

# **Neland Avenue Church Safe Church Policy**

**Neland Avenue Church  
940 Neland Ave, Grand Rapids, MI 49507**

**Date: Revised November 26, 2018; March 2025**

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# I. INTRODUCTION

## A. Statement of Purpose

The purpose of the Health, Safety, and Abuse-Prevention Policy of Neland Avenue Church (HSAPP) is to create an environment that will nurture the physical, emotional, and spiritual well-being of all infants, children, young people, and vulnerable adults involved in church programs. We will do that by establishing procedures and policies for conduct.

## B. Responsibility for Implementation

Under the direction of the Ministries Committee and with the supervision of the Administrative Committee, the Ministries Coordinator will

1. Administer this policy with the various Program Coordinators. These coordinators include but are not limited to: Church School Coordinators, Children's Worship Coordinators, Nursery Committee, Cadet Head Counselors, GEMS Head Counselors, TNG Head Coordinators, NAST Leaders, Summer Program Coordinators, Apprenticeship Mentors and Tutors.

Each Coordinator or Head Counselor, under the direction of the Ministries Coordinator will

- a. Oversee the implementation of the policy as it pertains to his/her area of responsibility.
  - b. Suggest policy changes to the Ministries Coordinator who in turn will report to the Ministries Committee and the Administrative Committee.
2. With the assistance of the Safe Church Coordinator, will coordinate and implement this policy, including performing criminal-record checks.
3. With the Safe Church Coordinator, evaluate the policy periodically and update it as needed. All policy changes will be approved by the Ministries Committee and then be presented to the Administrative Committee for final approval.
4. With the Safe Church Coordinator, conduct training sessions periodically with all child and youth-program volunteers. These training sessions will be offered at the beginning of each church-school year.
5. Periodically educate and update the congregation (especially parents of children participating in church programs) regarding the Health, Safety, and Abuse-Prevention Policy.
6. Keep a current file of signed forms:
  - a. *Declarations of Agreement with and Understanding of the Health, Safety, and Abuse-Prevention Policy*
  - b. *Youth-Ministry Volunteer Application*
  - c. *Participation/Release Form*

## II. DEFINITIONS

The following definitions will help to clarify the policies that follow.

The term “preschooler” refers to age birth through Kindergarten. “Children” refers to any child in grades one through five. “Youth” refers to persons in grades six through twelve. “Appropriate staff member” refers to Ministries Coordinator, Head Counselor or ministerial staff. “Minors” refers to Preschoolers, Children and Youth.

### Abuse

Abuse is Physical Abuse, Sexual Abuse, Maltreatment, and Mental Injury.

Physical Abuse is non-accidental harm or injury which a *perpetrator* inflicts upon a *victim*. It is sometimes a single event, but more often a chronic pattern of behavior.

Sexual Abuse is non-accidental conduct of a perpetrator which results in exploitation of the victim for the sexual gratification of the perpetrator, regardless of the age of the victim.

Mental Injury (bullying) is deliberate or unconscious actions primarily of a psychological nature that clearly cause humiliation, offense and distress, that may interfere with the victim’s comfort, well-being and abilities.

A Church Leader shall include pastors, staff, elders, deacons, ministries coordinator, counselors, youth elder and those church members whom the Administrative Committee selects or approves to hold leadership positions in Neland’s programs or ministries.

Confidentiality: It is essential that all involved in this process exercise strict confidentiality in connection with any investigation, deliberation or communication. Acute sensitivity to confidentiality is in the best interest of Neland Avenue Church, the alleged victim and the alleged perpetrator.

### Policies Regarding Volunteer Workers with Minors

~~Church membership~~ Involvement at Neland Avenue Church for a minimum of six months is a ~~preferred~~ required prerequisite to working with preschoolers, children or youth for all volunteers.

~~New members and nonmembers who have been a member of the Church less than six months may be allowed to work under the direction and in the presence of a church member who has been a member of the church for six months or more and with the approval of the Ministries Coordinator.~~

Youth may serve as workers with preschoolers and children in the nursery and short-term or rotating programs (Summer Ministries programs, etc) under adult supervision.

### Programs Covered by the Policy

All programs that have minors in attendance or minors volunteering with adults are covered by this policy. The policy is enforced in any activity with minors whether on or off the campus of Neland Avenue Church.

### **III. EDUCATION POLICIES**

- A. The Ministries Committee in consultation with the Administration Committee shall appoint a Safe Church Coordinator to assume overall responsibility for the education of the entire congregation in matters of abuse prevention and safety. The Safe Church Coordinator should consider promoting child safety through the use of various resources available throughout the community.
- B. The Safe Church Coordinator with the Ministries Coordinator will work with the Head Coordinators/Counselors in planning the educational needs of each program.
- C. All individuals working with children and youth will be trained in agreement with the policy rules. Training will be offered periodically.
- D. The signed Volunteer Agreement must be on file in the Ministries Coordinator's office.

## IV. VOLUNTEER APPLICATION PROCESS

- A. Each prospective volunteer must complete the Youth-Ministry Volunteer Application and submit it to their Head Coordinator/Head Counselor or the Safe Church Coordinator. This application is to be completed by all applicants for any volunteer positions involving the supervision of or regular and expected contact with minors or vulnerable adults. An interview may also be conducted.
- B. Any non-Neland-church member who desires to volunteer will give the Safe Church Coordinator the name of his/her most recent pastor, or of a teacher/counselor who knows the person well. The Safe Church Coordinator will contact that reference and request a written recommendation on the volunteer. In addition, at least one other listed reference may be contacted when processing each prospective volunteer's initial application.
- C. A background check will be completed on every volunteer who will be working with a minor or vulnerable adult.
- D. When accepted as volunteers, all leaders and helpers must attend a training session on the Health, Safety, and Abuse-Prevention Policy of Neland Avenue Church. Participation in this training session is ~~expected~~ required every three years, along with an annual review of the policy each year. Training sessions will be held at the beginning of each activity year and periodically as needed.
- E. No person with a child-abuse conviction may serve in ministry to youth. An application from one who has been listed as a registered sex offender, but does not have a felony or child-abuse conviction, will be critically reviewed by the Ministries Coordinator and the Safe Church Coordinator.

## V. CURRENT AND PROSPECTIVE EMPLOYEES

- A. Each employee or prospective employee who works with minors or vulnerable adults must complete a Youth-Ministry Worker/Volunteer Application Form and submit it to the Safe Church Coordinator or Ministries Coordinator. An interview related to information on this form may also be conducted. This is not the employment application form.
- B. A criminal-background check will be completed on persons who are paid, or will be paid, by *Neland Avenue Church or partnering organization (i.e. Apprenticeship Program)*.
- C. New employees who work with youth will attend a training session on the Health, Safety, and Abuse-Prevention Policy of Neland Avenue Church. Participation in this training is expected of each employee every three years, along with a periodic review of the policy each year. Training sessions will be held as needed.
- D. A person with a felony conviction may serve in ministry to youth under the direct supervision of the Youth Elder, Ministries Coordinator, and Safe Church Coordinator. Their application will be critically reviewed by those listed previously.

## **VI. GUIDELINES REGARDING ILLNESS, DISEASE & INJURY**

- A. A medical information form must be completed for children left in the care of the nursery.
- B. Parents/guardians should not bring a child with a contagious disease (including the common cold) to any children's program at *Neland Avenue Church*.
- C. A child with a contagious disease will not be allowed to participate in any children's program until all symptoms are gone.
- D. If a child shows symptoms of a contagious disease (except a common cold or influenza) after having attended a children's program at *Neland Avenue Church*, a parent/guardian of the child should notify the program leader, who will then notify the parents/guardians of the other children present at the same session as the sick child.
- E. Parents/guardians will be contacted immediately if a minor is injured.

## **VII. GUIDELINES REGARDING INJURIES AND INFECTION CONTROL**

- A. First-aid kits and protective gloves are available in the nursery, the Ministries Coordinator's office, the woodworking shop, and in both kitchens.
- B. Protective gloves should always be worn when treating wounds involving blood. If no gloves are available, plastic or other such material can be used to form a barrier between the treating person's hands and the wound. Apply direct pressure to the wound with clean material or the gauze provided in the first-aid kit. After the wound is cleaned and bandaged, place all materials containing blood in a Ziploc bag from the kit and give it to the custodian or dispose of properly.
- C. Posters reviewing CPR and choking management are posted in the nurseries and the kitchens. All persons assisting in children's programs should take time to review them.
- D. Any injuries should be reported to a child's parents as soon as possible. An accident report should be filled out and given to the Program Coordinator/Head Counselor, Safe Church Coordinator or the Ministries Coordinator.
- E. Severe injury or illness should be immediately reported to the child's parents/guardians and the Program Coordinator or Ministries Coordinator.
- F. It is the responsibility of the Program Coordinator/Head Counselor to take a first-aid kit on any outing where there is the potential for injury (hikes, overnight camping, etc.).



## **VIII. NURSERY GUIDELINES PERTAINING TO CHILD-ABUSE PREVENTION**

(A complete copy of Nursery Guidelines and Responsibilities are posted  
in the nursery.)

**Our nursery is designed for children aged 4 years and younger.**

Children aged 3-4 are encouraged to attend Sunday school during the morning service.

- A. No child is to be left unattended in the nursery at any time.
- B. The two nursery supervisors assigned to each shift should be unrelated. The supervisors must be 18 yrs and older. A third, unrelated adult or helper should be present when married couples are serving at the same time.
- C. One adult will be present for every 4 infants; a helper may be included in this ratio only after the required two adults are present.
- D. Helpers may serve in the nursery only when an adult is present to supervise (a helper is a person age 9-17). A helper age 9-12 may assist in the toddler nursery. A helper age 13-17 may assist in either the toddler or infant nursery.
- E. A volunteer, adult or helper, may not spend time in the nursery when he or she is not scheduled to serve.
- F. An adult volunteer may take a child out of the nursery only for a compelling reason, such as an illness. Parent/Guardian will be summoned from the sanctuary when necessary.
- G. Parents must sign their children in on the designated form with the Nursery Coordinator when they arrive. Once a child is dropped off, the parent/guardian is given a wrist band with a number. This number is then written on the whiteboard in the nursery along with the child's information.
- H. When the child is ready to be picked up, the parent (or designated adult) will need to return the wrist band in order to pick up their child.
- I. Special care instructions (including restroom assistance) must be noted on the sign-in form.
- J. Only adult supervisors or family members may change diapers. Posted diaper changing procedures should be followed. Diapering is to happen in the infant nursery, with another adult volunteer in view.
- K. Children requiring assistance with the bathroom will be assisted only by an adult. The bathroom on the toddler side is the designated bathroom for nursery use. The bathroom door is to be left slightly ajar. Only one child at a time will use the bathroom.
- L. Any parents who are uncomfortable with having a nursery attendant assist their child in the bathroom may request a text message to alert parents to come and assist their child in the bathroom.
- M. Children in infant and toddler nurseries must be picked up only by their parents, siblings, or the person who brought them unless prior arrangements have been made. They will be dismissed after proper identification is made and noted in the attendance book.
- N. The nursery coordinator and the nursery supervisors will undergo a background check.

- O. An Incident Report should be filled out in case of accident or injury, one copy for the child's parents and one for the nursery file.
- P. The coordinator and all supervisors will be expected to attend a training session on the Health, Safety, and Abuse-Prevention Policy (and complete the forms, unless they have attended a training session at Neland Avenue Church in the last three years).
- Q. The policy training sessions will be offered at the beginning of each church-school year and if necessary, during the year.

To provide a smooth, consistent and safe experience for all families using the nursery, we have a **Nursery Coordinator** (see p. 11). The Nursery Coordinator is a paid position who helps supervise the nursery each Sunday. They will be available before and after each service to assist in the checking in and checking out of children, helping to make sure the nursery is safe and clean for the little ones, as well as welcoming new parents/visitors.

## **IX. NURSERY COORDINATOR DUTIES AND RESPONSIBILITIES**

1. Shifts begin 20 minutes before the service starts.
2. Take a look around both nurseries and make sure all toys are in the appropriate place and on the right side. Put away any recently cleaned toys to their proper places.
3. Put on your name tag!
4. Make sure all volunteers have arrived for their assigned duties. There must be 2 adults for each side. One helper is also assigned per nursery. If a volunteer does not show, you can send someone to find them; you can stay in for the shift or find another replacement.
5. Assist with the check in of all children, on both sides. Make note of any changes or special info for volunteers.
6. Pay special attention to newcomers!
7. Make sure all children have a name tag.
8. If nursery is fully staffed, the Nursery Coordinator may go and take part of the service. Let volunteers know where you will be in case they need assistance.
9. The Nursery Coordinator should return to the nursery around the end of the service.
10. Encourage volunteers to start cleaning up.
11. Assist with check out of children. Children may only be “checked out” by a designated adult.
12. Once all the children have been picked up, make sure the nurseries are cleaned up, dirty toys put in proper bin and sprayed. Make sure children’s name tags are returned to their proper spot.

These nursery guidelines are designed to protect children from harm and to protect persons involved in nursery care from false or mistaken accusations. If any type of child abuse is suspected (physical, emotional, sexual), it is the nursery supervisors’ responsibility to refer to Section XIV, “PROCEDURES FOR REPORTING SUSPECTED OR ALLEGED CHILD-ABUSE,” of this policy. All information will be kept confidential to the extent legally possible.

## **X. SUPERVISION POLICIES FOR THE CHILDREN'S WORSHIP AND CHURCH SCHOOL ON SUNDAYS**

- A. An adult supervisor will randomly observe classrooms where the "Rule of Two" is practiced. The Rule of Two ordinarily means there are two unrelated adults present when supervising two or more children.
- B. Bathroom procedure: Children who need assistance should be accompanied to a bathroom. Older children may use the bathroom alone and the door left ajar. Only parents or adult volunteers shall assist the children in bathroom use.
- C. Any teacher who has concerns or questions about the health, safety or welfare of any student is encouraged to contact the youth elder or ministries coordinator and express those concerns. If a counselor or volunteer suspects any type of child abuse (physical, emotional, sexual) he or she must refer to the "PROCEDURES FOR REPORTING SUSPECTED OR ALLEGED CHILD-ABUSE," Section X. of this policy.

## **XI. GUIDELINES REGARDING SEVERE WEATHER AND FIRE**

**A. In case of a publicly issued **tornado watch** or a **severe thunderstorm warning for Kent County**:**

1. Scheduled activities will be cancelled if the advisory is in effect within one hour of an activity.
2. If the weather advisory is declared less than one hour before a scheduled activity, the activity will be cancelled, and leaders of the activity are to take reasonable steps to assure safety of all parties already present and apprising arriving parties of the situation.
3. Program leaders (with Custodian, Administrator, and/or Ministries Coordinator) will monitor weather conditions.
4. Children will not be dismissed early unless a parent or designated guardian arrives to take them.

**B. In case of a **tornado warning** (a tornado has been sighted) during a program:**

1. Leaders will move the children to the closest basement or inside room that is without windows.
2. Leaders are expected to remain calm and stay with the children until an "All Clear" is announced. Leaders may never allow a child to leave the group.
3. If they are also in the church, parents and other adults in the building will join the children in the designated basement or inside room.
4. Children will be dismissed to a parent or guardian only after proper identification is made.

**C. In case of **fire**:**

1. After counting the children in his/her charge, the leader will lead them out of the room in single file, each child holding the hand of the person in front of him/her (if possible). Any other adult/helper present will bring up the rear.
2. Exit should be made through the closest outside door unless that exit route is blocked by fire or smoke. Always keep all children close. No child must be allowed to reenter the building or wander off.
3. If the doorknob of the room is hot, the door should not be opened. If there is another safe exit from the room (such as a door or a window), that can be used. The Program Leader should be the last person to exit, after making sure there are no other children left.
4. Leaders should dismiss the children only to a parent or guardian and only after positive identification has been made.

## **XII. GENERAL GUIDELINES PERTAINING TO SUPERVISION AND CHILD-ABUSE PREVENTION**

- A. At programs and functions involving the supervision of youth and organized Youth Ministries at Neland Avenue Church, at least two adults must be present at each function. Ordinarily, two adults will be present in each classroom or other enclosed area.
- B. These guidelines are designed to protect children, youth, and vulnerable adults from harm and to protect persons involved in the ministry of Neland Avenue Church from false or mistaken accusations. If any type of child abuse is suspected (physical, emotional, sexual), volunteers should refer to Section XIV, "PROCEDURES FOR REPORTING SUSPECTED OR ALLEGED CHILD-ABUSE," of this policy. All information will be kept confidential to the extent legally possible.
- C. In the event that any allegation or reasonable suspicion of child abuse or neglect is reported to the Ministries Coordinator or Safe Church Coordinator, he/she must promptly report the allegation or suspicion to the Administrator or other designated ministry contact. Within 24 hours the ministry contact must solicit a written opinion from an attorney representing Neland Avenue Church regarding the appropriate course to pursue.

### **XIII. SUPERVISION POLICIES FOR EDUCATIONAL AND YOUTH PROGRAMS**

- A. Parents/guardians must return the Participation/Release Form to the youth program leader, Ministries Coordinator, or Safe Church Coordinator at the beginning of each church-school year. Youth program leaders will inform parents of relevant policies either via a letter or a parent meeting.
- B. When they arrive at church, students must check in with a leader from their program.
- C. Bathroom procedure: Children who need assistance should be taken to a bathroom where the top half of the door can remain open or which has a windowed door. Older children may use the bathroom alone.
- D. Scheduled classes and events:
  - 1. At programs and functions involving the supervision of youth and organized Youth Ministries at Neland Avenue Church, at least two adults must be present at each function. Ordinarily, two adults will be present in each classroom or other enclosed area.
  - 2. *The Ministries Coordinator, youth elder or ministerial staff* will randomly observe classrooms or enclosed areas where the “Rule of Two” is practiced.
  - 3. The Ministry Coordinator, Youth Elder or ministry staff may constitute the second person in the rule of two by randomly observing classrooms or enclosed areas during scheduled classes or events.
  - 4. During scheduled classes or events, group leaders should know where their youth are at all times. If a young person leaves an event without permission, parents should be called immediately.
- E. Meetings with young people:
  - 1. One-to-one meetings should be held in public places.
  - 2. Youth leaders should avoid sitting and talking in a stationary vehicle with a youth.
  - 3. In a meeting at a youth’s residence, a parent must be present in the home at all times.
  - 4. Parents/guardians should be notified of any one-to-one or small-group meetings with youth under the age of 18. A message via email or answering machine, or text is adequate. If this is not possible, the leader should notify a church staff member.
- F. Transportation Policy
  - 1. All drivers transporting minors on behalf of Neland Avenue Christian Reformed Church must:
    - a. be 21 years of age or older (or 18 years of age with consent of the minor’s parent/guardian as indicated on the liability waiver), licensed to operate a motor vehicle by Michigan Department of State, and be covered by an auto insurance policy.
    - b. comply with the laws and limitations that apply to their operator’s license;
    - c. have completed the volunteer screening process (Volunteer application, background check on file, and attendance at safe church training).
  - 2. Two adults should be present and seated in the front seats of the vehicle when transporting minors. Ordinarily at least two minors should be present in the vehicle at all times. High school students may be transported by just one adult if there are at

least two students; high school students should not be one-on-one with an adult in a vehicle.

3. Seat belts or child safety seats must be used per the state laws in which the group travels. The number of passengers should not exceed the number of seat belts/safety seats.
4. Parent/guardian permission, oral or written, should be obtained before transporting minors.
5. Neland Avenue Church will ordinarily provide transportation with adult drivers when traveling from the church building to or from activities. When transportation is provided by Neland programs, if Neland program leaders are unable to provide adequate transportation with 2 adults/car, vehicles with 1 adult may caravan and follow directly behind one another from church to the event and back. At least two adults must be present until the last vehicle(s) departs or first vehicle(s) arrives at each location.
6. Transportation to and from meetings is not part of church or youth group activities. Parents/guardians are responsible for providing or arranging this transportation.
7. If a volunteer/staff person is identified as an "approved pick-up" at the parent/guardian's request, this should be recognized as informal contact and not a part of church program.

G. Supervision of overnight events:

1. Prior to any overnight event, parents must have completed the Participation/Release Form.
2. At least two unrelated leaders must be present at overnight events.
3. Separate sleeping areas must be provided at all overnight events for males and females, and adults the same gender of the youth will be designated to the areas and will be present for the entire overnight event.
4. Male and female adults will be present for all coed overnights. If there is an overnight event including males and females, you will need two men leaders and two women leaders.

- H. Neland Avenue Church often provides transportation with adult drivers to or from the church building for activities. At least two youths should be present in each vehicle whenever possible. Ordinarily drivers should notify parents/guardians (or a church leader) when their child is the last in the vehicle.



## **XIV. NOTICE OF INAPPROPRIATE SEXUAL CONDUCT**

In the event that anyone either witnesses or hears of inappropriate sexual conduct involving any individual(s) attending or otherwise associated with Neland Avenue Church, the individual must notify the Administrator or a member of the Administrative Committee immediately. The Administrative Committee will review the information and consult with Child Protective Services and/or local law enforcement to determine how to proceed.

## **XV. PREVENTION GUIDELINES FOR *ADULT TO ADULT MINISTRY***

- A. All ministry leaders (e.g. pastors, elders, deacons, staff, program directors, etc.) should practice job related duties consistently with all parishioners, volunteers, staff, children, young people, visitors, etc.
- B. Leaders should avoid one-to-one meetings with youth/parishioners in homes, cars, offices, etc. where they cannot be observed by others. It is wise to use public places such as restaurants for meeting places. An exception might be occasional sick or shut-in visits.
- C. When possible, a same sex elder/deacon should be assigned to someone who needs frequent pastoral visits.
- D. Leaders and participants should be cautious and limit physical contact.
- E. Pastors and council members should meet no more than once a week with a particular adult in a public location or a place at church with a window in the door. If after three visits the parishioner still needs more care, he or she should be referred to a professional. If further meetings are still necessary, leaders should be sure to document those meetings with the church office prior to meeting with the parishioner. The church office will inform additional council members if necessary.

## **XVI. NELAND CHURCH'S RESPONSE TO REGISTERED SEX OFFENDERS**

### **A. Statement of Purpose**

Neland Avenue Church accepts as central to its mission the establishment and maintenance of a caring environment for every child of God. We are also committed to providing a safe environment for all Neland attenders, in particular, children and other vulnerable adults. The following policy attempts to maintain the dignity of those individuals who have been convicted of criminal sexual conduct (CSC), but are now committed to follow in the ways of Jesus Christ. The policy is further designed to assist those dealing with CSC convictions to uphold parole and probation requirements to create the safe environment necessary for the life of Neland Avenue Church.

### **B. Policy**

1. The Neland Avenue Church Administrator may check all new members and regular attenders of Neland Avenue Church to determine if they are on the Michigan Sex Offender Registry. If a person is on the registry, the Church Administrator will notify a member of the Administrative Committee.
2. If a member or attender of Neland Avenue Church becomes aware of another member or attender who has been convicted of, or is charged with, a CSC offense or may otherwise be a potential sex offender, the member or attender must inform a member of the Admin Committee or the Safe Church Coordinator. The Admin Committee will verify the information and determine whether or not the individual is on the registry. The Admin Committee will then meet to review the situation and initiate the directives of this policy.
3. The Admin Committee, with the support of the Church Administrator, will need to determine if the individual above is on parole, probation, or only on the registry.
  - a. If an individual is on parole or probation, the Admin Committee will arrange a meeting among its members (or other individuals designated by the committee), the individual and the parole/probation officer to ensure that the individual stays in compliance with parole or probation expectations and to determine how the church should respond to the individual's particular situation. Either before or at that meeting, the Admin Committee or its designees will request a release in order to find out specific information about the sexual offense, if such information is not publicly known, and the terms of the parole and probation.
  - b. If an individual is on the registry but not on parole or probation, the Admin Committee or its designees will meet with the individual to determine what expectations he or she must fulfill while on the registry and how the church should respond to his/her particular situation.
4. Depending on the nature of the offense, the Admin Committee will place certain requirements on the individual, in writing, in order for that person to continue participating in the services or programs of Neland Avenue Church (see attached sample letter). Ordinarily, the individual will be prohibited from having any involvement in any child or youth ministries and may not initiate any verbal, written, or physical contact with children or youth at any time.

5. The Admin Committee *may* require additional safeguards and guidelines for participation at Neland Avenue Church, which will then be put into a written contract and signed by the individual (Appendix E). These guidelines could include, but are not limited to, the following:
  - a. Designated arrival and departure times for church programs and services.
  - b. Physical accompaniment at all times by a designated member(s) of Neland Avenue Church ("Circle of Supervision and Accountability") who is familiar with the situation and any restrictions in place. This accompaniment would be on any church property or off-site activity where children may be present. Support Persons may be drawn from a rotating group of trained volunteers.
  - c. Restricted access to designated hallways, rooms, offices, or restrooms in church facilities (particularly where program involving youth are taking place).
  - d. Active involvement in a treatment program with qualified professional until such time that the therapist is willing to write a letter to Neland Avenue Church stating that the individual has satisfied the goals of the treatment.
  - e. Regular meetings and/or communication with the parole/probation officer of the person with a CSC conviction.
  - f. No one-on-one contact with persons potentially at-risk (e.g. children, women, other groups, depending on the circumstances).
6. All individuals must be in compliance with the terms of their parole or probation (if applicable) at all times.
7. The Admin Committee may notify staff, Council members, youth ministry leaders, parents and any other member or attender it deems appropriate of the presence of the individual and the participation requirements placed on that person.
8. All individuals will be assigned to a household with an elder of the same gender. The elder, deacon, and PCA of that household shall be notified.
9. Failure to comply with participation requirements established by the Admin Committee will result in the person being barred from participation in church life and being denied access to the property of Neland Avenue Church. The Admin Committee will review compliance with all terms and conditions of each case on an annual basis.
10. Participation requirements will remain in place until such time as the Pastor, Household Elder, and Safe Church Ministry Team deems them appropriate to be lifted, usually in consultation with the parole/probation officer, therapists, or other trained individuals familiar with the case. Either Neland Avenue Church or the individual may request a periodic review of participation requirements and compliance.
11. Neland Avenue Church services are recorded and posted on the Church website; an individual with a CSC conviction, on or off probation, should not photograph or videotape any portion of Church services or Church activities, especially those involving children. If that individual is a parent and wants to videotape their child during a service or activity, they will inform their household Elder and the Pastor prior to the start of the service.
12. Neland Avenue Church will notify its insurance carrier to provide appropriate information for policy coverage.

## **XVII. SEXUAL OFFENSE BY A MINOR**

- A. Minors convicted of a sexual offense will be prohibited from volunteering in programs for children and youth, and will not have access to younger minors in the church's facilities.
- B. The Administrative Team may bar the minor's participation in age-appropriate programs as well.
- C. The Council will obey all known court-imposed orders and treatment requirements.
- D. Volunteers or staff must supervise the minor's contacts on-site, in parking lots, during church sponsored transportation and off site activities. If the minor violates policies or engages in inappropriate behavior, the council/staff should remove the minor immediately and may need to report him/her to civil authorities.
- E. The Council may reinstate the minor to programs only when his/her risk of inappropriate behavior is reduced.
- F. For Council to minimize the risk of an unknown juvenile sex offender serving in a role with youth, council will follow the supervision policies already in place that minimize or eliminate older minors spending time alone with younger minors during youth programs.
- G. If older minors are caring for children, then an adult should always be present and supervising. Our supervision policies for youth programs do not allow minors to be alone with other minors in off-site activities, vehicles, homes, or other private settings. If an older minor want to work with younger minors, even with supervision, then the older minor must go through a screening process.

## **XVIII. POLICY FOR THOSE WITH A CRIMINAL RECORD OR FACING PENDING CHARGES**

If an individual is a member at Neland Avenue Church or attends on a regular basis and has a non-CSC felony conviction or is currently facing criminal charges, the following guidelines are designed to walk alongside and support that person.

- A. The Pastor and a member of the Safe Church Ministry Team will meet with the individual to go over the requirements of the parole/probation. The purpose of the meeting will be to assist the individual in meeting those requirements. At that time, a contract may be made between the person and the church.
- B. While on parole/probation or facing criminal charges, the individual will not be allowed to serve in leadership positions.
- C. The individual will be eligible to serve in leadership positions after completing his/her parole/probation requirements. Before serving, a conversation with a member of the Safe Church Ministry Team, the Pastor, and the individual will determine whether such service is appropriate.

## **XVIX. NELAND CHURCH SAFE CHURCH MINISTRY TEAM**

This Committee will be chaired by the Neland Safe Church Coordinator. The following are the duties and responsibilities of the team:

- A. Development and implementation of Safe Church policies.
- B. Providing abuse awareness training for volunteer teachers and leaders two times per year.
- C. Providing consultation and follow-through for staff and leaders when a report to Child Protective Services or law enforcement is needed.
- D. Creating awareness of the issues, in collaboration with the CRC Denomination Office of Abuse Prevention, through reminders, communications, and participation in a worship service each fall.
- E. Collaborating with the CRC denomination's Classis Safe Church Team periodically.

## XX. PROCEDURES FOR REPORTING SUSPECTED OR ALLEGED CHILD ABUSE

- A. Sexual, physical, or emotional abuse allegations by a minor served in a church program, whether in a church facility or elsewhere, will be taken seriously and be handled confidentially (see Section XVI for signs and symptoms of abuse and Section XVII for how to respond to a child's report of abuse).
- B. A volunteer or staff member who **observes signs and symptoms of abuse or receives a verbal report of abuse from a child** is responsible to report this to Child Protective Services (CPS) at 616-247-6300 *as soon as possible* and should document all information and observations. In certain cases, CPS may forward this information to the police. In addition, he/she should notify the Ministries Coordinator, the Youth Elder or the Chair of Council, who then will contact the Child Abuse Prevention Team at Neland Avenue Church. According to Michigan Child Protection Law, certain persons are required by law to report observations or a verbal report of abuse. Examples of some mandated reporters are: teachers, child care workers, social workers, and clergy. Even if a person is not a mandated reporter, Neland Avenue Church recognizes a moral duty, in absence of a legal duty, to report.
- C. A volunteer or staff member who has questions or concerns regarding possible child abuse (**an unclear situation**) should contact the Ministries Coordinator, the Safe Church Coordinator or the chair of Council as soon as possible. Police and Child Protective Services may also be consulted if it is believed additional steps need to be taken. (When contacting Child Protective Services, the reporter may do so anonymously for advice only. To make an allegation you cannot remain anonymous.) The person with concerns of abuse should meet with the Child Abuse and Prevention Training Director, Ministries Coordinator, youth elder, and or ministry staff to review all information pertaining to suspected abuse. This meeting should occur as soon as possible. After listening to the volunteer's concern, the committee should encourage the volunteer to take additional steps he or she believes need to be taken. Volunteers or staff members will not conduct an investigation themselves.
- D. It is the responsibility of the police or Child Protective Services to notify the alleged offender of the allegations against him/her. However, Neland Avenue Church will provide appropriate pastoral care to the accuser and alleged offender after the alleged offender has been notified by the legal authorities.
- E. For reasons of confidentiality, a liaison between the legal authorities/Child Protective Services and the church staff/Council will be appointed. This liaison may be a member of the Child Abuse and Prevention Safety team.
- F. All those involved must document any involvement they have had in the reporting process and any follow-up action they have taken. This documentation will be kept in a locked file in the church office.

## XXI. NELAND AVENUE CRC'S RESPONSE TO ALLEGATIONS

- A. Neland Avenue Church seeks to ensure that the accuser and alleged offender both receive appropriate pastoral care as well as referrals to other professional counseling services.
- B. Church staff or the Chair of Council aware of reports made to Child Protective Services must consult the attorney, and then must decide whether to contact the church insurance company and/or the Director of Abuse Prevention for the CRC, based on that conversation.
- C. Any paid staff member suspected of sexual or physical abuse against a minor or vulnerable adult will be suspended from his or her position with pay for up to 90 days during the investigation period. Any volunteer or leader suspected of child abuse or has any other pending legal charges will be suspended from his or her position and any other responsibility involving children during the investigation period.
- D. If the volunteer or staff member confesses or is found guilty, he/she will be removed or dismissed from his/her position or office and should not be considered for reentry or reinstatement without the advice of legal counsel.
- E. If the media and/or the larger community become involved, then it is advised to have one person act as a church spokesperson who can prepare a public statement with accurate but limited information. The Safe Church Coordinator listed at the end of this document should consult with the Director of Abuse Prevention for the CRC on the best way to convey this information to the congregation and to the larger community.
- F. If a current or former member of Neland Avenue Church who is now an adult brings allegations of abuse against a current or former Neland Avenue Church leader (deacon, elder, pastor, youth leader, etc.), the Classis East Safe Church Team should be contacted. The current representative from Neland Avenue Church is listed at the end of this policy. This group is trained to offer support and, if requested by council, will convene a panel to determine the gravity and probability of the charges. These findings can then be used by the Administrative Committee to determine if disciplinary action is required.

## XXII: INDICATORS OF A CHILD'S POTENTIAL NEED FOR PROTECTION

Excerpts from *Guidelines to Help Protect Abused and Neglected Children*.  
Denver: American Humane Association, Children's Division. 1990.

**NOTE: One sign or indicator alone does not necessarily mean the child is abused. But if several occur together or form a pattern, be alert to the possibility.**

<b>Physical Abuse</b>	<ul style="list-style-type: none"> <li>unexplained bruises (in various stages of healing), welts, human bite marks, bald spots</li> <li>unexplained burns, especially cigarette burns or immersion burns (glove-like)</li> <li>unexplained fractures, lacerations, or abrasions</li> </ul>	<ul style="list-style-type: none"> <li>self-destructive</li> <li>withdrawn and aggressive—behavioral extremes</li> <li>uncomfortable with physical contact</li> <li>arrives at school early or stays late as if afraid to be at home</li> <li>chronic runaway (adolescents)</li> <li>complains of soreness or moves uncomfortably</li> <li>wears clothing inappropriate to weather to cover body</li> </ul>
<b>Physical Neglect</b>	<ul style="list-style-type: none"> <li>abandonment</li> <li>unattended medical needs</li> <li>consistent lack of supervision</li> <li>consistent hunger, inappropriate dress, poor hygiene</li> <li>lice, distended stomach, emaciated</li> </ul>	<ul style="list-style-type: none"> <li>regularly displays fatigue or listlessness, falls asleep in class</li> <li>steals food, begs from classmates</li> <li>reports that no caretaker is at home</li> <li>frequently absent or tardy</li> <li>self-destructive</li> <li>school dropout (adolescents)</li> </ul>
<b>Sexual Abuse</b>	<ul style="list-style-type: none"> <li>torn, stained, or bloody underclothing</li> <li>pain or itching in genital area</li> <li>difficulty walking or sitting</li> <li>bruises or bleeding in external genitalia</li> <li>venereal disease</li> <li>frequent urinary or yeast infection</li> </ul>	<ul style="list-style-type: none"> <li>withdrawal, chronic depression</li> <li>excessive seductiveness</li> <li>role reversal, overly concerned for siblings</li> <li>poor self-esteem, self-devaluation, lack of confidence</li> <li>peer problems, lack of involvement</li> <li>massive weight change</li> <li>suicide attempts (especially adolescents)</li> <li>hysteria, lack of emotional control</li> <li>sudden school difficulties</li> <li>inappropriate sex play or premature understanding of sex</li> <li>threatened by physical contact, closeness</li> <li>promiscuity</li> </ul>
<b>Emotional Maltreatment</b>	<ul style="list-style-type: none"> <li>speech disorders</li> <li>delayed physical development</li> <li>substance abuse</li> <li>ulcers, asthma, severe allergies</li> </ul>	<ul style="list-style-type: none"> <li>habit disorders (sucking, rocking)</li> <li>antisocial, destructive</li> <li>neurotic traits (sleep disorders, inhibition of play)</li> <li>passive and aggressive—behavioral extremes</li> <li>delinquent behavior (especially adolescents)</li> <li>developmentally delayed.</li> </ul>



## **XXIII: RESPONDING TO THE CHILD**

1. If a child asks to talk with you at church, ask if you can get another person to sit with both of you—the Ministry Coordinator, Safe Church Coordinator, Program Coordinator/Head Counselor, or ministerial staff—and then provide a room (with a window) in which to speak privately. If the child prefers to speak with you only then do so in a room with windows.
2. Listen carefully to what the child tells you and respond in a supportive, nonjudgmental manner. Disclosing abuse is a scary thing for children, and they need to know they are supported.
3. Do not appear frightened or disgusted by the child's story, since this may cause the child to stop talking or to believe you are upset with him/her.
4. Avoid asking leading questions. Examples of what you could say: "Can you tell me more?" "Is there anything you need to add?" Do not try to convince the child that the story isn't true or that it didn't happen the way he/she reports it did.
5. Do not attempt to assess the truthfulness of the child's disclosure—that will be for trained professionals to decide. Assure the child you believe him/her and that you care about him/her.
6. Tell the child that whatever happened was not his/her fault and reassure the child that he/she does not deserve to be hurt by anyone.
7. Do not tell or suggest to the child that he/she has been abused.
8. Reassure the child that he/she did the right thing by telling you.
9. Do not promise not to tell anyone. Tell the child that you need to find help so the incident can be prevented from happening again.
10. Do not frighten the child by talking about police involvement or medical examinations to verify the complaint. Instead, share with the child that other people need to know what happened and that they will talk to the child later.
11. Do not ask the child to show you any bruises that are beneath the child's underwear or clothing; observe only those bruises that are accessible.
12. If you feel comfortable doing so, speak to the child and offer support in the following weeks and months.

## APPENDIX A:

### DECLARATION OF AGREEMENT WITH AN UNDERSTANDING OF THE HEALTH, SAFETY, AND ABUSE-PREVENTION POLICY

Please print your name, sign and date.

#### *Health, Safety and Abuse-Prevention Policy*

\_\_\_\_\_, hereby acknowledges the following:

1. That I have received and reviewed the current Health, Safety, and Abuse-Prevention Policy for Neland Avenue Church.
2. That, as long as I volunteer at Neland Avenue Church in youth ministry, I will attend a training session as required.
3. That my failure to comply with Neland Avenue's Health, Safety and Abuse-Prevention Policy, as may be amended, may result in my termination as a volunteer at Neland Avenue Church.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

***Place completed forms in the Safety Policy Box near the staff mailboxes.***

To be completed by program director or Ministries Coordinator:

Initial training date: \_\_\_\_\_ Continued training dates: \_\_\_\_\_

## APPENDIX B:

### ACCIDENT/INCIDENT REPORT

Name of Person(s) Involved: \_\_\_\_\_

\_\_\_\_\_

Address of Person(s) Involved: \_\_\_\_\_

\_\_\_\_\_

Phone Number: (      ) \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Name of Parent(s)/Guardian, if applicable: \_\_\_\_\_

Location: \_\_\_\_\_

Description of Accident/Incident (i.e., how injured, others involved, type of injury, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action Taken:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Report Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the church office to be forwarded to:

Agent: Ben Knoester  
Brown & Brown Insurance  
Services  
2851 Charlevoix Drive SE  
Suite 220  
Grand Rapids, Michigan 49546  
Phone (616) 284-3023  
Fax (616) 949-0433

## APPENDIX C: VOLUNTEER INFORMATION FORM

### NELAND AVENUE CHURCH

#### Youth-Ministry Volunteer Application

This application is to be completed by all applicants for any volunteer positions involving the supervision of minors.

An interview may also be conducted. This is not an employment application form.

Please return completed form to the Church office or to the Ministry Program Coordinator.

Please check the program(s) you are willing to serve, or are currently serving with:

- ☐ Infant/Toddler Nursery
- ☐ Sonshine Kids
- ☐ TNG (High School Youth Group)
- ☐ Mentoring/Tutoring

- ☐ Children & Worship
- ☐ GEMS
- ☐ NAST
- ☐ Other: \_\_\_\_\_

- ☐ Church School
- ☐ Cadets
- ☐ IHN

Today's Date: \_\_\_\_\_ Driver's License#: \_\_\_\_\_

First Name: \_\_\_\_\_ Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Maiden Name (If Applicable): \_\_\_\_\_ Phone Number | Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_

(required to complete background checks)

#### **Have you at any time ever:**

- Been arrested for any reason? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Been convicted of, or pleaded guilty or no contest to, any crime? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Engaged in, or been accused of, any child molestation, exploitation, or abuse? \_\_\_\_\_ Yes \_\_\_\_\_ No

#### **Are you aware of:**

- Having any traits or tendencies that could pose any threat to children, youth, or others? \_\_\_\_\_ Yes \_\_\_\_\_ No
- Any reason why you should not work with children, youth, or others? \_\_\_\_\_ Yes \_\_\_\_\_ No

If the answer to any of these questions is "yes," please explain in detail: \_\_\_\_\_

#### **Volunteer/Worker Verification and Release: Volunteers and Employees**

I recognize that Neland Avenue Church is relying on the accuracy of the information I provide on the Worker/Volunteer Application form. Accordingly, I attest and affirm that the information I have provided is absolutely true and correct.

I voluntarily release the organization and any such person or entity listed on the Worker/Volunteer Application form from liability involving the communication of information relating to my background or qualifications. I understand that a background check will be completed as needed. I further authorize the organization to conduct a criminal background investigation if such a check is deemed necessary.

I agree to abide by all policies and procedures of the organization and to protect the health and safety of the children or youth assigned to my care or supervision at all times.

Printed name: \_\_\_\_\_

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

Date: \_\_\_\_\_

## APPENDIX D:

### Neland Avenue Church Release of Liability, Waiver, Indemnification and Consent to Medical Attention

Student Name \_\_\_\_\_ Male/Female (circle one) Birthdate \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Parent (s): \_\_\_\_\_

Parent e-mail address: \_\_\_\_\_ Grade \_\_\_\_\_

School: \_\_\_\_\_ Church Home: \_\_\_\_\_

T-Shirt size: \_\_\_\_\_

**If you are unable to pick your child up, please give the names of two adults who have permission to do so:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

☐ Will need a ride home

Does your child have any allergies/medical conditions that we should be aware of? If so, please explain:

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I understand that all overnight, day activities and recreational programs carry with them significant risks. Although Neland Avenue Church has taken reasonable and prudent steps to reduce foreseeable risks, they still exist. Accordingly, in exchange for my being allowed to participate in day or evening activity or programs actively sponsored by Neland Avenue Church, I and if I am not yet 18 years old, my parents or legal guardians individually and collectively referred to below in the first-person singular, agree to be bound by each of the following.

1. Voluntary Participation. I understand and confirm that my participation in this program is voluntary.
2. Identification of risks. I understand that there are certain dangers, hazards, and risks inherent in day, night and recreational activities. More specifically, there are certain dangers, hazard and risks inherent in certain activities conducted during the program, including but not limited to swimming, woodworking, participating in games, eating and other activities regularly planned in this program. I may voluntarily participate in some or all of these activities. I also understand that medical facilities or treatment may be inadequate or unavailable during portions of the Program. I understand that my child's participation in the program/retreat may involve risk of injury and loss, both to person and to property. I also understand that the risk of injury may include the possibility of permanent disability and death. There may be other risks not known to Neland Church and not reasonably foreseeable at this time. I understand that this Release of Liability, Waiver, Indemnification and Consent is intended to address all of the risks of any kind associated with my participation in any aspect of the Program, including particularly, such risks created by actions, inactions, or negligence on the part of Neland Church's directors, officers, employees, agents, volunteers, successors or assigns, including, but not limited to, risks created by the following: (a) my physical, emotional and psychological limitations and /or discomfort; (b) the physical, emotional and psychological limitations and or discomfort of others; (c) the use and/or condition of premises on which various events occur; (d) the lack of/or inadequacy of policies, rules or regulations with respect to the program; (e) the failure of Neland or its representatives to foresee or protect me from actions, inactions, negligence, recklessness, or intentional or criminal misconduct of other persons; (f) the inadequacy or unavailability of medical facilities, treatment, and/or professionals or (g) the lack or inadequacy of supervision by Neland Ave and its Representatives.

3. Assumption of Risk. I assume all risks, known and unknown, foreseeable and unforeseeable, in any way connected with my participation in Neland programs, including recreational activities. I accept personal responsibility for any liability, personal injury or economic or non economic damages or loss in any way connected with my participation in the program. I represent to Neland Ave CRC that I have health insurance that is adequate to cover treatment for any personal injuries I may sustain as a result of my participation in the program including recreational activities.
4. Release of waiver. I release Neland Avenue CRC and its representatives to the fullest extent permitted by applicable law from any and all liability for, and waive any and all claims for, personal injury or economic or noneconomic damages or loss, including attorney's fees, in any way connected with my participation in the program. This release does not apply to reckless or intentional misconduct of Neland Ave CRC or any of its Representatives. I am aware of MCL 700.5109, which authorizes organizations such and Neland Ave CRC to obtain releases covering a minors' participation in a recreational activity and I agree that this release is authorized by that statute.
5. Binding Effect. This instrument shall be binding upon my relatives, personal representatives, members, heirs, beneficiaries, next of kin or assigns and shall inure to the benefit of Neland Avenue, The Program and their respective directors, officers, employees, agents, volunteers, successors, and assigns.
6. Consent to Medical Treatment. I authorize Neland Avenue CRC and its agents if present to provide to me, through medical personnel of their choice, customary medical assistance, transportation and emergency medical services should I require, such assistance, transportation, or services as a result of injury or damage related to my participation in the Program. This consent does not impose a duty upon Neland Ave CRC or representatives to provide such assistance, transportation or services.
7. Media, All video and/or photography may be used for promotional material. If you would prefer that your child not appear in Neland promotional material, please note that with your signature.
8. Transportation. I agree to allow my child to be driven home by a counselor(s) after the program.

I assume all risks, known and unknown, foreseeable and unforeseen in any way connected with transportation that is provided for my child.

**This is a release of liability and waiver. I have read this release of liability, waiver indemnification and consent. I understand that I am giving up substantial rights by signing it. I am signing this release of liability, waiver, and indemnification and consent voluntarily. In exchange for my child or ward being allowed to participate in the program, and as the parent or legal guardian of the individual, I verify that I fully understand, agree to and accept all provisions of this release of liability, waiver, indemnification and consent.**

Date: \_\_\_\_\_

Parent or Legal Guardian

Signature \_\_\_\_\_

Neland Avenue Church, 940 Neland Avenue, Grand Rapids, Michigan, 49507 616-245-0669

## APPENDIX E: Covenant of Conduct



### Neland Avenue Church

940 NELAND SE  
GRAND RAPIDS, MI 49507  
(616) 245-0669  
[www.neland.org](http://www.neland.org)

#### PASTORS

Joel DeMoor (616) 245-0669  
[jdemoor@neland.org](mailto:jdemoor@neland.org)

Cindy de Jong (616) 245-0669  
[cdejong@neland.org](mailto:cdejong@neland.org)

Date:

Name of Person:

Address:

Dear xxx,

Neland Avenue Church (“Neland Church”) affirms the dignity and worth of all persons. We are committed to being a community of faith open to those who are in need of worshipping with us, especially those who face difficulties or times of personal trouble.

Your spiritual development and the safety of all our members, especially our children, are priorities at Neland Church. The following guidelines serve as participation requirements for all Neland Church activities. These guidelines come out of the discussion between you, Pastor Cindy, Pastor Joel and members of the Admin Committee. We all agree these guidelines are designed to reduce the risk, to both you and to others, of an incident or accusation. We want you to flourish at Neland Church and believe the following requirements will help you to grow spiritually and socially.

You are encouraged to participate in following activities at Neland Church:

- Worship services
- Men’s Breakfast on Tuesday or Thursday mornings
- Household activities
- Mentoring

We realize special circumstances may arise for activities that take place in church. Please inform Pastor Joel or Pastor Cindy of your desire to attend these events (funerals, special dinner, presentations, etc.). You are expected to arrive no more than 30 minutes prior to these activities and depart 30 minutes after the activity has ended. There must always be another [male/female] adult in the building with you.

An adult must always be with you if a minor is in the same room as you. We will assist you in establishing a Circle of Supervision and Accountability, which will consist of 4-5 designated Neland members. Avoid initiating verbal contact with minors unless accompanied by a parent or other adult. If parents or other adults leave the conversation, you may not stay and continue the conversation. Avoid all written contact with minors, including media forms of communication (email, texts). Wednesday Night Ministry programming and TNG/high school programming should be avoided unless arrangements are made in advance.

You may be in the Activity Center, Fellowship Hall, kitchen, use the stairs and hallway leading into the sanctuary, and the sanctuary. You may also use the elevator if needed. You may use the unisex bathroom near the top of the east stairway. All classrooms and nursery facilities are off limits. The one exception is the choir room; this exception only applies if you are in the choir and the choir is meeting for practice. In addition to respecting these boundaries, you will be prohibited from serving in any program or ministry that serves youth (children under 18).

As you continue to worship at Neland Church in the future, we may revisit these guidelines with you at any time, modifying them as necessary. We will review this covenant after you have completed your parole. At that point, we will together determine if any adjustments are appropriate.

If you agree to these guidelines, you will be welcome to join in church activities, including Sunday morning worship services. If you refuse to agree, or if you violate this agreement in any way, you will be denied access to the church property and services.

Sincerely,

Lyle Bierma  
Chair of Council

Sara Meyer  
Chair of Elders

Cindy de Jong  
Pastor

Joel DeMoor  
Pastor

-----  
I, xxx, accept that appropriate ministry leaders and members of the congregation be told of my circumstances and the guidelines listed in this agreement. I have reviewed this agreement and I agree to abide by its provisions. I agree that if I violate this agreement in any way, I will be denied access to future church functions and church property. I understand that this agreement will be reviewed regularly and will remain in effect for an indefinite period of time. I may request a review of the requirements in this agreement or of my compliance. The individual terms of this agreement may be changed time for any reason deemed appropriate by the Leadership of Neland Church.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

(Member of Safe Church Team)

Parole Officer:

Phone:

Email:



## **IMPORTANT PHONE NUMBERS AND NAMES**

**CHILD PROTECTIVE SERVICES:** (616) 247-6300

**Director of Safe Church Ministry of CRCNA**

Safe Church Ministry Director 616-224-0735

[safechurchministry@crcna](mailto:safechurchministry@crcna):

**SAFE CHURCH COORDINATOR**

Rick Theule, Church Administrator

[office@neland.org](mailto:office@neland.org)

616-245-0669 x 101

**MINISTRIES COORDINATOR**

**\*\*vacant\*\***

**CHAIR OF MINISTRIES**

Mary Jo Louters: Phone: (616) 485-2406

**YOUTH ELDER**

Kristy Quist: Phone (616) 560-4021

**CHAIR OF COUNCIL**

Lyle Bierma: Phone (616) 956-7022

**PASTOR**

Pastor Joel DeMoor: Phone 616-245-0669 x 102

Pastor Cindy de Jong: Phone 616-245-0669 x 103