

# **Safe Conduct Policy & Procedures**

## **First Congregational United Church of Christ**

### **La Crosse, Wisconsin**

**Passed December 1, 2021**

## **BACKGROUND INFORMATION**

### **Introduction**

In 2003, the Wisconsin Conference of the United Church of Christ adopted a resolution encouraging all churches to develop safe sanctuary policies. In 2004 the Church Council approved a Safe Conduct Policy that was developed by the Board (Ministry) of Christian Education. The Ministry of Christian Education reviews and revises the policy as necessary, and along with the Church Council approves and adopts any changes. A copy of the Safe Conduct Policy can be found in the church office, on the church website and in the church library.

#### **Chronology of the Safe Conduct Policy Approval by Church Council:**

- May 25, 2004 - Statement of Policy, Definitions and Basic Guidelines
- July 27, 2004 - Reporting & Complaint Response Procedures approved
- March 24, 2009 - Children/Youth Volunteer Application & Disclosure Form
- June 9, 2009 - Policy Statement on Background Checks
- July 22, 2009 - Policy Statement on Background Checks, revised
- February 24, 2010 - Social Media Policy
- May 21, 2013 - Safe Conduct Policy revisions
- December 1, 2021 - Safe Conduct Policy revisions to include reorganization of information, changing language from Children and Youth to Vulnerable Individuals, and updates to reporting and complaint response procedures

The adoption of the Safe Conduct Policy is meant to make clear the intent of our church to create and maintain a worship and work community free from all forms of discrimination, harassment, exploitation, or intimidation for members, children and youth, friends, staff and volunteers. We strive to assure that everyone finds our church a safe sanctuary to experience God's love and kinship to Christ.

#### **Why Do We Need this Policy?**

This information will acquaint you with the provisions of our Safe Conduct Policy and help you understand and embrace the goals and duties this policy sets forth for those who volunteer, work, worship or participate in any programming at First Congregational UCC. Abuse can take many forms. It can be physical, emotional or sexual in nature. When abuse occurs, the consequences are devastating to all involved, including the church. We know we must take steps to educate our congregation about abuse and to prevent abuse. The Safe Conduct Policy is our effort to make our church a safe sanctuary for all persons and to protect our church as a whole.

## **What is a Safe Conduct Policy?**

A Safe Conduct Policy is a plan that governs the recruitment, screening and hiring of staff and volunteers who work with vulnerable individuals. It is also a set of guidelines that staff and volunteers must implement in their activities. It is a plan for responding to a reported or suspected case of physical, sexual, or emotional abuse or any other sexual misconduct.

## **Statement of Policy**

### **A. Youth and Vulnerable Individuals Protection**

First Congregational UCC is committed to creating a safe and healthy environment in which young people can learn about and experience God's love. In order to ensure this, it is the policy of this church to provide adequate supervision for all youth activities. We also expect all employees or volunteers who work with vulnerable individuals to complete and submit the Children/Youth Volunteer or Employment Application and Disclosure Form (**Form A**).

### **B. Ministerial Conduct**

- (1) All persons engaged in the ministry of First Congregational UCC, including elected or appointed leaders, employees, volunteers and authorized ministers, are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons who come to them for help or over whom they have any kind of authority.
- (2) Because ministers, including elected or appointed leaders, employees, volunteers and authorized ministers, often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this church maintain their own psychological, emotional and spiritual health, and that they have adequate preparation and education for helping those individuals they seek to serve in the ministry. It is the policy of First Congregational UCC to encourage its leaders, authorized ministers, employees and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education and the importance of referring those in need to supportive and helpful resources.

### **C. Prohibition of Sexual Misconduct, Abuse and Other Discrimination**

- (1) First Congregational UCC affirms its responsibility for creating an environment of hospitality for all persons, male or female, adult or child that is free of sexual misconduct, free of physical and emotional abuse, and that encourages respect, equality, equity and kinship to Christ. We support equity among all persons regardless of ethnicity, situation, sexual orientation, gender identity, age, or sex.
- (2) Specifically, all persons associated with First Congregational UCC should be aware that the church will not tolerate any form of abuse or sexual misconduct, and that such behavior is

prohibited by church policy. It is the intention and responsibility of the church to take the action needed to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline any person who violates this policy.

#### **D. Review and Education**

This church commits itself to educating all church leaders, employees and volunteers who work with vulnerable individuals in our programs on the provisions of our Safe Conduct Policy so they are aware of their responsibilities within the framework of this policy, the rationale behind the development of this policy and the applicable guidelines to be followed in ministry. A copy of this policy will be available for review in the Church office and library. It will also be posted on the Church's website.

## **Definition of Terms**

**Minister:** A person engaged by the church to carry out its ministry. "Minister" includes elected or appointed leaders of the church, employees and volunteers, as well as "authorized ministers".

**Authorized Minister:** A person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ.

**Ministerial Relationship:** The relationship between one who carries out the ministry of the church and the one being served by that ministry.

**Emotional Abuse:** A pattern of behavior that results in creating an emotional disturbance involving verbal or non-verbal violence. It may include using harsh, abusive language meant to revile, malign or hurt the one it is directed at. Specifically with children, it may include terrifying or humiliating punishments, isolating a child from others, convincing a child that he/she is bad or incompetent or exploiting a child to commit crimes.

**Physical Abuse:** Involves physical violence, including any type of physical aggression directed in anger, including corporal punishment. It includes any injury that is non-accidental and is deliberately and intentionally meant to cause bodily harm including hitting, shaking, kicking, throwing, scalding, or choking.

**Neglect:** Failure, refusal, or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger physical health.

**Sexual Misconduct (Abuse):** Includes "sexual exploitation" and/or "sexual harassment" as defined below. It occurs when a person within a "ministerial relationship" engages in sexual contact or sexualized behavior with a vulnerable individual, congregant, client, employee, staff member or volunteer.

**Sexual Exploitation:** Sexual activity or contact in which a minister engaged in the work of the church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in

sexual behavior with the minister. It is not limited to intercourse but may include fondling, exposure of one's genitals, ongoing patterns of sexual talk, exposure to sexual material inappropriate for age or developmental level, or involving a vulnerable individual in making pornographic material or in prostitution.

**Sexual Harassment:** Repeated or coercive sexual advances toward another person. It includes behavior directed at and about a person's sexuality, sexual orientation, or gender identity with the intent of intimidating, humiliating or harassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

- submission to such conduct is made either explicitly or implicitly as a term or condition or circumstance of instruction, employment or participation in any church activity;
- submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or church-related decisions affecting an individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile or offensive work or church environment.

Prohibited "sexual harassment" includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- written contact, such as sexually suggestive or obscene letters, notes or invitations;
- verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, or sexual propositions;
- physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault or coercing sexual intercourse, and
- visual contact, such as glaring or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters or magazines.

"Sexual harassment" also includes continuing to express sexual interest after being informed directly that the interest is unwelcome – and using sexual behavior to control, influence or affect the career, salary, work, learning or worship environment of another.

It is impermissible to suggest, threaten or imply that a failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership or comfortable participation in the life of the church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion or change of assignment; to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

**Vulnerable Individuals:** Those persons who are at risk of abuse due to age, physical ability, mental state, or past experiences. This shall always include minors (children under the age of 18) but may also include persons who are mentally or physically handicapped, those who are temporarily at risk due to impairment or advanced age, or those with a past history of abuse.

**Responsible Individuals:** Those persons acting on behalf of this congregation in a leadership, teaching, assistance, or counseling role at a church sanctioned activity involving one or more vulnerable individuals.

**Church Sanctioned Activities:** Activities organized and funded by First Congregational UCC, activities performed by staff members in accordance with their duties, and/or activities organized by external agencies in which a group of persons participate on behalf of First Congregational UCC.

**Public Settings:** Activities where a vulnerable individual or individuals are accompanied by two or more unrelated responsible individuals in public settings. Examples would include Sunday school/JAM classes or events, church-related events, worship services, and other community events with multiple participants.

**Private Settings:** Environments where a vulnerable individual is alone with one responsible individual. Examples of this would include spiritual counseling sessions, overnight events, and possibly in-home visits.

**Relevant Violation:** Refers to crimes involving sexual, physical, or emotional abuse, fraud, or neglect, as well as violent crimes including but not limited to aggravated assault, rape, or murder.

## SAFE CONDUCT POLICY AND PROCEDURES

### Basic Guidelines for Safe Ministry

The guidelines are to be followed when reasonably possible. Strict adherence to these guidelines is not always possible or practical so it is important to note that these are guidelines only.

- A. **The “Two Adult” Policy:** This policy suggests that no fewer than two unrelated adults be present at all times during any church-sponsored program, event or ministry involving vulnerable individuals. However, it is expressly understood that Sunday school /JAM classrooms will not always be staffed with two unrelated adults. When classrooms are not staffed with two unrelated adults, a “floater” will be used who will move in and out of the classrooms during the program, event or ministry.
- B. **“Windows and Doors” Policy:** There will be windows in the classroom doors or doors will be left open to accommodate open access to the rooms where child or youth ministry occurs.
- C. **The “Five Years Older” Policy:** It is desired that all workers or volunteers with youth be at least five years older than the youth or children they are leading and at least 16 years old. If there is a young adult or another youth who wishes to volunteer with child or youth ministry who is less than five years older than the age of the youth in ministry, such volunteers will be paired with an adult leader who is at least five years older than the age of the ministered youth whenever possible.
- D. **The “Six Month” Policy:** No volunteer may be accepted to work with vulnerable individuals until that volunteer has been an active participant in our congregation for at least six months or unless that volunteer is paired with an adult who has been an active participant in our congregation and who has worked or volunteered for at least six months.

- E. First Aid/CPR Training:** All workers and volunteers who work with vulnerable individuals will be encouraged to obtain training in basic CPR and first aid. The church will provide all workers and volunteers with information on where such training may be obtained. The church may pay the costs of such training if approved by the Senior Minister or the Ministry of Christian Education.
- F. Alcohol, Drugs and Tobacco:** Alcohol use will only be permitted at events with vulnerable individuals with the approval of the Council. Recreational drug, e-cigarette, and tobacco use are prohibited at any church-sponsored program, event or ministry involving vulnerable individuals.
- G. Vehicle Safety:** Seatbelts will be worn by all participants during any church-sponsored event that requires transportation in a vehicle. Car seats will be used when legally required. Texting while driving is strictly prohibited, and cell phone use should be restricted to essential communication relating to the event at hand.
- H. Driver's License and Insurance:** Workers and volunteers that agree to transport vulnerable individuals on any church-sponsored event:
- Must have a valid driver's license
  - Must have liability insurance on the vehicle they are using
  - Should be the age of 21 or older. However, it is understood drivers under the age of 21 may be used, if necessary, especially if the event is a day trip within a reasonably short distance of the church.
  - Under no circumstance will persons who have had their license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance, be allowed to drive for church-sponsored events.
- I. Emergency Contact Forms:**
- (1) Parents or guardians of vulnerable individuals participating in Christian Education programs held at First Congregational UCC are expected to provide a *Christian Education Registration Form (Form B)* that contains emergency contact information.
  - (2) Parents or guardians of vulnerable individuals participating in church-sponsored events or activities that are overnight or outside the church premise are expected to provide an *Event Permission Form (Form C)* that contains emergency contact information. These contact forms contain permission for participation in the event or activity and authorize supervising adults to seek emergency medical care if necessary. The absence of a completed emergency contact form will not necessarily prohibit participation in a church-sponsored activity or event. The primary goal is to inform parents, guardians and hosts that emergency contact information should be made available to those supervising youth events.
- J. Social Media:** Facebook, E-mail, Instagram, Skype, and YouTube are just a few of the technologies used by vulnerable individuals for communication. To safeguard against misuse, adult volunteers and staff should follow these guidelines:
- (1) Consider the content of any post that will be visible. Remember that this is a public forum; not a personal journal, therapy or private conversation. Utilize appropriate content in your posts. Avoid innuendo and off-color humor.

- (2) Adjust security settings so that only church participants have access to church postings and groups.
- (3) Refrain from posting any inappropriate content on your profile. If in doubt as to appropriateness, use privacy settings to shield vulnerable individuals from this content.
- (4) Vulnerable individuals should never be pressured or required to “friend” adults from the church. If the individual feels uncomfortable using social media, alternative forms of contact should be provided (e.g., phone call or communication directly from the church office).
- (5) Keep your messages transparent. When feasible, copy messages to at least one unrelated youth leader.
- (6) If you leave your staff or volunteer position, be mindful of appropriate online contact with vulnerable individuals.

**K. Nursery Procedures:** The Nursery has a sign-in sheet. Children are released only to authorized persons listed on the sign-in sheet. If there is a question, then the Coordinator of Children’s or Youth Ministries or the Senior Minister has the responsibility of releasing the child.

**L. Incident/Accident Report Forms:** Whenever an accident or injury occurs, an *Incident Report Form (Form D)* shall be completed and turned in to the church office.

**M. Orientation and Acknowledgment:** Each year the church will offer an orientation for all full-time or part-time workers and volunteers who work with vulnerable individuals. The orientation will include a review of the church’s Safe Conduct Policy and Procedures that First Congregational Church UCC strives to use in all its ministries. Procedures for reporting and investigating incidents or complaints regarding inappropriate behavior, misconduct or alleged violations of the Safe Conduct Policy will also be reviewed.

## Background Checks

### A. Scope

This policy applies to responsible individuals. It shall represent the minimum level of background check required by our congregation but shall not supersede requirements required by state or federal law. In addition, when a responsible individual from our congregation is participating in an activity sanctioned by another agency with a background check requirement, that requirement, if not met by these standards, shall supersede this policy.

When vulnerable individuals participate in activities organized by First Congregational UCC, but led by persons from outside the church, the vulnerable individuals shall always be accompanied by two or more responsible persons from within the congregation, thereby ensuring compliance with this policy.

### B. Required Levels of Background Checks

- (1) **Public Settings:** Responsible individuals participating in activities that occur only in public settings shall be subject to background checks against the National Sex Offender Public Registry. This shall include, but not be limited to, Sunday school teachers/JAM Club leaders, primary nursery workers, high school discussion leaders, Our Whole Lives teachers, and confirmation mentors.
- (2) **Private Settings:** Responsible individuals participating in activities that occur in private settings shall be subject to full criminal background checks. This shall include, but not be limited to, Ministers, Coordinators of Children’s and Youth Ministries, and responsible individuals attending events in which the nature or length of the event could reasonably be expected to result in a private setting.

### C. Procedures

The Children/Youth Volunteer or Employment Application and Disclosure Form (**Form A**) can be used for either a Partial or Full Background Check.

- (1) **Partial Background Check:** Sunday school teachers, helpers, volunteers, nursery workers, chaperones, etc. are subject to a partial background check. Forms are turned in to the Senior Minister who will run a free “National Sex Offender Public Registry” check. Typically, these checks will be conducted in the fall each year after the Sunday school year has begun.
- (2) **Full Background Check:** Volunteers going on overnight activities with youth, or on outings where there is a potential to spend time with minors in private settings are subject to a full background check. They are conducted by the Senior Minister.

### D. Periodicity of Background Checks

The required level of background checks shall be conducted on all new volunteers or staff prior to the beginning of their role as a responsible person at a church sanctioned event. Staff and volunteers that have previously undergone background checks will be subject to verification on a three-year basis. At the discretion of the conducting officials, this may be altered slightly in order to standardize or maintain a relatively constant number of background checks each year. In no case, though, shall the recurrence interval exceed three years.

### E. Conducting Officials

The Senior Minister conducts both partial and full background checks. The Moderator and Moderator-Elect will conduct any background checks on the Senior Minister’s immediate family members.

### F. Privacy, Confidentiality, and Information Access

The individuals conducting the checks shall hold specific information derived from the performance of background checks in strictest confidence.

- (1) Each time a new background check is performed, and no relevant violations are found, a list of cleared responsible individuals shall be updated listing the name of the individual, the date of the background check, the date on which a new background check must be conducted, and the level of background check performed.
- (2) If a background check reveals a relevant violation, the conducting officials shall arrange to meet and discuss the findings with the individual. A responsible individual shall not be cleared if a relevant violation is found. If the background check information is erroneous, it must be corrected by law enforcement, and a second check is then performed.
- (3) If a relevant history of predatory abuse against vulnerable individuals is found, two further actions are necessary. First, the conducting officials will discuss the matter with the La Crosse Police Department to determine the level of threat, and whether or not the person, in attempting to work with vulnerable individuals, is violating probation. Secondly, the conducting officials will inform all staff working with youth of the finding.

## **G. Record-Keeping**

Records of background checks, discussions, and law enforcement contacts shall be kept in a locked filing cabinet used solely for this purpose and/or a password protected electronic file. The records should be arranged in folders, dated by year, and shall be kept indefinitely. Access to this filing cabinet shall be granted solely to the Senior Minister (or Acting Senior Minister) and the Moderator. In the event of dissolution of First Congregational Church, the Church Council shall render a final decision on the destruction or storage of the records.

# **Reporting and Complaint Response Procedures**

## **A. REPORTING**

- (1) Complaints alleging emotional abuse, physical abuse, sexual misconduct or any other inappropriate behavior that violates the Safe Conduct Policy must be reported to the Senior Minister or to a member of the church Moderator Team (Past Moderator, Moderator and Moderator-Elect) promptly.
- (2) All complaints, except those involving the activity of the Senior Minister, will be referred to the Senior Minister for initial handling.
  - A distinction must be made between policy violations and actual abuse. Policy violations may occur without intent and reflect a failure of the training process rather than deliberate boundary testing. Policies must be clear, their intent understood and their execution continuously supervised.
  - Care must be taken to distinguish between obligations to investigate policy or conduct violations as a personnel management matter versus the obligation to report “suspected vulnerable persons abuse” to police or child welfare

authorities. While there may be an impulse to investigate and adjudicate an incident, circumstances of suspected abuse or neglect that rise to the level of “mandatory reporting” by State laws fall outside the jurisdiction, authority and skills of the church to investigate.

- (3) If the complaint involves the activity of the Senior Minister, the complaint must be referred to the moderator team for initial handling. The moderator team will immediately refer such a complaint to the Northwest Association of the Wisconsin Conference of the United Church of Christ for handling. First Congregational UCC will cooperate fully in any process conducted by the United Church of Christ related to the Senior Minister’s ministerial authorization, but it retains the right to employ or designate its ministerial leadership, interim or otherwise, within First Congregational UCC as it determines is best during the handling of any complaint involving conduct of its Senior Minister.

## **B. RESPONSE PROCEDURE**

### **(1) Initial Contacts and Complaint Investigation**

- Any employee or volunteer (Sunday school teachers/JAM Club leaders, youth group leaders, chaperones) at First Congregational UCC who has knowledge of abuse, misconduct or other inappropriate behavior that violates the Safe Conduct Policy must report it promptly to the Senior Minister or a member of the Moderator Team.
- Upon receipt of a complaint, the Senior Minister (or Moderator Team when the Senior Minister is unavailable) will gather pertinent information that is readily available including facts and circumstances surrounding the complaint. Information must be gathered promptly and must not lead to a delay in making a report if the situation rises to the level of “Mandatory Reporting” by State laws. Attempts should not be made to gather detailed evidence from the person who discloses, especially if it is a child or vulnerable individual. Asking questions of a vulnerable individual may affect future investigations.
- A response is required when a mandatory reporter (Clergy are mandatory reporters by Wisconsin Law - 48.981(2)) has reasonable cause to suspect that a vulnerable individual has been abused or neglected or has reason to believe that a vulnerable individual has been threatened with abuse or neglect and that abuse or neglect will occur. Vulnerable individual abuse refers to an act committed by a parent, caregiver, or person in a position of trust that is not accidental and that harms or threatens to harm physical health, mental health or welfare.
- Although it is preferable for the Senior Minister to make the initial report to law enforcement or Child Protective Services, there is nothing restraining any individual from reporting. Persons making reports in good faith are immune from criminal or civil liability. It is helpful to remember that making a report is not making an accusation but rather asking for an investigation.
- When the complainant is an adult and considered not vulnerable, a discussion with the Senior Minister or a member of the church Moderator Team will occur to discuss the options available to address the complaint. The options could include:
  - A direct resolution process where the complainant attempts resolution with the accused.

- An informal process with the Senior Minister meeting with the accused party, either individually or jointly with the complainant, to resolve the issue to the mutual satisfaction of all involved.
- A formal process with written description of the complaint, followed by investigation and an appropriate course of action.

## **(2) Response Options**

### Mandatory Reporting:

- Reports of suspected abuse and neglect can be made to law enforcement in the county where the vulnerable individual resides or to the law enforcement of where the possible abuse and/or neglect occurred. In La Crosse County, reports are to be made to La Crosse County Human Services Department. The phone number during office Hours: 608-784-4357. The phone number after Hours/Weekends/Holidays: 608-784-4357 or 911.
- Investigation and follow-up will be conducted by Child Protective Services.

### How to help a vulnerable individual who reports abuse:

- Know the church policy on handling reports of abuse
- Remain calm
- Listen, and don't ask questions
- Reassure the vulnerable individual in a meaningful way - do not make negative comments about abuser
- Let the vulnerable individual know you will help him/her
- Write down word for word (in the vulnerable individual's words) what has been told you
- Protect the vulnerable individual from further abuse

### Management of Accused Persons:

- If the accused party is a Responsible Individual acting on behalf of First Congregational UCC, it will be within the Moderator Team's discretion to decide whether the accused party's volunteer service continues, be restricted or completely suspended during the investigation.
- Any member of the Moderator Team may choose to abstain from participation if a conflict, real or perceived, exists that renders them incapable of impartiality. The two remaining Moderators can elect to proceed or to choose a 3rd person to replace the abstaining Moderator.
- If the accused party is a church employee, the Pastor/Parish Liaison Committee or Moderator Team will decide whether the employee's service will continue, be restricted or suspended during the investigation, or terminated.

### Adult Victims of Abuse or Sexual Misconduct:

- Complaints of this nature are handled as described previously in the Response Procedures. After investigation, the follow up with the accused will be managed

in the same manner as described previously with the Moderator Team working with volunteers and the Pastor/Parish Liaison Committee or Moderator Team with employees.

- Adult victims (not considered vulnerable) have the right to report or not report to law enforcement. Support, reporting options and resources will be offered.

#### Violation of Policy or Boundaries not Rising to the Level of Mandatory Reporting:

- There may be circumstances that require investigation and possibly require subsequent correction, counseling, training, re-direction, recording or other responses short of notifying police or child welfare authorities. However, if there is any doubt, allow protective services to make that determination.
- The initial contact will be handled as described previously under Response Procedures. The Moderator Team or the Pastor/Parish Liaison Committee, depending if the accused is an employee or volunteer, will identify the most appropriate person to initiate corrective actions following the investigation. In most instances, a verbal warning will be sufficient but may require “progressive discipline” to include both verbal warnings and written notices.
- Documentation of actions taken to counsel and correct individuals to include verbal warnings or written notices, is to be kept. At such a time as warnings, verbal and written, are deemed unsuccessful, and termination from ministry, employment, or volunteer status is required, a termination letter will be issued by the Moderator Team or Pastor/Parish Liaison Committee.

#### (3) Record Keeping

- A log of all complaints shall be kept. A full record of the proceedings conducted to investigate and dispose of the complaint must be maintained. Records of all complaints and proceedings must be kept a minimum of seven (7) years following final disposition, or if the complainant is a minor at the time of the event, until the complainant reaches the age of forty-five (45).
- Access to these records will be limited to the church Moderator Team, Pastor/Parish Liaison Committee and Senior Minister. These records may also be disclosed to cooperate in an investigation conducted by the Wisconsin Conference of the UCC, law enforcement officials, the county department of human services, the church’s insurer or the church’s legal counsel.

## Appendices

- Form A Children/Youth Volunteer or Employment Application and Disclosure Form
- Form B Christian Education Registration Form
- Form C General Event Permission Form
- Form D Incident/Accident Report Form