

## Milford United Methodist Church Safe Sanctuary Policies and Procedures Table of Contents

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**Background Check Request Form**

\*n/a

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# **Child/Youth/Vulnerable Adults Protection Policy Statement**

## **for Milford United Methodist Church**

### ***Adopted by Church Council June 17, 2015***

#### **I. Treatment of Children/Youth:**

- All children/youth/vulnerable adults must be treated with respect and courtesy at all times.
- Never use, or threaten to use, physical contact or verbal interaction with a child/youth that can be threatening, punishing (rough handling), demeaning, suggestive, abusive or sexual in manner. Physical contact to restrain a child/youth/vulnerable adult from hurting him/her self or others must be used in the least restrictive way possible.
- The Social Principles of the United Methodist Church state "...Children must be protected from economic, physical, and sexual exploitation and abuse." (2008 The Book of Discipline paragraph 1262C)

#### **II Supervision of Children/Youth:**

- *An adult parent or guardian must insure that there is an adult leader and one other participant available at the church before leaving their child/youth at the church for any church activity.*
- To avoid the isolation of children/youth/vulnerable adults with adults, at least two unrelated adults must be present in a room whenever children/youth/vulnerable adults are present.
- We realize it is not always possible to ensure there are 2 adults when children are being transported to and from gatherings, we recommend parents sign written consent forms for those occasions.
- All interior windows must remain uncovered so that children/youth are able to be seen at all times from public places (i.e. hallways). In some instances, a hall monitor may be used as a second adult for short periods. (ie.discipline, leaving the room for supplies or to accompany another child/ youth to another room)
- Children/youth should not be allowed to leave the classroom/activity area during class/activity time without age-appropriate guidance. (Age appropriate may be defined as 2 children age 11 or older, and only for the purpose of retrieving something for use by the group they are leaving.)
- Do not send two children/youth off for behavior problems or to work privately. Do not allow an older child/youth to take a younger child/youth off for private time. Susan had a comment here about when we use older children to help with the younger. I believe this implies actions outside of the classroom /activity. Suggestions for wording here, please
- In some cases, a young adult may be used to provide the second person in an event setting. In these cases. The young adult must be at least11 years of age and at least 2 years older than the other children in the situation and certified as baby sitters.

#### **III Off-Premises Activities:**

- All activities off premises must have a minimum of two unrelated adults. One male and one female are required if it is a coed group and overnight in duration.
- Written permission slips must be obtained from parents or guardians before any off premise trips are taken or before any child/youth is transported to and from events. In emergency situations, best judgment is allowed (see section II above).

- All private meetings (on or off premises) between adult worker and child/youth must be approved by parents/guardians and a church leader before the meeting.
- Only adults with a valid driver's license and a safe driving record (records may be requested) will do any transporting of children/youth. Drivers will obey all traffic laws while transporting children/youth. Drivers will be asked to provide a copy of a current and valid driver's license and proof of registration, insurance and inspection. All children/youth must use appropriate safety restraints.
- When youth have valid licenses and are driving with other youth to events, parents should fill out a yearly consent form approving these situations.

#### **IV Other:**

- An online training course is available for all NEW Sunday school and youth workers and any leader of programs where children / youth or vulnerable adults must completed before starting the Sunday School year or any activity with these persons. Support, guidance and instruction is *available from the Education Team or one of their representatives to help* all persons working in any capacity with Youth / Children / Vulnerable adult work within the church mission. This Child/Youth Protection Policy Statement will be shared with all of these persons each year. This policy will be reviewed periodically for necessary changes.
- Children/youth workers must have been members for at least six months or have been in regular attendance for at least one year to be considered for working with children/youth. All who work with children/youth, both paid and volunteer, will complete the Primary Screening Form for Children/ Youth or Vulnerable Adult Work found under Safe Sanctuary Document on the church website and within this document. These references will be checked and a criminal reference check will be preformed every 5 (five) years for each person working with children/youth / vulnerable adult. At the time of background check renewal, each participant will also re take the online training and return the completed test to the person in charge of Christian Education or the Pastor. Each person working with Children / Youth/ Vulnerable Adult will fill out and return the Participant Covenant Statement. Interviews may be conducted if requested by the Education team and / or the Pastor. All applications and reference contact forms will be confidential and restricted to legitimate use and kept by the Pastor. The pastor will lock the originals and provide a list of approved persons to the church office administrator and those working with youth as requested.
- All new persons requesting to work with Children/Youth/ Vulnerable Adults, will not be allowed to work in these positions until background information is completed and returned, unless accompanied by a fully checked person and only at the church.
- In the event of an allegation, the pastor is the only person to talk to the media. If the pastor is not available then the lay leader will be designated the spokesperson for the church. If the accusation is against the pastor, the District Superintendent would be the spokesperson. If the lay leader is involved and the pastor is unavailable, the chair of the Church Council would be the spokesperson.

- A reporting procedure for all alleged incidents of abuse is available under the Safe Sanctuary Documents on the church website. and within this document,

**V IMPLEMENTATION PROCEDURES FOR THE FIRST 2 BULLETS SECTION"OTHER" ABOVE**

- At the first Christian Education meeting of each program year, the Christian Education Team Leader or pastor will review the Child/Youth / Vulnerable Adult Protection Policy with all department workers to ensure their awareness and understanding of the policy.
- As the policy is implemented and experienced, the Christian Education Team may elect to review the content of the policy as they deem necessary, and submit revisions to the Church Council for approval.
- Beginning with the summer of 2015 and thereafter, application forms will be distributed by the Christian Education Team to all new Child/Youth/Vulnerable Adult workers for completion and immediate return.
- The pastor will conduct requested interviews with **new** Christian Education workers and volunteers during the late summer and early fall.
- Allegations of sexual harassment automatically call into action the "Policy of Milford UMC Dealing with Sexual Harassment.

**VI REPORTING PROCEDURE FOR THE THIRD AND FOURTH BULLETS IN SECTION"OTHER " ABOVE**

In the event that any child, youth or vulnerable adult believes they have been subjected to abuse, they may make complaint to any Christian Education worker, the Christian Education Team Leader, Lay Leader or Pastor who will begin immediate investigation. The Christian Education Team Leader, Lay Leader or pastor may invite those others s/he deems necessary for the purpose of conducting a thorough investigation. Those assisting in the investigation will be instructed in the tenets of confidentiality.

In the event that the charges are substantiated, the Christian Education worker will be removed from their position and referred to the pastor.

**DEFINITIONS:**

Safe Driving record; Driving records may be obtained by the driver and should be requested at the time of application for working with Children/Youth/Vulnerable Adult if there is any doubt of the persons record or if it is unknown to those reviewing the application.

Regular Attendance: Regular attendance can be confirmed by the Ushers at either of the regular church

services. The applicant should be known by the congregation in attendance at one of the services. The applicant should be listed in the church directory.

Baby Sitter Training: Red Cross Certificate or church sponsored training where certification is given on successful completion.

*Adopted by Church Council June 17. 2015*

## **Milford United Methodist Church, Milford, NH Anti-Bullying, Harassment, and Intimidation Policy**

### **Purpose**

One of the goals of the Milford United Methodist Church is to promote positive relations among its community and especially to oppose bullying, harassment, and intimidation (BHI) in all of its forms by all members of the church community.

### **Scriptural Basis**

Jesus taught the Greatest Commandment: first, love God with all of your heart, mind, and strength, and secondly, to love your neighbor as you love yourself. (Matthew 22:37, 39) Further, Jesus has given the Golden Rule as direction: “Treat others just as you want to be treated.” (Luke 6:31)

### **Definition of Bullying, Harassment, and Intimidation**

A conscious, willful, and deliberate hostile activity intended to harm, induce fear through the threat of further aggression, and create terror. It is not about anger, nor about conflict; it is about contempt --- a powerful feeling of dislike toward someone considered to be worthless/inferior/undeserving of respect.

BHI always includes these three elements:

- **Imbalance of power** --- the bully can be older, bigger, stronger, more verbal, higher on the social scale, a different race, the opposite sex, or a large number of kids banded together.
- **Intent to do harm** --- the bully means to inflict emotional harm and/or physical pain, expects the action to hurt, and takes pleasure in witnessing the hurt.
- **Threat of further aggression** --- both bully and bullied know that the bullying can and probably will occur again.

When bullying escalates unabated, a fourth element is added:

- **Terror** --- systematic violence used to maintain dominance.

### **Our Position on Rights and Responsibilities**

Based on our belief that all persons are of sacred worth, we declare that it is the right of all individuals of all ages to be free of victimization. It is the responsibility of those who witness victimization to stop it and/or to speak to a trusted adult/pastor. The leadership of the church will intentionally seek to prevent and deal with BHI through:

- Establishing a policy supervisor to oversee policy use
- Setting rules concerning BHI behavior
- Responding to incidents in a prompt manner
- Seeing that both the bullied and bully are dealt with in a responsible and caring manner
- Overseeing training and education of staff and congregation concerning BHI

### **Summary of Rules Concerning BHI**

The church will be a safe sanctuary for all. We prohibit acts of BHI as well as active or passive support of BHI. All staff and volunteers who work with children and youth will be expected to

demonstrate appropriate behavior; treat others with civility, kindness, and respect; and refuse to tolerate BHI.

**Incident Response Plan –MUMC Safe Sanctuaries  
Sexual Misconduct, Bullying & Accidental Injury**  
**June 17, 2015**

This document describes procedures to be immediately taken by MUMC leaders, etc. for persons (adult, youth & children) on MUMC physical property (including parsonage\*) that have experienced any of the following:

A – Sexual Misconduct/Physical Assault

B – Bullying

C – Accidental Injury

\*When an event occurs at the parsonage, either the Pastor or Pastor's spouse *if applicable* determines if the event is of a personal nature, eg. Play date or a church related activity.

Persons experiencing any of the above incidents (A, B or C) should immediately contact the MUMC person in charge and inform them of what happened. This MUMC person receiving the details of the incident should gather the facts of the incident in a calm and private (in the case of A-Sexual Misconduct/Physical Assault and B-Bullying) manner and reflect them in an Incident Report (attached).

C – type incidents – where first aid is necessary administer same immediately. The person's family or responsible party must next be contacted and asked for direction as to medical actions to be taken. These directions must be recorded on the Incident Report. Appropriate immediate actions must then be taken by the in-charge person(s) including continuation of first aid, calling 911, etc. The Pastor must then be immediately informed. Retain pertinent documentation

B – type incidents – Any of above C actions must be immediately taken. Facts of the incident must be gathered from witnesses and immediately recorded on the Incident Report. The Pastor and Sunday School Superintendent /Youth/Adult Leader must be immediately informed. The Pastor will make the decision as to any additional persons needing to be informed such as SPPRC, Lay Leader and Trustees .

A – type incidents – The above B and/or C actions must be immediately taken. The Pastor and Lay Leader, in accordance with conference policy, will take the next actions including persons to be informed including DCYF and police\*.

The next steps in connection with all incidents will be in line with Conference policies as stated in *Safe Sanctuaries and Procedures. This includes informing in writing:*

- *Rev. James T. McPhee, Tri State Dist., 276 Essex St., P.O. Box 249, Lawrence, MA 01842-0449-*
- Rev. Marilyn Robb, NEAC Coord., 5 Codman St., Portland, ME 04103*
- *Bishop Sudarshana Devadhar, PO 249, Lawrence, MA 01842*

Disposition of Incident Report: The person creating the Incident Report, appropriate witnesses, parents/guardians and Pastor are to sign the report. Responses to media inquiries on behalf of MUMC will be made by the Pastor. The report is to be filed in the Pastor's confidential files.

\*Department of Children, Youth and their Families, New Hampshire (DCYF) 8:00 am to 4:30 pm 9M-F) 800-894-5533 (in-state only) & 603-271-6562)  
During non-business hours call local law enforcement (911)

## **Milford United Methodist Church Child/Youth Incident Report**

**Injured person:**

**Name:** \_\_\_\_\_

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

**Telephone:** \_\_\_\_\_

**Parent/Guardian:** \_\_\_\_\_

**Date and time of injury/incident:**

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**Description of the injury/incident:**

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**What was the child/youth doing when injury/incident occurred?**

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**Where did the injury/incident occur?** \_\_\_\_\_

**Who were the adults supervising?** \_\_\_\_\_

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**Emergency procedures followed at time of injury/incident:**

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**Page 1 of 2, Incident Report**

**Was parent/guardian contacted? \_\_\_\_\_ By whom? \_\_\_\_\_**

**By what method? \_\_\_\_\_ Time of contact: \_\_\_\_\_**

**What steps did parent/guardian wish taken? \_\_\_\_\_**

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**Were these steps followed? \_\_\_\_\_ If not, why not? \_\_\_\_\_**

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**Sunday School Super notified? \_\_\_\_\_ When? \_\_\_\_\_**

**Pastor notified? \_\_\_\_\_ When? \_\_\_\_\_**

**Follow-up necessary? \_\_\_\_\_**

**Further action taken: \_\_\_\_\_**

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**Name of person making report: \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Parent/Guardian Signature: \_\_\_\_\_**

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

**Copies to Parent/Guardian, Sunday School/Pastor**

**Page 2 of 2, Incident Report**

**Providing Safe Sanctuaries at Milford United Methodist Church (MUMC)  
Regarding Registered Sex Offenders**

In keeping with our belief in the transforming grace of Jesus Christ and our desire to embody Christ's love and compassion, it is MUMC's desire to provide support and accountability to all of our members, including registered sex offenders. In keeping with that desire, all registered sex offenders must enter into the following behavior agreement. We will seek to find appropriate ways to have registered sex offenders receive the love, care, and support of the church, while at the same time ensuring that appropriate boundaries designed to protect all parties are respected. As long as those boundaries are respected, there is no good reason why the church cannot continue to be a healing resource for all those involved.

The purpose of this agreement is three-fold:

1. To protect the children and youth of the church and to provide some level of reassurance for parents and adults.
2. To protect the offender from a false accusation.
3. To provide accountability for the offender as he/she seeks to take responsibility for the consequences of his/her past actions; we do not wish to minimize or dismiss the seriousness of these offenses, even as we want to support the offender in his/her desire to grow in Christian faith and determination not to re-offend.

**BEHAVIORAL AGREEMENT  
BETWEEN MILFORD UNITED METHODIST CHURCH and**

(name)

- 
1. I will attend worship and church sponsored activities with a chaperone authorized by the State of New Hampshire and/or the pastor. For church sponsored events other than worship, I will notify the pastor of my intention to participate. The pastor has the right to discourage my participation in any event.
  2. I will never allow myself to be in a situation where I am alone with children/young people during church sponsored activities and/or on church grounds.
  3. I accept that the pastor, Sunday School teachers, the Child Care Supervisor, Youth leaders and other church leaders, as deemed appropriate by the pastor, will be told of my past sex offences.
  4. I give permission to the pastor to be in communication with my parole or probation officer, if I am on probation or parole; or my therapist, if appropriate.

5. I will not enter church facilities unless accompanied by the pastor or Authorized Chaperone.
  6. I understand that this contract may be reviewed periodically. It will remain in effect for an indefinite period. It will be stored in a locked and safe location, marked as “original” and not copied.
  7. I understand that this is a binding agreement, and that the consequence of breaking this agreement will be immediate loss of all privileges at the church, as well as disclosure to any civil or public authority that may have jurisdiction over my conduct.
  8. I have read this agreement and understand its meaning and purpose. I understand that in signing this agreement I make a solemn promise to abide fully by its terms.

Date \_\_\_\_\_

Signature of Pastor

Date

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Signature of Sunday School Superintendent

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**Date** \_\_\_\_\_ **Contact information:** \_\_\_\_\_

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Signature of Probation/Parole Officer, if appropriate

Therapist contact information, if appropriate:

**AUTHORITY TO RELEASE  
LEGAL/COUNSELING AND/OR RELATED HOSPITAL RECORDS\***

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

IN RE PATIENT: \_\_\_\_\_

SS No. \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

*You are hereby authorized to furnish and release to Pastor Casey Collins of Milford United Methodist Church ("MUMC"), with a business address of 327 North River Road, Milford, NH 03055, phone and e-mail: (603)6732669/pastor@milfordumc.org.com, all or any portion desired by her of the following to be used for review and compliance purposes:*

- A. Psychological, counseling, or psychiatric reports, including psychological history, psychiatric history, social work histories, social services evaluation and/or any other "record" prepared by any social service, psychiatric, psychological, therapeutic, pastoral counselor, or any other mental health agency or workers, or counselor or social worker.
- B. Legal, probation and parole records, criminal history and criminal background reports and records for any offenses I have committed within or outside the State of New Hampshire.
- C. If my initials appear here \_\_\_\_\_, I specifically authorize release of drug, alcohol abuse and/or psychiatric records. Federal law 42 CFR Part 2 prohibits those receiving information on drugs or alcohol treatment from re-disclosing it unless further disclosure is expressly permitted by written consent of the person to whom it pertains, or is otherwise permitted by 42 CFR Part 2.

I understand that information used or disclosed pursuant to this authorization could be subject to limited re-disclosure by the recipient, and at her discretion, for purposes of investigating or addressing a complaint or violation or the Safe Sanctuaries Protocols of the BMUMC, and/or for monitoring and ensuring compliance with those Protocols, and, if so, may not be subject to federal or state law protecting its confidentiality; that I may revoke this authorization at any time by requesting a revocation in writing; that I may inspect or copy the protected health information described in this authorization; that I may refuse to sign this authorization; and that by authorizing this release of my legal/counseling/psychiatric and related records I also release the above named provider from all legal responsibility or liability that may arise from the release of these records.

The foregoing authority shall continue in force for one year from the date signed unless

revoked by me prior to that time in writing. A photocopy shall be considered as effective as the original.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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Signature \_\_\_\_\_  
\* *This release is HIPAA compliant.*

## PARTICIPATION COVENANT STATEMENT

The congregation of the Milford United Methodist Church is committed to providing a safe and secure environment for all children, youth, and volunteers who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) is allowed to volunteer to work with children or youth in any church-sponsored activity. The church will check if the volunteer is on the public registry of sexual offenders against children.
2. All adult volunteers involved with children or youth of our church must have been members of the congregation for at least six months before beginning a volunteer assignment.
3. Adult volunteers with children and youth shall observe the "Two-Adult Rule" or be subject to random visits by a roaming adult at all times so that no adult is ever alone with children or youth.
4. Adult volunteers shall immediately report to their Committee Chairperson any behavior that seems abusive or inappropriate.

**Please answer each of the following questions:**

1. As a volunteer in this congregation, do you agree to observe and abide by all church policies regarding working in ministries with children and youth?  Yes  No
2. As a volunteer in this congregation, do you agree to observe the "Two-Adult Rule" or be subjected to random visits by a roaming adult at all times?  Yes  No
3. As a volunteer in this congregation, do you agree to abide by the six-month rule before beginning a volunteer assignment?  Yes  No
4. As a volunteer in this congregation, do you agree to participate in training and education events provided by the church related to your volunteer assignment?  Yes  No
5. As a volunteer in this congregation, do you agree to promptly report abusive or inappropriate behavior to your Committee Chairperson?  Yes  No
6. As a volunteer in this congregation, do you agree to inform the minister of this congregation if you have ever been *or ever are* convicted of child abuse or neglect or sexual assault?  Yes  No

I have read this **Participation Covenant**, and I agree to observe and abide by the policies set forth above.

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Signature of Applicant

Date

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Print full name

# **Primary Screening Form for Children or Youth Work**

**Confidential**

**Milord United Methodist Church  
327 North River Road, Milford, New Hampshire 03055**

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

## **Personal**

2. Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last                          First                          Middle

3. *Identity must be confirmed with a state driver's license or other photographic identification*  
Confirmed \_\_\_\_\_ Date \_\_\_\_\_

Present  
Address \_\_\_\_\_

City \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Occupation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the type of youth or children's work you prefer \_\_\_\_\_

Please indicate the date you would be available to begin \_\_\_\_\_

What is the minimum length of commitment you can make? \_\_\_\_\_

- 4 Would You be willing to drive occasionally, and if so do you have a current and valid driver's license?

Yes or No Confirmed by \_\_\_\_\_ Date \_\_\_\_\_  
Has it ever been suspended or revoked? Yes or No  
If yes. Please explain \_\_\_\_\_

Do you have your own transportation? \_\_\_\_\_

List and show copy your liability insurance carrier and the policy limits \_\_\_\_\_ Confirmed by \_\_\_\_\_ Date \_\_\_\_\_

- 5 At an interview (with the pastor) you will be asked if you were a victim of abuse or molestation while a minor. If so, the impact on your current ability to work with children or youth will be discussed

- 6 Have you ever been convicted of or pleaded guilty to a crime?

No \_\_\_\_\_ Yes \_\_\_\_\_ Be prepared to discuss this at your interview.

Please provide names of 3 references , unrelated to you, whom we may contact for more information.

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

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

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

The Volunteer/Contractor shall defend, indemnify and hold the Church, its officers, officials, employees harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the Volunteers/Contractors performance of this Agreement, except for injuries and damages caused by the sole negligence of the Church.

**Parent/Guardian Approval Form For Transportation To and From Events**

I \_\_\_\_\_, give Milford United Methodist Church youth leaders or assigned chaperones and approved drivers permission to transport \_\_\_\_\_, my child / children to and from church sponsored events. I know that occasionally my child will be the last child dropped off or the first child picked up and approve this condition as a necessary situation.

**Parent /Guardian Approval for Transportation by Licensed Teen**

I \_\_\_\_\_, give \_\_\_\_\_, my child / children permission to be transported to and from church sponsored events by Licensed Teens. I know that occasionally my child will be the last child dropped off or the first child picked up and approve this condition as a necessary situation.

## **Social Media Use Policy**

### **Milford United Methodist Church**

The Milford United Methodist Church website and other social media platforms used by and under the name of Milford United Methodist Church, are intended to communicate with others within and outside the church family. Their primary purpose is to share information about activities and events at the church. We ask that you be mindful of the following as you respond and comment:

1. Never disclose non-public personal information, or any information that may be considered confidential. This may be as simple as a last name, birth year, birth date, school year, phone number, or home address.
2. Communications published on a Milford United Methodist Church media site must reflect it is in the interest of and be on behalf of Milford United Methodist Church and should only be used for this purpose.
3. All content must be free of comment that might be perceived as defamatory, threatening, or embarrassing to another person or entity. Content that does not honor God is prohibited.
4. Obey all trademark or copyright laws. Do not infringe on work product of others such as using a picture from another website, or a branded product logo, music clip, sound bite, or a video clip.
5. Be familiar with and respect the Terms of Use and Privacy policy of the social media sites that hosts the Milford United Methodist Church account.
6. Users are subject to restriction or removal of privileges at any time if administrators determine conduct and use policies are violated.

There are currently the following social media accounts used by Milford United Methodist Church

1. The Milford United Methodist Church's Facebook page is open to the public, but an individual must be approved as a "friend" by the administrator, a staff member employed by Milford United Methodist Church, to be allowed to post on this site. Criteria for "friending" is their participation in the life of the Congregation and non-attendees of Milford United Methodist Church will be "friended" at the discretion of the Facebook administrator. Posts will be monitored by the Facebook administrator or Facebook monitors.
2. The Milford United Methodist Church youth group Facebook page is a closed site, administered by the Site Administrator or Youth Leader and a lay volunteer. The administration of this face book, etc. page includes, but is not limited to, posting information about upcoming events, monitoring posts (i.e. written posts, photos, attachments, etc.) by others, and fostering appropriate conversation in the Milford United Methodist Church youth group. A youth may be approved to join the Milford United Methodist Church youth group page if he or she is a member of Milford

United Methodist church youth group and has attended events a minimum of 3 times. A parent/guardian who wishes to join the page must be a parent or guardian of a youth who is actively participating in Milford United Methodist Church youth group. If a youth leaves Milford United Methodist church youth group by choice before high school graduation or because of high school graduation and/or moving on to employment or college, then in September of the new school year, the administrator will remove all youth who are no longer a part of Milford United Methodist Church youth group.

3. Milford United Methodist Church's website is open to the public. The public may post on the website on select pages. For example prayer requests and MUMC serves. Also there are sign up pages for AV support, ushering and other volunteer requests. These public pages will be monitored by the Webmaster and inappropriate postings or SPAM will be deleted.
4. MUMC Blog is hosted on wordpress.com and linked to the MUMC website. The MUMC Blog is open to the public. The public is welcome to post comments to MUMC Blog posts while the commenting period is open (typically two weeks). However, comments must be approved by the blog administrator before appearing on the blog.

**Milford United Methodist Church may choose to add more social media sites and groups.**

Parental Permission and Release Forms for Youth

Parents/guardians must sign a form that indicate their permission for their youth to be contacted by the Site Administrator and youth leaders using various communication platforms, including but not limited to home and cell phones, email, text, and social network groups. In addition, parents/guardians are required to indicate their permission for photos/videos to be shared through a variety of media platforms including, but not limited to, in-house bulletin boards, electronic and social media, and the newspaper. These forms are signed annually at the beginning of each program year.

A version of the “Rule of Three” pertains to electronic communication via email, instant messaging, private facebook messaging and texting for those working with teens through the age of 18. An adult acting on behalf of any Milford United Methodist Church program may not have one-on-one communication via these media with a youth, but must include a second adult in the conversation.

The Youth Electronic Media Covenant must be read and signed annually at the beginning of the program year by both parents/guardians and youth.

## Covenant for Social Media Use

I \_\_\_\_\_ have read the MUMC Youth Social Media Use Covenant and agree  
Please print name  
to the terms of use.

## Youth Covenant for Social Media Use

I \_\_\_\_\_ have read the MUMC Youth Social Media Use Covenant and agree  
Please print name  
to the terms of use.

---

Youth Signature

date

---

Parent Signature

date

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Youth Leader Signature

date

### Parental Permission for Contact by Media Site Administrator and Youth Leader(s)

Parents/guardians must sign a form that indicate their permission for their youth to be contacted by the Milford United Methodist Church Web Site Administrator and youth leaders using various communication platforms, including but not limited to home and cell phones, email, text, and social network groups. These forms are signed annually at the beginning of each program year.

I \_\_\_\_\_ give permission to Milford United Methodist Church to contact my child / children in the manner stated above. Date\_\_\_\_\_

Child / Children's names:

**Permission for Photos / Videos On Social Media, Church Web Site, Church Bulletin Board and  
Local Paper**

Parents/guardians of Milford United Methodist Church Youth are required to indicate their permission for photos/videos to be shared through a variety of media platforms including, but not limited to, in-house bulletin boards, electronic and social media, and the newspaper. This form will be update yearly.

I \_\_\_\_\_ give Milford United Methodist Church permission to use photos or videos of my children as stated above. Date\_\_\_\_\_

Child / Children's names: