

THE FIRST CONGREGATIONAL CHURCH OF DARIEN

Safe Church Policy and Practices

Churches should be safe places in which all people can experience God's love and the support of a church family without fear. The First Congregational Church of Darien is committed to being a community in which we worship, learn, and work together to further God's purposes in the world.

As such, we are called to maintain an atmosphere free from all forms of discrimination, harassment, exploitation, or intimidation. Any form of sexual exploitation, sexual harassment, or physical or verbal abuse will not be tolerated and is prohibited by church policy. The church will take action in an attempt to prevent and correct such behavior as outlined in this policy, and, if necessary, will discipline people who violate it.

All persons engaged in the work of the church are responsible for understanding and complying with the Safe Church Policy and Practices outlined in this document.

Ministerial Conduct

Consistent with our understanding of the priesthood of all believers, all **Authorized Ministers***, employees, elected and appointed lay leaders, and authorized volunteers are **Ministers*** to the congregation. (*These terms and others are defined in greater detail beginning on page 6.)

It is important that every Minister to the church be adequately prepared and educated for the ministry in which he or she serves others and understands the ways in which their use or misuse of authority may impact others.

It is the policy of the First Congregational Church of Darien to encourage its Ministers to nurture safety within Ministerial Relationships and ministry activities by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual exploitation, sexual harassment, physical or verbal abuse of employees, volunteers, or others by anyone engaged in ministry on behalf of the First Congregational Church of Darien is unethical behavior and will not be tolerated within this congregation.

Confidentiality

The First Congregational Church of Darien strives to maintain confidentiality with respect to names and events for all matters relating to Safe Church Policy and Practices. The guiding rule of confidentiality is to inform only those who need to know about a particular matter or issue and to limit the information provided to what individuals need to know to discharge their responsibilities.

Requirements for Commencing and Continuing Ministry Church School Volunteers

CHURCH SCHOOL TEACHERS:

The following requirements will be in place for the **Selection and Screening of Teachers:**

- Teachers must be adults 18 or older.
- Teachers are required to be members of the church who have regularly attended for six or more months.
- Teachers must complete a Volunteer Application and Disclosure Form (see Addendum) every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Teachers must attend an annual teacher training prior to the Church School program year where they will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place for teachers when Church School is in session:

- Teachers will be overseen by the Church School Director.
- When children are dismissed from the Meetinghouse, volunteers and/or Deacons will be stationed at side door to the Meetinghouse, the Youth Room door, and at top of ramp by the front door to the Nursery School to prevent children from leaving the building unattended.
- Our objective is to have two teachers present in all classrooms during Church School classes. Teachers will wear nametags identifying themselves.
- If only one teacher is present and all best efforts to find a second adult volunteer for the day are exhausted, the classroom door will remain open at all times. If for safety reasons, a door must remain closed (e.g., to protect young children from wandering off), the windows into the classroom should be clear.
- When a child needs to go to the bathroom, the classroom door will be left open and one teacher will remain in close proximity to the bathroom door.
- If a child has any type of serious accident, toilet or otherwise, a teacher will immediately find the child's parents or guardians.
- Children in the Nursery through 3rd grade will be required to be picked up by a parent, guardian, or older sibling at dismissal time.
- All teachers will have access to a first aid kit.
- All teachers should have access to a phone for emergencies.
- A fire drill will be conducted once in the fall and once in the spring by the Church School Director.
- Should the children need to evacuate the building for an emergency, they will be escorted first to the playground and if necessary, will leave with their teachers through the side fence, cross the street, and meet parents or guardians in the parking lot of the ice rink.

Requirements for Commencing and Continuing Ministry Youth Ministry Volunteers

YOUTH MINISTRY VOLUNTEERS are defined as:

A. MENTORS OF CONFIRMANDS

The following requirements will be in place for the **Selection and Screening of Volunteers**:

- Mentors must be adults 18 or older.
- Mentors are required to be members of the church who have regularly attended for six or more months.
- Mentors must complete a Volunteer Application and Disclosure Form every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Mentors will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place during the program year:

- Mentors will be overseen by the church staff involved with confirmation.
- Mentors and their confirmands will meet in public spaces. Meetings can take place in a confirmand's home as long as a parent or guardian is present somewhere in the home.
- Parents or guardians will be responsible for providing transportation to and from the meeting places for the confirmand.
- All mentors should have access to a phone for emergencies.

B. VOLUNTEERS FOR YOUTH GROUP OR CONFIRMATION ACTIVITIES

The following requirements will be in place for the **Selection and Screening of Volunteers**:

- Volunteers must be adults 18 or older.
- Volunteers may be any member or friend of the church. There is no requirement on the length of time spent at the church.
- Volunteers must complete a Volunteer Application and Disclosure Form every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Volunteers will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place during the program year:

- Volunteers will be overseen by the Minister to Youth.
- Two adults (one of whom may be a staff member) will be present for all youth activities on site at the church and will remain in the building until all youth are picked up by their parents or guardians.
- Parents or guardians are responsible for providing transportation to and from activities at the church.
- Volunteers providing transportation throughout the program year to youth events off the premises will be required to answer questions on the Volunteer Application and Disclosure Form related to their driving record. Completed forms will be kept on file in a secure place and updated regularly. Transport people will ensure that all vehicles have enough gas to travel to and from the event before coming to drive. Persons in charge will check with drivers. It is understood that one adult may drive a group of youth to and from off-site activities and/or that one adult may be alone with a youth for a short period of time. All

youth must have signed parental permission slips acknowledging that an adult will be driving and parents or guardians should be informed of approximate arrival and departure times.

- Written consent of one parent or guardian of a minor will be required for all activities off the church property. This applies to all youth regardless of whether their parents (or guardians) or they are members or non-members.
- For activities off the church property, we will have a 1 to 10 ratio of adults to youth, with a minimum of two adults present at all times.
- All volunteers will have access to a first aid kit.
- All volunteers should have access to a phone for emergencies.

C. VOLUNTEERS FOR YOUTH GROUP OVERNIGHT MISSION TRIPS

The following requirements will be in place for the **Selection and Screening of Volunteers**:

- Volunteers must be adults 18 or older.
- Volunteers may be any member or friend of the church. There is no requirement on the length of time spent at the church.
- Volunteers must complete a Volunteer Application and Disclosure Form every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Volunteers must agree to a criminal background check. Results of background checks will be kept confidential and seen only by Authorized Ministers of the church. Background checks will be good for three years.
- Volunteers will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place during the program year:

- Volunteers will be overseen by the Minister to Youth.
- Written consent of one parent or guardian of a minor will be required for all overnight activities off the church property. This applies to all youth regardless of whether their parents (or guardians) or they are members or non-members.
- For all overnight activities off the church property, we will have a 1 to 10 ratio of adults to youth, with a minimum of two adults present at all times.
- The Minister to Youth and all volunteers will keep a list of cell phone numbers and any pertinent health information with them for emergency purposes.
- All volunteers will have access to a first aid kit and will be given an orientation to its contents before traveling.
- All volunteers should have access to a phone for emergencies.
- Volunteers who will be providing transportation throughout the program year to youth events off the premises will be required to answer questions on the Volunteer Application and Disclosure Form related to their driving record. Completed forms will be kept on file in a secure place and updated regularly. Transport people will ensure that all vehicles have enough gas to travel to and from the event before coming to drive. Persons in charge will check with drivers. It is understood that one adult may drive a group of youth to and from off-site activities and/or that one adult may be alone with a youth for a short period of time. All youth must have signed parental permission slips acknowledging that an adult will be driving and parents or guardians should be informed of approximate arrival and departure times.

Requirements for Commencing and Continuing Ministry Junior Choir Volunteers

JUNIOR CHOIR VOLUNTEERS:

The following requirements will be in place for the **Selection and Screening of Volunteers:**

- Volunteers must be adults 18 or older.
- Volunteers may be any member or friend of the church. There is no requirement on the length of time spent at the church.
- Volunteers must complete a Volunteer Application and Disclosure Form every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Volunteers will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place when Junior Choir practice is in session:

- Volunteers will be overseen by the Choir Director.
- Two adults (one of whom may be a staff member) will be present for junior choir activities on site at the church and will remain in the building until all youth are picked up by their parents or guardians.
- Parents or guardians will be required to come into the building to pick up their children.
- All volunteers will have access to a first aid kit.
- All volunteers should have access to a phone for emergencies.

Requirements for Commencing and Continuing Ministry Adult Ministry Volunteers

CARENET MINISTERS:

The following requirements will be in place for the **Selection and Screening of Volunteers:**

- Volunteers must be adults 18 or older.
- Volunteers are required to be members of the church who have regularly attended for six or more months.
- Volunteers must complete a Volunteer Application and Disclosure Form every year.
- References will be checked for new volunteers.
- All volunteer names will be run through the national Sex Offender Registry annually.
- Volunteers will receive formal training through CareNet (offered approximately every two years) and will receive information regarding Safe Church Policy and Practices.

The following **Supervision and Safety Requirements** will be in place for CareNet volunteers:

- Volunteers will be overseen by the CareNet Coordinator.
- The CareNet Coordinator will be responsible for touching base with CareNet ministers after visits have been made to assess how the meetings went.
- All volunteers should have access to a phone for emergencies.
- Volunteers who will be providing transportation throughout the program year to adults will be required to answer questions on the Volunteer Application and Disclosure Form related to their driving record. Completed forms will be kept on file in a secure place and updated regularly. Transport people will ensure that all vehicles have enough gas to travel to and from the event before coming to drive.

Definitions

Minister: a person authorized by the church to carry out its ministry. Ministers include 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.

Friend of the Church: a person who is active in the life of the First Congregational Church of Darien and who can be recommended by two lay leaders and a member of the church staff.

Guardian: an adult 18 years or older who is charged with being responsible for a child or youth.

Inappropriate Sexualized Behavior: includes but is not limited to behavior that encompasses a broad spectrum or continuum of behavior including gestures and speech as well as physical contact. Sexualized behavior is not limited to sexual intercourse. Sexualized behaviors that might be acceptable in an intimate personal relationship are not acceptable within the context of a ministerial relationship.

Sexual Exploitation: sexual activity or contact (not limited to sexual intercourse) in which a Minister engaged in a ministerial relationship with another takes advantage of the vulnerability of the person being served by causing or allowing that person to engage in sexual behavior with the Minister.

Sexual Harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating, humiliating, or embarrassing 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 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, e-mails, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering 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 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. 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.

Procedures for Handling Complaints of Sexual Exploitation or Harassment

I. Generally:

- A. The First Congregational Church of Darien's Personnel Committee, which consists of the Moderator, Board Chairs, and the President of the Women's Association, will be responsible for hearing complaints under this policy. The Personnel Committee will be familiar with the terms of this policy, as well as the established procedures of the church for dealing with a complaint.
- B. Every effort shall be made to comfort and protect the victim of alleged abuse to ensure that the victim's needs are being met. In addition, the accused shall be treated with respect and dignity during the investigation process.
- C. Depending on the situation, one of several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment. These include (in no particular order):
 1. The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
 2. The complainant can report the incident to any Authorized Minister, the Moderator, any Board chair, President of the Women's Association, Church School Director, Minister to Youth, Director of the Nursery School, Choir Director, or CareNet Coordinator in an effort to resolve the matter informally. If the matter cannot be resolved informally, the person notified shall report the incident to the Personnel Committee that will then decide on an appropriate course of action (see C3).
 3. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Personnel Committee institute formal proceedings which shall include the following steps:
 - The Personnel Committee shall advise the Senior Minister of the receipt of all complaints and shall keep him/her apprised of ongoing steps and actions taken. If either the Senior Minister or a member of the Personnel Committee is the subject of the complaint, this notice requirement shall not apply as to that person and that person shall not sit on the Personnel Committee for that case. If the alleged incident involves a minor, the parent or guardian shall be notified immediately.

- The Personnel Committee shall gather written statements or other information from the individuals involved in the alleged exploitation or harassment and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Senior Minister. The Personnel Committee presentation shall be in the form of a written report containing the date, time, and person or persons involved, together with a full explanation of the incident from the complainant and a response from the accused. The complainant and accused will then have the opportunity to address the Personnel Committee independently.
- In all cases, if the situation has the potential to harm any individual, the person against whom the complaint is made will be immediately suspended from the position while an investigation is carried out.
- The Personnel Committee shall make determinations and take actions appropriate to resolve the matter. These may include:
 - a) finding that sexual exploitation or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - i. a formal reprimand, with defined expectations for changed behavior;
 - ii. recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - iii. probationary standing, with the terms of the probation clearly defined;
 - iv. dismissal from employment or authorized volunteer position by, affiliation with, or membership in, the church.
 - b) finding that sexual exploitation or harassment did not occur. Before any individual against whom the complaint has been made may return to volunteer ministry, a full investigation of the matter must be made with written records filed and a determination made of the volunteer's fitness to return.
- The Personnel Committee may seek the advice of legal counsel or others to advise it in performing its functions.

- C. A written summary of the Personnel Committee proceedings in such cases will be maintained.
- D. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior.
- E. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

- F. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminated against or discharged.
- G. The Personnel Committee, in consultation with the Senior Minister, shall notify and discuss all allegations with counsel to the church to ensure that all legal requirements are met in the response process. In the event that the accused is the Senior Minister, the Personnel Committee, will work with the Moderator in contacting counsel. In addition, the Senior Minister and/or the Moderator shall notify the First Congregational Church of Darien's insurance carrier of any positive finding that sexual exploitation or harassment has occurred.
- H. The Authorized Ministers of the church need to be free to provide pastoral care to all parties involved. Therefore, a single spokesperson shall be designated to speak to the media on behalf of the church.
- I. The Authorized Ministers of the church will decide on a case-by-case basis if the counsel of the Regional Minister of the Connecticut Conference of the United Church of Christ is needed and will make the appropriate phone call.
- J. If the complainant or respondent is not satisfied with the disposition of the matter by the Personnel Committee, he or she has the right to appeal to the Moderator, or to the Chair of the Board of Deacons if the Moderator is the subject of the complaint, who shall refer the matter to the Church Council. The matter will not be reconsidered on the merits and the decision of the Church Council will be the final resolution of the matter. If the Church Council determines that the procedures of this policy were not followed, it will refer the matter back to the Personnel Committee to complete the processing of the complaint in accordance with these procedures.

II. Child Abuse

Apart from any legal requirements, the First Congregational Church of Darien will make a report to appropriate authorities, including but not limited to the Connecticut Department of Children and Families, if at any time the church has reasonable cause to believe that a minor may be an abused or neglected child. Any Minister of the church who becomes aware of facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Senior Minister and Moderator so that the church may take appropriate action in a timely manner. The Connecticut Child Abuse and Neglect Hotline currently is: 800-842-2288.

III. Clergy

Apart from any disposition of the matter by the church, all allegations of behavior that call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Church & Ministry Committee of the Connecticut Conference of the United Church of Christ.

The Connecticut Conference may be contacted at: 866-367-2822

ADDENDUM

The First Congregational Church of Darien

United Church of Christ

14 Brookside Road
Darien, CT 06820
(203) 655-0491

The Reverend Dr. Donald Longbottom, Interim Senior Minister

Church Authorized Volunteer Application and Disclosure Form

Dear Church Volunteer,

The First Congregational Church of Darien is a fellowship in which members, friends, staff, and volunteers worship and minister together as brothers and sisters in Christ. As such, we are dedicated to creating and maintaining an atmosphere free of discrimination, harassment, exploitation, or intimidation.

The United Church of Christ is cooperating with local churches to encourage the development of abuse prevention procedures and policies. To that end, the First Congregational Church of Darien has used the standard UCC Volunteer Application and Disclosure Form that will be required of all volunteers involved in direct ministry with our children, youth, and vulnerable adults.

We recognize that the Application and Disclosure Form asks pointed questions that may be disconcerting. However, we hope that you will appreciate the importance of knowing each volunteer's background before entrusting the safety of our children, youth, and vulnerable adults into this person's care. We hope and pray that you will be encouraged to see this task as worthwhile. Please note that revealing past issues will not necessarily preclude you from serving as a volunteer. The First Congregational Church clergy will make determinations based on their best judgment after speaking with you directly.

Accordingly, we request that you fill out this form as soon as possible. Place your form in an envelope and return it sealed with your name on it to the Reverend Dr. Donald Longbottom. All forms will be kept in a confidential file cabinet and be reviewed only by authorized personnel. Should you need any help in filling out the form or if you have any questions please contact Dr. Don directly.

Grace and Peace,

The Reverend Dr. Donald Longbottom
Interim Senior Minister

**The First Congregational Church of Darien
Volunteer Application and Disclosure Form
(To Be Completed Annually By All Volunteers)**

- Check all that apply to you:
- Church School
 - Junior Choir
 - Youth Group/Confirmation
 - Adult Ministry

I. Personal Information

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

II. References (Please give us three references. One must be related to you.)

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

Name: Last	First	Middle
Address: Street	City/State	Zip Code
Daytime Phone	Evening Phone	E-mail

III. Church Affiliation

Member of this church since: _____ OR Friend of this church since: _____

IV. Personal Disclosures

A.) I have never been convicted of, nor pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged, or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

- True Not True

If not true, please briefly describe the nature of the crime(s), the date and place of convictions and the legal disposition of the case. The church will not deny a position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date, and circumstances of the offenses, as well as whether the offense is relevant to the duties of the position applied for.

B.) No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

True Not True

If not true, give a short explanation of the lawsuit or criminal action. (Please indicate the date, nature, and place of the incident leading to the legal action; where it was filed; and the precise disposition of the legal action.)

C.) I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credentials, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct.

True Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

(ANSWER QUESTIONS D. AND E. ONLY IF YOU WILL BE DRIVING YOUTH OR ADULTS.)

D.) Do you have a valid drivers' license?

Yes No

E.) With respect to my driving record, I have not had my 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.

True Not True

F.) Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between volunteers and the church they seek to serve. To that end, I authorize the First Congregational Church of Darien and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

The First Congregational Church of Darien authorized volunteer recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure, and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize the First Congregational Church of Darien and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that the First Congregational Church of Darien will share with me information it has gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the First Congregational Church of Darien Safe Church Policy and Practices.

(PRINT NAME & SIGN)

DATE

(PRINT NAME & SIGNATURE OF PARENT OR GUARDIAN FOR APPLICANTS UNDER 18)

DATE

For Internal Use Only

Sex Offender Registry (www.nsopr.gov) review performed on _____

If applicable, reference inquiries completed on _____

If applicable, church membership or association for 6 months or more confirmed on _____

Safe church awareness training and policy orientation performed on _____