

Lansing United Methodist Church
Safe Sanctuary Policy
Effective May 9, 2017

Preamble: We of the Lansing United Methodist Church cherish our call to be a place where all experience God's love, and earnestly seek to be accepting of all, by word and deed. As a congregation that knows and cares deeply about each other, we express care and concern as an extension of God's love and care for all persons. We understand that each person is unique and that an essential part of expressing care and concern is to respect each individual's comfort level. We strive to ensure that our actions "Do No Harm", "Do Good", and help ourselves and others "Stay in Love with God." This policy is established to protect, from abuse and exploitation, children, youth and vulnerable adults who come into our presence to participate in worship and our ministries.

I. DEFINITIONS: As used in this policy:

- A.** "Child" or "children" or "youth" - a person who has not yet reached 18 years of age and those 18 years of age who are currently enrolled in High School
- B.** "Adult" - person aged 18 years (not currently enrolled in High School) and older
- C.** "Vulnerable Adult" -
 - 1. Person aged 18 and over, who, due to age, illness, or a mental or physical condition, is less able to take care of himself/herself, or less able to protect himself/herself against harm or exploitation, including, but not limited to, physical and sexual abuse, neglect by self or other, financial or material exploitation, emotional or psychological mistreatment.
 - 2. Vulnerable adults are also those adults who work in ministry positions where accusations of abuse could arise, and adults who have been abused either as a child or an adult.

II. RECRUITING, SCREENING, AND SELECTING EMPLOYEES AND VOLUNTEERS IN MINISTRIES WITH CHILDREN, YOUTH AND VULNERABLE ADULTS (POSITIONS LISTED IN APPENDIX A)

A. Recruiting

- 1. A written position description that includes the essential functions of the position shall be provided for all paid and volunteer positions in ministries with children, youth and vulnerable adults. A list of all such positions is attached in Appendix A.
- 2. Prospective employees and volunteers for these positions shall complete an application that includes identification, address, employment history and volunteer work for the past five years, experiences and skills specifically related to the position, prior church membership (if any), personal references (not related to the applicant) with complete address and contact information, waiver of any

right to confidentiality or to pursue damages against LUMC caused by the references' responses, certification that the information provided is true and correct, voluntary disclosure of past criminal convictions, and authorization to conduct a criminal background check.

B. Screening

1. A personal interview must be conducted by the Pastor, Ministry Supervisor, or a designated Safe Sanctuaries Team member.
2. The Pastor or a designated Safe Sanctuaries Team member must check references provided by the applicant. The reference check must include questions about the applicant's ability to work with children, youth or vulnerable adults, and ability to lead volunteers working with children, youth or vulnerable adults (depending on the position).
3. A criminal background check must be completed for all applicants prior to the beginning of their service in positions with regular and direct contact with children, youth and vulnerable adults. Authorization to conduct the criminal background check must be provided in the application. If the applicant will have driving responsibilities, the background check must include a license check. Additionally, a check of the state central child abuse registry shall be completed and documented for all applicants. Background check results must be kept in a secure manner.
4. In the event that the criminal background check or abuse registry check reveals a conviction or other cause for concern, the Pastor will consult with the applicant.

C. Selecting

1. Only adults who have successfully completed the application and screening process will be eligible for selection to a ministry position with children, youth, or vulnerable adults.
2. Adult volunteers shall demonstrate an active relationship with LUMC for at least six (6) months before being placed in a supervisory role in activities for children, youth, or vulnerable adults.
3. Adults convicted of child or elder abuse or named as the perpetrator in a founded or indicated child or elder abuse report through a designated state or county agency, or who are under investigation for, or who have charges pending for child or elder abuse, shall not be accepted as paid employees or volunteers to have direct access to children, youth or vulnerable adults in any church-sponsored activity or setting.

D. Ongoing Requirements for Employees and Volunteers in Ministries with Children, Youth and Vulnerable Adults

A criminal background check must be completed after every two (2) years of service for all clergy, paid employees and volunteers who have regular and direct contact with children, youth, and vulnerable adults. Current authorization to conduct the criminal background check must be provided by the employee or volunteer. In the event that a criminal background check reveals a conviction or other cause for concern, the Pastor will consult with the employee or volunteer and take appropriate action

in determining continued involvement in these ministries. Background check results must be kept in a secure manner.

III. PROCEDURES FOR CONDUCTING MINISTRY PROGRAMS AND EVENTS FOR CHILDREN, YOUTH AND VULNERABLE ADULTS

A. Two-Adult Rule

1. Adult employees (staff), volunteers, and clergy shall observe the "Two-Adult Rule" at all times so that no adult is ever alone with children, youth, or vulnerable adults at an LUMC, district or conference-sponsored event or activity. The Two-Adult Rule requires that regardless of the size of the group, there shall always be two unrelated adults present.
2. Adult for the purposes of the "Two-Adult Rule" is defined as those who are: a) at least 18 years old, b) not currently enrolled in high school, and c) at least five years older than the oldest minor present whom they are leading, ministering to, or supervising. Youth are invited to assist adult volunteers but are not considered an adult for the "Two-Adult Rule".
3. At least one of these two adults must be Safe Sanctuaries screened and trained in accordance with the Education Requirements found in Section IV.
4. Compliance with the "Two-Adult Rule" may include the presence of an adult "roamer" who moves in and out of rooms/ministry activities.

B. Supervision

1. All ministry activities shall occur in open view. Each room or space where ministry events occur must be open to public view. This may require enclosed spaces such as classrooms having a viewing window, a glass panel in the door, a half-door configuration, or an open door.
2. Registration materials shall be required for all ministry events and activities for children or youth who will be outside the direct supervision of a parent or guardian.
3. Children aged 10 and under shall be signed in and out of ministry activities or events by a responsible adult or youth. Youth and vulnerable adults (if able) shall be required to sign themselves in and out of ministry activities or events.
4. Attendance records shall be kept for all ministry events or activities involving children or youth. These records shall include, at a minimum, the date and names of all participants (including adults present). These records shall be kept permanently.
5. No child, youth or vulnerable adult shall be left unsupervised while attending a ministry program or event.

6. No adult employees, volunteers, or clergy may be under the influence of alcohol or intoxicating substances when serving in ministry with children, youth or vulnerable adults.

7. All adult staff, volunteers, and clergy shall be observant for unusual behaviors and signs of child, youth, and vulnerable adult abuse and shall report them immediately to the appropriate ministry supervisor. A list of LUMC ministry supervisors is attached in Appendix B.

C. Transportation

1. Ministry activities involving transportation of children or youth shall require a written permission form signed by a parent or guardian.

2. Drivers of children, youth, or vulnerable adults must be 21 years of age or older and must provide a copy of current driver's license and proof of insurance to the ministry supervisor to be kept on file at LUMC.

3. Exception to the Two Adult Rule:¹ When driving to an event in caravan (two or more cars travelling together), drivers are not required to be accompanied by another adult in the vehicle unless the number of passengers exceeds 7 children or youth or the distance driven exceeds 50 miles.

4. In no case may the number of passengers in a vehicle exceed the number of seatbelts.

D. Communications Staff, Clergy and Adult volunteers engaged in ministry activities with children and youth will use technology, electronic communications and social media with care, consideration, intentionality and a Christ-like spirit in accordance with the policies set forth in Appendix G.

IV. EDUCATION AND TRAINING REQUIREMENTS

A. All adult staff, volunteers and clergy who have regular and direct contact with children, youth, or vulnerable adults shall receive an electronic copy of the LUMC Safe Sanctuaries Policy before starting their service and shall covenant with Lansing United Methodist Church to fully cooperate with its abuse prevention responsibilities.

B. All adults who have regular and direct contact with children, youth, or vulnerable adults will be Safe Sanctuaries trained, according to applicable Conference and District training requirements outlined in Appendix C. All adults, clergy, and volunteers who work with children, youth, and vulnerable adults must retake this Conference training every five years.²

C. All adults who work with children, youth, and vulnerable adults shall have annual refresher training that includes, but is not limited to, the LUMC Safe Sanctuaries policies and procedures as they apply to specific

¹ per clarification received from the Finger Lakes District Office in June 2016

² Reflects a change in the UNYAC Minimum Standards (revised September 2025)

ministries or events. Minimum requirements for topics to be covered in this training are attached in Appendix C.

V. ADDITIONAL SAFETY REQUIREMENTS

A. LUMC's appointed clergy shall regularly review and be familiar with public sex offenders registries maintained by New York State law enforcement agencies.

B. Facilities shall be free from conditions that pose a safety or health hazard to the participants.

C. Use of the Church Facilities by Outside Organizations: Outside organizations who request to use LUMC facilities for meetings or other events must agree, in writing, to comply with specified LUMC's Safe Sanctuary Policies.

D. Church Participation by a Sex Offender or a Person Charged with, or Pending Charges of, a Serious Crime Against a Child:

1. After meeting with the church to discuss a process for considering requests by sex offenders or persons charged with, or pending charges of, a serious crime against a child to attend worship services or activities, the following policy has been adopted:

Any person who has pending charges or has been convicted of a sexual offense is prohibited from being on church property or participating in church activities on or off church property.

2. Accordingly, any request to attend worship services or activities at LUMC made by a person convicted of, charged with, or pending charges of, sex offenses or serious crimes against a child will be denied.

3. Lansing United Methodist Church has decided to focus on the ministry of providing a place where people can feel safe as they pursue deepening their relationship with God. In so doing, LUMC recognizes that there are other ways for sex offenders to grow in faith and seek God's redeeming and transforming love without participating in our congregational gatherings.

VI. REPORTING AND RESPONSE

A. Reporting Requirement: Adult Staff, volunteers, or clergy³ must immediately report any of the following:

³ Every clergy in any active status or relationship with the UNYAC whose appointment is set or approved by the bishop, every person serving as a supply pastor (assigned by the district superintendent) and retired clergy performing ministerial functions are included in mandatory reporting as required by The Book of Discipline, paragraph 341.5: "All clergy of The
Adopted by the Church Council on May 9, 2017, as amended on May 3, 2026

1. Personally witnessing an incident of abuse or exploitation,
2. Receiving an allegation of an event of abuse or exploitation from a third party, or
3. A child, youth, or vulnerable adult (as defined in Para. I.C.1) discloses abuse or exploitation.

B. Reporting Procedure: The staff member or volunteer who observes alleged abuse or to whom such abuse is reported or disclosed or who suspects abuse must immediately report the incident or suspected abuse to the person in charge of the ministry (listed in Appendix B) in which the alleged abuse was observed or disclosed. Upon receiving that report, the person in charge of the ministry will:

1. Immediately attempt to obtain identification information for the alleged victim and adult responsible for their care, to include address.
2. If the allegations involve appointed clergy or a member of their family, they must be immediately reported to the Finger Lakes District Superintendent, who is then responsible for making an immediate report to the pertinent authorities in paragraph 3 below and carrying out the established rules in The Book of Discipline with respect to claims against the pastor. If the District Superintendent is not available, the allegations must be reported to the UNYAC Bishop's office.
3. For allegations involving any other person(s), make a report to the pertinent authorities (contact information contained in Appendix D):
 - a. New York State Child Protective Services Hotline
 - b. New York State Office of Children and Family Services Adult Abuse Hotline.
4. Immediately inform the Pastor and Staff Supervisor before, or after, making the report described above in paragraph 3. After the report of suspected abuse has been made to the pertinent authorities, the Pastor shall report the incident immediately to the District Superintendent, or the UNYAC Bishop's office, if the District Superintendent is not available.
5. The person in charge of the ministry must keep a written report of the steps taken by the church in response to the reported abuse using the format provided in Appendix E.
6. Those persons involved in the witness or reporting of incidents or allegations of abuse or exploitation shall not discuss allegations with any other people except law enforcement or official investigating agencies, so as to prevent irreparable harm to the victim, the victim's family, the church and the community.

C. Response Plan: All allegations shall be taken seriously and responded to in an urgent, compassionate and unified manner.

United Methodist Church are charged to maintain all confidences inviolate, including confessional confidences, except in cases of suspected child abuse or neglect or in cases where mandatory reporting is required by civil law."

1. In all cases of reported or observed abuse, there shall be cooperation with all official investigating agencies.
2. Notify the parent(s)/guardian(s) of the victim and take whatever steps are necessary to assure the safety and well being of the child, youth, or vulnerable adult until the parent(s)/guardian(s) arrive. However, if allegations involve one or both of the parents/guardians, follow the advice of the authorities concerning notifications.
3. Under the Pastor's guidance, LUMC will reach out to provide care and support to the victim and victim's family to prevent further hurt, to ensure the safety of the victim, and to extend whatever pastoral resources are needed.
4. Those persons accused of abuse or exploitation will be immediately removed from further involvement with children, youth, or vulnerable adults in a manner that respects the dignity and sacred worth of the accused. Care should be taken to handle the removal in a discreet manner, recognizing that there will be an investigation by either state or church authorities, or both. Details of the allegations shall not be discussed with the accused at the time of removal.
5. When it has been alleged that a member of the church staff or a volunteer has committed an act of abuse or exploitation, the staff member or volunteer shall be required to refrain from all ministry/activities with children, youth and vulnerable adults until the incident has been resolved by the appropriate state authorities and/or in accordance with *The Book of Discipline*.
6. All media requests for statements shall be directed to the UNYAC Director of Communications (contact information listed in Appendix D).
7. LUMC shall provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as we seek to create a climate in which healing may take place.

VII. OVERSIGHT

- A.** LUMC will form a Safe Sanctuaries Team comprised of 3-6 adult members of LUMC, nominated by LUMC's Nominations Committee (which will strive to provide diversity in terms of gender, race/ethnicity and age) and elected by its Charge Conference. Additionally, the Trustees, SPRC, and Education Ministries will designate one member representative to serve on the Safe Sanctuaries Team. The Safe Sanctuaries Team will report to LUMC's Church Council.
- B.** All members of the Safe Sanctuaries Team will complete Conference Safe Sanctuaries training within six months of appointment and retake that training every five years they remain as members on the Team.
- C.** Responsibilities of the Safe Sanctuaries Team include, at a minimum, those listed in Appendix I.

Appendix A
List of Paid and Volunteer Positions at LUMC
in Ministries with Children, Youth and Vulnerable Adults

The following is a list of paid and volunteer positions at LUMC in ministries with children, youth and vulnerable adults. This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Paid Employment Positions:

Pastor	Children's Ministry and Christian Education Coordinator
Youth Ministries Coordinator	Adult Ministries Coordinator
Child Care Lead and Child Care Attendant	Adult and Children's Choir Director
Organist and Bell Choir Director	Livestream Operator/Producer

Volunteer Positions:

Child Care Helper
Sunday School Teacher for Children, Pre-K through Grade 6
Sunday School Shepherd for Children, Pre-K through Grade 6
Sunday School Teacher for Youth, Grades 7-12
Youth Ministries Partner
Children & Youth Substitute Sunday School Teacher
Adult Forum Facilitator
Adult Group Facilitator
Confirmation Team Coordinator
Confirmation Mentor
Confirmation Prayer Partner
Youth Missions Team Coordinator
Kids in Action Now Coordinator
Vacation Bible School Coordinator
Children and Youth Music/Drama Assistant
Audio Production Team Ministry Partner
Livestream Video Team Ministry Partner
Caregivers Visitation Team Member
Adults in Mission Outreach Volunteer
Adults in Mission Sponsor Circle Member
Haiti Committee Coordinator
Needleworkers Coordinator
Rummage Sale Coordinator
Giving Tree Coordinator

Note: In the event that persons are hired, or guests are invited, to provide educational or other ministry services, the ministry supervisor will ensure that Safe Sanctuary requirements are met through presence of other Safe Sanctuary trained individuals.

Amended by Safe Sanctuaries Team on June 1, 2022 and May 3, 2026.

Appendix B
Ministry Supervisors at LUMC
for Ministries with Children, Youth and Vulnerable Adults

The following is a list of ministry supervisors at LUMC for ministries involving children, youth and vulnerable adults. This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Pastor Alison Schmied, (607) 533-0297 for all ministries at LUMC , including but not limited to, Caregivers, Needleworkers, Adults in Mission, Outreach activities, Nursery, or any ministry below with a vacancy in the role of ministry supervisor.

Debbie Geise, Children's Ministry and Christian Education Coordinator and Youth Ministries Coordinator, (607) 379-9658, for matters involving Sunday School programs for children and youth, and Children's and Youth Ministry activities.

[currently vacant], **Adult Ministries Coordinator**, (xxx) xxx-xxxx, for matters involving Adult Sunday School, Adult Bible Studies, Young Adults in Fellowship, and Adult Ministry activities.

Thomas Alexander, Livestream Operator/Producer, (585) 340-9525, for matters involving livestream and audio production.

Diane Withiam, Choir Director, (607) 592-1288, for matters involving music programs, including but not limited to, choir, children's choir, and children's musical.

Rev. Dr. Sherri Rood, District Superintendent, (585) 340-9525, for matters involving clergy or clergy's family members.

Bishop's Office, UNYAC (315) 424-7878

Amended by Safe Sanctuaries Team on June 1, 2022 and May 3, 2026

Appendix C
Minimum Requirements for Training and Topics to be Included
in Safe Sanctuaries® Training & Suggested Topics for Annual Orientation

A. Safe Sanctuaries Training

Safe Sanctuaries training will be conducted by a trainer certified through the Upper New York Annual Conference, using the mandatory Upper New York Safe Sanctuaries training program.⁴

B. Annual Refresher Training

1. Annual Refresher Training must include LUMC Safe Sanctuaries policies and procedures as they apply to specific ministries or events.

2. Topics that should be covered include:

- Church policies for prevention of abuse
- Appropriate steps to report an incident of abuse
- Details of NY state laws regarding abuse
- Procedures to be used in all ministries with children and youth
- Updates to United Methodist or UNYAC policies

3. Adult volunteers will be asked to enter into, or renew, a Safe Sanctuaries participation covenant.

4. Ministries will consider the need for specialized volunteer training prior to unique events such as retreats or mission trips.

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on May 3, 2026

⁴ Reflects a change in the UNYAC Minimum Standards (revised September 2025)

Appendix D Supplemental Information

This appendix contains helpful reference materials and information.

A. Websites containing public sex offender registries maintained by New York State law enforcement agencies are found at:

New York: http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp or
http://www.criminaljustice.ny.us/SomsSUBDirectory/search_index.jsp

Tompkins County Sheriff's Department:

<http://www.icrimewatch.net/index.php?AgencyID=56372&disc=>

B. Current Reporting Agency Contact Information

1. New York State Child Protective Services Hotline: (800) 342-3720
2. New York State Office of Children and Family Services Adult Abuse Hotline: (844) 697-3505 or the Tompkins County Adult Protective Services at 274-5323

C. UNYAC Director of Communications, (315) 898-2000 ext. 2015

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on September 19, 2023 and May 3, 2026

Appendix E
Record of Actions Taken in Response to Reported Abuse

1. Name of Person(s) observing or receiving disclosure of abuse: _____

2. Victim's name, age/date of birth: _____

3. Date/place of initial conversation with/report from victim: _____

4. Victim's statement (what did the victim say? Do not interrogate): _____

5. Name of person accused of abuse, and relationship of accused to victim (paid staff, volunteer, family member, other): _____

6. Date/time reported to Pastor: _____

Summary: _____

7. Date/Time of call to victim's parent/guardian: _____

Spoke with: _____

Summary: _____

8. Date/Time of call to Reporting Agency: _____

Spoke with: _____

Summary: _____

9. Date/Time of call to local law enforcement agency (if applicable) : _____

Spoke with: _____

Summary: _____

10: Date/Time report made to District Superintendent and/or UNYAC Bishop's Office: _____

Spoke with: _____

Summary: _____

11. Date/Time of Other Contacts: _____

Spoke with: _____

Summary: _____

Signature of Incident Reporter

Date

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on May 3, 2026

Appendix F General Guidelines for Ministry with Children and Youth

Policies for All Adult Staff, Volunteers and Clergy

1. Always give parents advance notice and full information regarding the event or activity in which their children will be participating.

2. LUMC has established specific procedures for mentors in the confirmation program to foster sharing of personal faith perspectives as confirmands prepare to make a commitment to following Christ and active engagement in Christ's Church. Mentors may meet personally with their assigned confirmand under the following conditions:
 - a. Such a meeting must be held in a public place with at least one adult (unrelated to mentor) present. (The mentor does not have to bring the second adult—the public nature of the location should provide other adults.) Meetings must be held in an area with an open view. Meetings should not be in a private home unless a parent/guardian is present.
 - b. Always give parents advance notice and full information regarding the mentoring session and get written permission for your confirmand to participate in personal mentoring sessions.
 - c. Ensure that no confirmand is left unsupervised while attending mentoring sessions.
 - d. Ask parents to provide transportation for their confirmand to, and from, the meeting place. If for any reason you provide transportation for the confirmand, a written transportation permission form must be signed by parent/guardian and a copy of your license and proof of insurance must be provided to a LUMC Ministry Supervisor for the Confirmation Program.

3. LUMC encourages use of participation covenants, especially for retreats or trips, which establish the behavior standards expected of all participants.

4. Appropriate interpersonal and communal boundaries need to be stressed in youth ministries.
 - a. Adult staff and volunteers should model respectful and nurturing behaviors that do not interfere with another's privacy.
 - b. Adult staff and volunteers should model, and be attentive to, appropriate dress codes, use of language, physical and emotional safety, and demonstrations of affection and encouragement.
 - c. Ensure that programming and agreed-upon covenants for conduct focus on developing stronger relationships among the whole group.
 - d. Adults and youth should respect personal boundaries and space of all participants.

5. Ensure all participants, especially adult leaders and volunteers are accepting of all, by word and deed.

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on September 19, 2023 and May 3, 2026

Appendix G

Policies for Use of Electronic Communications and Social Media

These policies are crafted to promote "ways we as Christians will engage with and use technology in our personal and ministry settings that honor and glorify Christ."⁵ Remember that "we are God's people, called to be Christ's witnesses in the ways we worship, speak, and conduct ourselves in and with the world."⁶

A. Policies for All Adult Staff, Volunteers and Clergy

1. Must become knowledgeable about how easily technology can be abused to harm our children. Be aware of the distinction between Internet sites that can be safely used and those that must be avoided when conducting ministry events or activities, and while using church-provided equipment.
2. Do not post photos of children or youth online without getting parental permission to do so in advance. Do not publish the names of children or youth or any other personal information, such as contact information online.
3. Promote use of social media connections and electronic communication with those under the age of 18 in open forums rather than in one-to-one communications. Follow a practice of being inclusive in communicating with the youth as a group rather than with specific individuals whenever possible.
4. After discussing the purpose and means of intended communications with parent(s)/guardian(s), get written permission in advance from parent(s)/guardian(s) to communicate with children or youth directly by e-mail, cell phone, instant messaging, text messaging, blogs, social media, gaming, or videoconferencing. Allow parents to opt in to be copied on these communications.
5. Ensure all videoconferencing and on-line gatherings comply with the "Two-Adult Rule" provisions under Paragraphs III.A. 1-3 of this policy. All such gatherings must be password protected to prevent inappropriate intrusion into meetings. Hosts of on-line gatherings must become knowledgeable about how to prevent potential harm to our children before using videoconferencing applications.
6. Know that all posting on social networking reflects on you both individually as a disciple of Jesus Christ and as a representative of Christ to the world in your capacity as an employee or volunteer of LUMC. Aim always to model the appropriate use of technology.

⁵ Joy Thornburg Melton and Michelle L. Foster, *Safe Sanctuaries in a Virtual World*, p. 9. Discipleship Resources, Nashville TN (2014).

⁶ *Ibid*, p. 12.

7. Refrain from engaging in online sexualized behavior. Sexualized behavior is any behavior that communicates sexual interest and/or content.⁷ Should you become the recipient of such behavior, report that to the Pastor, or District Superintendent, immediately.

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on November 9, 2020 and May 3, 2026

⁷ Examples include, but are not limited to, displaying sexually aggressive visual materials, use of pornography on or within church property, making sexual comments or innuendos about one's own or another's body, or sexually provocative touching of oneself or others. Ibid, p. 18

Appendix H

General Guidelines for Ministry with Vulnerable Adults

Policies for All Adult Staff, Volunteers and Clergy

1. Promote and maintain appropriate interpersonal relationships which allow for development of strong friendships and fellowship within the context of our ministries and reduce the likelihood of these friendships being taken advantage of.
2. LUMC encourages use of participation covenants for those involved in ministries with vulnerable adults.
3. Ensure all participants, especially leaders and volunteers are accepting of all, by word and deed.

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on May 3, 2026

Appendix I Responsibilities of the Safe Sanctuary Team

This appendix outlines responsibilities of the Safe Sanctuary Team. It should be reviewed annually by the Team, updates shall be approved by the Chairperson of the Church Council.

1. Develop, revise, and publish LUMC's Safe Sanctuary Policy in accordance with the guidelines and standards issued by the UNYAC.
2. Oversee the implementation of LUMC's Safe Sanctuary Policy.
3. Serve as the linking body between LUMC, the Finger Lakes District, the UNYAC's Sexual Ethics Committee regarding Safe Sanctuaries matters.
4. Conduct annual training for Team Members on the Responsibilities of the Safe Sanctuaries Team, to include thorough review of LUMC's Safe Sanctuary policy.
5. Conduct annual review of LUMC Safe Sanctuary informational materials, posters, brochures, or other handouts to ensure reflect current policy and UNYAC requirements.
6. Conduct annual review of position descriptions for all paid and volunteer positions in ministries with children, youth and vulnerable adults (found in Appendix A) to ensure currency and compliance with the requirements in paragraph II.A.1 of the LUMC Safe Sanctuary policy.
7. Direct that each ministry area within LUMC's purview review the LUMC Safe Sanctuary policy annually, along with a review of its programs, to confirm that Safe Sanctuary requirements are being met.
8. Develop informational plan for the LUMC congregation to promote awareness of, and supportive engagement in, Safe Sanctuary programs and policies.
9. Conduct an annual audit to ensure that Safe Sanctuary policies involving retention of documentation are being complied with, to include:
 - a. Attendance Forms
 - b. Training and Orientation Documentation
 - c. Permission Forms (Medical, Photo Consent, Electronic Media, Transportation)
10. Conduct annual review of the specified LUMC's Safe Sanctuary Policies in the Trustees' Use Agreement for outside organizations who request to use LUMC facilities for meetings or other events to ensure they are current and sufficient.

11. Coordinate annually with Trustees to ensure LUMC's Safe Sanctuary Policies are consistent with requirements of the church's insurance policy.

12. Provide annual Safe Sanctuaries budget request to Finance Committee after coordination with the Pastor. Review quarterly Treasurer's report of expenditures.

This appendix may be updated, as needed, following review by the Safe Sanctuaries Team, without requiring formal approval of the Church Council.

Amended by Safe Sanctuaries Team on June 1, 2022 and May 3, 2026