

Church Protection Policy

Vienna Presbyterian Church

Approved by Session July 2023

**Vienna Presbyterian Church
Church Protection Policy**

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Vienna Presbyterian Church Church Protection Policy

I. PURPOSE, APPLICABILITY, AND SCOPE

Purpose

This policy supersedes all prior VPC minor and vulnerable adult protection policy statements effective upon its adoption by Vienna Presbyterian Church (VPC). VPC follows and adheres to all applicable laws,

The purpose of the Church Protection Policy (CPP) is to do all that is reasonably possible to protect minors and vulnerable adults from abuse while participating in VPC activities and to direct procedures for responding to reported allegations and concerns regarding these types of abuse and misconduct.

Applicability and Scope

This policy is intended to protect minors ¹(individuals under the age of 18 and 18-year-olds still in high school) and vulnerable adults (a person 18 years of age or older with a functional or mental inability to care for himself/herself or protect himself/herself against significant harm or exploitation) who are participating in activities or programs at VPC or off-campus at an activity sponsored by VPC.

This policy governs all VPC Pastors, employees, church officers, volunteers, and preschool staff of VPC. It also applies to independent contractors of VPC, all leaders of VPC-sponsored events, and any non-VPC-sponsored groups or events using VPC facilities where there is any direct supervisory interaction with those protected by this policy. All such individuals are expected to abide by this policy, will be screened, and will be required to complete training on protecting minors and vulnerable adults from abuse and sexual misconduct. Failure to abide by this policy may result in the termination of employment and/or discontinuation of volunteer service.

The Safety & Security Committee has oversight of the CPP and will review the policy annually.

II. APPROPRIATE INTERACTIONS WITH MINORS

Employees and Volunteers of VPC are held to a higher standard by parents, colleagues, and members of the public. We support and endorse a strict policy of respect toward minors and expect Employees and Volunteers to act at all times as role models.

To the fullest extent possible, during any VPC-sponsored event/program, no Employee or Volunteer may be alone with a minor or minors where the Employee or Volunteer and the minor or minors are not readily visible to others. VPC adheres to the Two-Adult Policy, which means that there must be at least two, non-related adult Employees and/or Volunteers present to supervise all VPC-sponsored programs, classes, or events, whether on or off campus. At no time should an Employee or Volunteer be alone with an unrelated minor without another minor, Volunteer, or Employee present. If a person observes that this policy is not being adhered to, they are obligated to report it

¹ "Minor" is a functional definition. "Child" as defined in the Code of Virginia, § 63.2-100, "means any natural person who is (i) under 18 years of age or (ii) for purposes of the Fostering Futures program set forth in Article 2 (§ 63.2-917 et seq.) of Chapter 9, under 21 years of age and meets the eligibility criteria set forth in § 63.2-919."

(see “Reporting and Responding – Inappropriate Behavior or Boundary-Crossing”). Proper supervision, being vigilant, and reporting any violations of this policy all help ensure compliance with this policy and protection of those to whom it applies. The policy is designed for the safety of adults as well as minors, and it is required across all ministry areas.

Employees and Volunteers should never touch a minor in a manner that is sexually explicit, for purposes of sexual gratification, or in a manner that may otherwise constitute abuse (sexual or otherwise). Further, Employees and Volunteers should never physically move, grab, or touch a minor, or take something from a minor, with aggression or because of frustration. This includes, but is by no means limited to, a complete prohibition on corporal punishment of any kind.

Classroom Management/Behavior Correction:

If a minor does not follow directions as expected, Employees and Volunteers should communicate their instructions clearly and, if the minor does not listen or respond appropriately, take appropriate action. This could include any number of responses, such as separating the minor from the group, walking up to the minor and ensuring that the minor clearly sees the adult communicate with her/him, removing the minor from the activity, communicating with the parent after the event, etc. In keeping with these goals, redirection, encouragement, and positivity should be used over criticism, comparison, and negativity. Employees and Volunteers are expected to be mindful of both the tone and language used in communicating with minors. They deserve our respect and kindness, and verbal abuse, derogatory remarks, and profanity are not permitted.

While we are dealing with young minors who may require physical assistance in their daily endeavors (e.g., hand-holding), it is essential that we be extremely thoughtful about personal space, boundaries, and appropriate contact. When engaging in physical contact with a minor, Employees and Volunteers should consider how they can adjust the situation to avoid any negative impingement on boundaries—or even the appearance of same. Even minor changes in physical conduct can have a significant impact on both the feeling and appearance of safety, and being aware of this reality can help protect both the adult and the minor. For example, adults should consider the position of respective bodies during a hug and consider alternatives to a front-to-front hug, such as “side hugs,” pats on the back, high-fives, and fist bumps). Adult leaders should refrain, where possible, from touching areas of the minor’s body that would otherwise be covered by a bathing suit or undergarments. This includes a prohibition on patting a minor’s bottom.

In addition to our own self-awareness, we must be aware that the needs of minors may differ—if a minor indicates to an Employee or Volunteer, through words or otherwise, that their presence or touch is imposing or uncomfortable to him or her, the adult leader should respect that minor’s needs and find a way to provide space, adjust the physical circumstances, and reinforce the feeling of safety and security and physical comfort for the minor. The tenets reflected in this policy should guide interactions with minors, and also interactions with adult peers, as a minor’s feeling of safety is also influenced by the interactions they observe.

Avoid favoritism and the appearance of same by avoiding such individualized attention (e.g., gifts, favors, nicknames, or other actions that may single out a minor as preferred or may run the risk of making that minor feel uncomfortable).

Communications:

Communications sent digitally by Employees or Volunteers are not confidential and may be shared or reposted to be visible to others. Electronic and social media communication formats are subject to the usage and privacy policies of the social media outlet provider, and those policies are subject to change without notice. Interaction in the virtual world should be transparent and should not have hidden or veiled messaging or intent. Volunteers

and Employees should adhere to these principles to the greatest extent possible.

VPC shall not publish or post photos, videos, or audio recordings, and shall not identify a minor and/or vulnerable adult by name in print and/or digital media if the parent/guardian has signed a “VPC Media Opt-Out Form for Minors” (Attachment 1) or has opted out through a registration form for a special event. Generally, there is not a Media Opt-Out option for public events.

Staff Personal Interactions:

Personal interaction outside of the scope of employment for staff members must follow all the policies and procedures contained within the CPP and be based on an established and mutual relationship with the family. Any interaction with minors outside the scope of employment must be known and agreed upon by the parent/guardian.

If you witness, hear, or otherwise learn about a violation of this policy, or other situation that may compromise the safety and respectful environment for a minor, please inform a Ministry Director and/or the Managing Director.

III. APPROPRIATE INTERACTIONS WITH VULNERABLE ADULTS - IN-PERSON & DIGITAL

Employees and Volunteers of VPC are held to a higher standard by parents, colleagues, and members of the public. We support and endorse a strict policy of respect toward vulnerable adults and expect Employees and Volunteers to act at all times as role models.

To the fullest extent possible (see “Exceptions to the Two-Adult Policy”), during any VPC-sponsored event/program, no Employee or Volunteer may be alone with a vulnerable adult where the Employee or Volunteer and the vulnerable adult are not readily visible to others. VPC adheres to the Two-Adult Policy, which means that there must be at least two non-related adult Employees and/or Volunteers present to supervise all VPC-sponsored programs, classes, or events, whether on or off campus. At no time should an Employee or Volunteer be alone with an unrelated vulnerable adult without another vulnerable adult, Volunteer, or Employee present. If a person observes that this policy is not being adhered to, they are obligated to report it (see “Reporting and Responding – Inappropriate Behavior or Boundary-Crossing”). Proper supervision, being vigilant, and reporting any violations of this policy all help ensure compliance with this policy and protection of those to whom it applies. The policy is designed for the safety of adult leaders as well as vulnerable adults, and it is required across all ministry areas.

Employees and Volunteers should never touch a vulnerable adult in a manner that is sexually explicit, for purposes of sexual gratification, or in a manner that may otherwise constitute abuse (sexual or otherwise). Further, Employees and Volunteers should never physically move, grab, or touch a vulnerable adult or take something from a vulnerable adult, with aggression or because of frustration. This includes, but is by no means limited to, a complete prohibition on corporal punishment of any kind.

Classroom Management/Behavior Correction:

If a vulnerable adult does not follow directions as expected, the Employee or Volunteer should communicate their instructions clearly and, if the vulnerable adult does not listen or respond appropriately, take appropriate action. This could include any number of responses, such as separating the vulnerable adult from the group, walking up to the vulnerable adult and ensuring that the vulnerable adult clearly sees the adult leader communicate with her/him, removing the vulnerable adult from the activity, communicating with the parent, caregiver, or legal guardian after the event, etc. In keeping with these goals, redirection, encouragement, and positivity should be used over criticism, comparison, and negativity. Employees and Volunteers are expected to be mindful of both

the tone and language used in communicating with vulnerable adults. They deserve our respect and kindness, and verbal abuse, derogatory remarks, and profanity are not permitted.

While we are dealing with a vulnerable adult who may require physical assistance (e.g., touching) in their daily endeavors (e.g., hand-holding), it is essential that we be extremely thoughtful about personal space, boundaries, and appropriate contact. When engaging in physical contact with a vulnerable adult, Employees and Volunteers should consider how they can adjust the situation to avoid any negative impingement on boundaries—or even the appearance of same. Even minor tweaks in physical conduct can have a major impact on both the feeling and appearance of safety, and being aware of this reality can help protect both the adult leader and the vulnerable adult. For example, adult leaders should consider the position of their respective bodies during a hug and consider alternatives to a front-to-front hug, such as “side hugs,” pats on the back, high-fives, and fist bumps). Employees and Volunteers should refrain, where possible, from touching areas of the vulnerable adult’s body that would otherwise be covered by a bathing suit or undergarments.

In addition to our own self-awareness, we must be aware that the needs of vulnerable adults may differ—if a vulnerable adult indicates to an Employee or Volunteer, through words or otherwise, that their presence or touch is imposing or uncomfortable to him or her, the adult leader should respect that vulnerable adult’s needs and find a way to provide space, adjust the physical circumstances, and reinforce the feeling of safety and security and physical comfort for the vulnerable adult. The tenets reflected in this policy should guide interactions with vulnerable adults, and also interactions with adult peers, as a vulnerable adult’s feeling of safety is also influenced by the interactions they observe.

Avoid favoritism and the appearance of same by avoiding such individualized attention (e.g., gifts, favors, nicknames, or other actions that may single a vulnerable adult out as preferred or may run the risk of making that vulnerable adult feel uncomfortable).

Communications:

Communications sent digitally by Employees or Volunteers are not confidential and may be shared or reposted to be visible to others. Electronic and social media communication formats are subject to the usage and privacy policies of the social media outlet provider, and those policies are subject to change without notice. Interaction in the virtual world should be transparent and should not have hidden or veiled messaging or intent. Volunteers and Employees should adhere to these principles to the greatest extent possible.

VPC shall not publish or post photos, videos, or audio recordings, and shall not identify a vulnerable adult by name in print and/or digital media if the parent, caregiver, or legal guardian has signed a “VPC Media Opt-Out Form for Vulnerable Adults” (Attachment 2) or has opted out through a registration form for a special event. Generally, there is not a Media Opt-Out option for public events.

If you witness, hear, or otherwise learn about a violation of this policy, or other situation that may compromise the safety and respectful environment for our vulnerable adults, please inform a Ministry Director and/or the Managing Director.

IV. BULLYING

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying can take various forms, including:

- a. Physical bullying – when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.

b. Verbal bullying – when someone uses words to hurt another, such as by belittling or calling another hurtful names.

c. Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.

d. Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- Sending mean, vulgar, or threatening messages or images.
- Posting sensitive, private information about another person.
- Pretending to be someone else in order to make that person look bad.
- Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying.

VPC will not tolerate bullying of any kind and will take action if bullying should occur. It is acknowledged that bullying typically is intended to harass another; however, some aspects of bullying can cross over to sexual misconduct, and such instances will be subject to that section of the CPP as well as this one.

If bullying is seen and/or reported, the staff or Volunteer that observes the conduct or receives the information will fill out an Incident Report. If the bully is a minor or vulnerable adult, the parent, guardian, or caregiver will be brought into the conversation to be made aware that we will not tolerate the bullying, and, if it occurs again, the minor or vulnerable adult will be subject to appropriate remedial action. If the bully is a Volunteer, the Volunteer will be subject to appropriate action such as to discontinue their volunteer service. The parent, guardian, or caregiver of the minor or vulnerable adult who is bullied will be spoken to by a staff member. Actions to support the minor or vulnerable adult and their parent, guardian, or caregiver will be taken by a Pastor and/or a counselor, depending on the need.

V. REPORTING AND RESPONDING

The safety and security of minors and vulnerable adults entrusted to our care are of primary importance. This policy is established with the objective to ensure that all minors and vulnerable adults are safe from harm and injury that may be caused by the action or inaction of adults who are charged with their care.

Allegations of Abuse

VPC is committed to complying with the laws addressing abuse and neglect of children and adults. Virginia laws designate individuals in certain occupations and professions as “mandated reporters.” Mandated reporters who know or have reasonable cause to suspect that a child or adult has been or is in immediate danger of being abused or neglected are obligated to report suspected abuse or neglect to the Child Protective Services Hotline or the Adult Protective Services Hotline.

VPC expects all its Employees and Volunteers – not just mandated reporters – to inform the Managing Director immediately of any suspicions of child or adult abuse or neglect. If an allegation or concern is expressed regarding anyone involved in the reporting process, that person shall be omitted from the reporting process. A “VPC Incident Report Form” (Attachment 3) will be filed confidentially with the Managing Director. As needed, the VPC Response Team will develop a “Recommended Plan of Action” (Attachment 5).

VPC recognizes the minister exemption from reporting child and adult abuse or sexual misconduct directed toward a child, set forth in the Virginia Code, Section 63.2-1509 A.19., and toward adults, set forth in the Virginia Code, Section 63.2-1606 A. (in the latter case because “ministers” and other clergy are not among the listed persons acting in their professional capacity who are required to report adult abuse and neglect).

As required under VPC’s Church Protection Policy, VPC’s Pastors must report all other incidents of abuse or sexual misconduct.

Abuse and/or neglect may be imposed by a parent, guardian, or other adult in the minor’s or vulnerable adult’s life, such as an older sibling, relative, or friend of the family. Such abuse or neglect could also be caused by a VPC Employee or Volunteer. In all of these situations, VPC will act in compliance with the law as well as in a manner that is responsive to the needs of the child or vulnerable adult and others involved in the matter.

VPC is committed to acting in compliance with the law. There may exist family circumstances or other factors that may be confidential and therefore not known to all Employees or Volunteers but, if known, must be reported as part of the initial report for the safety of the minor or vulnerable adult. For example, if VPC were notified that one parent or legal guardian has very limited visiting rights and may be inclined to abduct the minor or vulnerable adult should those rights be challenged, VPC would want to make certain that the local department of social services is made aware of the concern of abduction. In addition, on occasion, an incident may occur that, on their own, do not require a report, but when the incident is considered along with other factors establishes a clear picture of inappropriate – or even illegal – conduct and thus would be subject to the mandatory reporting obligations.

Boundary Issues and Other Concerns

Any behaviors that affect the nurturing and safety of minors or vulnerable adults during VPC-sponsored activities that do not fall into the category of abuse or sexual misconduct must be reported. The report shall be made to the appropriate Ministry Director, Pastor, or the Managing Director. A “VPC Incident Report Form” (Attachment 3) shall be filed confidentially with the Managing Director. As needed, the VPC Response Team will develop a “Recommended Plan of Action” (Attachment 5). Custody arrangements and restraining orders will be followed at all times, and a copy of the arrangement or order must be filed with the appropriate Ministry Director.

Confidentiality

For allegations of child or adult abuse or sexual misconduct, and for boundary issues and other concerns, every effort shall be made to protect the identities of the people identified in a report, and all reported concerns shall be kept confidential to the extent allowed by law. Copies shall not be made of any Incident Report Form, unless the names and any identifying information are redacted. The VPC Response Team and Session shall

receive reports with names withheld as appropriate.

Incident Reports and Process

Incident Reports must be completed immediately in the case of any injury on church property or during VPC-sanctioned events offsite, when safety issues arise, when there are concerns regarding inappropriate behavior or boundary-crossing, or when there are suspicions or allegations of abuse or neglect. The Safety & Security Committee will provide oversight and quarterly monitoring of all Incident Reports involving minors and vulnerable adults.

If a report of abuse, sexual misconduct, or boundary-crossing involves minors and/or vulnerable adults, the VPC Response Team will be called upon to develop a “Recommended Plan of Action” (Attachment 5). If an Incident Report concerning a minor or vulnerable adult is determined to be repetitive behavior or indicative of a greater concern, the VPC Response Team will be called upon to review the circumstances and develop a Recommended Plan of Action. The VPC Response Team will report a summary of the Recommended Plan of Action to the full Safety & Security Committee and to Session in redacted form. In addition, the VPC Response Team will work cooperatively with any external investigation process, as applicable.

VPC prohibits retaliation against any Employee or Volunteer who reports a good-faith concern pursuant to this policy and/or participates in an investigation regarding the same.

VI. MAINTAINING A RESPONSIBLE & REDEMPITIVE ENVIRONMENT

At VPC, we seek to live in covenant with God and with one another, and we seek to be a redemptive community to all who participate in ministry here. Known offenders, e.g., persons listed on the sex offender registry (see Virginia Code, Section 9.1-900, Sex Offender and Crimes Against Minors Registry Act) shall receive the normal pastoral care afforded to any congregant. At no time will a known offender be allowed to interact with minors or vulnerable adults.

VII. CODE OF CONDUCT

VPC Pastors, Employees, Church Officers, and Volunteers

- Will endeavor to provide appropriate emotional, physical, and spiritual support and care to any minor and/or vulnerable adult as defined herein.
- Will not verbally, emotionally, physically, spiritually, or sexually abuse any minor or vulnerable adult.
- Will not discipline minors or vulnerable adults by the use of physical punishment or by failing to provide reasonable oversight or care.
- May use physical restraint only in situations necessary to protect a minor, vulnerable adult, or others from harm.
- Will provide supervision and exercise sound judgment to provide as safe an environment as is reasonably possible.
- Will observe the Two-Adult Policy in interactions with minors and vulnerable adults as defined in the “CPP Procedures,” Appendix C – see subsections entitled “Guidelines for Working with Minors” and “Guidelines for Working with Vulnerable Adults.”
- Will not use, possess, or be under the influence of alcohol or illegal drugs, or be impaired by legally prescribed drugs when involved in VPC-sponsored programs.
- Will not smoke or use tobacco during church activities. VPC is a smoke-free facility.

- Will not give individual gifts to VPC minors or vulnerable adults without the knowledge and permission of the parent or legal guardian and the appropriate ministry Employee.
- Will exhibit a Christian lifestyle in and outside of VPC-sponsored activities.

VIII. GLOSSARY

Abuse: a non-accidental injury or pattern of injury to a minor or vulnerable adult inflicted by an adult. Abuse may include, but is not limited to, the following:

- **Emotional Abuse:** a persistent pattern of behavior by an adult that unreasonably endangers the mental health or emotional development of a minor or vulnerable adult. Examples include ignoring, terrorizing, corrupting, constantly criticizing, constantly demeaning, insulting, or withholding love, guidance, or support on a sustained basis.
- **Neglect:** when adults responsible for the well-being of a minor or vulnerable adult fail to provide reasonable care or oversight for the minor or vulnerable adult. Neglect may include, but is not limited to, the adult responsible not providing the minor or vulnerable adult with sufficient food, clothing, or shelter; failing to keep the minor or vulnerable adult reasonably clean; failing to supervise the minor or vulnerable adult appropriately; failing to act reasonably to protect the minor or vulnerable adult from harm by others; or unreasonably withholding medical care.
- **Physical Abuse:** an injury or pattern of injuries inflicted by an adult on a minor or vulnerable adult that is not accidental. These injuries may include, but are not limited to, swelling, bite marks, cuts, bruises, welts, or any similar pattern injury. Physical abuse also includes asphyxiation, bone fractures, burns, imprisonment, or death.
- **Sexual Abuse:** the sexual assault or exploitation of a minor or vulnerable adult by an adult. This includes, but is not limited to, any contact or interaction between a minor or vulnerable adult and an adult where the minor or vulnerable adult is being used for the sexual gratification of the adult or of a third person or where the minor or vulnerable adult is being subjected to sexually explicit materials. Sexual abuse may involve numerous acts over a long period of time or may be a single incident. This behavior may or may not involve touching, such as unwanted hugging, inappropriate holding, kissing, or unwanted sexual advances.
- **Sexual Misconduct:** any act of a sexual nature committed by anyone against a minor or vulnerable adult, including sexual advances, requests for sexual favors, and other verbal or physical conduct including any type of communication of an intimidating, hostile, or offensive nature.
- **Theological Abuse:** using religious references inappropriately and harmfully, for example, to motivate a minor or vulnerable adult to become involved in a particular action or behavior otherwise prohibited above.

Adult: an individual 18 years of age and older (see definition of minor/child).

Adult Protective Services (APS): a state-regulated agency that validates, investigates, and assesses reports of abuse, neglect, and exploitation of adults 60 years of age or older and incapacitated adults age 18 or older.

Biological Sex: the sex of a person determined at birth.

Boundary-Crossing: inappropriate behavior that affects the nurturing and safety of the minors and vulnerable adults under VPC’s protection. This may include, but is not limited to, safety issues, inappropriate language, dress, or behavior, substance abuse, and unwise or unsafe decisions.

Child: (interchangeable with the word “minor”) a person considered a minor under the law of the Commonwealth of Virginia. The Commonwealth of Virginia considers anyone under the age of 18 to be a minor. Those whose mental capacity is that of a minor or who are deemed to be legally incompetent shall also be considered as a minor for the purposes of this policy. Additionally, for the purposes of this policy, protections will apply to all minors through high school, regardless of age.

Childcare: minors 1 month – 3 years old.

Children’s Ministry: minors pre-K – 5th grade.

CPP: Church Protection Policy.

CPP Sub-Committee: the team that reviews the CPP annually to ensure it is updated as needed and approved by the SSC and Session. This team is chaired by a member of the SSC and should include members of program ministries, the office of the Managing Director, and at least one member of the congregation.

Child Protective Services (CPS): a state-regulated agency that validates, investigates, and assesses reports of child abuse and neglect in accordance with state statutes.

Church Officers: Ruling Elders, Deacons, and other officers as prescribed in the Book of Order. They are not Employees of Vienna Presbyterian Church.

Church-Sponsored Activity: any gathering either on or off the VPC campus that is organized by VPC Staff or Volunteers. This includes, but is not limited to, worship, fellowship, retreats, and educational, administrative, pastoral, missional, or recreational events.

Criminal Background Check: an investigation of someone’s past to assess their character and protect our minors and vulnerable adults. Criminal background checks will include all or some of the following: Social Security Number verification, a National Criminal File search, a Federal Criminal search, a State Criminal File search, County Court searches, and any Sexual Offender Registry available from those places where an individual may have worked or lived since attaining majority.

Employee: the comprehensive term for a person who is officially offered and agrees to perform work on a part-time or full-time basis in exchange for compensation and whose wages are reported on a W-2.

Human Resources: the office and/or assigned staff in the office of the Managing Director responsible for implementation of the administrative and personnel requirements prescribed in the Church Protection Policy, assisting staff with any safety issues dealing with minors and vulnerable adults, tracking training and screening for all Volunteers and Employees, maintaining Incident Report Forms and convening the VPC Response Team, if necessary.

Independent Contractor: a person who is officially offered and agrees to perform work or services for VPC in exchange for compensation and whose payment is reported on IRS Form 1099.

Managing Director: the VPC Director with responsibility for overseeing the management, operations, and administration of the church.

Ministry Director: the person responsible for planning, developing, and overseeing their respective program at VPC. Examples include the Life Group and Education Director, the Children’s Ministry Director, the Youth Ministry Director, the Preschool Director, the Missions Director, and the Worship Director.

Ministry Manager: a person who is responsible for the day-to-day operation of their respective program and who reports to a Ministry Director. Examples include the Childcare Manager, the ESOL Manager, and the Welcome, Fellowship, and Volunteer Manager.

Volunteer: the term used for those who provide services for minors and/or vulnerable adults without benefit or compensation.

Ministry Safe: the VPC-approved sexual abuse prevention training curriculum. Through the Ministry Safe program, adults and minors 14 years old and up are trained in safe and appropriate boundaries and to recognize the dangers and warning signs of abuse. They are also trained on ways to prevent abuse, on the methods of properly reporting suspicions of abuse, and on how to respond to allegations of abuse. This training is required bi-annually.

Ministry Staff Leader: a person who is a Ministry Director or Ministry Manager responsible for their respective program.

Minor: (interchangeable with the word “child”) a person considered a minor under the law of the Commonwealth of Virginia. The Commonwealth of Virginia considers anyone under the age of 18 to be a minor. Those whose mental capacity is that of a minor or who are deemed to be legally incompetent shall also be considered as a minor for the purposes of this policy. Additionally, for the purposes of this policy, protections will apply to all minors through high school, regardless of age.

Pastor: a minister of the Word and Sacrament who is called to serve in a particular congregation.

Plan of Action: specific strategies prepared by the VPC Response Team during the review of an Incident Report to improve behaviors or situations. The Plan of Action should include information relevant to how the incident should be handled as well as recommended next steps. The VPC Response Team will review the “Recommended Plan of Action” (Attachment 5) after 90 days to evaluate its effectiveness and will report back to the SSC.

Safety & Security Committee (SSC): a committee whose members are approved by Session and that is charged to enhance the safety and security of Vienna Presbyterian Church and to ensure a reasonably safe and secure environment for minors and vulnerable adults. The SSC will name a Ruling Elder who will Chair and initiate the VPC Response Team when needed.

Session: the body of Elders who govern VPC. Session is made up of Ruling Elders (elected church members) as well as Teaching Elders (Pastors).

Student Leadership Team: middle and high school students who have applied and been accepted to be leaders within the Youth Ministry.

VPC Response Team: a team of individuals responsible for reviewing Incident Reports that allege abuse or neglect and/or a boundary-crossing incident and creating a Plan of Action. The VPC Response Team shall consist of at least one Pastor, a Ministry Director, the Managing Director, a Ruling Elder who is either a member of the Safety & Security Committee or a Ruling Elder who is serving as liaison to Children's and Youth Ministries, and up to two selected members of the Safety & Security Committee, with legal counsel to be available for consultation. A Ruling Elder shall chair the VPC Response Team. If there is not a Ruling Elder who is either a member of the Safety & Security, and Committee or a Ruling Elder who is serving as a liaison to Children's and Youth Ministries, the Session Executive Committee will appoint another Elder to serve as Response Team Chair.

Vulnerable Adult: a person 18 years of age or older with a functional or mental inability to care for himself/herself or protect himself/herself against significant harm or exploitation.

Youth Employee: a minor, age 16–17 (and 18-year-olds still in high school), who is employed by VPC and approved to work with minors and/or vulnerable adults. A Youth Employee does not count as an adult in the Adult/Minor ratio.

Youth Ministry: minors in 6th – 12th grade.

Youth Volunteer: a minor, age 12–17 (and 18-year-olds still in high school), who is approved by the relevant Ministry Director to be a Volunteer or work with minors and/or vulnerable adults. A Youth Volunteer does not count as one of the adults for purposes of the Two-Adult Policy. A Youth Volunteer must be at least 12 years old to serve in Children's Ministry and at least 14 years old to serve in Childcare.

Appendix A – CPP Acknowledgment Form

**Vienna Presbyterian Church (VPC)
Church Protection Policy
Acknowledgment Form**

I acknowledge that I have received a copy of the VPC Church Protection Policy (CPP), adopted by Session in July 2021 (updated August 2022). I have read the CPP and understand the policy and procedures. If there is any policy or procedure in the CPP that I do not understand, I will seek clarification from Human Resources.

I agree to abide by the principles and policies described in the VPC Church Protection Policy. I understand that failure to do so could lead to action up to and including discontinuation of my VPC Volunteer services or termination of VPC employment. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

Please sign and date this form and return it to your Ministry Leader.

Signature: _____

Name (Printed): _____

Date Signed: _____

Appendix B – Screening and Training for Employees and Volunteers

See CPP Section I, Purpose, Applicability, & Scope

Employee Screening

Please see the VPC Employee Manual for screening procedures. Any candidate for employment who has a past conviction or is pending civil or criminal proceedings involving an allegation of child or adult abuse, neglect, or sexual misconduct shall not be employed by VPC. Any candidate who has been listed on the sex offender registry shall not be employed by VPC.

Volunteer Screening

Adult and youth Volunteers who have been active participants at VPC for six months or longer may serve with minors or vulnerable adults as defined in the CPP by submitting to a screening process, which consists of the following:

- Completing a “Volunteer Application Form” (Attachment 6) that includes three references.
- Completing VPC-approved sexual abuse prevention training prior to serving as a Volunteer.
- Interviewing with the appropriate ministry staff.
- Passing a criminal background check (to be repeated every three years) for applicants age 18 and older.

With ministry manager approval, prospective Volunteers may observe a class or event up to two times prior to completion of the screening process. During the observation period, the prospective Volunteer does not count towards the Two-Adult Policy. Observation periods are not permitted on overnight events. Any candidate for Volunteer service who has a past conviction or pending civil or criminal charges involving an allegation of child or adult abuse, neglect, or sexual misconduct shall not be allowed to serve as a Volunteer at VPC. Any candidate for Volunteer service who has been listed on the sex offender registry shall not be allowed to serve as a Volunteer at VPC.

Independent Contractors

Any contractors hired by VPC who have direct involvement, e.g., supervision, oversight, with minors or vulnerable adults shall be required to read the CPP and sign the “CPP Acknowledgment Form” (Appendix A) prior to serving under their contract. VPC reserves the right to request a criminal background check. If, through a requested background check or another method of verification, VPC discovers that an independent contractor is listed on the sex offender registry, that contractor shall not be retained by VPC.

Leaders of Non-VPC Sponsored Groups and Events Using VPC Facilities

Leaders of outside groups using VPC facilities must review the CPP and sign the “CPP Acknowledgement Form” (Appendix A) annually. The Managing Director will send the CPP to such leaders and collect the signed CPP Acknowledgement Form from them. This includes any group or activity in which minors, as defined herein, participate, but it does not include weddings or funerals. VPC reserves the right to request a criminal background check on leaders of non-VPC-sponsored groups and events using VPC facilities.

Camps, Annual and Special Events, Retreats, and Mission Projects

The parent or legal guardian of a minor attending a camp or Summer Mission Project may do so after completing the screening process as stated above. Parents or legal guardians who are unable to fulfill the

requirement of at least six months of affiliation with VPC must prove involvement with another church for a minimum of six months and have a reference check completed by their current Pastor.

Tracking for Screening

The Managing Director has overall responsibility for ensuring that all applicable screening steps are completed for Volunteers and Employees. The Managing Director maintains oversight of tracking compliance and retains relevant documents for all Employees. Ministry Managers are responsible for ensuring that their Volunteers are in compliance with screening requirements prior to serving and for collecting relevant documents from their Volunteers.

Training For Employees and Volunteers

VPC-approved sexual abuse prevention training (e.g., Ministry Safe) for Employees and Volunteers must be completed every two years. Ministry-specific training to ensure continued awareness of these matters should be completed annually.

Pastors

Pastors are responsible for understanding the content of the CPP and having a general knowledge of the related procedures.

- Pastors must be thoroughly familiar with the reporting procedure and their role in it (see “Reporting and Responding,” below).
- Whenever they are unavailable, Pastors must communicate to staff the person who is their designee for reporting purposes.
- Pastors must complete the VPC-approved sexual abuse prevention training prior to installation, unless they have completed the training within the previous two years. Pastors must repeat sexual abuse prevention training at least every two years.

Human Resources (HR)

Under the supervision of the Managing Director, staff assigned HR responsibilities will stay current regarding the requirements of the law, the Presbytery, and VPC’s insurance carrier to track compliance by adhering to the following guidelines:

- Conduct Church Protection Policy training as necessary, but no less often than annually, to keep the staff informed about this policy and any adjustments to it.
- Work with Ministry Directors and Managers to ensure that the CPP procedures comply with applicable law and policy.
- Oversee and track compliance with training requirements.
- Ensure all Employees, church officers, Volunteers, and Pastors complete sexual abuse prevention training every two years.

Ministry Staff Leaders

Ministry Staff Leaders (i.e., Directors and Managers) are to conduct annual ministry-specific training for their respective Volunteers. This training includes an overview of the entire CPP and its procedures as they apply to each ministry, as well as other information necessary to carry out programming. The applicable Ministry Staff Leaders are responsible for tracking annual ministry-specific training of their Volunteers. Ministry Staff Leaders are responsible for ensuring that their Volunteers are in compliance with the CPP and its procedures as they apply to each ministry.

Employees

Employees are responsible for understanding the content of the CPP and how to execute its procedures.

- Employees should be trained to be aware of who the designee is for the Managing Director, Pastors, and Ministry Directors for reporting purposes as well as how to complete a “VPC Incident Report Form” (Attachment 3).
- Employees should be able to answer questions about the CPP or refer questions to the appropriate ministry staff.
- All Employees must complete VPC-approved sexual abuse prevention training within the first week of filling a position, unless they have completed the training within the previous two years. Employees must repeat sexual abuse prevention training at least every two years. Additional training requirements may be imposed as appropriate.
- Employees must be thoroughly familiar with the “Reporting and Responding Procedures,” below, and their role.
- Employees will be trained in additional areas specific to their ministry.

Church Officers

Church officers must complete VPC-approved sexual abuse prevention training prior to installation, unless they have completed the training within the previous two years. Church officers must repeat sexual abuse prevention training prior to starting a new term. Additional training requirements may be imposed as appropriate. Church officers must be thoroughly familiar with the “Reporting and Responding Procedures,” below.

Adult Volunteers and Youth Volunteers

Volunteers 14 years old and up must complete VPC-approved sexual abuse prevention training prior to becoming a Volunteer, unless they have completed the training within the previous two years. Volunteers must repeat sexual abuse prevention training at least every two years. Additional training requirements may be imposed as appropriate. In addition to sexual abuse prevention training, Volunteers shall attend annual training for their respective ministries, which includes a review of the CPP and CPP Procedures as they apply to the ministry, as well as other information necessary to carry out programming. Adult Volunteers serving in Children’s and Youth Ministries may be added as a “leader” in groups on Realm. Non-adult Youth Volunteers may not be added as a “leader” in groups on Realm. Instead, these Volunteers may be added as a “guest” or a “member” in Realm groups.

Annual Safety Training

Minors in kindergarten through 12th grade and parents will receive age-appropriate annual safety training, including, but not limited to, training on fire safety, tornado safety, and CPP policies and procedures (i.e., the two-adult policy, the technology policy, etc.). The Children’s Ministry Director and Youth Ministry Director are responsible for scheduling this training. Parents will be notified a month or more in advance of the scheduled training, and the content must be made available for them to review.

Appendix C – Guidelines for Working with Minors
See CPP Section II, Appropriate Interactions with Minors

1. Adult/Minor Ratios

VPC adheres to the following minimum adult-to-minor ratios:

Birth–12 months	1:4
12 months–24 months	1:5
2 years	1:6
3 years–6 years	1:10
7 years–12 years	1:15
12 years–18 years	1:20

The ratios are provided to guide staffing and do not negate the Two-Adult Policy.

2. Two-Adult Policy

Safe practices are to be observed to the highest degree possible when working with minors at VPC-sponsored events. The Two-Adult Policy means at least two non-related adult Employees and/or Volunteers must supervise all VPC-sponsored programs, classes, or events, whether on or off campus or in-person or online. The adults should be in sight of each other at all times. An Employee or Volunteer must never be alone with an unrelated minor without another minor, Volunteer, or Employee present. If a leader finds himself/herself alone with one minor for a ministry activity that was planned for a group, the activity should be canceled and the parent notified. Related adults may serve together and fulfill the Two-Adult Policy with Children’s Ministry Director or Youth Ministry Director documented approval. When online, adult Volunteers must not admit any minor until two vetted adults are present in the online meeting.

The purpose of the Two-Adult Policy is to ensure the actions of any one leader are known to at least one other leader. The policy is designed for the safety of adults as well as minors and vulnerable adults, and it is required across all ministry areas with few exceptions (as noted below).

3. Exceptions to the Two-Adult Policy

One leader should never be alone with one minor or with a group of minors, whether in-person or online, except in prearranged and approved meetings. One-on-one meetings pertaining to a VPC-sponsored activity or any activity on VPC property may include, but are not limited to, music lessons, tutoring, mentoring, and small groups. The following rules apply when engaging in a one-on-one meeting with a minor or a group of minors:

- **Communicating with other ministry staff** – Before the meeting, the leader must provide the Ministry Manager (or designee) with the name of the minor(s), date and time of the meeting, location, information on whether the minor will be driven (see “Transportation Requirements for

Minors and Vulnerable Adults,” below) by the adult leader, and information on how parental permission was obtained from a parent or legal guardian.

- ***Meeting in a visible and/or public location*** – Meetings should take place in a public place (e.g., coffee shop, restaurant, visible park area) or in a visible area within the church building, which has an unobstructed window or open door (see “*Public Areas on VPC Campus,*” below).
 - If a public area is not available, the leader must arrange for a third individual to be at the meeting (e.g., accompanist, the minor’s friend, the minor’s parent). If the third individual is an adult, they may sit outside the door of where the meeting is taking place.
 - If a third individual cannot be secured for the one-on-one meeting not occurring in a public area, then the meeting must be canceled. (Please note that VPC does not recognize any financial responsibility for lost wages.)
- ***Meeting online*** – If meeting online, the adult must obtain written parental permission and forward same to a Ministry Staff Leader (see “Youth Ministry Student Leadership Guidelines for Social Media Use,” below).
- ***Ongoing one-on-one meetings*** – Ministry Staff Leaders and Volunteers may obtain parental permission to meet regularly with minors one-on-one (following the guidelines above) if a parent completes and submits a “Permission Form for One-on-One Student/Leader Meetings” (Attachment 8). A parent also may cancel at any time through written communication.
 - If the meeting involves adults or minors that are not involved with VPC, such as in the case of music lessons, the following guidelines must be followed:
 - Provide the legal guardian of the minor a copy of the VPC Church Protection Policy for their review and obtain a signed copy of the “Permission Form for One-on-One Student/Leader Meetings” (Attachment 8).
 - Encourage the parent or legal guardian to stay for the lesson/meeting.
 - Request a public room assignment from the VPC Operations/Systems Manager.
- ***Unplanned situations with only one adult*** – Occasionally, leaders will find themselves without another adult present due to unforeseen circumstances. If two or more minors are present, supervision by one adult is acceptable by adhering to the following guidelines:
 - The leader should immediately inform the Ministry Manager about the situation and include information about the location and who is present. The Ministry Manager will advise the adult leader about what to do (e.g., cancel the activity, proceed with the activity, notify parents). The adult leader should also immediately contact the Ministry Manager if the second adult leader arrives or when the minors have been released from the activity to their parents.
 - Meetings should take place in a visible area within the church building, which has an unobstructed window or open door (see “*Public Areas on VPC Campus,*” below). The group leader should be in sight of the entrance so that they are visible from outside the room.

Public Areas on VPC Campus

- Sanctuary
- Gathering Space
- Fellowship Hall
- Community Room
- Conference Room #1 (2nd Floor)
- Office Reception Area (2nd Floor)
- Activity Center (3rd Floor)
- Outside of the Building

4. Minors Serving as Youth Volunteers or Youth Employees

We encourage minors to serve as Youth Volunteers or Youth Employees. However, a Youth Volunteer or Youth Employee will not count as one of the adults under the Two-Adult Policy. A Youth Volunteer must be at least 12 years old to serve in Children’s Ministry and at least 14 years old to serve in Childcare. A Youth Employee must be at least 16 years old to serve in Children’s Ministry and at least 16 years old to serve in Childcare.

5. Restroom Use for Minors Third Grade and Under

- Employees and Volunteers should encourage parents to have their minors use the restroom before and after class.
- If a minor in third grade or under must use the restroom during Sunday school, they should go to the restroom with a peer and one Employee or Volunteer whenever possible.
- The Employee or Volunteer who accompanies minors to the restroom should ensure that suspicious or unknown individuals are not occupying the restroom prior to allowing minors to use the facilities. The Employee or Volunteer will wait for the minors in the public area outside of the restroom, and when the minors emerge, all will return to class together.
- It is permissible for the remaining Employee or Volunteer to remain in the class space with multiple minors for the duration of the restroom visit; they may call on a Children’s Ministry Employee who may be floating from room to room to assist with restroom supervision.
- Employees and Volunteers assisting minors younger than age five should leave the doors to the facility ajar. If using a single-stall restroom, the bathroom door may be closed at the request of the minor, but at all times the Employee or Volunteer must stand outside of the bathroom door.

Special Events at VPC

Restroom procedures for special events may be modified. However, any such procedures must reflect the intent of the CPP never to have a single Employee or Volunteer alone with an unrelated minor in a non-public space, to make sure restrooms are safe for the minor to enter, and to provide a comprehensively safe experience throughout the event, including restroom use.

Off-campus VPC-Sponsored Activities

Restroom procedures for off-campus VPC-sponsored activities may be modified. However, any such procedures must reflect the intent of the CPP never to have a single Employee or Volunteer alone with an unrelated minor in a non-public space, to make sure restrooms are safe for the minor to enter and exit, and to provide a comprehensively safe experience throughout the event, including restroom use.

6. Sign-In and Sign-Out Procedures

The sign-in and sign-out procedures utilized by VPC are designed to ensure the safety of each minor.

Childcare Wing

- New families will be entered into VPC's database system.
- Returning families will use the check-in electronic kiosk to print a name and security code label.
- If the parent does not have a cell phone, the parent will receive a pager.
- If a minor arrives before the manager on duty arrives or if there is only one Volunteer in the room, the minor may not be dropped off until the manager arrives or the room is sufficiently staffed.
- Minors may not be left alone or with only one Volunteer.
- A parent or legal guardian, or related family member who is in 4th grade or above, must drop off and pick up the minor.
- The claim check with the printed security code that matches the minor's tag is required for pick-up. When a parent arrives to pick up his/her minor, compare the minor and parent's security code on the label and ensure they are a match; the label does not need to be collected during pick-up.

Learning Communities

Attendance is to be recorded for minors, as well as for Volunteers, so that a record of all persons present for each class is maintained.

Pre-Kindergarten through 3rd Grade

- A parent/guardian or related family member who is in 4th grade or above may bring their minor/minors to the check-in station where he/she will be electronically checked in. A nametag and a security label will be given to the registered parent(s)/guardian(s) of these minors.
- Unregistered guests or members will be added to VPC's database system during check-in and will receive a nametag and security label for their minor(s).
- At the end of class, adult leaders should work together to ensure that all minors are released to a parent/guardian or of-age related family member who has the matching security label. At the beginning and end of class, a designated Volunteer is responsible for overseeing the check-in and check-out process.

4th Grade and Above

- In grades 4 through 12, participants may check themselves in and out of class. Families should be encouraged to have a designated meeting spot.

Other Ministry Programs and Events

Attendance is to be recorded for minors, Volunteers, and/or Employees so that a record of all persons present for each session is maintained.

Pre-Kindergarten through 3rd Grade

- Participants and guests are to be electronically checked-in and claimed by a parent, legal guardian, or related family member who is in 4th grade or above.
- The minor may be released to the parent, legal guardian, or related family member who presents the security label that matches the minor.
- At the end of the program/event, adult leaders should work together to ensure that no minor leaves a classroom unless a parent/guardian or of-age family member presents the matching security label.
- Any minor whose name does not appear on the event list will be added to VPC's database system during check-in and will receive a nametag and security label.

4th Grade and Above

- In grades 4 through 12, participants may sign themselves in and out.

7. Online Meetings

When offering online ministry, attendance will be recorded in Realm and does not require any check-in procedures as noted above for in-person classes. Registration is required before joining an online meeting.

All participants are required to have their video on when entering the online meeting to ensure they are who they say they are. If the minor does not have their video on, the leader will request that they turn on their video to confirm their identity. If they refuse or do not respond, they will be removed from the meeting. Online ministry gatherings may be recorded.

8. Publishing Personal Information and Photos

Parents are to be given the opportunity to opt out their minor from being featured in photos, videos, or audio recordings, or from being identified by name in print and/or digital media. This may be done by completing a "VPC Media Opt-Out Form for Minors" (Attachment 1) and submitting it to the appropriate ministry Employee. The opt-out option is to be presented to parents annually at the beginning of the school year or as new minors register for programs.

Parents will also be given the opportunity to opt their minor out of print and/or digital media on the registration form for a specific event/program. If the minor is opted out of print and/or digital media on an event registration form, the opt-out only applies to that special event/program.

VPC cannot control the disclosure or use of photographs or video at events that are open to parents and community members.

9. Guidelines for Electronic Communications with Minors

Official VPC social media outlets are those bearing the branding of VPC and organized for broad communications. These groups are created and utilized by VPC Staff and include, but are not limited to, Realm, Facebook, Instagram, and YouTube. All communications using VPC social media are to be focused on church-related events and are not intended for Employee or Volunteer personal communications or agendas.

- Electronic communications must have at least two vetted adults included or the minor’s parent and one vetted adult.
- If a minor messages, texts, or emails an adult without a third individual included, the adult must always respond by adding a second adult to the thread or beginning a new thread with the second adult included.
- Passwords for all VPC social media accounts should be stored on file with the office of the Managing Director so that they may be retrieved at any time. All official VPC social media accounts should use strong passwords.
- Through any social media platform (e.g., Facebook, Instagram, Twitter), “Friend” requests between an adult and a minor may only be initiated by the minor.
- If an adult wishes to contact a minor by phone call, they must first obtain written permission from a parent (email permission is acceptable).
- Adult leaders of groups and former minor members should be immediately removed from any applicable official VPC social media outlets, Realm Groups, etc., when they move, leave their position, are no longer a member of the group, or are no longer eligible to participate because they “aged-out” of a program. Individual relationships (“friends”) are managed at the discretion of those individuals after amicable departure.
- The Youth Ministry Director should maintain a list of active groups. Volunteers creating groups for the purpose of ministry are to notify Youth Ministry Employees of the groups.
- Mobile phone numbers and email addresses for minors may not be shared with others unless the minor has specifically granted consent for their contact information to be shared. (See “*Guidelines for Emailing Minors*,” below, for guidance on sharing of emails within group communications.)
- VPC adult leaders are prohibited from using any social media that deletes the record of interaction (e.g., Snapchat) when ministering to minors.
- Minors should be made aware of these guidelines and how to report concerns.

Guidelines for Emailing Minors

- Emails sent to minors from VPC Staff must include complete sender identification such as an identifying signature that includes name, official title (if applicable), as well as the church name.

- Employees may only send email to minors using VPC email accounts and must retain email communication with minors for a minimum of three years. Personal email accounts may not be used to communicate with minors except in cases of emergency or when VPC email is unavailable.
- VPC Volunteers may communicate with minors via their personal email accounts provided they have a second vetted adult or parent included in the communication.
- VPC may include your minor’s email address in large group communications in which the email address will be visible to others. VPC will assume that it has your permission to do so. If you do not wish for your minor’s email to be shared in group communications, please request that their email address be removed from our Realm database.
- *Please note: VPC cannot control if other minors or parents share your minor’s email address.*

10. Youth Ministry Student Leadership Guidelines for Social Media Use

Guidelines for Social Media Account Use:

- Student Leadership Team members are not to use the Direct Messaging (DM) feature while signed into the VPC Youth Ministry account. If a DM is received on the account, a Ministry Staff Leader will respond as needed in accordance with the “*Guidelines for Electronic Communications with Minors,*” above. If the DM comes from an adult, a Ministry Staff Leader will reply directly.
- All content uploaded by the Student Leadership Team must be submitted to a Ministry Staff Leader for approval via email or text message (see “*Guidelines for Electronic Communication with Minors,*” above) before posting.
- The Instagram account username and password are not to be shared with anyone outside of the Student Leadership Team and Ministry Staff Leaders.

11. Overnight Events/Trips

All overnight or off-property activities sponsored by VPC require the approval of the Children’s Ministry Director or Youth Ministry Director, as applicable. Transportation policies for minors shall be followed for all off-campus events (see “*Transportation Policies for Minors and Vulnerable Adults,*” below).

Permission slips, including medical release information, shall be used for all off-site events. The Ministry Manager will verify that the form has been completed and is on file prior to the activity.

The written permission of the parent or legal guardian is required for a minor to leave an overnight activity prior to its scheduled termination time or to leave with anyone other than his or her parent or guardian.

When the group includes both males and females, and stays overnight, both male and female adults must be present. At least two vetted adults (one man and one woman) shall supervise all groups of

minors on off-campus events except when transporting in private cars. In that instance, there may be one adult with at least two minors in the car. The two-adult rule does not apply in parent-child relationships or in emergency situations where transporting a minor to receive medical attention is the top priority.

Care will be taken to ensure that there is a clean, safe environment provided for sleeping, showering, bathing, dressing, and all other necessities associated with being away for a period of time. Adults must always respect the privacy of minors and each other. Likewise, minors must respect the privacy of adults and each other. If swimming is a part of the schedule, appropriate swim attire shall be worn by both minors and adults. Both minors and adults shall wear appropriate sleeping apparel. Curfews must be established and adhered to by all participants.

Sleeping areas and access to bathroom facilities should be segregated between biological males and biological females. At no time will a minor or adult be allowed in the sleeping quarters or bathrooms of the opposite biological sex, except in the case of emergencies. Every sleeping unit, no matter the type, should have either two adults of the same biological sex as the minors, or no adults assigned to it. In the rarest of cases, when only one adult is available, the sleeping unit must have at least two minors of the same biological sex as the adult. Adults are not allowed to share a bed with a minor unless it is their own child. If separate bathroom facilities are not available, times for male and female and minors/adults use should be scheduled and posted.

In booking hotel rooms, reservations should be made, if possible, with all rooms on the same floor or location in the hotel. Adjacent rooms allow for enhanced supervision and safety and will be requested if available.

No minor(s) should be allowed to leave the premises without authorized and appropriate adult supervision. Youth couples will be under direct supervision at all times.

Minors who identify differently than their biological sex will be accommodated separately on a case-by-case basis.

12. Transportation Requirements for Minors and Vulnerable Adults

Volunteers and Employees should not transport minors or vulnerable adults without the presence of another individual. However, vulnerable adults (e.g., the Friendship Class) may practice adapted procedures for transportation on a case-by-case basis.

Per VPC's insurance carrier's current parameters, drivers of insured, owned vehicles, as well as non-owned or hired 12- to 15-passenger vans, must meet the following minimum qualifications:

- Not have any alcohol- or drug-related violations for the prior five years.
- Have a valid U.S. driver's license.
- Be 25–70 years old or, if a staff member, be 21–70 years old. An exception for drivers over the age of 70 may be made after obtaining a copy of the individual's Motor Vehicle Record (MVR)

from the DMV and a completed Physician's Report of Driver Fitness. The office of the Managing Director will share the information with VPC's insurance provider to determine if the driver is eligible.

- Have no major moving violations for the prior three years.
- Have no more than one at-fault accident for the prior three years.
- Employees and Volunteers driving their privately owned vehicle for VPC activities are required to carry personal auto liability coverage, with coverage no less than required by the Commonwealth of Virginia.

When a Volunteer or Employee drives minors or vulnerable adults on behalf of VPC, they must abide by the following safe practices:

- The number of passengers shall not exceed the number of seatbelts.
- Each person is required to wear a seatbelt.
- There must be adequate space for luggage and equipment, which is stowed securely.
- Cell phone use, including hands-free devices and texting, is prohibited while driving.
- Alcohol and drug use is prohibited.

VPC reserves the right of final approval for all drivers. VPC will provide and/or approve transportation for all planned events (e.g., Summer Mission Projects (SMP), Youth Ministry small group events).

Tracking for Transportation

Any Volunteer who drives minors or vulnerable adults, as defined in the CPP, on behalf of VPC for special events must complete the "VPC Driver Screening Form" (Attachment 7) for each event and submit it to the office of the Managing Director.

The Managing Director has overall responsibility for the following:

- Oversight of tracking drivers' forms.
- Oversight of tracking approved drivers.
- Retaining relevant documents for all Employees and Volunteers.

Ministry Managers are responsible for ensuring that their Volunteers comply with VPC's transportation policies and procedures.

Appendix D - GUIDELINES FOR WORKING WITH VULNERABLE ADULTS

See CPP Section III, Appropriate Interactions with Vulnerable Adults – In-Person and Digital

1. Two-Adult Policy

Safe practices are to be observed to the highest degree possible when working with vulnerable adults at VPC-sponsored events. The Two-Adult Policy means at least two non-related adult Employees and/or Volunteers must supervise all VPC-sponsored programs, classes, or events whether on or off campus. The adults should be in sight of each other at all times. An Employee or Volunteer must never be alone with an unrelated vulnerable adult without another Volunteer or Employee present. If a leader finds himself/herself alone with one vulnerable adult for a ministry activity that was planned for a group, the activity should be canceled and the parent or caregiver notified. Related adults may serve together and fulfill the Two-Adult Policy with Life Group and Education Director documented approval. When online, an adult Volunteer must not admit any vulnerable adult until two vetted adults are present in the online meeting.

The purpose of the Two-Adult Policy is to ensure the actions of any one leader are known to at least one other leader. The policy is designed for the safety of adults as well as minors and vulnerable adults, and it is required across all ministry areas with few exceptions.

2. Exceptions to the Two-Adult Policy

One leader should never be alone with one vulnerable adult or with a group of vulnerable adults, whether in-person or online, except in prearranged and approved meetings. One-on-one meetings pertaining to a VPC-sponsored activity or any activity on VPC property may include, but are not limited to, music lessons, tutoring, mentoring, and small groups. The following rules shall be followed when engaging in a one-on-one meeting with a vulnerable adult or a group of vulnerable adults:

- ***Communicating with other ministry staff*** – Before the meeting, the leader must provide the Ministry Manager (or designee) with the name of the vulnerable adult(s), date and time of the meeting, location, information on whether the vulnerable adult will be driven (see Transportation Requirements for Minors and Vulnerable Adults,” below) by the adult leader, and information on how permission was obtained from a parent, caregiver, or legal guardian.
- ***Meeting in a visible and/or public location*** – Meetings should take place in a public place (e.g., coffee shop, restaurant, visible park area) or in a visible area within the church building, which has an unobstructed window or open door (see “*Public Areas on VPC Campus*” below).
 - If a public area is not available, the leader must arrange for a third individual to be at the meeting (e.g., accompanist, the vulnerable adult’s parent, a caregiver, or a legal guardian). If the third individual is an adult, they may sit outside the door of where the meeting is taking place.

- If a third individual cannot be secured for the one-on-one meeting not occurring in a public area, then the meeting must be canceled. (Please note that VPC does not recognize any financial responsibility for lost wages.)
- **Meeting online** – If meeting online, the adult must obtain written permission from a parent, caregiver, or legal guardian and forward it to a Ministry Staff Leader (see “Youth Ministries Student Leadership Guidelines for Social Media Use” above).
- **Ongoing one-on-one meetings** – Ministry Staff Leaders and Volunteers may obtain permission to meet regularly with a vulnerable adult one-on-one (following the guidelines above) if a parent, caregiver, or legal guardian completes and submits a “Permission Form for One-on-One Vulnerable Adult/Leader Meetings” (Attachment 9). A parent, caregiver, or legal guardian also may cancel at any time through written communication.
 - If the meeting involves adults or vulnerable adults that are not involved with VPC, such as in the case of music lessons, the following guidelines must be followed:
 - Provide the parent, caregiver, or legal guardian of the vulnerable adult with a copy of the Church Protection Policy for their review and obtain signed copy of the “Permission Form for One-on-One Vulnerable Adult/Leader Meetings” (Attachment 9).
 - Encourage the parent, caregiver, or legal guardian to stay for the lesson/meeting.
 - Request a public room assignment from the VPC Operations/Systems Manager.
- **Unplanned situations with only one adult** – Occasionally, leaders will find themselves without another adult present due to unforeseen circumstances. If two or more vulnerable adults are present, supervision by one adult is acceptable by adhering to the following guidelines:
 - The leader should immediately inform the Ministry Manager about the situation and include information about the location and who is present. The Ministry Manager will advise the adult leader about what to do (e.g., cancel the activity, proceed with the activity, and notify the parent/caregiver/legal guardian). The adult leader should also immediately contact the Ministry Manager if the second adult leader arrives or when the vulnerable adults have been released from the activity to their parent/caregiver/legal guardian.
 - Meetings should take place in a visible area within the church building, which has an unobstructed window or open door (see “Public Areas on VPC Campus”, below). The group leader should be in sight of the entrance so that they are visible from outside the room.
- **Restroom Use:** One adult leader may be alone with one vulnerable adult if the vulnerable adult’s parent, caregiver, or legal guardian has expressly indicated through written permission that the vulnerable adult needs assistance and/or supervision in the restroom. Otherwise, an adult leader escorting a vulnerable adult to the restroom should wait outside of the restroom.

Public Areas on VPC Campus

- Sanctuary
- Conference Room #1 (2nd Floor)

- Gathering Space
- Fellowship Hall
- Community Room
- Office Reception Area (2nd Floor)
- Activity Center (3rd Floor)
- Outside of the Building

3. Vulnerable Adults Serving as Volunteers or Employees

We encourage vulnerable adults to serve as Volunteers or Employees. However, a vulnerable adult Volunteer or Employee will not count as one of the adults under the Two-Adult Policy.

4. Restroom Use for Vulnerable Adults

- If a vulnerable adult needs to use the restroom during ministry gatherings and requires continuous supervision, an Employee or Volunteer of the same gender (if possible) will escort them to and from the restroom.
- The Employee or Volunteer will wait in the public area outside of the restroom for the individual, and when the individual emerges, all will return to class together.

Special Events at VPC

Restroom procedures for special events may be modified. However, they must reflect the intent of the CPP never to have a single Employee or Volunteer alone with an unrelated vulnerable adult in a non-public space, to make sure restrooms are safe for the vulnerable adult to enter, and to provide a comprehensively safe experience throughout the event, including restroom use.

Off campus VPC-Sponsored Activities

Restroom procedures for off-campus VPC-sponsored activities may be modified. However, they must reflect the intent of the CPP never to have a single Employee or Volunteer alone with an unrelated vulnerable adult in a non-public space, to make sure restrooms are safe for the vulnerable adult to enter and exit, and to provide a comprehensively safe experience throughout the event, including restroom use.

5. Sign-In and Sign-Out Procedures

The sign-in and sign-out procedures utilized by VPC are designed to ensure the safety of each vulnerable adult. **Learning Communities and Other Ministry Programs and Events**

Attendance is to be recorded for vulnerable adults, Volunteers, and/or Employees so that a record of all persons present for each session is maintained. Participants may check themselves in and out of class.

6. Online Classes/Programs

When offering online ministry, attendance will be recorded in Realm and does not require any check-in procedures as noted above for in-person classes. Registration is required before joining an online meeting.

All participants are required to have their video on when entering the online meeting to ensure they are who they say they are. If a vulnerable adult does not have their video on, the leader will request that they turn on their video to confirm their identity. If they refuse, they will be removed from the meeting.

Online ministry gatherings may be recorded. Saved recordings will be uploaded to a password-protected VPC online storage location.

7. Publishing Personal Information and Photos

Parents, caregivers, legal guardians, or vulnerable adults themselves are given the opportunity to opt out from being featured in photos, videos, or audio recordings, or from being identified by name in print and/or digital media. This may be done by completing a “VPC Media Opt-Out Form for Vulnerable Adults” (Attachment 2) and submitting it to the appropriate ministry Employee. The opt-out option is to be presented to parents, caregivers, legal guardians, and/or vulnerable adults annually at the beginning of the school year or as new vulnerable adults register for programs.

Parents, caregivers, legal guardians, or vulnerable adults themselves are to be given the opportunity to opt out of print and/or digital media on the registration form for a specific event/program. If the vulnerable adult is opted out of print and/or digital media on an event registration form, the opt-out only applies to that special event/program.

VPC cannot control the disclosure or use of photographs or videos at events that are open to parents, caregivers, legal guardians, and/or community members.

8. Guidelines for Electronic Communications with Vulnerable Adults

Official VPC social media outlets are those bearing the branding of VPC and organized for broad communications. These groups are created and utilized by VPC Staff and include, but are not limited to, Realm, Facebook, Instagram, and YouTube. All communications using VPC social media are to be focused on church-related events and are not intended for Employee or Volunteer personal communications or agendas. Employees and Volunteers will contact the counselor of incoming ministry gathering participants to determine the appropriate channels of communication.

- Electronic communications with vulnerable adults must have at least two vetted adults included or the vulnerable adult’s parent, caregiver, or legal guardian and one vetted adult included.
- If a vulnerable adult messages, texts, or emails an adult without a third individual included, the adult must always respond by adding a second adult to the thread or beginning a new thread with the second adult included.
- Passwords for all VPC social media accounts should be stored on file with the Managing Director so that they may be retrieved at any time. All official VPC social media accounts should use strong passwords.
- Through any social media platform (e.g., Facebook, Instagram, Twitter), “Friend” requests between an adult and a vulnerable adult may only be initiated by the vulnerable adult.
- If an adult wishes to contact a vulnerable adult by phone call, they must first obtain written

permission from a parent, caregiver, or legal guardian (email permission is acceptable).

- Adult leaders of groups and former vulnerable adult group members should be immediately removed from any applicable official VPC social media outlets, Realm Groups, etc., when they move, leave their position, are no longer a member of the group, or are no longer eligible to participate. Individual relationships (“friends”) are managed at the discretion of those individuals after amicable departure.
- Ministry gatherings should maintain a list of active groups. Volunteers creating groups for the purpose of ministry are to notify ministry Employees of the groups.
- Mobile phone numbers and email addresses for vulnerable adults may be shared with others in the Friendship Class for large group communication purposes. Contact information may not be shared with others outside of the Friendship Class unless the vulnerable adult or their parent, caregiver, or legal guardian has specifically granted consent for their number or email address to be shared.
- VPC adult leaders are prohibited from using any social media that deletes the record of interaction (e.g., Snapchat) when ministering to vulnerable adults.
- Vulnerable adults should be made aware of applicable guidelines and know how to report concerns.

Guidelines for Emailing Vulnerable Adults

- Emails sent to vulnerable adults by VPC staff must include complete sender identification such as an identifying signature that includes name, official title (if applicable), as well as the church name.
- Employees may only send email to vulnerable adults using VPC email accounts and must retain email communication with vulnerable adults for a minimum of three years. Personal email accounts may not be used to communicate with vulnerable adults except in cases of emergency or when VPC email is unavailable.
- VPC Volunteers may communicate with vulnerable adults via their personal email accounts provided they have a second vetted adult or parent, caregiver, or legal guardian included in the communication.
- *Please note: VPC cannot control if other VPC attendees share email addresses.*

9. Transportation Requirements for Vulnerable Adults

Volunteers and Employees should not transport vulnerable adults without the presence of another individual. However, vulnerable adults (e.g., the Friendship Class) may practice adapted procedures for transportation on a case-by-case basis.

Per VPC’s insurance carrier’s current parameters, drivers of insured, owned vehicles, as well as non-owned or hired 12- to 15-passenger vans, must meet the following minimum qualifications:

- Not have any alcohol- or drug-related violations for the prior five years.

- Have a valid U.S. driver’s license.
- Be 25–70 years old or, if a staff member, be 21–70 years old. An exception for drivers over the age of 70 may be made after obtaining a copy of the individual’s Motor Vehicle Record (MVR) from the DMV and a completed Physician’s Report of Driver Fitness. The office of the Managing Director will share the information with VPC’s insurance provider to determine if the driver is eligible.
- Have no major moving violations for the prior three years.
- Have no more than one at-fault accident for the prior three years.
- Employees and Volunteers driving their privately owned vehicle for VPC activities are required to carry personal auto liability coverage, with coverage no less than required by the Commonwealth of Virginia.

When a Volunteer or Employee drives vulnerable adults on behalf of VPC, they must abide by the following safe practices:

- The number of passengers shall not exceed the number of seatbelts.
- Each person is required to wear a seatbelt.
- There must be adequate space for luggage and equipment, which is stowed securely.
- Cell phone use, including hands-free devices and texting, is prohibited while driving.
- Alcohol and drug use is prohibited.

VPC reserves the right of final approval for all drivers. VPC will provide and/or approve transportation for all planned events.

Tracking for Transportation

Any Volunteer who drives minors or vulnerable adults, as defined in the CPP, on behalf of VPC for special events must complete the “VPC Driver Screening Form” (Attachment 7) for each event and submit it to the office of the Managing Director.

The Managing Director has overall responsibility for the following:

- Oversight of tracking drivers’ forms.
- Oversight of tracking approved drivers.
- Retaining relevant documents for all Employees and Volunteers.

Ministry Managers are responsible for ensuring that their Volunteers comply with VPC’s transportation policies and procedures.

Appendix E - REPORTING AND RESPONDING

(See CPP, Section V, Reporting and Responding)

1. Reporting and Responding — Child or Adult Abuse or Neglect

Whenever there is an instance or suspicion that abuse or sexual misconduct toward or against a child or adult may have occurred or may be occurring, it must be reported to the appropriate legal and church authorities. See the CPP, Section VIII., Glossary, for relevant terms, and Section V., Reporting and Responding, for applicable Virginia law and VPC internal reporting requirements. The Managing Director, Pastors, and Ministry Directors should have a known designee for reporting purposes if they are to be away from the area or otherwise unavailable. Consistent with applicable law and policy, the following paragraphs prescribe the appropriate reporting and response steps to take.

Calls to relevant local social services agencies or the Child or Adult Abuse and Neglect Hotline should never be postponed to gather additional information or to contact other individuals. Child Protective Services (CPS) or Adult Protective Services (APS) will discern when an investigation is warranted and will conduct the investigation. Full cooperation with legal authorities is required. Anyone has the right to report any incident of suspected child or adult abuse or neglect directly to the Child Abuse and Neglect Hotline at 1-800-552-7096 or the Adult Protective Services Hotline at 888-832-3858.

Pastors

- When a Pastor receives a report from someone of such an instance or suspicion of abuse or sexual misconduct, or is the initiator of a report, they should call the Child Abuse and Neglect Hotline immediately or the Adult Protective Services Hotline. They should then immediately notify the Managing Director.
- The Pastor must also notify the appropriate Ministry Director and ensure that a “VPC Incident Report Form” (Attachment 3) is completed and submitted to the Managing Director within 24 hours.
- The Pastor may activate the VPC Response Team. One Pastor will serve on the VPC Response Team to assist in developing a Recommended Plan of Action in response to the report.

Ministry Directors

- When a Ministry Director receives a report from someone of such an instance or suspicion of abuse or sexual misconduct, or is the initiator of a report, they should call the Child Abuse and Neglect Hotline immediately or the Adult Protective Services Hotline. They should then immediately notify the Managing Director.
- The Ministry Director will ensure that a completed “VPC Incident Report Form” (Attachment 3) is submitted to the Managing Director within 24 hours.
- A Ministry Director will serve on the VPC Response Team, convened by the Managing Director, to develop a Recommended Plan of Action in response to a report.

Employees and Volunteers

- When an Employee or Volunteer receives a report from someone of such an instance or suspicion of abuse or sexual misconduct, or is the initiator of a report, they should call the Child Abuse and

Neglect Hotline or the Adult Protective Services Hotline. They should then immediately notify the appropriate Ministry Director, Pastor, or the Managing Director.

- They will complete a “VPC Incident Report Form” (Attachment 3) and submit it to the appropriate Ministry Director or the Managing Director, within 24 hours.

Managing Director (MD)

- The MD will contact the Child Abuse and Neglect Hotline or the Adult Protective Services Hotline immediately.
- The MD will immediately notify a Pastor and the appropriate Ministry Director (within 24 hours).
- The MD will ensure that a completed “VPC Incident Report Form” (Attachment 3) is submitted for their review within 24 hours. It will subsequently be filed appropriately and treated confidentially.
- The MD will contact counsel, if appropriate.
- The MD will ensure the VPC Response Team has been activated and will serve on the VPC Response Team to develop a Recommended Plan of Action in response to the report.
- The MD will ensure that the parent(s) or legal guardian(s) of any minor or vulnerable adult involved in the incident are informed. If the parent or legal guardian is the alleged perpetrator, they will be informed when appropriate.
- The MD will redact Incident Report Forms as appropriate so that names of accused persons and alleged victims are not discernible prior to review by the VPC Response Team or Session.
- It is the MD’s responsibility to track incidents, be alert to patterns, and provide periodic statistical reports to the Safety & Security Committee and Session.

2. Reporting and Responding — Inappropriate Behavior or Boundary-Crossing

There may be instances that do not fall into the category of abuse or neglect that require reporting under Virginia law but that nevertheless are subject to internal reporting because the instances may affect the nurturing and safety of the minor or vulnerable adult under VPC’s protection. Whenever there is an instance or suspicion of inappropriate behavior or boundary-crossing with a minor or vulnerable adult, it must be reported to the appropriate church authorities. See the CPP, Section VIII., Glossary, for the definition of boundary-crossing. The Managing Director, Pastors, and Ministry Director should have a known designee for reporting purposes if they are to be away from the area or otherwise unavailable.

Pastors and Ministry Directors

- When a pastor or Ministry Director receives a report from someone of such an instance or suspicion of same, or is the initiator of a report, they must notify the Managing Director within 24 hours.
- They must ensure that a “VPC Incident Report Form” (Attachment 3) is completed and submitted to the Managing Director within 24 hours after notification.
- One Pastor and the appropriate Ministry Director will serve on the VPC Response Team, convened by the Managing Director, to develop a Recommended Plan of Action in response to the report.

Employees and Volunteers

- When an Employee or Volunteer receives a report from someone of such an instance or suspicion of same, or is the initiator of a report, they must submit a “VPC Incident Report Form (Attachment 3) to the Managing Director within 24 hours.

Managing Director (MD)

- The MD will notify a Pastor and the appropriate Ministry Director within 24 hours.
- The MD will ensure that a completed “VPC Incident Report Form” (Attachment 3) is submitted for their review within 24 hours. It will subsequently be filed appropriately and treated confidentially.
- The MD will ensure the VPC Response Team has been activated. The MD will serve on the VPC Response Team to develop a Recommended Plan of Action in response to the report.
- The MD will ensure that the parent(s) or legal guardian(s) of any minor or vulnerable adult involved in the incident are informed. If the parent or legal guardian is the alleged perpetrator, they will be informed when appropriate.
- The MD will redact Incident Report Forms as appropriate so that names of accused persons and alleged victims are not discernible prior to review by the VPC Response Team or Session.
- It is the MD’s responsibility to track incidents, be alert to patterns, and provide periodic statistical reports to the Safety & Security Committee and Session.

3. VPC Response Team

A Ruling Elder will preside over the Response Team. If there is not a Ruling Elder who is either a member of the Safety & Security Committee or the Church Protection Policy (CPP) Sub-Committee, or who is serving as a liaison to the Children’s and Youth Ministries, the Session Executive Committee will appoint another Ruling Elder to serve as Response Team Chair. The chair of the VPC Response Team may at any time call upon the Session Executive Committee for assistance if the situation warrants. Duties of the VPC Response Team include, but are not limited to, the following:

1. Adhere to the “Response Team Suggested Guidelines” (Attachment 4) while developing a “Recommended Plan of Action” (Attachment 5).
2. Recommend immediate action to eliminate any dangerous or potentially dangerous situations.
3. Designate a record keeper for the duration of the Response Team’s work to keep a log of all communications and meetings of the VPC Response Team.

The agreed-upon and signed Recommended Plan of Action will be submitted to the appropriate Ministry Director, overseeing Pastor, the parties responsible for implementation, and the Managing Director. At this point, the VPC Response Team has concluded their work, and all documents will be filed with the Managing Director in a secure location. The Safety & Security Committee and Session will be informed of the suggested Plan of Action. The names and any other identifying information of those involved will be redacted from the report(s) as appropriate.

At completion of the allotted time period, as stated in the Recommended Plan of Action, the VPC Response Team Chair will follow up with the responsible parties and ensure the Recommended Plan of Action has been carried out or will collect a report of the alternative actions taken. Session will be informed when the Recommended Plan of Action has been carried out.

In the case where an allegation is made against anyone who has a role in the reporting process, that person is to be excluded from the process. Reports should be communicated to an alternative Volunteer, Employee, Ministry Director, or Pastor.

Appendix F – Code of Virginia (Child and Adult Abuse and Neglect)

Child Abuse and Neglect

See § 63.2 -100, Virginia Code definitions of “abused or neglected child.”

§ 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report.

A. The following persons who, in their professional or official capacity, have reason to suspect that a child is an abused or neglected child, shall report the matter immediately to the local department of the county or city wherein the child resides or wherein the abuse or neglect is believed to have occurred or to the Department's toll-free child abuse and neglect hotline:

1. Any person licensed to practice medicine or any of the healing arts;
2. Any hospital resident or intern, and any person employed in the nursing profession;
3. Any person employed as a social worker or family-services specialist;
4. Any probation officer;
5. Any teacher or other person employed in a public or private school, kindergarten or nursery school;
6. Any person providing full-time or part-time child care for pay on a regularly planned basis;
7. Any mental health professional;
8. Any law-enforcement officer or animal control officer;
9. Any mediator eligible to receive court referrals pursuant to § 8.01-576.8;
10. Any professional staff person, not previously enumerated, employed by a private or state-operated hospital, institution or facility to which children have been committed or where children have been placed for care and treatment;
11. Any person 18 years of age or older associated with or employed by any public or private organization responsible for the care, custody or control of children;
12. Any person who is designated a court-appointed special advocate pursuant to Article 5 (§ 9.1-151 et seq.) of Chapter 1 of Title 9.1;
13. Any person 18 years of age or older who has received training approved by the Department of Social Services for the purposes of recognizing and reporting child abuse and neglect;

14. Any person employed by a local department as defined in § 63.2-100 who determines eligibility for public assistance;

15. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the matter directly to the attending physician at the hospital to which the child is transported, who shall make such report forthwith;

16. Any athletic coach, director or other person 18 years of age or older employed by or volunteering with a private sports organization or team;

17. Administrators or employees 18 years of age or older of public or private day camps, youth centers and youth recreation programs; and

18. Any person employed by a public or private institution of higher education other than an attorney who is employed by a public or private institution of higher education as it relates to information gained in the course of providing legal representation to a client.

19. Any minister, priest, rabbi, imam, or duly accredited practitioner of any religious organization or denomination usually referred to as a church, unless the information supporting the suspicion of child abuse or neglect (i) is required by the doctrine of the religious organization or denomination to be kept in a confidential manner or (ii) would be subject to § 8.01-400 or 19.2-271.3 if offered as evidence in court.

If neither the locality in which the child resides nor where the abuse or neglect is believed to have occurred is known, then such report shall be made to the local department of the county or city where the abuse or neglect was discovered or to the Department's toll-free child abuse and neglect hotline.

If an employee of the local department is suspected of abusing or neglecting a child, the report shall be made to the court of the county or city where the abuse or neglect was discovered. Upon receipt of such a report by the court, the judge shall assign the report to a local department that is not the employer of the suspected employee for investigation or family assessment. The judge may consult with the Department in selecting a local department to respond to the report or the complaint.

If the information is received by a teacher, staff member, resident, intern or nurse in the course of professional services in a hospital, school or similar institution, such person may, in place of said report, immediately notify the person in charge of the institution or department, or his designee, who shall make such report forthwith. If the initial report of suspected abuse or neglect is made to the person in charge of the institution or department, or his designee, pursuant to this subsection, such person shall notify the teacher, staff member, resident, intern or nurse who made the initial report when the report of suspected child abuse or neglect is made to the local department or to the Department's toll-free child abuse and neglect hotline, and of the name of the individual receiving the report, and shall forward any communication resulting from the report, including any information about any actions taken regarding the report, to the person who made the initial report.

The initial report may be an oral report but such report shall be reduced to writing by the child abuse coordinator of the local department on a form prescribed by the Board. Any person required to make the report pursuant to this subsection shall disclose all information that is the basis for his suspicion of abuse or neglect of the child and, upon request, shall make available to the child-protective services coordinator and the local department, which is the agency of jurisdiction, any information, records, or reports that document the basis for the report. All persons required by this subsection to report suspected abuse or neglect who maintain a record of a child who is the subject of such a report shall cooperate with the investigating agency and shall make related information, records and

reports available to the investigating agency unless such disclosure violates the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g). Provision of such information, records, and reports by a health care provider shall not be prohibited by § 8.01-399. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure.

B. For purposes of subsection A, "reason to suspect that a child is abused or neglected" shall include (i) a finding made by a health care provider within six weeks of the birth of a child that the results of toxicology studies of the child indicate the presence of a controlled substance not prescribed for the mother by a physician; (ii) a finding made by a health care provider within six weeks of the birth of a child that the child was born dependent on a controlled substance which was not prescribed by a physician for the mother and has demonstrated withdrawal symptoms; (iii) a diagnosis made by a health care provider at any time following a child's birth that the child has an illness, disease or condition which, to a reasonable degree of medical certainty, is attributable to in utero exposure to a controlled substance which was not prescribed by a physician for the mother or the child; or (iv) a diagnosis made by a health care provider at any time following a child's birth that the child has a fetal alcohol spectrum disorder attributable to in utero exposure to alcohol. When "reason to suspect" is based upon this subsection, such fact shall be included in the report along with the facts relied upon by the person making the report.

C. Any person who makes a report or provides records or information pursuant to subsection A or who testifies in any judicial proceeding arising from such report, records, or information shall be immune from any civil or criminal liability or administrative penalty or sanction on account of such report, records, information, or testimony, unless such person acted in bad faith or with malicious purpose.

D. Any person required to file a report pursuant to this section who fails to do so as soon as possible, but not longer than 24 hours after having reason to suspect a reportable offense of child abuse or neglect, shall be fined not more than \$500 for the first failure and for any subsequent failures not less than \$1,000. In cases evidencing acts of rape, sodomy, or object sexual penetration as defined in Article 7 (§ 18.2-61 et seq.) of Chapter 4 of Title 18.2, a person who knowingly and intentionally fails to make the report required pursuant to this section shall be guilty of a Class 1 misdemeanor.

E. No person shall be required to make a report pursuant to this section if the person has actual knowledge that the same matter has already been reported to the local department or the Department's toll-free child abuse and neglect hotline.

Adult Abuse and Neglect

§ 63.2-1606. Protection of aged or incapacitated adults; mandated and voluntary reporting.

A. Matters giving reason to suspect the abuse, neglect or exploitation of adults shall be reported immediately upon the reporting person's determination that there is such reason to suspect. Medical facilities inspectors of the Department of Health are exempt from reporting suspected abuse immediately while conducting federal inspection surveys in accordance with § 1864 of Title XVIII and Title XIX of the Social Security Act, as amended, of certified nursing facilities as defined in § 32.1-123. Reports shall be made to the local department or the adult protective services hotline in accordance with requirements of this section by the following persons acting in their professional capacity:

1. Any person licensed, certified, or registered by health regulatory boards listed in § 54.1-2503, with the exception of persons licensed by the Board of Veterinary Medicine;

2. Any mental health services provider as defined in § 54.1-2400.1;

3. Any emergency medical services provider certified by the Board of Health pursuant to § 32.1-111.5, unless such provider immediately reports the suspected abuse, neglect or exploitation directly to the attending physician at the hospital to which the adult is transported, who shall make such report forthwith;

4. Any guardian or conservator of an adult;

5. Any person employed by or contracted with a public or private agency or facility and working with adults in an administrative, supportive or direct care capacity;

6. Any person providing full, intermittent or occasional care to an adult for compensation, including, but not limited to, companion, chore, homemaker, and personal care workers; and

7. Any law-enforcement officer.

B. The report shall be made in accordance with subsection A to the local department of the county or city wherein the adult resides or wherein the adult abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline. Nothing in this section shall be construed to eliminate or supersede any other obligation to report as required by law. If a person required to report under this section receives information regarding abuse, neglect or exploitation while providing professional services in a hospital, nursing facility or similar institution, then he may, in lieu of reporting, notify the person in charge of the institution or his designee, who shall report such information, in accordance with the institution's policies and procedures for reporting such matters, immediately upon his determination that there is reason to suspect abuse, neglect or exploitation. Any person required to make the report or notification required by this subsection shall do so either orally or in writing and shall disclose all information that is the basis for the suspicion of adult abuse, neglect or exploitation. Upon request, any person required to make the report shall make available to the adult protective services worker and the local department investigating the reported case of adult abuse, neglect or exploitation any information, records or reports which document the basis for the report. All persons required to report suspected adult abuse, neglect or exploitation shall cooperate with the investigating adult protective services worker of a local department and shall make information, records and reports which are relevant to the investigation available to such worker to the extent permitted by state and federal law. Criminal investigative reports received from law-enforcement agencies shall not be further disseminated by the investigating agency nor shall they be subject to public disclosure; such reports may, however, be disclosed to the Adult Fatality Review Team as provided in § 32.1-283.5 or to a local or regional adult fatality review team as provided in § 32.1-283.6 and, if reviewed by the Team or a local or regional adult fatality review team, shall be subject to applicable confidentiality requirements of the Team or a local or regional adult fatality review team.

C. Any financial institution staff who suspects that an adult has been exploited financially may report such suspected financial exploitation and provide supporting information and records to the local department of the county or city wherein the adult resides or wherein the exploitation is believed to have occurred or to the adult protective services hotline. For purposes of this section:

"Financial exploitation" means the illegal, unauthorized, improper, or fraudulent use of the funds, property, benefits, resources, or other assets of an adult, as defined in § 63.2-1603, for another's profit, benefit, or advantage, including a caregiver or person serving in a fiduciary capacity, or that deprives the adult of his rightful use of or access to such funds, property, benefits, resources, or other assets. "Financial exploitation" includes (i) an intentional breach of a fiduciary obligation to an adult to his detriment or an intentional failure to use the financial resources of an adult in a manner that results in neglect of such adult; (ii) the acquisition, possession, or control

of an adult's financial resources or property through the use of undue influence, coercion, or duress; and (iii) forcing or coercing an adult to pay for goods or services against his will for another's profit, benefit, or advantage if the adult did not agree, or was tricked, misled, or defrauded into agreeing, to pay for such goods or services.

"Financial institution staff" means any employee, agent, qualified individual, or representative of a bank, trust company, savings institution, loan association, consumer finance company, credit union, investment company, investment advisor, securities firm, accounting firm, or insurance company.

D. Any person other than those specified in subsection A who suspects that an adult is an abused, neglected or exploited adult may report the matter to the local department of the county or city wherein the adult resides or wherein the abuse, neglect or exploitation is believed to have occurred or to the adult protective services hotline.

E. Any person who makes a report or provides records or information pursuant to subsection A, C, or D, or who testifies in any judicial proceeding arising from such report, records or information, or who takes or causes to be taken with the adult's or the adult's legal representative's informed consent photographs, video recordings, or appropriate medical imaging of the adult who is subject of a report shall be immune from any civil or criminal liability on account of such report, records, information, photographs, video recordings, appropriate medical imaging or testimony, unless such person acted in bad faith or with a malicious purpose.

F. An employer of a mandated reporter shall not prohibit a mandated reporter from reporting directly to the local department or to the adult protective services hotline. Employers whose employees are mandated reporters shall notify employees upon hiring of the requirement to report.

G. Any person 14 years of age or older who makes or causes to be made a report of adult abuse, neglect, or exploitation that he knows to be false is guilty of a Class 4 misdemeanor. Any subsequent conviction of this provision is a Class 2 misdemeanor.

H. Any person who fails to make a required report or notification pursuant to subsection A shall be subject to a civil penalty of not more than \$500 for the first failure and not less than \$100 nor more than \$1,000 for any subsequent failures. Civil penalties under subdivision A 7 shall be determined by a court of competent jurisdiction, in its discretion. All other civil penalties under this section shall be determined by the Commissioner for Aging and Rehabilitative Services or his designee. The Commissioner for Aging and Rehabilitative Services shall establish by regulation a process for imposing and collecting civil penalties, and a process for appeal of the imposition of such penalty pursuant to § 2.2-4026 of the Administrative Process Act.

I. Any mandated reporter who has reasonable cause to suspect that an adult died as a result of abuse or neglect shall immediately report such suspicion to the appropriate medical examiner and to the appropriate law-enforcement agency, notwithstanding the existence of a death certificate signed by a licensed physician. The medical examiner and the law-enforcement agency shall receive the report and determine if an investigation is warranted. The medical examiner may order an autopsy. If an autopsy is conducted, the medical examiner shall report the findings to law enforcement, as appropriate, and to the local department or to the adult protective services hotline.

J. No person or entity shall be obligated to report any matter if the person or entity has actual knowledge that the same matter has already been reported to the local department or to the adult protective services hotline.

K. All law-enforcement departments and other state and local departments, agencies, authorities and institutions shall cooperate with each adult protective services worker of a local department in the detection, investigation and prevention of adult abuse, neglect and exploitation.

L. Financial institution staff may refuse to execute a transaction, may delay a transaction, or may refuse to disburse funds if the financial institution staff (i) believes in good faith that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult or (ii) makes, or has actual knowledge that another person has made, a report to the local department or adult protective services hotline stating a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult. The financial institution staff may continue to refuse to execute a transaction, delay a transaction, or refuse to disburse funds for a period no longer than 30 business days after the date upon which such transaction or disbursement was initially requested based on a good faith belief that the transaction or disbursement may involve, facilitate, result in, or contribute to the financial exploitation of an adult, unless otherwise ordered by a court of competent jurisdiction. Upon refusing to execute a transaction, delaying a transaction, or refusing to disburse funds, the financial institution shall report such refusal or delay within five business days to the local department or the adult protective services hotline. Upon request, and to the extent permitted by state and federal law, financial institution staff making a report to the local department of social services may report any information or records relevant to the report or investigation. Absent gross negligence or willful misconduct, the financial institution and its staff shall be immune from civil or criminal liability for refusing to execute a transaction, delaying a transaction, or refusing to disburse funds pursuant to this subsection. The authority of a financial institution staff to refuse to execute a transaction, to delay a transaction, or to refuse to disburse funds pursuant to this subsection shall not be contingent upon whether financial institution staff has reported suspected financial exploitation of the adult pursuant to subsection C.

Attachment 1 – VPC Media Opt-Out Form for Minors

Please submit a separate form for each minor you are opting out.

VPC may feature your minor in photos, videos, and/or audio recordings, or identify them by name in print and/or digital media. First names may be attached to videos or photos. First and last names may be attached to printed communications without photos. In special circumstances, first and last names may be attached with photos if parental permission is obtained. VPC has your permission to do so unless you indicate otherwise by checking the box below.

Do not use photos, videos, or audio recordings of my minor, or use my minor's name, in any media.

Please note: VPC cannot control the disclosure or use of photographs or videos taken by participants at events that are open to parents and community members. We encourage all parents to use social media sites responsibly.

Minor's FULL NAME _____

Minor's Birth Date _____

Parent(s)' FULL NAME _____

Home Address _____

Phone Number _____

Parents' E-mail Address _____

Name of Person Submitting Form _____

Parent(s)' Signature _____

Date _____

Attachment 2 – VPC Media Opt-Out Form for Vulnerable Adults

Please submit a separate form for each vulnerable adult you are opting out.

VPC may feature vulnerable adults in photos, videos, and/or audio recordings, or identify them by name in print and/or digital media. First names may be attached to videos or photos. First and last names may be attached to printed communications without photos. In special circumstances, first and last names may be attached with photos if permission is obtained. VPC has permission to do so unless indicated otherwise by checking the box below.

Do not use photos, videos, or audio recordings of the individual listed below, or use the individual's name, in any media.

Please note: VPC cannot control the disclosure or use of photographs or videos taken by participants at events that are open to parents, caregivers, guardians, and community members. We encourage all to use social media sites responsibly.

Vulnerable Adult's FULL NAME _____

Parent(s)/Caregiver(s)/Guardian(s)' FULL NAME _____

Home Address _____

Phone Number _____

Parent(s)/Caregiver(s)/Guardian(s) E-mail Address _____

Name of Person Submitting Form _____

Parent(s)/Caregiver(s)/Guardian(s)' Signature _____

Date _____

Attachment 3 – VPC Incident Report Form

Incident Report Form

This form should be completed to report any injury on VPC property or off campus in connection with a VPC-sponsored event, safety issues, concerns regarding inappropriate behaviors or boundary-crossing, or suspicions or allegations of abuse or neglect. If this form concerns boundary-crossing or allegations of abuse, it is considered CONFIDENTIAL and should be submitted immediately to the appropriate supervisor, Pastor, or the Managing Director. At no time will this report be delayed to gain additional details. Confidential reports will not be copied except at the direction of the Managing Director. All staff and adult Volunteers are required by VPC and by law to report any situation that presents a clear instance of suspicion of abuse or neglect of a minor or vulnerable adult and should call the Child Abuse and Neglect Hotline immediately at 1-800-552-7096 or the Adult Protective Services Hotline at 888-832-3858.

(Attach separate sheet if necessary.)

Type of Incident:	Allegation of Abuse or Neglect	Boundary Crossing	<input type="checkbox"/> Safety Issue	Injury or Health Concern	<input type="checkbox"/> Other Concern (e.g., bullying)
Date of Incident:			Time of Incident:		
Reporting Person (First and Last Name):					
Location of Incident:					
Describe the incident(s) as reported, including the first and last name(s), ages, and relationship to VPC of those involved in the incident:					
Was any action taken at the time of the incident(s)? If so, please explain:					
Additional information:					
Name:		Signature		Date:	

Disposition of Incident:

Office Use Only	
Incident Report Form Reviewed By:	
Date	Initials
Managing Director _____	_____
Committee Oversight _____	_____
Ministry Director _____	_____

Attachment 4 –Response Team Suggested Guidelines

A Response Team may be activated at the request of the VPC leadership in order to provide an unbiased, confidential incident review and suggested Plan of Action. Because the nature of incidents varies widely, these steps are meant to serve as guidelines with the understanding that adaptations may occur due to the particular circumstances. The VPC Church Protection Policy (CPP) and CPP Procedures (Appendix C) should be consulted throughout the process.

Assess

- The Response Team will collect first-person statement(s), including a timeline, within the first 24 hours. If police, Child Protective Services, or Adult Protective Services are involved, the team should cooperate fully with their instructions.
- The team will recommend immediate action to eliminate any dangerous or potentially dangerous situations (e.g., rope off the playground or institute administrative leave).
- The team will provide assistance to individuals involved in obtaining counseling services or referrals for additional resources as needed.

Notify

The team will identify and contact appropriate personnel, families, and entities. These may include:

- Police / Child/Adult Protective Services
- Church / Pastors / Session Executive Committee
- Affected family members
- Legal counsel
- Communications consultant
- Insurance carrier

Review

- The team will conduct a fact-finding review of the incident(s) and determine areas of concern, where changes are needed to the current system or policy, or where human error has occurred.
- The team will document all Response Team discussions, meetings, and findings.

Inform

- The team will consult with legal counsel before giving statements to media contacts or prior to giving statements to others outside the Response Team, the Leadership Team, or Session. It may be necessary as well, in consultation with the Managing Director, to consult with VPC's insurance company before giving statements.
- The team will release information through one source and will endeavor to protect the privacy of ALL involved.

Correct

- The team will prepare a Recommended Plan of Action that addresses the issues discovered in the review and should consult with legal counsel before implementing the Recommended Plan of Action.

Report

- The team will submit the Recommended Plan of Action to the specific Ministry Director and overseeing Pastor, the parties responsible for implementation, and the Managing Director.
- The team will inform the Safety & Security Committee and Session of the Recommended Plan of Action.

Check

- At the completion of the allotted time period, the team will follow up with responsible parties and ensure the Recommended Plan of Action has been implemented. They will note any alternative actions taken.
- The team will report back to the Safety & Security Committee and Session regarding the completed Plan of Action and determine its effectiveness.

Updated August 2022

Attachment 5 – Recommended Plan of Action - Response Team

- I. Brief summary of incident including date and ministry involved. Names are not necessary in this portion.
- II. Response Team meeting dates and notes regarding any variation to the suggested format.
- III. The Recommended Plan of Action should include specific strategies, and responsible parties may be named. This recommendation may comprise multiple pages, and the timeline may include specific dates or as suggested.

Corrective Action	Strategies	Who is Responsible	Timeline
E.g., Improve Procedures	•		Immediate Implementation
Additional safety measures to be taken	•		90 days from Plan of Action approval
Safety & Security Committee	•		90 days from Plan of Action approval

VI. Recommended Plan of Action approval:

Chair of Response Team: _____ Date: _____

Ministry Director or Responsible Party: _____ Date: _____

Signature Confirming Satisfactory Implementation: _____ Date: _____

Safety & Security Chair: _____ Date: _____

(90 days from Recommended Plan of Action approval)

Attachment 6 – Volunteer Application Form

Vienna Presbyterian Church
Volunteer Application Form
 124 Park Street NE ☐ Vienna, VA 22180
 703.938.9050 ☐ viennapres.org

This application is to be completed by all individuals who desire a Volunteer position with VPC. This form is being used to help the church provide a safe, nurturing, Christian environment for those who participate in our programs and use our facilities.

Once your application is complete, sign and email it to the Ministry Leader.

To protect your privacy, we suggest you do not FAX the completed form to the church.

Section A: To be completed by all applicants	
Name:	Birth Date (mm/dd/yy):
Complete Address:	How long at this address?
Complete Previous Address (if you have resided at your current address less than 2 years):	
List any additional counties in which you have resided in the last 10 years:	
Primary E-mail: Alternative E-mail:	Home Phone: Cell Phone: Work Phone:
How long have you been attending VPC?	VPC Member <input type="checkbox"/> Non-Member <input type="checkbox"/> Regular Attendee <input type="checkbox"/>
If applicable, list the name and address of other churches you attended regularly during the past 5 years (not including VPC):	
Please list any VPC activities in which you have been or are currently involved over the past 5 years:	
Please list any leadership/volunteer experience:	
Please list any relevant talents, training, education, etc.:	

Section B: To be completed by all applicants.

Name:	
Personal References: Give the name, address, phone numbers, and e-mail of 3 people who are not relatives and who have known you for at least one year. At least one reference must be someone not connected to Vienna Presbyterian Church.	
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:
Name:	Home Phone:
Address:	Cell Phone:
	E-mail:

(If you are age 17 and younger, please skip the rest of this section and move to Section C.)
If you are age 18 and older, upon receipt of your completed Volunteer application, you will receive an email containing a link. Please follow the link to confidentially enter your information for a criminal background check.

If you are age 18 and older, have you been convicted of or pled guilty to or no contest to any traffic violations in the last five years? No Yes

If yes, please explain.

If you are age 18 and older, have you ever been charged or convicted of a crime? No Yes

If yes, please attach an explanation of the conviction. A criminal conviction will not necessarily be a bar to being a Volunteer.

Applicant's Statement:
 The information provided in this application is correct and complete to the best of my knowledge. I authorize VPC to contact the churches and references provided regarding my character and ability to work in the VPC Community. I authorize Vienna Presbyterian Church to conduct a criminal background investigation as a condition of my volunteering as a Volunteer. I understand that any information pertaining to the criminal background check will remain confidential and the property of Vienna Presbyterian Church.
 I agree to follow the Church Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of VPC. I understand that any violation of this policy, including the Code of Conduct, may result in my termination of Volunteer service.

Applicant's Printed Name: _____
 Applicant's Signature: _____ Date: _____

Please choose your preference; check all that apply:

Childcare Grades K - 3 Grades 4 - 6 Grades 7 - 8 Grades 9 – 12

Friendship Ministries ESOL BELONG!

Section C: To be completed by all applicants age 17 and younger.

DOB (mm/dd/yy): _____

Applicant's Statement: The information provided in this application is correct and complete to the best of my knowledge. I agree to follow the Church Protection Policy and to refrain from inappropriate conduct in the performance of my services on behalf of VPC. I understand that any violation of this policy, including the Code of Conduct, may result in my termination of Volunteer service.

Applicant's Printed Name: _____
 Applicant's Signature: _____ Date: _____

Parental Consent: I give permission for my minor, _____, to be a Volunteer at VPC.

Parent's Printed Name:

Parent's Signature:

Date:

Attachment 7 – VPC Driver Screening Form

This application is to be completed by all Volunteers who will drive on behalf of Vienna Presbyterian Church. Once your application is complete, sign and return it to VPC along with a photo or copy of your Drivers License.

Driver’s name (as shown on license): _____

Date of birth: _____

Driver’s license state and number: _____

Ministry Event: _____

Is this a commercial driver license? Yes No

Which vehicle will you be driving? Make: _____ Model: _____ Year: _____

In the past three years:

- | | |
|--|--|
| 1. Have you been at fault for any accidents? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Have you had any moving traffic violations? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Have you had any insurance company cancel or refuse to provide you with auto insurance? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Have you had your driver’s license revoked, suspended, or restricted? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Have you had any physical impairments other than corrective glasses? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Have you ever been charged with or convicted of “Driving While Intoxicated” or “Driving Under the Influence”? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

If any of questions 1–6 have been answered with “yes,” please provide full details below: (dates, descriptions, amounts, or other explanation).

Applicant’s Statement:

The information provided in this application is correct and complete to the best of my knowledge. I will abide by the Transportation Requirements outlined in the Church Protection Policy, and I meet all the qualifications for driving as outlined under “Transportation Requirements” in section IV of the Church Protection Policy. I authorize VPC to obtain my driving record, should it be required. I certify that I am an adult holding a driver’s license, and that my personal vehicle is adequately insured for the state in which it is registered.

Applicant’s Printed Name:	
Applicant’s Signature:	Date:

Attachment 8 – Permission Form for One-on-One Student/Leader Meetings

I, _____ (parent), give permission for _____ (leader) to meet with my student, _____, one-on-one in a public space, an online meeting (may or may not be recorded), and/or a phone call. I understand that I may cancel permission at any time with written communication, and, if I have any concerns, I know I may take them to the Children’s Ministry Director, Youth Ministry Director, a Children’s/Youth Ministry Session Liaison, a Youth Ministry Staff Leader, and/or a Pastor.

Signed: _____

Date: _____

Attachment 9 – Permission Form for One-on-One Vulnerable Adult/Leader Meetings

I, _____ (parent, guardian, or caregiver), give permission for _____ (leader) to meet with _____, one-on-one in a public space, a recorded online meeting (may or may not be recorded), and/or a phone call. I understand that I may cancel permission at any time with written communication, and if I have any concerns, I know I may take them to the Life Group and Education Director and/or a Pastor.

Signed: _____

Date: _____