



Pine Street Church

Embrace Everyone. Inspire Life. Create More.

Children and Youth Protection Policy Pine Street Church of Boulder, Colorado *August 2018*

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1. INTRODUCTION

God embraces children with love and gives their nurture and care into our hands. We believe that Pine Street Church (PSC) is called to provide a safe, loving, and secure environment for the children and youth who come here to participate in our community of faith. These young people are entitled to the highest safeguards we can provide, and we understand that safeguarding our young members requires our utmost vigilance.

To this end we adopt the Pine Street Church Children and Youth Protection Policy (the policy) as outlined below. In so doing, we hope to demonstrate our absolute and unwavering commitment to the physical safety and spiritual growth of the children and youth of PSC in an environment where their spiritual growth can be nurtured. We commit ourselves to implementing this policy to the best of our ability and to abiding by all procedures associated with this policy as well as those laws and statutes adopted by CO State Legislature regarding child and youth safety and protection.

This policy is intended to guide and inform all who work with children and youth at PSC — church workers, congregants, The Off Broadway Preschool of Fine Arts, personnel, parents and caretakers.

2. GOALS

2.1 To protect our minors against all forms of abuse and neglect when they are in our care, whether on or off the church campus.

2.2 To prohibit interaction between our minors and those who may engage in abuse or neglect with minors.

2.3 To establish and provide appropriate education and training in abuse and neglect prevention for all who work with our minors.

2.4 To establish and provide education and training in abuse and neglect prevention for parents of minors and age-appropriate education in these matters for the minors themselves.

2.5 To act as a responsible and redemptive church body in the event of an incident of abuse or neglect or of an allegation of an incident.

2.6 To establish and follow appropriate reporting procedures (see Section 5) in the event of abuse or neglect or of an allegation of abuse or neglect.

2.7 To notify congregation of incidents or alleged incidents in a timely and appropriate fashion.

2.8 To be informed of and to abide by applicable Colorado laws pertaining to abuse and neglect and the reporting of such.

2.9 To protect church workers, congregants, parents and caretakers from unfounded allegations of abuse or neglect.

2.10 To encourage adults to be sensitive to the potential for abuse or neglect and to appearances of abuse or neglect.

3. DEFINITIONS AND TERMS

Church worker: any and all clergy, staff, employees or volunteers without regard to compensation or ordination, without regard to length of service, and without regard to terms of service. Also included are Off Broadway Preschool of Fine Arts administrative staff and teachers.

Congregant: any person participating in church-sponsored activities, on campus or off campus, without regard to formal membership or longevity of association with the congregation.

Church-sponsored activities: include any and all gatherings that arise from PSC-generated worship, education, social, administrative, pastoral, or recreational events. Church-sponsored activities include on campus and off campus gatherings. Also included are casual gatherings among congregants on the PSC campus.

Minor: a child or youth (under 18). This term shall also include all legally incompetent persons, regardless of age.

Parent: is understood as "parent" (biological or adoptive), "guardian" (one appointed by court to have care, custody & control of minor), and "custodian" (person or agency having legal custody of a minor).

Caretaker: someone (other than parent, guardian or custodian) who is responsible for a minor's health and welfare in a residential setting. This also includes people who care for minors in day-care homes and day-care facilities. This includes people or relatives employed by parents to assume responsibility for a minor.

Non-caretaker: is defined as one given temporary caretaking responsibilities for minors. Church workers and congregants, when supervising minors, are termed non-caretakers, as are teachers, coaches, club leaders, troop leaders, chaperones and others with similar temporary responsibility.

Known offender: anyone who has been arrested for, convicted of, has pled guilty to, or has otherwise admitted to an act (civil or criminal) of abuse or neglect of a minor, including but not limited to sexual abuse.

Child abuse is defined as follows:

Causing / allowing serious injury: A minor is abused when a parent or caregiver inflicts serious, nonaccidental physical injury on him or her. A minor is also abused when one of those persons creates or allows to be created, a substantial risk of serious nonaccidental physical injury.

Cruelty: A minor is abused if the parent or caretaker uses cruel or grossly inappropriate procedures or devices to modify the minor's behavior.

Emotional abuse: A minor is emotionally abused if parent / caretaker either creates or allows others to create serious emotional damage to the minor.

Contributing to delinquency: A minor is abused if parent / caretaker encourages him or her to commit delinquent acts that involve moral turpitude or if one of those persons directs or approves of the minor's commission of such acts.

Child neglect: A neglected minor is one who:

Does not receive proper care, supervision or discipline;
Is abandoned;
Is not given proper medical attention;
Is not provided necessary remedial care;
Lives in an injurious environment; or
Has been placed for care of adoption in violations of law.

Sexual abuse is understood as including:

Sexual molestation: Sexual contact, involvement, or activity with a minor.

Sexual exploitation: Development or attempted development of a sexual or romantic relationship between church worker, congregant or noncaretaker and minor, whether or not there is apparent consent from minor.

Sexual harassment: Although sexual harassment is not easy to define, for the purposes of this policy it is defined as sexually oriented humor or language, questions or comments about sexual behavior or preference, unwelcome or undesired physical contact, inappropriate comments about clothing or physical appearance, or repeated requests for social engagements. This definition is not meant to be exhaustive.

4. SAFEGUARDS ADOPTED TO REDUCE THE RISK OF ABUSE AND NEGLECT

4.1 Hiring Practices and Recruiting Volunteers

The following guidelines apply to all who seek to work with minors in church-sponsored activities. All church workers will have:

- 4.1.1 Been active members or congregants of PSC community for at least six months; *
- 4.1.2 Been involved and active in other areas of church community before applying to work with minors;*
- 4.1.3 Completed the Confidential Application Form;
- 4.1.4 Undergone reference checks;
- 4.1.5 Undergone background checks, especially regarding their work history with minors;
- 4.1.6 Completed training sessions pertaining to this Policy;
- 4.1.7 Been interviewed by appropriate review/hiring personnel; and
- 4.1.8 Informed the Senior Pastor of any previous arrests for, admissions of guilt to, convictions of charge(s) of abuse or neglect.

*Those seeking paid staff/pastoral positions at PSC or staff positions at The Off Broadway Preschool of Fine Arts may not have met this requirement. Their work and community references will suffice to meet this requirement.

PSC reserves the right to ask for criminal records checks on prospective church workers.

4.2 Prohibited Behaviors

4.2.1 PSC strictly prohibits interaction with minors by anyone who has been arrested for, convicted of, pled guilty to, or has otherwise admitted to an act (civil or criminal) of child abuse or neglect. Further, PSC prohibits interaction with minors by anyone known to have a paraphiliac diagnosis (e.g., pedophilia, ephebophilia, exhibitionism, voyeurism, etc.) as defined by the American Psychiatric Association.

4.2.2 PSC strictly prohibits abuse, neglect, sexual misconduct of any type by any church worker, caretaker, congregant, or non-caretaker toward any minor participating in church-sponsored activities.

4.3 Adults' Relationships with Minors

4.3.1 At least two adults will supervise all church-sponsored programs and activities involving minors whether on or off campus. This rule can be eased if other adults are close by and can visually observe activities at all times. All volunteers should strive consistently to observe the "two volunteer" rule. No volunteer should be alone with children, youth or other vulnerable people without another volunteer or staff member present.

4.3.2 When one-on-one interactions between minors and church workers or congregants are necessary, care must be taken to conduct the meeting in an environment that provides visibility by other adults. Another adult must have knowledge of the church worker's or congregant's whereabouts and with whom they are meeting.

4.3.3 PSC acknowledges that some activities and programs require more than two adult supervisors.

4.3.4 Church workers/ congregants must not make "secret deals" with minors.

4.3.5 Because gift giving can be a form of "buying" loyalty or silence, gift giving must be done on a group basis and for special occasions only. No church worker/congregant is allowed to give gifts to individual minors without knowledge & permission of parents and of pastor or relevant Committee Chair.

4.3.6 Situations where adults take minors out of the area for long periods of time or for overnight outings are to be carefully planned. PSC will enlist known, proven adults in supervisory capacities. Any new church workers or congregants are not to be alone with minors in a situation where there are not other adults to observe.

4.3.7 UNDER NO CIRCUMSTANCES can one adult alone take a minor or minors on an overnight outing.

4.3.8 Citing the nature of Youth Ministry as involving the establishment of one-on-one relationships between the Pastor of Youth and 6th– 12th graders, some of the safeguards listed above can be relaxed with written consent of minor and minor's parent

or caretaker.

4.3.9 Pastoral counseling of a minor will take place in a public setting, such as the church during working hours, and with other adults close by.

4.4 Open Door Policy

PSC clergy, administrators, and department heads have the right to visit and observe any church-related program or activity at any time, unannounced.

5. PROCEDURES FOR REPORTING SUSPECTED ABUSE OR NEGLECT

5.1 Colorado Statutes

Colorado Revised Statutes except as otherwise provided by [section 19-3-307](#), [section 25-1-122\(4\)\(d\)](#), [C.R.S.](#), and paragraph (b) of this subsection (1), any person specified in subsection (2) of this section who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system as set forth in [section 26-5-111](#), [C.R.S.](#)

Colorado does not exempt clergy from reporting requirements.

5.2 Pine Street Church and Incidences or Allegations of Abuse or Neglect

Pine Street Church, citing a strong moral and ethical responsibility to protect our minors, adopts these additional procedures to be carried out in the event of an incident or allegation of abuse or neglect of a minor by a parent, caretaker or noncaretaker:

5.2.1 Safety

The Senior Pastor or designated staff pastor will take immediate and appropriate steps to ensure the safety and well being of the alleged victim.

5.2.2 Reporting

1. Anyone believing there has been abuse or neglect of a minor by a parent, caretaker or noncaretaker in any setting (including, but not limited to church-related activities) should report that concern immediately to the Senior Pastor.
2. If the minor's caretaker or parent is suspected of abuse or neglect, report should also be made to Department of Social Services as outlined in 5.1.
3. If someone other than the minor's caretaker or parent is suspected of abuse or neglect, report is made to the Senior Pastor who, in turn, will report to the police or to the suspected offender's probation officer, if applicable.
4. The reporting party's name will not be disclosed, except as required by law.
5. All reports will be taken seriously but not judged prematurely.
6. Confidentiality of all parties involved will be maintained unless CO law requires otherwise.
7. A designated staff person will report any incidents of abuse or neglect to

church's insurance carrier, conforming to the carrier's requirements. Our current carrier requires reporting within 7 days of incident.

5.2.3 Notification

1. The parent(s) or caretaker(s) of the alleged victim will be notified immediately.
2. If the parent(s) or caretaker(s) is suspected of abuse or neglect, he or she will be notified of steps being taken to report the incident.
3. All staff who pastor to minors will be notified immediately.

5.2.4 Documenting

1. The person reporting suspected abuse or neglect will be asked to document, in writing, all known facts and circumstances.
2. The Senior Pastor or designated staff person will document all steps taken in the course of handling the reported incident.

5.2.5 Confronting the Suspected Violator

1. After consultation with the Department of Social Services, the Senior Pastor and at least one support person (another pastor, a member of Council of Ministries, someone with specific skills, for instance), after having established the safety of the alleged victim, will confront the person suspected of abuse or neglect.
2. The person suspected will be treated with dignity, support, fairness, and kindness.
3. The person suspected will be prohibited from any ministries with minors or congregating with minors until investigation is complete.
4. The person suspected may be asked to take a leave of absence from the church until the investigation is complete. In this case, the Senior Pastor will create a support group from within the membership to pastor to the suspected person.

5.2.6 Investigating

Civil or criminal authorities, not church personnel, will carry out in-depth investigation.

5.2.7 Procedures for Exceptional Situations

If the Senior Pastor is suspected of abuse or neglect of a minor, report should be made to the Moderator of the Council of Ministries. If Senior Pastor is suspected of abuse or neglect, the duties of that office as outlined in this Policy will be assumed by the Moderator of the Council of Ministries.

5.3 Notification of Church Members

Pine Street Church recognizes that suspicions of or occurrences of abuse or neglect can create a spiritual crisis for the entire membership. In an effort to minimize the damage such events can cause, to eliminate exchange of potentially destructive inaccurate information, and to promote Christian support, prayer and spiritual healing, PSC adopts the following notification procedures:

5.3.1 The Senior Pastor and a committee of staff and lay leadership that he/she appoints will, as expeditiously as possible, develop a plan for the exchange of information within the PSC community regarding reports or allegations of abuse or neglect.

5.3.2 If this same group believes that other minors in the church may be jeopardized by the presence of the suspected violator, the following notification procedures will be adopted:

1. All parents/caretakers of minors in the church will be notified of the incident or alleged incident as soon as seriousness of the charges has been credibly established;
2. All church workers who pastor to minors will be similarly informed.
3. The Senior Pastor will schedule meetings, open to all, to disseminate information; and
4. The church staff will establish ongoing, timely notification methods to keep the congregants informed of developments, actions taken, and all relevant details of the case.

5.4 Notification of others

The Senior Pastor or designee will be the sole spokesperson for the Church regarding any matter of reported / suspected abuse or neglect and any investigation. Should the Senior Pastor be the subject of the investigation, the Moderator of the Council of Ministries will be the church's spokesperson.

6. ONGOING PASTORAL SUPPORT

6.1 Throughout the crisis, the pastoral staff will provide spiritual support, guidance and leadership that will include, but not be limited to, listening, counseling, and educating.

6.2 The pastoral staff will enlist the help of professionals in the field when deemed necessary or helpful. The staff may also enlist the help of church members with special skills or spiritual gifts to assist in congregational support.

6.3 It is understood that both immediate and long-term pastoral support is provided for all families affected by the crisis.

7. PROCEDURES REGARDING SEXUAL HARASSMENT

PSC is committed to providing all minors an environment that is free of sexual harassment. Therefore, PSC strictly prohibits all forms of sexual harassment of minors during church-sponsored activities.

7.1 Any minor who believes he or she has been subjected to harassment or has witnessed another minor's being harassed is encouraged to notify the Senior Pastor or another pastor who will, in turn, notify the Senior Pastor.

7.2 PSC will attempt to keep such notifications confidential and will disclose information only on a need-to-know basis in order to investigate and resolve the matter.

7.3 It is not the intent under paragraph 7 that there be any required reporting of sexual harassment.

8. EDUCATION AND TRAINING ON THE POLICY

8.1 Who receives training

8.1.1 Required to take training are pastoral staff and all congregants who work with minors.

8.1.2 Urged to take training are parents/caretakers of minors, extended family of minors such as grandparents, and members of Council of Ministries.

8.1.3 Minors at PSC will be given age-appropriate education on the policy on issues of abuse, neglect, bullying, and harassment.

8.1.4 All Off Broadway Preschool staff and personnel are required to receive training on the policy.

8.2 When training is offered

8.2.1 Policy training sessions will be offered yearly or as needed.

8.2.2 Educational sessions for minors on abuse, neglect, bullying, and harassment will be offered yearly or as needed.

8.3 Leadership of training

The Education Staff will schedule, coordinate and give leadership to these training and educational sessions.

8.4 Distribution of the policy

8.4.1 Copies will be available to all congregants.

8.4.2 The policy will be presented to all relevant new member classes or orientation.

8.4.3 All new members will be apprised as to how to get a copy of the policy and when policy training classes are held

8.4.4 The policy will be distributed with General Personnel Policies.

8.5 Review of this policy

This policy shall be reviewed routinely and revised as CO law requires or as it is deemed lacking or otherwise ineffective.

9. PINE STREET CHURCH AND KNOWN OFFENDERS WHO ARE CONGREGANTS

At Pine Street Church we seek to live in covenant with God and with one another and to be a redemptive community to all who congregate with us. We also acknowledge that redemptive action and responsible action can, at times, be in tension or even in seeming opposition. We embrace this fact as a natural part of seeking to be the church in the world. And we adopt these procedures for pastoring to those among us who are known offenders of minors.

9.1 **Disclosure of status to clergy:**

Known offenders are required to make their status and any terms of probation known to the Senior Pastor.

9.2 **The Senior Pastor will appoint a group of 3-5 members to establish appropriate boundaries** governing the life of the known offender within the church, including areas on campus where he/she may go unaccompanied. Group members will receive training in protection of minors and in dealing with known offenders. No decisions made by this group will conflict with any provisions of this policy.

9.3 **Offender's relationships with minors**

9.3.1 At no time is a known offender to be assigned to ministries with minors.

9.3.2 At no time is a known offender to congregate with minors.

9.3.3 At no time is a known offender allowed in areas of church or grounds dedicated to minors or in use primarily by minors.

9.4 **Disclosure of status to others**

9.4.1 Known offenders are encouraged to make their status known to parents/caretakers of minors and to church workers pastoring to minors.

9.4.2 Should a known offender elect not to disclose his/her status, the Senior Pastor can identify him/her to church workers and congregants whose ministries should be informed by this fact.

9.4.3 If known offender has been convicted of sexual molestation, the Senior Pastor will notify parents of church minors, all church workers pastoring to minors, and at the discretion of the Senior Pastor, other populations within the congregation or the general congregation.

9.5 Known offenders will receive the normal pastoral care afforded any member or congregant.

9.6 Should a known offender disregard the terms established in this policy, specifically those contained in 4.2, 9.1, and 9.3, or should a known offender disregard any boundaries or conditions set by the Senior Pastor and his/her appointed group (9.2), **the following steps will be taken:**

9.6.1 the situation will be reported to the Senior Pastor

9.6.2 the Senior Pastor will take immediate steps to separate the offender from the church and its congregants

9.6.3 the Senior Pastor will implement procedures outlined in this policy, beginning with 5.1 and following.