

FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CONNECTICUT
1 CHURCH STREET, PO BOX 246
DEEP RIVER, CT 06417
860-526-5045
WWW.DEEP RIVERCC.ORG



SAFE CONDUCT POLICY AND PROCEDURES

(Prepared by the Board of Christian Education)

The First Congregational Church,
Deep River, Connecticut

Established 1834

This document was accepted by the Council Members of The First Congregational Church, Deep River, Connecticut established 1934 on the 4 day of March 2019.

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Why This Policy?

As members of the Board of Christian Education, (BCE) The First Congregational Church, Deep River, Connecticut, we wish to create a safe environment in which *everyone* can grow in their understanding of and relationship to God. We especially wish to support our children, youth, volunteers, and staff in this endeavor.

What We Wish to Achieve?

- To create a safe place in church
- To protect youth
- To protect staff and volunteers
- To create an opportunity to talk about abuse
- To respond to situations of abuse
- To allow members of the church community to have the freedom to express their faith appropriately
- To make sure people's beliefs are treated respectfully
- To create an environment where kindness and civility are the norm
- To create an environment where people refrain from personal attacks and gossip

Purpose

As a community, we strive to extend a generous welcome to all who enter our church and to treat them with the love and dignity that God bestows upon each one of us. We want our church to be a safe place for everyone. Unfortunately, we cannot simply assume that our church is a safe place. We know that we cannot eliminate all risks, but we can strive to reach that goal by taking intentional and direct actions. The Board of Christian Education (BCE) wants people of all ages to be able to deepen their relationship with God and each other in an environment that is safe and secure. It is in this spirit that The First Congregational Church, Deep River, Connecticut Safe Conduct Policies and Procedures were created. We consider this a living document which will be amended over time as new issues arise. We hope that although there are sure to be omissions, this document will provide guidelines to create a safer environment for our youth, members, staff, the community and guests.

While no policy can anticipate and prevent all misfortune, it can state a purpose and provide guidelines to achieve that purpose. The guidelines express the BCE's interest in protecting all who participate in our church community. To achieve this mission, the Board of Education has developed a Safe Conduct Policy outlining expectations and guidelines for staff, members, and volunteers.

Safe Conduct Mission Statement

The vision of the BCE is to help The First Congregational Church, Deep River, Connecticut to be a growing church that is spiritually alive to God and actively caring for others.

In keeping with this vision, the support of the congregation is needed to commit to helping provide a safe and secure environment for all children, youth, adults, staff, and community members who participate in ministries and activities sponsored by the church. The Safe Conduct Policy reflects our commitment to preserving this

church as a safe sanctuary for all who enter and as a place in which all people can experience the love of God through relationships with others.

Goal

The BCE's goal is to ensure that all who participate in its church life, including children, youth, adults, and the community who participate in our programs and use our facilities, and church workers, whether paid or volunteer, will have a **safe, secure, and nurturing environment** in which to work and explore.

A safe environment is one that provides for the protection of the physical, emotional, and spiritual health and well-being of each person. More than simply offering the protection from danger, the BCE sees our church itself as a sanctuary, where one finds protection, security, support, guidance and the presence of God. This atmosphere is to be free of exploitation, intimidation, verbal or physical abuse or any type of sexual misconduct or harassment.

The implementation of prudent policies and procedures should safeguard all those who participate within our church (including but not limited to ministers, teachers, leaders, children, youth, adults, staff, and community volunteers and guests who use our facilities). The policies and procedures also function to protect the individuals, as outlined above, from false accusations, provided the Safe Conduct policy has been followed. In the unfortunate event that an incident occurs, the church has policies and procedures in place to address any allegations and the processes for necessary federal, state and local regulation filings.

Scope of Safe Conduct Policies and Procedures

The policies and procedures included in this document apply to all activities, which take place within the building and properties of The First Congregational Church, Deep River, Connecticut, as well as programs, activities, or events scheduled as part of the ministry of this church, which take place elsewhere. The policies and procedures apply to all members, friends, volunteers, community members, renters, and staff of the church.

Location of Safe Conduct Policies and Procedures

The Safe Conduct Policies and Procedures Manual will be provided to each new employee. All volunteers who will be regularly working with children, youth, or vulnerable adults will be required to review the manual and sign-off that they have read and understand the document. All members of The First Congregational Church, Deep River, Connecticut are encouraged to read and become familiar with the manual. Manuals are located in identifiable binders in four locations, as well as online at www.deeprivercc.org:

1. Church Office
2. Minister's Office
3. Director of Christian Education's (DCE) Office
4. Director of Youth and Family Ministries (DYFM) Office

SECTION A – BOARD OF CHRISTIAN EDUCATION

Age-level Groups

The Board of Christian Education wants all children and youth to enjoy activities that are focused/aimed at their specific age group while maintaining a safe conducive environment. Therefore, Sunday School Classes, Mission Trips, and Youth Fellowship programs will be aligned with Regional School District 4. Children/youth will be grouped as follows: Grades K-6 (fellowship group starting in 4th grade); Grades 7-8, and Grades 9-12. If planning youth group activities (different ages), consideration must be taken regarding age appropriate activities and the appropriate adult to youth ratio must be adhered to.

If a certain class/grade becomes too large or small, the Director of Christian Education (DCE) will split/combine grades accordingly. However, classes/programs should not be combined outside the stated aligned groups unless deemed appropriate by the DCE and supported by the BCE. When combining class/grades the appropriate adult to youth ratio must be adhered to.

Ratios

Adult-to-youth ratios show the minimum number of adults needed to supervise a specific number of youth. These supervision ratios were devised to ensure the safety and health of our youth. For example, if one adult has to respond to an emergency, a second adult is always on hand for the rest of the youth.

	Group Meetings		Travel	
	Two unrelated adults	Plus one additional adult for each additional number of this many youth:	Two unrelated adults	Plus one additional adult for each additional number of this many youth:
(Birth – Pre-k)	12	6	n/a	n/a
(Grades K-1)	15	6	6	4
(Grades 2-4)	22	8	12	6
(Grades 5-8)	25	12	18	8
(Grades 9-12)	30	15	24	12

Requirements to Work with Children & Youth

- Any individual working with our children or youth must complete the Church Staff/Volunteer Application form. Information needs to be updated annually and a new application must be completed every three (3) calendar years.
- Background Checks
 - ✓ A background check will be completed for anyone over the age of 18 working with children or youth.

- ✓ A background check is conducted every three years as long as the individual remains an active member of the church.
- ✓ A copy of each background check will be securely filed in the church office after the Minister's review.
- ✓ If convicted of a crime, which might place youth or you in harm's way, at the discretion of the Minister, the application to work with children and youth may be revoked.
- After completion of confirmation, as a member of the Church youth are eligible to be a classroom aide.
- You must be 18 years of age to be eligible to teach in the Nursery through Grade 8.
- You must be 23 years of age or older to be eligible to teach Teen Issues and cannot be related to an attending youth.
- You must be 23 years of age to be a chaperone.
- You must be 25 years of age or older to be a Youth Group Advisor or Mission Trip Leader.
- If a team of teachers is related by blood, marriage, or in a relationship, there must be an additional adult observer. *Please note this is applicable for chaperones, youth advisors, and mission trip leaders as well.*
- Adult child/youth volunteers must be either a member of the Church for at least six (6) months; associated with another Church and be in good standing for six (6) months; or, associated with a church member for at least six (6) months upon recommendation with written reference.
- You must attend a Safe Conduct training presented by the BCE or complete the required online training classes designated by the DCE and approved by the Minister.
- You must sign and acknowledge receipt of The First Congregational Church, Deep River, Connecticut, Safe-Conduct Policy. By signing this agreement, you will abide by the contents set-forth in the policy.
- The use of alcohol during Church sponsored, youth-related activities is prohibited.
- The use of illegal substances (even if used for medical purposes) during Church sponsored activities is prohibited.
- Smokers should use discretion and not smoke in front of children and youth.

Policies and Procedures When Working with Children and Youth

Responsibilities

General Safety Precautions

- All staff and volunteers working with children and youth must follow the Internet / Social Media policy found later in this document.
- Leaders should conduct a safety count, before and after, when moving children/youth from place to place within the church buildings, outside, or for any special events or activities. (e.g. classroom to playground, sanctuary to classroom, field trips, mission trips, etc.)
- Volunteers and staff workers must not be alone with children in the bathroom unless the door is open. When a child needs assistance in the bathroom, a door must remain open at all times. If the bathrooms are in the hallways of the church, an adult should accompany children to the bathroom. Adult may stand outside the bathroom door.
- Diapering will only be done in designated area. The door should remain open. Diaper areas will be disinfected after a child is changed. Hands will be washed before and after each child is changed.

General Rules for all Volunteers

- Before you speak; think first – is this “my news to tell”?

- Spread the **Good Word**. Do not share stories or events that are not your own.
- Safety First!
 - ✓ Ensure there is no physical contact inflicted that could cause physical pain (e.g. hitting, pushing, squeezing, kicking, etc.).
 - ✓ Allow no contact, intentional or casual, with the sensitive parts of any participant (genitals, breasts and buttocks).
 - ✓ Allow no emotional or verbal abuse or harassment.
 - ✓ Do not let preschool youth to go to the bathroom alone. Escort them to the bathroom and wait outside the door.
 - ✓ Do not put yourself in a situation where you are alone in a building, closed-door room, or vehicle with a single youth or vulnerable participant.

Sunday School Teachers/Classroom Aides

- Curriculum in the classrooms is aimed specifically at each age group. Therefore, children/youth need to attend their age-appropriate assigned class and NOT be in other classrooms, except when the entire classroom visits or the DCE deems necessary.
- Maintain a calm environment that allows for focus and concentration on curriculum.
- Do not dismiss youth to anyone other than their parent/guardian or other person stated on the Sunday School Class List unless there is **written** approval by the parent/guardian that their youth can be released to another person. This approval should be given to the DCE who will retain the written approval from parent/guardian.
- Students in grade 5 and above can be dismissed to Fellowship Hall.
- Do not leave premise until ALL children/youth are picked up.
- BCE must be notified of any church-sponsored activities involving our youth at least one month prior to the activity (e.g. walking trip, sleepover, field trip, etc.).
 - ✓ DCE will provide consent forms and sign-in sheet.
 - ✓ Obtain signed consent forms for ALL attending youth with valid contact information. All original consent forms must be delivered to the DCE at least one (1) week after the trip. Materials will be scanned and file retained by the DCE.
 - ✓ ALL attending youth and their parent/guardian must sign-in and sign-out on the Events Activity Log for verification against consent forms. The Event Activity Log is to be delivered to the DCE at least one (1) week after the trip. Materials will be scanned and file retained by the DCE.
- The nature of any Church youth program invites and welcomes serious discussion on many of the tougher and more delicate issues of life and faith. These discussions should be open and honest, valuing the opinion of each person, and kept at an age appropriate level.
- In the event of a national or local tragedy, the DCE will confer with the Minister. Teachers should not engage in any in-depth conversations. If it is determined that a notification needs to be sent out, a message from the Minister (or designee) will give guidance and instructions on how to handle the situation. If a notification is not received, please use discretion and pray with youth for hope and healing in an age appropriate manner.
- If at any time, you hear a complaint about our Sunday School program or any church-related activity, or you as a teacher/classroom aide have a conflict with a parent/guardian, alternate teacher or a student, please notify the DCE immediately. The DCE will help to mediate the issue toward an agreeable resolution. The DCE will seek the assistance of the Minister if an issue cannot be resolved.

Chaperones/Mentors

- Maintain a calm environment that allows for focus and concentration on activities.
- Do not dismiss youth to anyone other than their parent/guardian or other person stated on the Sunday School Class List unless there is **written** approval by the parent/guardian that their youth can be released to another person. This approval should be given to the DCE who will retain the written approval from parent/guardian.
- Do not leave premise until ALL children/youth are picked up.
- If at any time you hear a complaint or a concern is raised about our Youth Groups, Confirmation Class, mission trips, or church-related activity or you as a chaperone/mentor have a conflict with a parent/guardian, alternate advisor/leader or a student, please notify the DCE or DYFM immediately. The DCE or DYFM will help to mediate the issue toward a resolution. The DCE or DYFM will seek the assistance of the Minister if necessary if an issue cannot be resolved.

Youth Group Advisors/Mission Trip Leaders

- Maintain a calm environment that allows for focus and concentration on activities.
- BCE must be notified of any church-sponsored activities involving our youth at least one month prior to the activity (e.g. walking trip, sleepover, field trip, etc.).
 - ✓ DCE will provide consent forms and youth event accounting sheets.
 - ✓ Obtain signed consent forms for ALL attending youth with valid contact information. All original consent forms must be delivered to the DCE at least one (1) week after the trip. Materials will be scanned and file retained.
 - ✓ ALL attending youth and their parent/guardian must sign-in and sign-out on the youth event accounting sheet for verification against consent forms. The accounting sheet is to be delivered to the DCE at least one (1) week after the activity/trip. Materials will be scanned and file retained.
- Do not dismiss youth to anyone other than their parent/guardian or other person stated on the consent form unless there is **written** approval by the parent/guardian that their youth can be released to another person. This approval should be given to the DCE who will retain the written approval from parent/guardian.
- Do not leave premise until ALL children/youth are picked up.
- If at any time you hear a complaint or a concern is raised about our Youth Groups, field/mission trips, or any church-related activity or you as an advisor/leader have a conflict with a parent/guardian, alternate advisor/leader or a student, please notify the DCE or DFYM immediately. The DCE or DFYM will help to mediate the issue toward a resolution. The DCE or DFYM will seek the assistance of the Minister if necessary if an issue cannot be resolved.

Parents/Guardians

- Encourage consistent attendance and participation in your youth's Sunday School religious journey.
- Curriculum in the classrooms is aimed specifically at each age group. Therefore, children/youth need to attend their age-appropriate assigned class and NOT be in other classrooms, except when the entire classroom visits or the DCE deems necessary.
- Support your child's commitment to the Community Covenant: *Be Responsible, Respectful, Prepared, Safe and Kind* in all relations and interactions with others – classmates, teachers, staff, congregational members and visitors.

- **Both** legal parents/guardians of the child/youth are aware and agree that religious instruction will take place within the classroom. In addition, parents/guardians should understand that the Community Covenant would be discussed and implemented during all DRCC activities (see above).
- Must complete yearly registration form. Make sure to indicate:
 - ✓ All allergies
 - ✓ Any limitations or special concerns.
- Pick up your child/youth from Sunday School and other events in a timely manner.
- Support the Teachers, Youth Group Leaders, Staff and other responsible parties in their commitment to the Community Covenant.
- If there is a concern about a situation that has occurred in Sunday School or any youth church-related activity, the parent/guardian should bring their concern to the DCE. The DCE will seek the assistance of the Minister if an issue cannot be resolved.
- In the event of an incident regarding a child and an interview is necessary, the interview will be conducted by the Minister (or designee) in the presence of and with written permission from a parent or guardian.
- Spread the **Good Word**. Do not share stories or events that are not your own.

Child & Youth

- Be committed to the Community Covenant: *Be Responsible, Respectful, Prepared, Safe and Kind* in all relations and interactions with others – classmates, teachers, staff, congregational members and visitors.
- Curriculum in the classrooms is aimed specifically at each age group. Therefore children/youth need to attend their age-appropriate assigned class and NOT be in other classrooms, except when the entire classroom visits or when the DCE deems necessary.

Expectations

Every child deserves a nurturing, friendly, caring, and safe environment while attending our Sunday School and Youth Programs. In order to support our Sunday School Teachers/Classroom Aides, Chaperones/Mentors, and Youth Group Advisors/Mission Trip Leaders in providing this environment for children/youth, we have developed the following behavior expectations.

What are our classroom/activity/trip expectations?

All Volunteers

- Follow our Community Covenant: *Be Responsible, Respectful, Prepared, Safe and Kind*
- Be Prompt and Prepared
 - ✓ Come on time
 - ✓ Be prepared to have fun and learn
- Respect Students
 - ✓ Be firm, clear, and gentle when giving direction or redirecting behaviors
 - ✓ Follow the BCE guidelines
 - ✓ Use appropriate voice and language
 - ✓ Be kind
 - ✓ Be polite
 - ✓ Be positive

- ✓ Manage inappropriate behavior privately and in confidence
- Respect Property
 - ✓ Respect property of others
 - ✓ Respect your own property

Parents/Guardian

- Follow our Community Covenant: *Be Responsible, Respectful, Prepared, Safe and Kind*
- Demonstrate mutual respect and support for the Sunday School program and teachers.
 - ✓ Contact the DCE or BCE directly regarding any praise or concerns you might have regarding teachers or the program.

Child & Youth

- Follow our Community Covenant: *Be Responsible, Respectful, Prepared, Safe and Kind*
- Be Prompt and Prepared
 - ✓ Come on time
 - ✓ Be prepared to have fun and learn
- Respect Authority
 - ✓ Listen to the teachers
 - ✓ Follow directions promptly
 - ✓ Accept responsibility for behavior
- Respect the Rights of Others; Display Appropriate Social Skills
 - ✓ Use appropriate voice and language
 - ✓ Be kind
 - ✓ Be polite
 - ✓ Be cooperative
- Respect Property
 - ✓ Respect property of others
 - ✓ Respect your own property

What are our behavioral expectations?

For Adults

- In disciplining students, we expect adults to distinguish between behaviors that are actively disruptive or dangerous, and behaviors that may simply be inconvenient or annoying. The former must be halted; the latter must simply be addressed appropriately usually outside of class.
- In the case where there has been a significant disruption and/or dangerous behavior involving a child/youth, please contact the DCE or DFYM immediately to speak about the incident and receive an incident report. Fill out the form immediately to ensure an accurate accounting and to prepare the DCE or DFYM to discuss the matter with the child/youth's parent/guardian as soon as possible.
- If Church Staff, Sunday School Teachers/Classroom Aides, Chaperones/Mentors, or Youth Group Advisors/Mission Trip Leaders fail to respect the stipulations within the Safe Conduct Policies and Procedures, the matter will be addressed and appropriate measures, if necessary, will be taken.

For Students

- Youth who exhibit unruly behavior will be taken aside, asked to correct the behavior. The logical consequences of further behavioral difficulties will be explained. Youth or parent questions or concerns may be directed to the program supervisor (DCE or DYFM).
- If the child continues to behave in an unruly manner, Church Staff, Sunday School Teachers/Classroom Aides, Chaperones/Mentors, and Youth Group Advisors/Mission Trip Leaders will immediately (conveniently possible) inform the DCE or DFYM, who will contact the child/youth's parent/guardian and ask him/her to take the child out of the classroom/activity.
- If the behavior persists, the DCE or DFYM will advise the parent/guardian that the child will be welcome to return to class/activity only after there is a clear indication the behavioral problem has been corrected.
- Behaviors considered inappropriate include (but are not limited to):
 - Physical abusiveness toward anyone
 - Verbal abusiveness or bullying behaviors toward anyone
 - Cursing or the use of profanities
 - Behaviors that are disruptive to the classroom environment/activity

Reporting

Guidelines

The State of Connecticut guidelines and procedures are updated frequently. To alleviate continually updating this information, a website and phone number have been provided:

<http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314388>. The DCF phone number is 1-800-842-2288.

Procedures

1. Any time you suspect abuse, the Minister must be immediately notified. Ministers are designated as Court-Mandated Reporters and are obligated to report to the Connecticut Department of Children and Families within 12 hours of the suspected abuse.
2. While the Minister is a mandated reporter, if the Minister (or designee) is not available, contact CT DCF. A report must still be made to the Minister.
3. The Minister will follow guidelines set-forth by the United Church of Christ and the Connecticut Department of Children and Families for reporting abuse.
4. Since The Council of the First Congregational Church, Deep River, Connecticut is ultimately responsible for all church matters the Minister, Moderator, Chairman of the Board of Trustees, Director of Christian Education, and the Director of Youth and Family Ministries needs to be apprised immediately of any situation that the law requires the Minister to report when a child or youth is involved.
5. Any individual accused of sexual or physical abuse with youth or youth will be temporarily relieved of any involvement with our children and youth and prohibited from activities where minors are present. This action is not meant to imply guilt, but this "Leave of Absence" will stand until such time as the allegation is resolved by the Department of Children and Families of the State of CT., or the courts. At this time the individual's Volunteer Application would be reviewed by the Minister or designee.

SECTION B – BOARD OF CHRISTIAN SERVICE

Ideas: Eddy Shelter conduct

SECTION C – BOARD OF DEACONS

Ideas - Stephen Ministries

SECTION D – BOARD OF TRUSTEES

Ideas: General, Building Access, Key Distribution, Outside Groups, Building Issues, Building Use Form, Incident and Injury Reports, Sexual Harassment,

Appendices

Board of Christian Education
Board of Christian Service
Board of Deacons
Board of Trustees
Church Wide

BCE – Glossary of Terms

Abuse – Any form of conduct that is unlawful, contrary to the moral instructions and doctrines of the church, and/or causes injury to another person directly or indirectly.

Emotional Abuse – Any attempt to control another person’s life through words, threats, fears, and/or deprivation in such a way that it impairs a person’s God-given sense of self-worth.

Physical Abuse – Any non-accidental act that violates the dignity of the image of God in another person, inflicting dehumanizing pain or injury. Physically abusive behavior also includes physical neglect, which is failure to do what one is supposed to be doing to meet the physical needs of someone in his or her care.

Sexual Abuse – Any sexual experience forced on one person by another, which may or may not involve physical contact between people. Sexual abuse also includes any inappropriate sexual encounter, even if consensual at the time.

Verbal abuse – Any victim who is targeted by name-calling, angry outbursts, screaming rages, sarcasm and cool indifference.

Neglect – The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care; also abandonment and inadequate supervision.

Authorized Youth Worker – Any adult individual who is designated by a community of faith to work with minor youth.

Board of Christian Education – The Board of Christian Education shall work in cooperation and collaboration with the Director of Christian Education. The Board shall meet regularly to direct, supervise, coordinate, and formulate policy for Christian education ministry and classroom activities. Keeping in mind that our world is a classroom the Board shall translate classroom activities into opportunities for participants to partake in church and community outreach education programs that will enhance their understanding of what it is to be a Christian.

Child Abuse – Any form of intentional or malicious infliction of injury to the detriment of the physical, moral, or mental well-being of a minor.

Church Sponsored Web Sites – Any group, page or list serve that is created by a designated member of a community of faith for the purpose of establishing, maintaining or growing ministries to and with youth and/or adults.

Cluster Churches/Youth Ministries – Two or more congregations that work together to form, support or maintain ministries to and with youth.

Community of Faith – A congregation, clusters of churches, association or conference that engages in ministry together.

Confidential/Confidentiality – Limits the sharing of information or disclosure of information to only those who need to know when they need to know it. Limited to those persons authorized to persons authorized to conduct an inquiry, receive and use information, documents, etc., for the purpose of making a full and complete response to a complaint.

Designee – Associate pastor (if in place or other person appointed by Minister to fulfill a duty or responsibility assigned by the Minister.

Director of Christian Education – Under the supervision of the Minister and in cooperation and collaboration with the Board of Christian Education and the Director of Youth & Family Ministries, the Director of Christian education provides leadership in the educational ministry of the Church. This includes planning, providing, maintaining, and enhancing established traditions/programs for children and youth as well as offering creative energy to emerging ideas.

Director of Youth and Family Ministries – Under the supervision of the Minister and in cooperation and collaboration with the Board of Deacons, the Board of Christian Service, the Board of Christian Education and the Director of Christian Education, the Director of Youth and Family Ministries develops and fosters programs that enrich family life, support involvement in the Church and its mission in the word, and fosters

intergenerational connections. The Director of Youth and Family Ministries assists the Minister in the spiritual nurturing of Church members.

Inappropriate Content – Refers both to content that is improper or offensive, but also content that might be suited to the medium but not to the relationship.

Mandatory Reporting – Individuals who work with youth are responsible to report to clergy any activity or language which indicates that a minor is being severely harmed (sexual assault, physical abuse or emotional torment) by a youth or adult, considering doing severe harm to themselves (thoughts or plans of suicide) or severely harming others (abuse, homicide or rape). Any information that is posted on a church sponsored site that includes this type of information should be reported to clergy, documented in church records and deleted from the site.

Minister – The Minister is called by the congregation to have charge of the spiritual welfare of the Church. In that capacity, the Minister shall act as worship leader, teacher, pastor, and administrator and shall guide the congregation to seek the love of God and neighbor, and to witness Christ’s love to our community and the world.

Minor – Any person under the age of 18 (sometimes termed “children and youth”).

Volunteer – Any service rendered by a person when no monetary compensation is given.

BCE – Acknowledgment of Receipt of Safe Conduct Policy

The Safe Conduct policy shall be distributed to Church Staff and all Adults Volunteers who work with youth under the age of 18 years of age.

**THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)**

ACKNOWLEDGEMENT OF RECEIPT OF SAFE CONDUCT POLICY & TRAINING

I hereby acknowledge that I received a copy of the Safe Conduct Policy of The First Congregational Church, Deep River, Connecticut and all of its related Appendices. I have read the policy and either attended training or viewed training video. I understand its meaning and importance, and agree to conduct myself in accordance with the policy.

TO BE COMPLETED BY THE BOARD OF CHRISTIAN EDUCATION:

Date of Training: _____

Date Policy Received: _____

Date Policy Receipt Returned: _____

Printed Name: _____

Signature: _____

This form will be scanned and retained. It is valid for three consecutive years.

BCE – Child & Youth Family Registration Form

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT

(Referenced also as DRCC)

CHILD & YOUTH FAMILY REGISTRATION FORM

Please send/give completed form to the Board of Christian Education, DRCC, 1 Church Street, PO Box 246, Deep River, CT 06417

Mother Name _____ Father Name _____

Guardian (if applicable) _____ Guardian (if applicable) _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Telephone _____ Telephone _____

Cellphone _____ Cellphone _____

E-mail _____ E-mail _____

Which address is the child/youth primary residence? _____

Information Regarding Child/Youth

Codes for Dismissal: P=Parent/Grandparent, G=Guardian, S=Older Sibling, F= Fellowship Hall (grade 5+), O=Specify person

<p>1. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>	<p>2. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>
<p>3. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>	<p>4. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>
<p>5. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>	<p>6. Name: _____</p> <p>Birthdate: _____ Grade: _____</p> <p>Baptized? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Interested In</p> <p>Dismiss to: _____</p> <p>Allergies (or other special concerns): Click here to enter text.</p>

If the Church Youth Programs are in need of help in the following areas, please give me a call:

- Teaching Team Teaching Substitute Teaching Classroom Assistant
 Transport Special Events Extra Pair of Hands
 Nursery Sunday School Youth Groups (indicate grade preference from 4th grade up _____)
 Confirmation Mentor Summer Faith Adventures Baking
 Talents/Other (please specify): _____

Nursery and Pre-School Parent/Guardian Related Information

You will need to provide diapers and wipes for your child. Please provide a bottle or a cup of juice/water if your child can't sip through a straw easily. DRCC provides a snack and juice boxes. All items, including pacifiers, must be marked with child's name. ***Our Open-Door Policy encourages parents to drop in and visit whenever they wish.***

All volunteers with children, youth and other vulnerable populations at DRCC must comply with our current Safe Church Policy, which is available for review in the Director of Christian Education or Church Office.

If you are or become a volunteer, you will receive a copy of the DRCC Safe Church Policy and be required to sign a form stating that you have received and comply with the policy.

At The First Congregational Church of Deep River, we are a supportive and caring community which comes together to grow in our understanding of and commitment to a Christian life. In that spirit, we agree to support one another in our efforts to abide by our Community Covenant to be: **Responsible, Respectful, Prepared, Safe and Kind** in all relations and interactions with others - classmates, teachers, staff, congregational members and visitors.

I understand that my child will be asked to reflect upon his/her behavior if it prevents him/her from keeping this promise. When necessary, I know that I may be made aware of my child's need for reflection and made aware of the specifics of his/her behavior. My agreement to support my child's commitment to this Covenant indicates my willingness to discuss appropriate behaviors and choices with my child as needed.

By signing below, I understand that pictures/video may be taken of my child during Church wide activities, which could be used for church purposes to include but not limited to the Church website, The Messenger, picture disks, social media, power point presentations and the local newspaper.

I also understand by signing below that both legal parents of the child(ren)/youth noted on form are aware and agree that religious instruction will take place within the classroom. In addition, **I also understand** that the Community Covenant will be discussed and implemented during all DRCC activities.

Family Church Relationship: Members Friends Wish to join church

Legal Parent/Guardian Signature: _____ Date: _____

BCE – Event Activity Log

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
 1 Church Street · P.O. Box 337 · Deep River, CT 06417 · 860-526-5416 · www.deeprivercc.org
 (Referenced also as DRCC)

Event Activity Log

Within 7 days, this Activity Log, participant's Consent Form & driver's Use of Private Vehicles of Transportation Forms must be given to the BoCE for processing. Adults participants, must have a BoCE approved Church Staff/Adult Volunteer Application & background check on file prior to attending an event with minors.

Event: _____
 Location: _____
 Date: _____
 Event Leader(s): _____

	Participant Name or Driver/Chaperone (Last Name, First Name)	Grade	Consent Vehicle Form	Event Waiver	Notes, Comments, Incidents, etc.	Parent/Guardian Sign-in Signature	Parent/Guardian Sign-out Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

BCE – Walking & In-State Travel Medical Consent Form

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT (REFERENCED ALSO AS DRCC)

WALKING & IN-STATE TRAVEL MEDICAL/CONSENT FORM

Activity: _____
Destination: _____
Date/Time: _____ Return Time: _____
Contact Person Prior to Event: Name/Phone: _____
Bring with you: _____

Medical/Consent Section (To be complete by Parent/Guardian)

Name of Child _____ Date of Birth _____

Address _____ Phone _____

I give consent for my child _____ to travel in a car (if applicable) to the above noted activity. I understand that my child will leave DRCC at time noted and will be back by time noted. I can be reached at _____ (phone number) if the group is behind or ahead of schedule.

Medicine Participant must bring (including prescriptions & over-the-counter medications - internally or externally):

List ALL allergies (food, medication, seasonal, bees – list all allergy medications). Include health issues and limitations:

If other than a parent/guardian, I give _____ consent to pick up my child after this event. Any young driver picking up or providing transportation for another youth may only do so with a parental letter of permission. DRCC follows the Connecticut Teen Driving Laws.

Signature - Parent/guardian of minor _____ Date _____

To be complete by Participant:

I _____ (print name) understand the rules and expectations of me as described below and agree to abide by them during DRCC activities. I further understand that breaking these rules may be grounds for being sent home. I promise, in whatever way I can, to be helpful to others, including the adult advisors of this activity.

Signature - Participant _____ Date _____

The following rules apply to all events and activities/trips of the First Congregational Church of Deep River:

- Participants are to remain under the care/supervision of adult advisors from the beginning to end of the activity/trip.
- Electronics, game devices and laptops are prohibited. Cell phones are allowed only at the discretion of the event advisor.
- During the course of this activity/trip, minors will not be permitted to transport other minors in their vehicles.
- Use of any and all drugs is strictly prohibited (except prescription medications under the direction of a physician).
- Use of alcohol is strictly prohibited.
- Cigarette smoking under the age of 21 is strictly prohibited; 21+ may not smoke in front of youth.
- Sexual misconduct and displays of affection are strictly prohibited.

BCE – Extended Activity & Mission Trip Medical/Consent Form

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)

EXTENDED ACTIVITY & MISSION TRIP MEDICAL/CONSENT FORM

Activity: _____

Destination: _____

Date(s): _____

Contact Person(s) Prior to Event: Name/Phone: _____

Medical/Permission Section (To be complete by Participant or Parent/Guardian of Participant if a minor)

Name of Participant _____ Date of Birth _____

Address _____

Home Phone _____ Participant Cell Phone _____

Doctor's Name _____ Phone Number _____

Dentist's Name _____ Phone Number _____

Medicine that Participant must bring on activity/trip (including prescriptions and over-the-counter medications taken internally or externally):

***** IMPORTANT *****

List ALL allergies (include food, medication, seasonal, bees - list all allergy medications). Also include health issues and/or limitations:

Insurance Company _____ Plan/Group Number _____

In-State Phone Number _____ Out-of-State Phone Number _____

To be completed by ALL Participants:

Name _____ (please print)

I understand the rules and expectations (denoted with * below) of me as described below and agree to abide by them during First Congregational Church of Deep River trip. I further understand that breaking these rules may be grounds for being sent home. I promise, in whatever way I can, to be helpful to others, including the adult advisors and youth of this mission trip.

Signature _____ Date _____

To be completed by Participant or Parent(s) if Participant is a Minor:

Permission is granted for _____ to attend the activity/mission trip, as noted on this permission/medical form, with the First Congregational Church of Deep River. I understand that participation in this activity/trip involves a certain degree of risk. It is understood that this activity/trip will require air and land transportation or land transportation only. Personal or rental cars/vans might be used in transport for this activity/trip. I have carefully considered the risk involved and have given consent for myself/my child to participate in this activity/trip. I understand that participation in this activity/trip is entirely voluntary and the First Congregational Church of Deep River requires participants to abide by applicable rules and standards of conduct. I release the First Congregational Church of Deep River, its officers, personnel, activity/trip leaders, volunteers, related parties, or other organizations associated with this activity/trip from any and all claims or liability arising out of this participation.

Permission is granted for _____ to be treated by competent medical personnel as a result of any accident or medical emergency while involved in this activity/trip with the First Congregational Church of Deep River. In case of emergency, I understand every effort will be made to contact the Parent/Emergency Contact. In the event I/emergency contact cannot be reached, I give my permission to the medical provider selected by the adult leader in charge to secure proper treatment, including hospitalization, anesthesia, surgery, or injections of medication for myself/my child. Medical providers are authorized to disclose to the adult in charge examination findings, test results, and treatment provided for purposes of medical evaluation of the participant, follow-up and communication with the participant's emergency contact/parents or guardian, and/or determination of the participant's ability to continue in the program activities.

I further understand that if _____ needs to be sent home early from this activity/trip for any reason and/or due to inappropriate behavior, I will be responsible for all arrangements and the total cost of transportation and other expenses that may incur, which will be made within twelve (12) hours of notification by the trip leader(s).

If other than a parent/guardian, I give _____ consent to pick up my child after this trip. Any young driver picking up or providing transportation for another youth may only do so with a parental letter of permission. DRCC follows the Connecticut Teen Driving Laws.

*** By signing this form, the participant agrees to the following rules set forth for this trip planned by DRCC:**

- All participants in activities/trips away from church property must have completed and returned all necessary forms to the DRCC and its advisors before leaving on this activity/trip.
- Participants are to remain under the care/supervision of adult advisors from the beginning to end of the activity/trip.
- Electronics, game devices and laptops are prohibited. Cell phones are allowed only at the discretion of the trip advisor.
- During the course of this activity/trip, minors will not be permitted to transport other minors in their vehicles.
- Use of any and all drugs is strictly prohibited (except prescription medications under the direction of a physician).
- Use of alcohol is strictly prohibited.
- Cigarette smoking under the age of 21 is strictly prohibited; 21+ may not smoke in front of youth.
- Sexual misconduct and displays of affection are strictly prohibited.

Signature - Participant or Parent/guardian of minor _____ Date _____

Printed name - Participant or Parent/guardian of minor _____

Relationship to Participant (if minor) _____

Parent's of minor cell phone(s) _____

Emergency Contact: Name _____ Relationship _____

Phone Number _____ Cell Phone _____

BCE – Overnight Stay and/or Out of State Travel Medical/Consent Form

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT (REFERENCED ALSO AS DRCC)

OVERNIGHT STAY AND/OR OUT OF STATE TRAVEL MEDICAL/CONSENT FORM

Activity: _____
Destination: _____
Date/Time: _____ Return Time: _____
Contact Person Prior to Event: Name/Phone: _____
Bring with you: _____

Medical/Consent Section (To be complete by Parent/Guardian of Participant)

Name of Participant _____ Date of Birth _____
Address _____
Home Phone _____ Participant Cell Phone _____
Parent's Name _____ Parent's Cell Phone _____
Doctor's Name _____ Phone _____
Insurance Carrier _____ Plan/Group Number _____

Medicine Participant must bring (including prescriptions & over-the-counter medications - internally or externally):

List ALL allergies (food, medication, seasonal, bees – list all allergy medications). Include health issues and limitations:

I give consent for my child _____ to participate in the DRCC activity as noted above. I will drop off and pick up my child promptly at the times noted. I understand that my child will be transported via personal vehicles during the duration of this event. I further give consent for my child to be treated by competent medical personnel as a result of any accident or medical emergency while involved in this activity with DRCC. I can be reached at _____ (phone number) if the group is behind or ahead of schedule.

If other than a parent/guardian, I give _____ consent to pick up my child after this event. Any young driver picking up or providing transportation for another youth may only do so with a parental letter of permission. DRCC follows the Connecticut Teen Driving Laws.

Signature - Parent/guardian of minor _____ Date _____

To be complete by Participant:

I _____ (print name) understand the rules and expectations of me as described below and agree to abide by them during DRCC activities. I further understand that breaking these rules may be grounds for being sent home. I promise, in whatever way I can, to be helpful to others, including the adult advisors of this activity.

Signature - Participant _____ Date _____

The following rules apply to all events and activities/trips of the First Congregational Church of Deep River:

- Participants are to remain under the care/supervision of adult advisors from the beginning to end of the activity/trip.
- Electronics, game devices and laptops are prohibited. Cell phones are allowed only at the discretion of the event advisor.
- During the course of this activity/trip, minors will not be permitted to transport other minors in their vehicles.
- Use of any and all drugs is strictly prohibited (except prescription medications under the direction of a physician).
- Use of alcohol is strictly prohibited.
- Cigarette smoking under the age of 21 is strictly prohibited; 21+ may not smoke in front of youth.
- Sexual misconduct and displays of affection are strictly prohibited.

CHURCH WIDE – Church Staff/Volunteer Application

THE FIRST CONGREGATIONAL CHURCH OF DEEP RIVER, CONNECTICUT
(Referenced also as DRCC)

CHURCH STAFF/VOLUNTEER APPLICATION

Because we care about our congregation, it is the policy of DRCC for adult staff and volunteers to fill out this form and have a Criminal Offender Record Information and Sexual Offender Record Information check performed if requested. **THIS FORM MUST BE RETURNED TO AND REVIEWED/RETAINED BY THE DIRECTOR OF CHRISTIAN EDUCATION.**

Name _____ Date _____

Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

E-Mail _____

Emergency Contact & Phone _____

Date of Birth _____ Occupation _____

Employer _____ Empl. Since _____

If employed above for less than one year, please list previous employer below.

Address _____

City _____ State _____ ZIP _____

Previous Employer _____ Empl. Dates _____

Are you a member of this church? Yes No

If yes, how long? _____ *(at least 6 month waiting period required)*

If no, list name and town of previous church(es) attended within the past five years:

Professional training, skills, hobbies that might relate to the volunteer position: _____

Other volunteer experience: _____

Do you have any Special Certification (i.e. CPR, medical)? Yes No

If yes, please indicate _____

Do you have a valid driver's license? Yes No

Driver's License No. _____ State _____

Have you ever been convicted of, or plead guilty or no contest to any crime(s) - (e.g. felony or misdemeanor including DWI, DUI, but not including minor traffic violations or any convictions as a youthful offender)?

Yes No

If yes, describe each in full including place, date, disposition of conviction. A conviction will not necessarily affect your acceptance as a volunteer. NOTE: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Sections 46B-146, 54-760 or 54-1452a of the CT General Statutes. _____

Have you ever been refused participation in a child/youth/other church program or event? Yes No
If yes, explain why in full.

Please list three references, at least one of which has knowledge of your participation as a volunteer in a church, religious or school organization. No more than one reference should be a staff/member of this congregation and no reference should be a relative.

1. Name _____ Phone _____
Relationship _____
2. Name _____ Phone _____
Relationship _____
3. Name _____ Phone _____
Relationship _____

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. **As a condition of employment or volunteering, I give permission for the 1st Congregational Church, Deep River, CT to conduct a background check on me, which may include a review of sex offender registries, and child abuse and criminal-history records. Background check will be reviewed only by the minister (or designee) and retained for three years.** I understand that my staff position or volunteer duties at 1st Congregational Church, Deep River, CT - in particular my interaction with children, youth and other vulnerable population - is conditional on the church receiving no inappropriate information or opinions on my background from the references listed here. I waive any right to inspect any information provided about me by any person/organization identified by me in this application. I release and agree to hold harmless from liability the 1st Congregational Church, Deep River, CT. I have carefully read the foregoing release and know the contents and I sign this release as my own free act.

Applicant Signature _____ Date _____

The Application for Volunteer Service for Youth Activities must be updated every year. You may renew this application for two additional consecutive years from original application date, after which a new application must be completed. If at any time the above information changes, a new application must be submitted.

I have reviewed the above and agree that all of my information as noted has not changed since my last signature and date.

Applicant Signature (Year 2) _____ Date _____

Applicant Signature (Year 3) _____ Date _____

CHURCH USE ONLY:

Does this application need a Background check? Yes No *If yes, submitted when?* _____

Application Accepted: Yes No

Application reviewed by: _____ Date _____

"At DRCC, there is no such thing as JUST a volunteer!"

CHURCH WIDE – Confidential Reporting Protocol and Media

Reporting Protocol

When an incident of any sort occurs during the course of a church/school sponsored activity, it is the policy of DRCC to take the following steps.

1. Respond promptly to any injury, whether due to an accident or interpersonal activity.
2. Assess whether medical assistance is required. Treat the injury or get immediate medical assistance.
3. Notify the victim's parents.
4. Complete an Accident Report immediately after completing numbers 1-3 above, and file it with the appropriate church/school official.
5. Complete a Confidential Incident Report if there is evidence of sexual, physical or emotional abuse, neglect, etc. This form must be completed immediately by a first-person source and filed with the Minister.

The Media

Any news media inquiries regarding allegations of child abuse or sexual misconduct by church/school personnel should be directed to the (Senior) Minister or his designee. DRCC is committed to dealing openly and forthrightly with any such incident. At the same time, in light of the permanent harm that can result from such allegations, even if they ultimately prove to be unfounded, this church respects the strict confidentiality and privacy of all persons who are involved in such incidents. Only the designated member of DRCC should speak to the media.

CHURCH WIDE - DCF Child Abuse Information and Reporting Form

<http://www.ct.gov/dcf/cwp/view.asp?a=2556&Q=314388>. The DCF phone number is 1-800-842-2288.

Contact Minister – The provided form is for reference only.

REPORT OF SUSPECTED CHILD ABUSE OR NEGLECT

DCF-136
05/2015 (Rev.)



Within forty-eight hours of making an oral report, a mandated reporter shall submit this form (DCF-136) to the relevant Area Office listed below. See the reverse side of this form for a summary of Connecticut law concerning the protection of children.

Please Print or Type

Child's Name	<input type="checkbox"/> M <input type="checkbox"/> F	Age Or DOB	Race:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black/African American (not of Hispanic Origin)	<input type="checkbox"/> Hispanic <input type="checkbox"/> White (not of Hispanic origin) <input type="checkbox"/> Unknown <input type="checkbox"/> Other:
Child's Address					
Name Of Parents Or Other Person Responsible For Child's Care			Address		Phone Number
Name Of Careline Worker To Whom Oral Report Was Made			Date Of Oral Report	Date And Time Of Suspected Abuse/Neglect	
Name Of Suspected Perpetrator, If Known			Address And Phone Number, If Known		Relationship To Child
Nature And Extent Of Injury(ies), Maltreatment Or Neglect					
Describe The Circumstances Under Which The Injury(ies), Maltreatment Or Neglect Came To Be Known					
Describe The Reasons Such Persons(s) Are Suspected Of Causing Such Injuries, Maltreatment Of Neglect					
Information Concerning Any Previous Injury(ies), Maltreatment Or Neglect Of The Child Or His/Her Siblings					
Information Concerning Any Prior Cases(s) In Which The Person(s) Have Been Suspected Of Causing An Injury(ies), Maltreatment Or Neglect Of A Child					
List Names And Ages Of Siblings, If Known					
What Action, If Any, Has Been Taken To Treat, Provide Shelter Or Otherwise Assist The Child?					
REPORTER SECTION					
Reporter's Name:			Reporter's Race		
Agency Name:			<input type="checkbox"/> American Indian or Alaskan Native		
Phone Number:			<input type="checkbox"/> Asian/Pacific Islander		
Agency Address:			<input type="checkbox"/> Black/African American (not of Hispanic Origin)		
City:			<input type="checkbox"/> Hispanic (any race)		
			<input type="checkbox"/> White (not of Hispanic origin)		
			<input type="checkbox"/> Prefer Not to Answer		
			<input type="checkbox"/> Other:		
Reporter's Signature			Position		Date

WHITE COPY: TO DCF AREA OFFICE (see below)		IF YOU NEED ADDITIONAL SPACE, YOU MAY ATTACH MORE DOCUMENTATION			
Bridgeport 100 Fairhead Avenue Bridgeport, CT 06604 203-384-5300 TDD: 203-384-5300 Fax: 203-384-5306	Danbury 131 West Street Danbury, CT 06810 203-207-5100 TDD: 203-748-8325 Fax: 203-207-5169	Hartford 350 Hamilton Street Hartford, CT 06106 860-418-0000 TDD: 860-315-4082 Fax: 860-418-8325	Manchester 364 West Middle Turnpike Manchester, CT 06040 860-533-2600 TDD: 860-315-4415 Fax: 860-533-3724	Norwalk 76-1 Main Avenue, I-Park Complex Norwalk, CT 06851 203-859-1400 TDD: 203-859-1401 Fax: 203-859-1463, 203-860-1464	
Meriden One West Main Street Meriden, CT 06451 203-238-8400 TDD: 203-238-8517 Fax: 203-238-8425	Middletown 2081 South Main Street Middletown, CT 06457 860-638-2100 TDD: 860-638-2195 Fax: 860-348-0098	Milford 38 Wellington Road Milford, CT 06461 203-306-5300 TDD: 203-306-5604 Fax: 203-306-5606	New Britain One Grove Street, 4th Floor New Britain, CT 06053 860-832-5200 TDD: 860-832-5370 Fax: 860-832-5481	New Haven One Long Wharf Drive New Haven, CT 06511 203-786-0500 TDD: 203-786-2699 Fax: 203-786-0660	
Norwich Two Courthouse Square Norwich, CT 06350 860-885-2641 TDD: 860-885-2438 Fax: 860-887-3683	Torrington 62 Commercial Blvd Torrington, CT 06790 860-496-5700 TDD: 860-496-5798 Fax: 860-496-5834	Waterbury 395 West Main Street Waterbury, CT 06702 203-759-7000 TDD: 203-465-7329 Fax: 203-759-7295	Willimantic 322 Main Street Willimantic, CT 06220 860-450-2000 TDD: 860-450-6603 Fax: 860-450-1051	Special Investigations Unit 505 Hudson Street, 7th Floor Hartford, CT 06106 860-550-8996 FAX: 860-723-7227	

SUMMARY OF LEGAL REQUIREMENTS CONCERNING CHILD ABUSE/NEGLECT

PUBLIC POLICY OF THE STATE OF CONNECTICUT (C.G.S. §17a-101)

To protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or permanent nurturing and safe environment for children when necessary; and for these purposes to require the reporting of suspected child abuse or neglect, investigation of such reports by a social agency, and provision of services, where needed, to such child and family.

WHO IS MANDATED TO REPORT CHILD ABUSE/NEGLECT?

Child Advocate and OCA Employees	Mental Health Professionals
Chiropractors	Optometrists
Coaches and Directors of a Private Youth Sports, Organization or Team	Persons Paid to Care for Children
Coaches and Athletic Directors of Youth Athletics	Persons who Provide Services to and have Regular Contact with Students
Dental Hygienists	Pharmacists
Dentists	Physical Therapists
Department of Children and Families Employees	Physician Assistants
Domestic Violence Counselors	Podiatrists
Office of Early Childhood Employees and Department of Public Health Employees who are Responsible for Licensing Day Cares and Camps	Police Officers
Family Relations Counselors (Judicial Dept)	Probation Officers (Juvenile or Adult)
Family Rel. Counselor Trainees (Judicial Dept)	Psychologists
Family Services Supervisors (Judicial Dept)	Public or Private Institution of Higher Education Administrators, Faculty, Staff, Athletic Directors, Athletic Coaches and Athletic Trainers
Licensed Foster Parents	Registered Nurses
Licensed Marital and Family Therapists	School Administrators
Licensed or Unlicensed Interns at Any Hospital	School Coaches
Licensed or Unlicensed Resident Physicians	School Guidance Counselors
Licensed Physicians	School Paraprofessionals
Licensed Practical Nurses	School Superintendents
Licensed Professional Counselors	School Teachers
Licensed Surgeons	Sexual Assault Counselors
Licensed/Certified Alcohol and Drug Counselors	Social Workers
Licensed/Certified Emergency Medical Services Providers	Substitute Teachers
Medical Examiners	
Members of the Clergy	

DO THOSE MANDATED TO REPORT INCUR LIABILITY?

No. Any person, institution or agency which, in good faith, makes or does not make a report, shall be immune from any civil or criminal liability provided such person did not perpetrate or cause such abuse or neglect.

IS THERE A PENALTY FOR NOT REPORTING?

Yes. Any person required to report who fails to do so may be prosecuted for a Class A misdemeanor and may be required to participate in an educational and training program. Any person who intentionally and unreasonably interferes with or prevents a report may be prosecuted for a Class D felony.

IS THERE A PENALTY FOR MAKING A FALSE REPORT?

Yes. Any person who knowingly makes a false report of child abuse or neglect may be fined not more than \$2,000 or imprisoned for not more than one year or both. The identity of such person shall be disclosed to the appropriate law enforcement agency and to the alleged perpetrator of the abuse.

WHAT ARE THE REPORTING REQUIREMENTS?

- An oral report shall be made by a mandated reporter by telephone or in person to the DCF Careline or to a law enforcement agency as soon as practicable, but not later than 12 hours after the mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected or placed in imminent risk of serious harm. If a law enforcement agency receives an oral report, it shall immediately notify Careline. Oral reports to the Careline shall be recorded.
- Within 48 hours of making an oral report, a mandated reporter shall submit a written report to the DCF Careline on the DCF-136, "Report of Suspected Child Abuse or Neglect"
- When a mandated reporter is a member of the staff of a public or private institution or facility that provides care for children or a public or private school, the reporter shall also submit a copy of the written report to the person in charge of such institution, school or facility or the person's designee.

DCF CHILD ABUSE AND NEGLECT CARELINE: 1-800-842-2288

STATUTORY REFERENCES: C.G.S. 17a-28, §17a-101 et seq.; §46b-120

DEFINITIONS OF ABUSE AND NEGLECT

Abused Child: Any child who has a non-accidental physical injury, or injuries which are at variance with the history given of such injuries, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment.

Neglected Child: Any child who has been abandoned or is being denied proper care and attention, physically, educationally, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his or her well-being.

Exception: The treatment of any child by an accredited Christian Science practitioner shall not by itself constitute neglect or maltreatment.

CHILD UNDER AGE 13 WITH VENEREAL DISEASE: A physician or facility must report to Careline upon the consultation, examination or treatment for venereal disease of any child who has not reached his or her 13th birthday.

DO PRIVATE CITIZENS HAVE A RESPONSIBILITY FOR REPORTING?

Yes. Any person having reasonable cause to suspect or believe that any child under the age of 18 is in danger of being abused or has been abused or neglected may cause a written or oral report to be made to the Careline or a law enforcement agency. Any person making the report in good faith is immune from any liability, civil or criminal. However, the person is subject to the penalty for making a false claim.

WHAT IS THE AUTHORITY AND RESPONSIBILITY OF THE DEPARTMENT OF CHILDREN AND FAMILIES (DCF)?

All child protective services in Connecticut are the responsibility of the Department of Children and Families.

Upon the receipt of a report of child abuse or neglect, the Careline shall cause the report to be classified, evaluated immediately and forwarded to the appropriate Area Office for the commencement of an investigation or for the provision of services within timelines specified by statute and policy.

If an investigation produces evidence of child abuse or neglect, DCF shall take such measures as it deems necessary to protect the child, and any other children similarly situated, including, but not limited to, immediate notification to the appropriate law enforcement agency, and the removal of the child from his or her home with or without the parents' consent consistent with state law.

If DCF has probable cause to believe that the child or any other child in the household is at imminent risk of physical harm from the surroundings, and that immediate removal from such surroundings is necessary to ensure the child's safety, the Commissioner or designee shall authorize any employee of DCF or any law enforcement officer to remove the child and any other child similarly situated from such surroundings without the consent of the child's parent or guardian. The removal of a child shall not exceed 96 hours. If the child is not returned home within such 96-hour period, with or without protective services, DCF shall file a motion for temporary custody with the Superior Court for Juvenile Matters.

WHAT MEANS ARE AVAILABLE FOR REMOVING A CHILD FROM HIS OR HER HOME?

- 96-Hour hold by the Commissioner of DCF or designee (see above).
- 96-Hour hold by a physician – Any physician examining a child with respect to whom abuse or neglect is suspected shall have the right to keep such child in the custody of a hospital for no longer than 96 hours in order to perform diagnostic tests and procedures necessary to the detection of child abuse or neglect and to provide necessary medical care with or without the consent of such child's parents or guardian or other person responsible for the child's care, provided the physician has made reasonable attempts to (1) advise such child's parents or guardian or other person responsible for the child's care that the physician suspects the child has been abused or neglected, and (2) obtain consent of such child's parents or guardian or other person responsible for the child's care. In addition, such physician may take or cause to be taken photographs of the area of trauma visible on a child who is the subject of such report without the consent of such child's parent's or guardian or other person responsible for the child's care. All such photographs or copies thereof shall be sent to the local police department and the Department of Children and Families.
- Bench order of temporary custody – Whenever any person is arrested and charged with an offense under Section 53-20 or 53-21 or under Part V, VI, or VII of Chapter 952, as amended, the victim of which offense was a minor residing with the defendant, any judge of the Superior Court may, if it appears that the child's condition or circumstances surrounding the case so require, issue an order to the Commissioner of the Department of Children and Families to assume immediate custody of such child and, if the circumstances so require, any other children residing with the defendant and to proceed thereon as in other cases.

WHAT IS THE CENTRAL REGISTRY OF PERPETRATORS OF ABUSE OR NEGLECT?

The Department of Children and Families maintains a registry of persons who have been substantiated as responsible for child abuse or neglect and pose a risk to the health safety or well-being of children. The Central Registry is available on a 24-hour daily basis to prevent or discover child abuse of children.

CHURCH WIDE – Fire & Evacuation Instructions

The Board of Trustees has listed the church's emergency exits in each room of the church and Sanctuary.

In case of fire, smoke, smoke detectors going off or fire-alarm activation: Leave all belongings behind and proceed to the nearest exit in an orderly line.

Sunday School/Youth Group

- Teachers should be aware of how many children/youth he/she has in the classroom each Sunday and who they are. Keep track of their whereabouts (bathroom trips, parents taking them out early, etc.)
- Classrooms with two teachers should have one teacher lead the group to the exit and the other teacher is last in line, assuring that all children/youth are out of the classroom and building. If there is only one teacher, start the line toward the exit and make sure all children are out of the room.
- Be aware of individuals with special needs who may need assistance during an evacuation (such as those who are hearing- or sight-impaired, on crutches, in a wheelchair or having difficulty with stairs).
- Once your group is outside, proceed to:
 - ✓ From front of building/Sanctuary: Marvin Field
 - ✓ From back of building/Sanctuary: Church Parking Lot to playground.
 - Take a headcount.
Adult should locate the Minister or Board of Christian Education member to check in and confirm that everyone in the group is accounted for.

Sanctuary

If Sunday School is evacuated, the Sanctuary should be evacuated as well.

- From front of building/Sanctuary: Marvin Field.
- From back of building/Sanctuary: Church Parking Lot to playground.

Guidelines

- Do not permit anyone to go back into the building.
- Do not permit anyone to leave designated areas to go to the parsonage or nearby stores.

CHURCH WIDE – Fire & Evacuation Map

CHURCH WIDE – Internet / Social Media

Written by:

The Rev. Eric S. Anderson

The Rev. Kim Hoare

The Rev. Da Vita D. McCallister

Marji Hughes

Introduction

The emerging “digital age” has presented the Church with a new and evolving set of communication tools, which offer great promise for developing and deepening ministries of relationship. Social networking sites, on-the-spot communication devices, and “old-fashioned” email can facilitate faith sharing and inquiry, organization for mission, and pastoral care.

Their rapid manifestation raises anxieties as well. People legitimately feel discomfort with the unfamiliar. They certainly experience confusion when confronted with new tools to accomplish customary tasks. In addition, they feel out of place in new communities that emerge around new communication technologies.

We offer this information as a guidepost to emerging technologies, and hope that it provides an opportunity for local church leaders to engage in conversation. The Church of Jesus Christ and the tradition of the United Church of Christ use the practice of covenanting to found and bound healthy, faithful communities.

Where we offer advice about specific practices, we make it from a hope that these practices are more likely to produce strong, healthy relationships in the Body of Christ, and not from a legislative impulse or an attempt to proffer legal advice. That which builds relationship is a more exacting standard than public statutes. The whole United States Code may not be summed up in the commandment “You shall love your neighbor as yourself”, yet it still serves as a sound guide for Christian praxis.

The apostle Paul embraced the technologies of his day to spread the gospel: he traveled on foot, by animal, and by ship; he employed scribes to pen his words and readers to speak them to people he had never met; he even learned to write himself in “what great letters” to build up the Body of Christ.

Section I - Social Networking Sites Relationship and Group Status (Minor to Adult Relationships)

General Guidelines

- Adults should not submit “friend” requests to minors or youth. Youth may request friendships with adults, and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
- When and where available, authorized youth workers should create a professional profile in addition to their personal profile on networking sites to create a line of privacy.
- If an authorized youth worker chooses to accept friend requests from minors or youth that are associated with their community of faith, we recommend that other youth workers (within the same community of faith) have full access to the professional youth worker’s profile and correspondence.
- Authorized youth workers who choose to accept friend requests from minors or youth should use all privacy settings applicable to shield youth from any inappropriate content that may exist within the authorized youth worker’s profile.

- All youth and adults should be informed that any communication that is sent via digital means (email, social networking site notes or posts, etc.) is not confidential and may be reported or shared with others.
- Youth Groups shall use “closed” groups, but not “hidden” groups and have both youth and adult administrators.
- Youth Groups shall be open to parents/guardians of current members and the Board of Christian Education.
- Any inappropriate material that is not covered by “Mandatory Reporting” laws should be deleted from the site. Any material that is covered by “Mandatory Reporting” laws should be reported to the clergy (within your community of faith), documented for church records, and then deleted from the site.
- Any content that details inappropriate behavior (outside of the bounds of the established covenant) during a church sponsored event or activity should be addressed by authorized youth workers and parents/guardians.
- Parents/guardians should be informed that content that appears on youth pages or groups that are not sponsored by the church are NOT within the purview of authorized youth workers.

Section II - Social Networking Sites Relationship and Group Status (Adult to Adult Relationships)

A. - General Guidelines

- Adult members of congregations or communities of faith who seek religious or spiritual advice from clergy via digital means (email, social networking site posts, etc.) should realize that their communication is NOT confidential. Use of digital means to communicate nullifies confidentiality.
- When and where available, clergy should create a professional account in addition to their personal account to maintain appropriate boundaries with members of their congregations or other members of communities of faith.
- Clergy should consider the impact of declining a “friend” request from their church members. These encounters may create tension in “real world” relationships.
- Clergy and staff who work directly with youth are to establish church sponsored digital communications groups to maintain contact with youth members.
- Clergy are to use privacy settings to shield both adult and youth members from viewing content that may be inappropriate.

Section III - Communication and Contact

A. - General Guidelines

- All materials posted on Church-Sponsored sites (and or group pages) are not CONFIDENTIAL.
- All content deemed inappropriate will be removed from the site or group page by the administrator.
- In all digital and electronic communications:
 - ✓ Appropriate language must be used - profanity is not acceptable;
 - ✓ Appropriate content should be used - bullying, pictures that depict abuse, violence, sexual acts are not acceptable;
 - ✓ Individuals may tag themselves in photos but should not tag others;
 - ✓ Mandatory reporting laws will be followed.

B. - Guidelines for E-mail

- All employees of the First Congregational Church must incorporate an e-mail signature to their Church assigned e-mail account, to include their full name, title, full church name, address, church phone number, e-mail address and web site address.
- When sending an e-mail to a group of 10 or more e-mail addresses, the "Blind CC" function must be utilized instead of the "To" function. If the e-mail requires that recipients reply due to compiling a list of

collections/drivers, etc., then an on-line form link, such as Google Documents, should be used so participants can sign up.

- When sending an e-mail to a minor, a parent/guardian must also be copied. Due to extenuating circumstances that the parent/guardian cannot be copied, then you must notify the Sr. Minister and obtain an exception.

C. - Guidelines for Video Chats, Blogs or Video Blogs

- Adults should refrain from initiating video chats with youth.
- Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing/state of dress, etc.
- All transcripts of on-line text chats, video chats, blogs or video blogs should be saved when possible.
- All clergy and authorized youth workers should consider the content and nature of any post that will be read by or visible to youth. Your voice is often considered the voice of the church, and your content may be viewed as church policy.

D. - Guidelines for Publishing/Posting Content Online

- All communities of faith should take care to secure signed media release form from adults and guardians of minor youth who will or may participate in activities that may be photographed or videoed for distribution.
- Any congregation that distributes video of its congregational services or activities on the web or via other broadcast media MUST post signs that indicate the service will be broadcast.
- Congregations are NOT considered PUBLIC space and therefore must inform participants when they are being videoed.
- Photos that are published on church sponsored sites should not include name or contact information of minor youth or youth.

E. - Guidelines for Transition

- As clergy leave, they are to refrain from offering pastoral care through digital communication after the end date of their contract/call/covenant with their community of faith.
- Former youth members and adult leaders of youth groups, due to departure, removal or loss of eligibility (aged out of a program) should be removed from digital communication youth groups (Facebook groups, list serves, etc.).

F. - Guidelines for Live Time Postings

- No names should be used.
- No tagging of yourself or others.
- No “check in” at location.

CHURCH WIDE – Use of Private Vehicles for Transportation Form and Policy (Adult and Youth Trips)

1. Each person in vehicle must have a seat (no sharing).
2. Each person must wear a seatbelt when the vehicle is in motion.
3. Completed forms should be given to the DCE. Form will be scanned and entered into a shared electronic file for staff viewing.
4. Forms are valid for one calendar year.

**THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)**

**USE OF PRIVATE VEHICLES FOR TRANSPORTATION FORM AND POLICY
(ADULT AND YOUTH TRIPS)**

Each driver is asked to complete, sign and return this form along with a copy of your license and insurance card. **VALID FOR ONE CALENDAR YEAR.**

Adult In-charge of Trip: _____

Date(s) of Trip: _____

Name of Driver: _____ Cell Phone: _____

Address: _____ Town: _____

I possess a valid driver's license: Yes No State of Issue: _____

Automobile Owner's/Lessee's Name (if different): _____

Please check if statement is correct.

- The owner/lessee of the vehicle has liability insurance of at least \$250,000/\$500,000 which is effective even if the driver is other than the owner.
- The owner/lessee of the vehicle has a valid registration.
- The vehicle has up-to-date inspection documentation.
- The vehicle is equipped with seatbelts and each person will wear their own seatbelt when vehicle is in motion.
- Each person will have their own seat (no sharing).

Automobile Owner's Signature: _____

Completed forms should be given to the DCE which will be scanned and entered into a shared electronic file for staff viewing.

If the driver is not the owner/lessee of the vehicle to be used, the owner/lessee is asked to complete the following authorization statement.

_____ has my permission to use my vehicle to drive

individuals to and from _____ on _____

I have ascertained that the driver of my vehicle has a valid driver's license and is covered under my liability insurance. I have attached a copy of my license and insurance card to this form.

Automobile Owner's/Lessee's Signature: _____

CHURCH WIDE – Universal Precautions for Healthcare and Cleanliness

The following universal precautions in dealing with *all* people.

Wash Your Hands

Everyone should wash their hands before and after contact with participants. If you have assisted a participant with toileting or eating, wash your hands well with soap and water when you are through. This will also protect you from possible infection of colds, flu, etc. Hands should be kept away from the mouth and face. Always wash your hands before eating or touching your face. Disinfectant soap and sanitized wipes are available in the church nursery and kitchen.

Use of Gloves

In the nursery, non-latex gloves are required if contact with blood, bodily fluids, secretions or excretions are anticipated. This is particularly important for any person who has cuts or abrasions on their hands since many contagious conditions are passed from blood to blood contacts. A change of gloves is required after working with each participant. Gloves must be disposed of immediately after use. Disposable gloves are available in the church nursery and kitchen.

Wounds and Cuts

Injuries should be cared for using the above precautions when a situation arises. When in doubt about the severity of an injury, notify the parent/guardian immediately if possible or call 911 for help. Gloves are to be worn for procedures such as dressing changes. A routine or anticipated dressing change is the responsibility of the parent/caregiver.

Incident and Injury Report

An “Incident and Injury Report” must be filled out in full after any cut, injury or accident.

First Aid Kits

First Aid kits are available on each floor of the church and the Sanctuary. These kits are bright white. These kits will be inspected semi-annually by the Board of Trustees to ensure adequate supplies. They are located in the following areas:

Lower Level Sunday School Rooms: Top of refrigerator in the kitchenette

First Floor: Kitchen and office of the Director of Christian Education

Medication

The Sunday School/Trip volunteer shall not administer medication—prescription or non-prescription—of any kind except in cases of extreme emergency (i.e. a bee sting or allergy antidote and only as noted on the Child & Youth Family Registration Form.

CHURCH WIDE – DRCC Sponsored Mission Program/Trip/Fundraising Planning Procedures

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT (REFERENCED ALSO AS DRCC)

DRCC SPONSORED MISSION PROGRAM/TRIP/FUNDRAISING PLANNING PROCEDURES

Mission Program/Trip

1. Set-up a meeting with Senior Minister and/or Director of Youth and Family Ministries to discuss Mission Program/Trip. Provide a preliminary budget.
2. Download appropriate forms from the church website or obtain from the Director of Christian Education (DCE).
3. If programming will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit (if applicable).
4. Attend Church Council Meeting for approval.* Church Council Representative will bring back information to their Board/Committee about your program/trip for informational purposes only. If a Board/Committee requests additional information, you could be asked to attend their meeting.
5. If Church Council approves your program, submit a Building Use Permit to Trustees for approval (if applicable).
6. Contact Office Manager regarding the status of your permit (if applicable).
7. Inform the DCE if program/trip will involve Sunday School age youth. You must also inform the DCE if any notices or consent forms will be handed out and/or if you need to make announcements during class time. If program/trip preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
8. A DRCC consent form is required for all minors for any church sponsored program/trip/work.
9. Safe Conduct Procedures must to be followed.
10. It is the Trip Leader's responsibility to check with the DCE to make sure leaders/staff and chaperones have a valid Volunteer Application on file with a current background check and they have completed Safe Conduct training prior to going on trip.
11. If trip requires adults to drive their personal cars at any time (even to the airport), they must have a current "Use of Private Vehicles for Transportation Form and Policy" on file with the DCE.
12. Provide trip participants trip expectations and obligations (fundraising, payments, meetings, etc.) and budget with monetary commitment.
13. Include the Senior Minister, the Director of Christian Education, and the Director of Youth and Family Ministries in all correspondence, including e-mail.
14. Provide Office Manager with trip itinerary once plans are finalized.

Mission Fundraiser

1. Obtain necessary paperwork from Office Manager.
2. If mission fundraiser will be held at the Church, check with Office Manager on date availability and obtain a Building Use Permit.
3. Attend Church Council Meeting for approval.* Church Council Representative will bring back information to their Board/Committee about your fundraiser for informational purposes only.
4. If Church Council approves your fundraiser, submit a Building Use Permit to Trustees for approval (if applicable).
5. Contact Office Manager regarding the status of your permit (if applicable).
6. Inform the DCE if fundraiser involves Sunday School age youth. You must also inform the DCE if any notices or consent forms will be handed out and/or if you need to make announcements during class time. If fundraiser preparation is being conducted during Sunday School time, the DCE needs to be notified, who will then make arrangements with the teachers.
7. Include the Senior Minister, the Director of Christian Education, and the Director of Youth and Family Ministries in all correspondence, including e-mail.

*Forms available on-line or from the Board of Christian Education.

**If Church Council is not holding a Regular Meeting or there is an immediate need for approval, the Senior Minister may approve your request. The Senior Minister will report his approval to Church Council at their next Regular Meeting.

CHURCH WIDE – DRCC Mission Program/Trip/Work Funds Request Requirements

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT (REFERENCED ALSO AS DRCC)

MISSION PROGRAM/TRIP/WORK FUNDS REQUEST REQUIREMENTS

Among the more noble callings within the church is that of the commitment to become a mission worker—a calling in which one agrees to give freely of his own time to aid those in need. The First Congregational Church of Deep River (DRCC) has set up a fund to assist members in this calling.

Requirements to be Considered for Funds:

1. Youth or parent must be a member of DRCC.
2. You must provide volunteer service to DRCC. This could include, but not limited to DRCC fundraising dinners or activities that benefit church mission work. If an individual seeking funds is not able to assist at fundraiser events, the individual must volunteer fifteen (15) hours of service to the church. This includes but not limited to Christmas Faire, flea market, soup kitchen, Faith Adventures, Sunday School, etc.
3. Fill out Individual or Group Sponsorship Application and return to Senior Minister or Director of Youth and Family Ministries.
4. Prior to receiving a sponsorship the applicant must:
 - provide documentation that obligations set by trip leader have been fulfilled.
 - provide documentation of volunteer hours to the church (see form entitled Church Service Volunteer Hours).
 - all deposits and payments are submitted by their due dates; if this requirement is not fulfilled, DRCC has the right to withdrawal your sponsorship (if circumstances prevent you from fulfilling the above, you must speak with your trip leader immediately).
4. You will be contacted by the Senior Minister, Director of Christian Education or Director of Youth and Family Ministries as to the status of your application by March 1.
5. Complete a final trip report.

Applying for Funds

- Individuals - Up to \$150.
- DRCC approved Youth Trip sponsored by the church - Up to \$850.
- Must submit application prior to February 15th of the trip year. If there is an unexpected trip/mission opportunity and funds are available, you may apply after the deadline.
- Distribution of available funds are at the discretion of the Senior Minister, the Director of Christian Education and the Director of Youth and Family Ministries.

CHURCH WIDE – DRCC Group Sponsorship Application

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)

Office Use: Recorded: ___ Initials: ___ Date: _____
--

GROUP SPONSORSHIP APPLICATION

- Name: _____

Last
First
Middle
- Are you a member of the church? ___ yes ___ no Please indicate name of member: _____
- How many participants will be involved in the trip? _____ youth _____ adult
- Who is the sponsoring organization of the mission trip? _____
- What organization is benefiting from your mission work? _____
- Where is the location of the trip? _____
- What are the dates of the trip? _____
- Cost of Trip: \$_____ Participant Cost (self-funded): \$_____ Fundraising/Other: \$_____
- Explain Christian work and activities the group will be involved in. _____

- On behalf of the group participants, I verify that the above information is truthful and accurate to the best of my knowledge.
- On behalf of the group participants, we promise to complete the final trip report.
- On behalf of the group participants, we agree to indemnify and hold harmless The First Congregational Church, Deep River and United Church of Christ and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from participation in its activities and programs, or as a result of injury or illness during such activities.
- On behalf of the group participants, all necessary paperwork for the church (i.e. insurer notification) and the organization benefiting from our mission work has been completed.
- On behalf of the group participants, we promise to complete the final trip report.

Trip Organizer Signature: _____ Date: _____
You must meet age requirement in DRCC's Safe Conduct Policy

OFFICE USE ONLY		
This application has been ___accepted.		
More information is needed. Explain for resubmission. _____		
Approval _____ <small>Senior Minister Signature/Date</small>	_____ <small>Director of Christian Education Signature/Date</small>	_____ <small>Director of Y&F Ministries Signature/Date</small>
Deduct from Mission Account: _____		Amount \$: _____

CHURCH WIDE – DRCC Individual Sponsorship Application

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)

INDIVIDUAL SPONSORSHIP APPLICATION

1. Name: _____

Last
First
Middle
2. Parent/Guardian Name: _____
3. Address: _____
4. Are you or your parent/guardian a member of the church? Please indicate name of member below.

5. Who is the sponsoring organization of the mission trip? _____
6. What organization is benefitting from your mission work? _____
7. Where is the location of the trip? _____
8. What are the dates of the trip? _____
9. Explain Christian work and activities you will be involved in. _____

10. Your individual cost of the trip: \$ _____
11. Attach your completed Church Service Volunteer Hours Form showing a total of 15 hours.
12. Have you reviewed the Mission Program/Trip/Work Funds Request Requirements and fulfilled all trip obligations? ____ Yes ____ No
13. Did you submit this application prior to February 15th of the trip year? ____ Yes ____ No
 You will receive status of your application by March 1st.

- I verify that the above and attached information is truthful and accurate to the best of my knowledge.
- I promise to complete the final trip report.
- I further agree to indemnify and hold harmless The First Congregational Church, Deep River and the United Church of Christ and its ministers, leaders, employees, volunteers, or agents from any and all claims arising from my participation in activities and programs, or as a result of injury or illness during such activities.

If you are under 18, a parent/guardian must also sign.

Participant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

OFFICE USE ONLY		
This application has been ____ accepted.		
More information is needed. Explain for resubmission. _____		
Approval: _____ <small>Senior Minister Signature/Date</small>	_____ <small>Director of Christian Education Signature/Date</small>	_____ <small>Director of Y&F Ministries Signature/Date</small>
Deduct from Mission Account: _____		Amount \$: _____

CHURCH WIDE – DRCC Church Service Volunteer Hours Tracking Form

THE FIRST CONGREGATIONAL CHURCH, DEEP RIVER, CT
(REFERENCED ALSO AS DRCC)

CHURCH SERVICE VOLUNTEER HOURS

Complete this form and attach to your Sponsorship Application.

Name: _____

Mission Work/Trip: _____

Volunteer Hours:

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

Date: _____ Description: _____

Hours worked: Adult Coordinator: _____

(Use the back of this form for additional hours if needed.)

I verify that the above information is truthful and accurate to the best of my knowledge.

Youth Signature: _____ Date: _____

If you are under 18, a parent/guardian must also sign.

Parent/Guardian Signature: _____ Date: _____