

SAFE SANCTUARY POLICY

Pending Session Approval: 9/19/23

As Christians we are called to create churches that are holy, safe and protecting communities for all of God’s children. This Safe Sanctuary Policy is designed to address the safety of everyone at Montview Boulevard Presbyterian Church (hereinafter “Montview”) with special emphasis, although not exclusively, on the protection of children, youth, and other vulnerable populations such as the elderly and those who are disabled. The policy does not include the Montview Preschool as the policies governing the Preschool are determined by its state preschool license. This policy’s purpose is to provide guidance and covers all employees, leaders of the church including church officers, session members and deacons, as well as those working or volunteering in church programs that serve these vulnerable populations or any other person at Montview. All charges and accusations of any person in any capacity will be handled with integrity to support and protect the church and its mission in accordance with these guidelines.

I. Duty to Disclose

Knowledge and transparency are the best protections against harm. Accordingly, all individuals who work or volunteer at Montview with vulnerable populations and church leadership (elders, deacons and officers) will be required to complete the Safe Sanctuary Training and Certification form (Certification) prior to working or volunteering at Montview. All individuals working or volunteering with vulnerable populations and church leadership at Montview have an absolute duty to disclose to the Pastoral Staff (Co-Pastors, Minister of Children and Families, Minister of Youth, Minister of Music) or the Executive Director all incidents in which they have been charged, past and present, involving child abuse, elder abuse, drug abuse, criminal convictions and criminal charges. If the subject position requires driving, the interested individual must also self-report all past or present alcohol or drug related traffic violations. All Certifications are effective for one year and all paid staff members and volunteers will be required to sign the Certification again annually and must report any changes to the information in the Certification to the Pastoral Staff or the Executive Director. This obligation to disclose is continuing in nature and any new incidents shall require the individual to notify one or more members of the Pastoral Staff or the Executive Director and to sign a new Certification. Failure to disclose in accordance with this policy will result in the individual’s ineligibility to work or volunteer at Montview

II. Who May – And May Not – Work With Children, Youth and Vulnerable Populations

1. Individuals who have been convicted or plead guilty of offenses against children, or any vulnerable population, including child pornography, may not work with children, youth or the vulnerable population. Individuals charged but not convicted will be reviewed on a case-by-case basis pursuant to the Sex Offender Policy by the Executive Director or a member of the Pastoral Staff.
2. Individuals who have been convicted, pled guilty or charged with crimes of violence may not work with children, youth or vulnerable populations. Individuals charged but not convicted

will be reviewed on a case-by-case basis by the Executive Director or a member of the Pastoral Staff.

3. Individuals who have been convicted, pled guilty or charged with alcohol or drug-related driving offenses within the past ten years may not drive children, youth or vulnerable populations. Individuals charged but not convicted will be reviewed on a case-by-case basis by the Executive Director or a member of the Pastoral Staff.
4. Survivors of childhood abuse need the love and acceptance of this church family. Survivors of abuse are invited to prayerfully consider how their experience may impact their work with children, youth or vulnerable populations at Montview.
5. All adult volunteers interested in working with children, youth or vulnerable populations must be a Montview member, or have worked actively with Montview activities and programs for a minimum of 12 months before beginning such service. If not a Montview member or active participant with Montview programs, the volunteer must provide one or more non-family references and meet with the Minister of the program for which they are seeking to volunteer and a Co-Pastor and/or Executive Director. This requirement may be waived at the discretion of the Montview's Pastoral Staff, upon the recommendation of the Pastoral Staff or a member of the leadership team of another Presbyterian church, or a Montview member. Any such waiver shall be documented and placed in the files of the Executive Director.
6. All staff and volunteers interested in working with children or youth must ordinarily be at least five years older than the children or youth they will be supervising. This requirement may be waived at the discretion of the Pastoral Staff for good cause. Any such waiver shall be documented and placed in the files of the Executive Director.
7. When working with children or youth, all volunteers under the age of 18 must be supervised by an adult who is present with the underage volunteer.

III. Background Checks

1. The Executive Director or a member of the Pastoral Staff will inform church leadership and all prospective paid staff and volunteers who work with vulnerable populations that all applicants must undergo a background check, which will include a check of motor vehicle records prior to beginning work. The Executive Director or member of the Pastoral Staff will also inform all prospective paid staff and volunteers of the duty to self-report any changes to the Certification occurring prior to such annual disclosure.
2. Because Montview's paid staff members may have multiple occasions to come in contact with children, youth, the elderly, or other vulnerable populations, all paid staff members will sign a Certification and undergo a background check before being hired by Montview, and undergo a background check every two years thereafter. Montview staff members who have not had a background check conducted within the past five years on file as of the date of the adoption of this policy will undergo such a check within 30 days.
3. All adult volunteers interested in working with children, youth or other vulnerable populations

will submit a written {Volunteer Application Form}, sign a Certification and undergo a background check before beginning such work, and every five years thereafter. This requirement may be waived for good cause and upon the agreement of two of the following: Executive Director or a member of the Pastoral Staff, however any such waiver shall be documented in writing.

4. Montview will pay for all background checks and credit checks.
5. If a written application, Certification or background check raises any issues of concern, the Executive Director may, after consulting with a member of the Pastoral Staff, prohibit a volunteer or paid staff member from filling a particular position. If an applicant for employment or volunteer has a criminal conviction for domestic violence, assault or other violent crime, drug or alcohol violations or crimes against children, youth or vulnerable populations, the applicant will not be eligible for work with these vulnerable populations unless otherwise approved after careful consideration of extenuating circumstance by the Pastoral Staff, the Executive Director, Coordinating Elder and the Chair of Personnel (in the case of applicants for employment).
6. The Executive Director may consult with individuals from law enforcement, legal, or other specialized training to provide guidance on any issues of concern raised by a Certification or background check. Additional advice or consultation may be sought from Presbytery or trusted congregational leaders.
7. The Executive Director will have primary responsibility for requesting applications, Certifications and background checks for paid staff members. The Ministers of Children and Youth will have primary responsibility for requesting applications from volunteers working with youth and children and providing necessary information to the Executive Director for background checks at least one week prior to any planned participation by the volunteer. The Executive Director shall inform the Ministers of Children and Youth of any volunteer who has not completed the necessary documents, including the Certifications. The Executive Director shall have responsibility for maintaining all records from these checks.
8. All background checks and accompanying documents will be maintained in a locked filing cabinet or secure digital file for a period of ten years. Only the Executive Director or a member of the Pastoral Staff may access or view such records.
9. It is the responsibility of the overseeing member of the Pastoral Staff to notify the Executive Director of any volunteers requiring background checks, Certificates or credit checks at least one week in advance of the volunteer beginning service.

IV. Volunteer Training

Montview will provide each volunteer working with vulnerable populations and church leadership a copy of this Safe Sanctuary Policy and obtain a signed Certification from each volunteer that acknowledges receipt of and familiarization with the Policy. Montview will endeavor to provide training for all volunteers and paid staff who work with money, children, youth, the elderly, or other vulnerable populations regarding this policy and any other policy or procedures relevant to their work before they begin work. Training will be coordinated by the Executive Director in conjunction with the Pastoral Staff and the Safety Committee and will be

required in conjunction with authorization for background checks.

V. General Staffing Procedures

Montview's staffing procedures under ordinary circumstances are as follows:

1. Montview will staff all classrooms with at least two people, volunteers and/or staff members at all times.
2. Montview will endeavor to follow state childcare standards, if any, regarding the proper ratio of children to adults in all classrooms.
3. The interior of all classrooms and offices will remain visible from the outside at all times. This means that the door will be open or the glass window in the door will be unobstructed. If the door does not have a glass window, the door must remain open at all times except in an emergency.
4. If a child needs to be accompanied to the restroom by a volunteer or paid staff member, the restroom door will remain open. The volunteer or staff member shall insure that the restroom is safe before allowing children to use the facilities and will provide proper supervision when children are using public restrooms. If an infant/toddler needs a diaper change, at least two volunteers or paid staff members will be present in the room where the diaper change is occurring.

VI. Events Involving Children, Youth and Adults

1. Special care will be taken when children or youth participate in activities with adults. At least two adults will supervise all Montview sponsored programs and activities involving children and youth. The staff and volunteers supervising these activities will comply with these policies and ensure that children or youth are not unsupervised and not alone with an individual adult. The only exceptions to this policy would be (a) in a situation in which the contact occurs in a public place and other persons are in and out of the area where the employee or volunteer is working with the child or youth or (b) a youth is employed or a volunteer at the church and is working with another adult. For purposes of this Safe Sanctuary Policy, children shall mean children from birth through 5th grade and youth shall mean young people from 6th grade through 12th grade
2. All children will be signed in and out of the classroom by a parent/guardian or an adult designated in writing by a parent/guardian. All classrooms for children will utilize nametags for younger children for easy identification. For children participating in church-sponsored activities, a parent/guardian must provide the information required by the sign-in-sheet, including cell phone numbers, and the Medical Release and Permission Form and the Medication Form, if necessary.
3. Youth participating in Montview sponsored programs and activities at the church must sign-in for each program or activity in which they participate. A parent/guardian for each youth participating in Montview sponsored program must have on file with the church contact information, including cell phone numbers, and the Medical Release and Permission Form

and the Medication Form, if necessary.

4. Volunteers or staff members working with children or youth will respect their rights not to be touched in ways that make them feel uncomfortable and will seek consent before hugging children or youth. Adults will encourage children and youth to seek consent from others before touching such other children or youth.
5. Volunteers and staff members are prohibited from engaging in the following activities:
 - a. Verbal, emotional, physical or sexual abuse of children and youth.
 - b. Discipline of children or youth by use or threat of physical punishment.
 - c. Use or possession of alcohol or drugs or use of tobacco or being under the influence of alcohol or drugs during church-sponsored programs.
 - d. Profanity, inappropriate language or jokes or possession of obscene material.
 - e. Carrying any type of firearm on church property.
 - f. Sharing inappropriate details of personal life or asking children or youth to share inappropriate details of their lives or becoming romantically involved with a youth or a vulnerable adult.
 - g. Giving gifts to individual children or youth without the knowledge and permission of the Ministers of Youth and Children and the parents/guardians.
6. If minor scrapes or bruises to a child occurs under the care of a volunteer or staff member during a church activity, the volunteers or staff member will provide first aid as appropriate and notify the child's parent/guardian of the injury at the time the child is picked up. For injuries requiring medical treatment beyond simple first aid, the parent/guardian will be immediately summoned in addition to the Minister of Children or Minister of Youth, as appropriate. An Incident Report Form shall be completed by the volunteer or staff member who provides first aid or if a child or youth becomes ill while attending a church activity. The Incident Reports shall be maintained by the Executive Director in a secure and locked file cabinet for five years.

VII. Away and Overnight Procedures for Children, Youth and Other Vulnerable Populations

1. Two-adult rule: Montview will endeavor to follow the "Rule of Three" for all outings involving children or youth, which means that there should always be two adults with one child or youth. Exception will include emergency situations that make this not immediately possible. And if that is not possible, one adult can accompany two children or two youth. If possible, the two adults in a "Rule of Three" situation should not be related.
2. Montview will endeavor to staff each away event with at least two volunteers or staff members per 8 participants for 6-8th graders and for 12 participants for 9-12th graders. An

adult to vulnerable adult ratio shall be established depending on the individual needs of the vulnerable adult(s) present, subject to the two-adult rule in paragraph 1 above.

3. Prior written parent/guardian permission is required for any events that require driving and/or overnight stay. The parents/legal guardians must provide the “Medical Release and Permission Form” and a “Medication Form” with all appropriate information, including contact information, prior to each such activity/event. A copy of the roster of all participants, including Medical Release and Permission forms and emergency contact information, will be filed with the Executive Director and must accompany the responsible individual traveling with the group. If no Medical Release and Permission Form for an individual has been received by the time for the group’s departure, that individual will not be allowed to depart with the group, but may be allowed to join the group if suitable arrangements for that individual’s transportation can be arranged.
4. Montview will ensure that co-ed overnight activities provide both male and female (preferably unrelated) leaders. Under no circumstances can one adult alone take or accompany children or youth on an overnight outing. Overnight programs will provide safe, supervised sleeping arrangements. In most cases, this will mean gender-specific sleeping areas. Each participant should have his or her own bed. In the event that overnight arrangements do not include standard beds, each staff, volunteer, and youth will use single sleeping bags or blankets. In these instances, a “one-person-to-one bag or blanket” rule will be observed.
5. Montview endeavors to be as inclusive as possible and to provide transgender and gender nonconforming youth with an opportunity to participate in overnight trips and activities. The comfort, safety and privacy of all participants is paramount in decisions around overnight trips and activities. Montview will work with and make decisions about arrangements for transgender and gender nonconforming youth participants on a case-by-case basis, in consultation with the participant and with the participant’s parents or guardians with such participant’s consent.
6. Montview will endeavor to staff each event away from Montview with at least one staff member or volunteer who is trained in First Aid and CPR. All medications (prescription and over the counter) belonging to minors must be given to an adult leader unless otherwise agreed upon by the parents and person in charge. A Medication Form must be completed by the parents. Exceptions may include inhalers and epi-pens. Only the designated adult leader should administer medications.
7. Montview shall respect the privacy of the minors and vulnerable adults to whom they provide care. Responsible use of digital devices and cell phones is required in all situations (e.g., taking age-appropriate photographs and movies, not taking photographs of minors and other persons who are not appropriately clothed.)
8. All adult drivers must be twenty-five years of age or older for a minor/vulnerable adult event and must have a copy of their current driver’s license and insurance on file with Montview. All vehicles used must have seat belts for the driver and each passenger. The leaders of any event requiring driving and/or an overnight stay will confer with the Executive Director for insurance coverage purposes and will certify to the Executive Director that all policies and procedures have been complied with. The insurance of all drivers using their own vehicles and transporting minors and/or vulnerable adults will be

primary if an accident occurs. Youth participants shall be able to drive themselves, and any other family member, in accordance with Colorado law if permission is granted by his or her parents, but are not permitted to drive any non-related youth. All youth drivers must have a copy of their current driver's license and insurance on file with Montview.

9. Written permission from a member of the Pastoral Staff or Executive Director and the parents of any minor participant must be given if there are to be any exceptions to the above guidelines. All exceptions must be documented and placed in the Executive Director's files.

VIII. Sexual Harassment

Montview has "zero-tolerance" for any sexual harassment, abuse or sexual misconduct which impacts or potentially impacts members of the Montview community and pledges to preserve an environment free from sexual harassment.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the church, whether male or female. Harassment may include references to employment status or conditions or may serve to create a hostile, intimidating or uncomfortable environment. Examples of harassment can include, but are not limited to, persistent and repeated verbal abuse, obscene jokes, lewd comments, sexual depictions, touching, staring or other sexual conduct committed either on or off church premises. All church employees, volunteers or anyone serving the church in any capacity are responsible for helping ensure that our church is kept free of sexual harassment. If you feel you have witnessed sexual harassment against others, you must report the behavior to the Executive Director or the Pastoral Staff immediately. If you feel you have been a victim of sexual harassment, please also report that immediately to the Executive Director or the Pastoral Staff so that we can ensure that no one else is subjected to such harassment. If any person has cause to believe that any member of the Pastoral Staff or the Executive Director are involved in sexual harassment, such person shall be encouraged to notify the Chair of the Safety Committee and the Coordinating Elder of the Session,

IX. Procedures and Priorities for an Abuse Incident that has Occurred

1. All federal, state and local laws and regulations regarding the reporting of possible child and elderly abuse or neglect will be complied with and paid staff and volunteers will cooperate fully with appropriate authorities/agencies. Colorado law requires that anyone who has knowledge or suspicion of minor/vulnerable adult abuse or neglect shall immediately report such abuse to designated civil authorities, as set forth below.
2. When a paid staff worker or a volunteer suspects that abuse, theft, or another criminal violation is taking place or has taken place, he or she will first secure the safety of the child, youth or vulnerable person, call 911 or the police if necessary to secure the immediate safety of the child, youth or vulnerable person and then immediately report the incident to the Executive Director, one or both of the Co-Pastors or the Pastoral Staff ; complete an Incident Report and fully cooperate with any subsequent investigation as appropriate to the significance of the infraction.
3. The Executive Director or Pastoral Staff will notify appropriate authorities/agencies. The

Executive Director or Pastoral Staff shall notify parents/guardians of the affected individual if such notice will not put the child or elderly person into jeopardy. All allegations will be taken seriously and will be handled in a discreet manner that is considerate and protective of the alleged victim and the person accused. The person who is accused will be required to refrain from contacting the alleged victim and from participating in all child, youth and elderly activities until it is determined if further action shall be taken.

4. If an ordained person is involved in the incident, the Executive Director or the Co-Pastors will also notify the Denver Presbytery.
5. If any person has cause to believe that a member of the Pastoral Staff or the Executive Director is involved in abuse or neglect of a child, youth or vulnerable adult, such person shall immediately notify the Chair of the Safety Committee and the Coordinating Elder of the Session, who are then responsible for notifying the appropriate authorities and agencies as set forth above.
6. This policy also applies to any abuse or criminal violations that take place off-site and to which staff, volunteers, the Pastoral Staff or Executive Director become aware.
7. The Executive Director will be responsible for all news and media inquiries, notifying the insurance agency, and conferring with the church's legal counsel and will involve the Director of Communication as needed.
8. All involved paid staff and volunteers will complete an Incident Report, the form of which is attached to this policy.
9. The Executive Director or Pastoral Staff will certify that the incident was reported to law enforcement including date, time and law enforcement agency to whom the incident was reported. If the incident was not reported, the failure to report must be explained and signed by two of the following: a member of the Pastoral Staff, and the Executive Director.
10. The Incident Report will remain confidential and kept in a locked filing cabinet or secure digital file for a period of ten years. The Incident Report may be disclosed to law enforcement, Montview's legal counsel, Montview's insurance company, the victim or the victim's parent/legal guardian.
11. Montview Pastoral Staff will provide supportive care and recommendations for counseling to all involved.
12. The Executive Director will report all significant incidents to the Chair of the Safety Committee and the Coordinating Elder of the Session. Those three will consult regarding the need and process for further discreet reporting to the Session and/or others on staff or in the congregation. For purposes of this paragraph, "significant incidents" will include, but are not limited to, sexual abuse, sexual exploitation physical or mental abuse or neglect or a child, youth or vulnerable adult.

X. Safety Documents

The attached Safety Documents are incorporated and made a part of this Safe Sanctuary Policy.

I. Montview Emergency Response Procedures

II. Incident Report Form

III. Medical Release/Permission Form

IV. Medication Form

V. Safe Sanctuary Training and Certification

SEXUAL OFFENDERS POLICY

Adopted September 18, 2012

Goals

1. Provide an environment that reflects our core value of being a house of prayer for all people while ensuring that it is a safe and secure place for all church members, visitors, employees and officers.
2. Establish guidelines for participation by members and visitors who have committed a sexual offense.

Philosophy

It is a mission of the church as a community of faith to maintain an environment free from any form of sexual misconduct by any person whether an employee, a volunteer, member or visitor. Any form of sexual misconduct is unacceptable for anyone serving or attending the church in any capacity and will not be tolerated.

The scope of this policy is to provide guidelines by which sexual offenders may be allowed to attend services or participate in activities at Montview.

Implementation

This policy applies to any member or visitor who has committed a sexual offense as defined in Colorado law (Colorado Revised Statutes 16-11.7-102 (2) (a)), regardless of whether the individual has or had not been charged with such an offense.

Church members or visitors who have committed a sexual offense as defined in Colorado law (Colorado Revised Statutes 16-11.7-102 (2) (a)), regardless of whether the individual has or had not been charged with such an offense, must advise a church pastor or the executive director of his or her status as a sexual offender. Members and visitors will be advised through the church bulletin of their need to inform the church pastors or executive director.

If any member or staff person learns of a circumstance through whatever source to which this policy may apply, they will inform a member of the senior leadership team of such circumstance. The senior leadership team will decide among them which member of the team will act as the “responsible lead team member” for purposes of insuring that this policy is complied with in respect to the individual circumstance in question.

The case of each person to whom this policy applies will be reviewed individually by the entire senior leadership team for adherence to the person’s legal rights and conditions of parole or probation.

The responsible lead team member will ask the following questions:

Questions the lead team member should ask of himself/herself:

1. Is anyone in danger right now? Do I need to take immediate action to protect anyone?
2. Does law enforcement need to be notified?
3. Do any victims need my immediate help?

4. Does this situation require any immediate change in the way the church operates?
5. Does this situation fit within our standard policies? If so, standard policies should be followed. If not, confer with Executive Team as to how to proceed.

Questions to be asked of the individual who committed the offense:

1. Did any of the sexual misconduct occur at Montview? If so, where, when and under what circumstances did the sexual misconduct occur? If the answer is “yes” law enforcement must be contacted if they have not been already.
2. Were you ever charged and/or convicted of a crime? If so, in which jurisdiction were you charged and when?
3. Are you under any court orders or probation at the moment? What are the terms?
4. Are you currently undergoing therapy?
5. Did the offense involve sexual contact? Was the offense illegal pornography, inappropriate sexual contact or something else?
6. How long ago did the offense occur? Is it an ongoing problem?

After the responsible lead team member has met with the person in question in order to understand and evaluate the individual's situation, the lead team member shall take the following additional steps:

1. Create a written memorandum documenting that the above questions were asked and considered and what information was attained and conclusions drawn as a result of asking those questions.
2. Have a criminal background check performed to ensure that the circumstances reported by the individual are consistent with the public record regarding any alleged offenses or convictions.
3. If the individual is on parole or probation, the lead team member should have identified the probation or parole officer and should contact such officer to determine if there are any conditions of parole or probation that affect the individual's legal rights to attend a church that houses a Sunday school, pre-school and hosts other children's activities. If there are any such conditions, then Montview's policy with respect to the individual shall be consistent with any and all such conditions.
4. If the individual is the subject of a suspended sentence or deferred judgment, the lead team member shall obtain from the individual a copy of any and all court orders setting out the terms of the suspended sentence or deferred judgment to determine if any conditions of the sentence or judgment affect the individual's legal rights to attend a church that houses a Sunday school, pre-school and hosts other children's activities. If there are any such conditions, then Montview's policy with respect to the individual shall be consistent with any and all such conditions.
5. Inform and discuss all relevant non-privileged information regarding the individual and their circumstances with the other members of the senior leadership team and all program staff responsible for any activities that involve participation of youth or children (including the pastor overseeing youth activities, the director of children's programs, and the minister of music). If it is possible that the individual may be attending certain church activities, the appropriate program staff will be provided with identifying information including a picture if necessary so that members of the church staff can ensure that the individual does not participate in any activities involving youth or children or other impacted groups except under any clear and specific conditions that might be imposed on such participation and that the church's policies protecting youth and children and its other members and visitors can otherwise be fully enforced.

In addition to the above actions which shall be followed in all applicable circumstances, the senior leadership team, after evaluating the information from the person in question, the criminal background report, information obtained from a parole or probation officer or court order, and any input from all members of the senior leadership team and program staff, may also impose any or all of the following conditions on the individual's participation in congregational life at Montview as the senior leadership team deems appropriate in the individual circumstance:

1. Expand the group of people who are made aware of the individual's circumstance and identity including the lead elder, other session members, staff personnel, committee chairs or volunteer activity coordinators, or head of the pre-school.
2. Expressly limit the activities in which the individual may participate (such limitations may be as broad as prohibiting participation in any activity at which minors are present or as narrow as permitting the individual only to attend a designated worship service on Sunday mornings).
3. Require that the individual be accompanied at Montview by his or her spouse or a designated escort at any and all church activities in which they participate.
4. Require that the individual be accompanied by a same sex chaperone designated by the church at all times while on church property, including being escorted to their car following any such activity to ensure that they have left the church premises.
5. Provide notice to the congregation at large that the individual will be participating in designated church activities (such notice could take the form of a notice in the church bulletin or a letter or e-mail to relevant groups in the congregation as may be appropriate).
6. Maintain the individual's name and other appropriate identifying information in a registry at the church office and alerting the congregation through a notice as suggested in 5 above that such information is available and may be reviewed by any member of the congregation.
7. Such other limitations or conditions as the senior leadership team determines are prudent, appropriate or necessary to ensure that Montview remains both an open and welcoming congregation and a place that is safe for all of its members and visitors.

To the extent that the senior leadership team deems that any of these restrictions are appropriate, the precise limitations on the individual's participation in congregational life at Montview shall be memorialized in a written memorandum which shall be acknowledged and signed by the individual in question and shall expressly provide that the adherence to any and all such limitations is an express condition of the individual's ability to be welcomed at Montview. The signed written memorandum will be shared with all members of the senior leadership team and such other staff and church members as may be necessary to effect compliance with the agreed to conditions.

If the senior leadership team determines that the only way to ensure the safety of the congregation is to prohibit the individual from participating in any activities whatsoever, then the lead team member will inform the individual that they cannot be at Montview unless and until they are informed otherwise. The question of exclusion of the individual from all aspects of congregational life shall then be presented at the next regularly scheduled session meeting or at a special meeting of session if one is scheduled, for discussion and affirmation or dissent from session. Such a discussion will also provide session the opportunity to review the existing policy both as it is being applied to this individual and to others to ensure that the policy is accomplishing the objective of keeping Montview as both an open and welcoming congregation and a place that is safe for all of its members and visitors.

Adopted by Session, September 18, 2012

ONLINE SAFE SANCTUARY VOLUNTEER DISCLOSURE FORM

