS?

APPENDIX F: YOUTH HELPER POLICY

The call to serve others is an important component of discipleship for people of all ages. For middle school and high school students, children's ministry can provide an excellent opportunity for serving and investing in the spiritual development of others. When serving in children's ministry, youth helpers are bound by the same interaction policies as adult workers.

The following are the screening, training, and monitoring requirements specific to youth helpers 6th grade and older:

SCREENING

1. Youth helpers must complete the Youth Helper Application Form, and one of their references must be a pastor or youth ministry leader.
2. If the student does not attend Resurrection's youth ministry, a leader from another youth program or school is acceptable.

TRAINING

1. Youth helpers are expected to attend the ministry-specific training sessions for their ministry.
2. The online abuse awareness training is also required for youth who are 16 years and older.
3. If a youth-specific training session is offered, a youth helper may attend this in lieu of other training.

MONITORING

1. All youth helpers must be under the supervision of a screened, trained adult.
2. Youth helpers may count toward child/worker ratios, but they do not count as an "adult" for the purposes of supervision.
3. The policy prohibiting adults from being in a room alone with a minor applies to youth helpers also. If a second adult volunteer is coming but has not yet arrived, the youth helper must wait outside the room.

APPENDIX G: ENHANCED LIST OF DEFINITIONS

For the purposes of this policy, the terms below will be defined as follows:

- **Minor:** Any person under 18 years of age.
- **Child:** A minor aged 0 through 5th grade.
- **Youth:** A minor in 6th – 12th grade.
- **Youth Helper:** A youth who assists with children in an official capacity.
- **Ministry Worker:** Anyone who works with children, whether as a paid staff member or a volunteer.
- **Staff Member:** A person with an ongoing paid position with Church of the Resurrection (excluding paid childcare workers).
- **Clergy:** Ordained ministers (including those not on staff) who are posted at Church of the Resurrection.
- **Abuse:** An injury of a vulnerable person by another person, which might not be intentional, but is not accidental. It is usually classified as physical abuse, emotional abuse, or sexual abuse.
- **Grooming:** Behaviors designed to overcome another person's defenses by slowly desensitizing their natural reactions to abusive behaviors. Grooming works by mixing positive behaviors with elements of abuse. Abusive elements are added incrementally so as not to alarm the one targeted for abuse, and to normalize inappropriate behaviors. Grooming happens to both children and adults, and groomers typically groom everyone around their target—the institution, gatekeepers, community, and parents. The steps a person often takes to groom a child include the following:
 1. Identifying the potential target
 2. Befriending the child
 3. Gathering information about the child's interests and vulnerabilities
 4. Filling a need and/or furthering an interest that the child has
 5. Cultivating a "special friendship" with the target
 6. Isolating the target
 7. Beginning to sexualize the relationship (lowers the child's inhibitions, desensitizes the child to touch, engages in sex talk, may provide alcohol or drugs)
 8. Initiating increasingly intimate contact
 9. Maintaining control
 10. Making the target feel responsible.
- **Sexual Abuse:** Inappropriate sexual contact or interaction. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior that is strictly prohibited by Church of the Resurrection and is addressed in Church of the Resurrection's other policy materials.
- **Vulnerable Persons:** Children, the elderly, and persons with mental or physical impairments that prevent them from protecting themselves adequately against abuse, regardless of whether these individuals have a legal guardian.

- **Mandatory Reporters:** Persons who are under a legal duty to report abuse to designated civil authorities.
- **Supervision:** The reasonable exercise of thoughtful action and care by responsible persons towards others, realizing that what constitutes appropriate supervision will vary with the ages of those involved and the context of the activity.

CHURCH OF THE RESURRECTION CHILD PROTECTION POLICY ACKNOWLEDGEMENT FORM

Name: _____

I acknowledge that I have read and understand the Church of the Resurrection Child Protection Policy, and I agree to abide by the terms of the policy. I understand that violation of this policy could be grounds for immediate dismissal and/or disciplinary action.

I understand that the policy may be modified at any time and that any guidelines may be amended, revised, or eliminated at any time by my church. I am responsible for reading any amendments or revisions and complying with them.

Signature: _____

Date: _____

This form must be signed and returned by ALL:

1. Clergy posted at Church of the Resurrection
2. Employees of Church of the Resurrection
3. Volunteers in Children and Youth Ministries