

**White Bear Unitarian Universalist Church**  
**328 Maple Street**  
**Mahtomedi, MN 55115**

The Safe Congregation policies for WBUUC include the Religious Education Policy manual and the Sexual Exploitation Policy from the Personnel Handbook.

Religious Education Policy

Purpose:

The Religious Growth and Learning Committee of WBUUC believes that our church is a safe place for children; where misconduct on the part of staff and volunteers is unthinkable. However we must note, with dismay, the existing problems of physical, emotional, and sexual abuse of children, and of domestic and sexual violence in society today. In an effort to keep our children safe we have created religious education policies and procedures regarding paid staff and volunteers in our program. These are outlined in the attached pages.

It is our intention to promote self esteem and personal responsibility among our children and adult membership. We will attempt to provide the following as part of our educational program:

1. Age appropriate information about development and sexuality to our youth.
2. The training of, and support for, religious educators, youth leaders, and parents in the areas of parenting skills, growth and development, sexuality, and related issues.
3. Procedures for safeguarding youth in groups and reporting known and suspected instances of abuse, molestation, neglect, assault, cruelty, or non-accidental injury.
4. To the extent possible with sound educational practice, we will attempt to arrange that there be a minimum of two adults with any group of children or youth.

No person convicted of any act of sexual misconduct involving a child or of child abuse will be permitted to be involved as a teacher or staff member with our children. All persons teaching or working for RE shall sign a statement confirming that they have not been convicted of sexual misconduct with a child, and agree to abide by policies and procedures and the code of conduct and ethics developed by the RGLC.

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Religious Education Policy:  
General Safety Policy for Children and Youth

1. Field Trips:

- A. Parent/Guardian must sign a field trip permission slip when children are leaving the church premises by car. Destination and expected time of departure and return must be on the slip, as well as permission for emergency treatment should it be necessary.
- B. There must be a minimum of 2 adults present, more as numbers warrant. Child adult ratio varies with age, as younger children require more supervision. For teens a ratio of 7 to 1 will be maintained.
- C. All drivers must be covered by auto insurance, with proof of that insurance filed in the RE office. If any driver is under the age of 18 (this would apply to field trips for the high school group only), the permission slip for field trip must inform the parents of this.
- D. Seat belts must be used appropriately.

2. Overnights

- A. Parent/Guardian must sign a permission slip for children attending overnights at the church. The slip will include a phone number where the parent/guardian can be reached and permission for emergency treatment if necessary.
- B. A ratio of at least 7 to 1 will be maintained with at least 2 adults present at all times.
- C. Behavior rules listed for youth conferences will also apply to any overnight at the church.

3. Child Protection and Safety

- A. There should be a minimum of 2 adults present for all youth meetings and other events involving children at the church.
- B. Every RE teacher will complete the screening form and sign the code of ethics.
- C. If a volunteer or staff member suspects or is made aware of child abuse or has a concern about a child's safety, this information must be reported to the minister or DRE as soon as possible.

4. Building Safety

- A. A first aid kit must be available in the classroom area.

- B. An escape plan and the location of the nearest fire extinguisher must be posted next to each classroom door.
- C. A review of fire escape plans will be included in teacher training and RE packet for each teacher.
- D. An annual Sunday morning fire and disaster drill will be conducted.
- E. Procedures for prevention of infectious disease spread will be followed by nursery staff (see separate document titled Policy for the Prevention of the Spread of Infectious Disease).

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Religious Education Policy: Youth and Conferences

**I Conferences Supported by WBUUC**

- A. The church will support three conferences per church year for youth. Support will include assistance by the youth program coordinator to secure enough sponsors and distribute registration forms.
- B. It is recommended that the conferences chosen have the district YAC Seal of Approval. This ensures that the conference adheres to the same rules as stated in our church RE policy.
- C. In order to list our church as their congregation on a conference registration form a youth must have attended WBUUC youth group at least three times.
- D. In addition, our church will support, with the assistance of the youth program coordinator, any working conferences offered by the Prairie Star District. There is normally one or two a year and the number of youth is limited to one or two per church. Examples of these working conferences are the Leadership Development Conference, the Spirituality Development Conference, and the Social Justice Conference.
- E. We suggest that 7<sup>th</sup> and 8<sup>th</sup> graders who wish to attend cons, with the exception of 7<sup>th</sup> and 8<sup>th</sup> grade cons, attend only if they meet one of the two following conditions:
  - 1. Their sponsor is their parent or guardian; or
  - 2. Their sponsor is a church approved sponsor and their parent has consulted with the DRE or DYP and the church approved sponsor.

**II Expectations of Youth and Sponsors**

In supporting a conference, we expect the following of our congregation's participating sponsors and youth:

- A. All participants will uphold the seven principles of the Unitarian Universalist Association, covenanting to affirm and promote:
  - The inherent worth and dignity of every person;
  - Justice, equity and compassion in human relations;
  - Acceptance of one another and encouragement to spiritual growth in our congregations;
  - A free and responsible search for truth and meaning;

- The right of conscience and the use of the democratic process within our congregations and in society at large;
  - The goal of world community with peace, liberty, and justice for all;
  - Respect for the interdependent web of all existence of which we are a part.
- B. A ratio of 1 adult to every 7 youth will be mandatory.
- C. Permission slips for each youth attending must be signed by parent or guardian, and must include phone number where a parent can be reached as well as permission for emergency treatment if necessary. Each sponsor will hold the information for the youth they sponsor.
- D. Participants will observe the Prairie Star District Youth Adult Committee policy for youth cons (see attachment), the UUA's Code of Ethics for Persons Working with Children and Youth (see attachment), and any rules established for particular conferences our congregation supports. We affirm the "No Rule" published by the district YAC. This rule states that any conference participant, at any time during a con, has the right to request that others will cease words or actions which they find offensive, and that this request will be honored.
- E. In all circumstances, we require the following of our participating youth and sponsors:
- No leaving the premises without adult supervisor permission.
  - No illegal drugs.
  - No alcohol.
  - No weapons.
  - No violence or illegal activity.
  - No sexual activity.
  - Respect for the integrity and safety of all participants.
  - Respect all property at the con setting.
  - Clean up the site before leaving.
- F. Each youth will meet with their sponsor. Together they will review this policy and sign to indicate their intent to abide by it. Youth and their sponsors must be committed to cooperating with one another throughout a con, including regular times to check-in with one another.
- G. Prior to the con or during the con opening, each sponsor and advisor will read and sign the Code of Ethics for Adults Working with Children and Youth, from the UUA Congregational Handbook.
- H. If a disciplinary problem arises, the sponsor will discuss the matter with the congregation's advisor team attending the con and with appropriate conference leadership. If the matter involves drugs, alcohol, weapons, violence or significant violation of another person, the parents will be notified and may be asked to remove the youth from the con.

*11.16.03*

The church will conduct a criminal background check on any adults serving as chaperones at overnights as part of the youth program.

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Religious Education Policy:  
A Code of Ethics for Adults Working with Children and Youth

Adults working with children and youth in the context of the Unitarian Universalist faith have a crucial and privileged role, one that can carry a great deal of power and influence. Whether acting as a youth advisor, chaperone, childcare worker, teacher, minister, registrant at a youth-adult conference, or in any role, adults have a special opportunity to interact with young people in ways that are affirming and inspiring to young people and adults.

Adults can be mentors, role models, and trusted friends of children and youth. They can be teachers, counselors, and ministers. Helping our children grow up to be caring and responsible adults can be a meaningful and joyful experience for the adults and a lifetime benefit to the young person.

While it is important that adults be capable of meaningful friendships with the young people with whom they work, adults must exercise good judgment and mature wisdom in using their influence with children and young adults and refrain from using young people to fulfill their own needs. Young people are in a vulnerable position when dealing with adults and may find it difficult to speak out about inappropriate behavior by adults.

Adult leaders need to possess a special dedication to working with young people in ways that affirm the Unitarian Universalist Association Principles. Good communication skills, self awareness and understanding of others, sensitivity, problem-solving and decision-making skills, and a positive attitude are important attributes. Additionally, adult religious leaders need to be people who:

- ◇ Have a social network outside of their religious education responsibility in which to meet their own needs for friendship, affirmation, and self-esteem.
- ◇ Are willing and able to seek assistance from colleagues and religious professionals when they become aware of a situation that requires expert help or intervention.

It is ultimately the responsibility of the entire congregation or conference community, *not just those in leadership positions*, to create and maintain a climate that supports the growth and welfare of children and youth.

With the aforementioned in mind, the following statement is a Code of Ethics for adults working with children and youth.

**Code of Ethics**

Adults and older youth in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of individuals and of the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The

relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care: therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with children and youth which constitutes verbal, emotional, or physical abuse. Leaders shall be informed of this code of ethics and agree to it before assuming their role. In cases of violation of this role, appropriate action will be taken.

*Taken from the UUA Congregational Handbook, 1995*

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Religious Education Policy:  
Procedure for Reporting Abuse or Neglect

Minnesota law defines maltreatment as:

1. Emotional Abuse: an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child's ability to function within a normal range of performance and behavior.
2. Neglect: failure by a person responsible for the child's care to provide the necessary food, clothing or shelter when reasonably able to do so.
3. Physical Abuse: any physical or mental injury or threatened injury on a child other than by accidental means inflicted by a person responsible for that child's care.
4. Sexual Abuse: the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship with the child, or by a person acting in authority, to any act including sexual penetration or other sexual contact.

Reporting Alleged Abuse:

Any WBUUC volunteer involved with children or youth is required to report (within 24 hours) to the Director of Religious Education, Director of Youth Programs, or Minister if any of the above abuses are suspected or known. Volunteer shall provide the following:

- A. Name of the youth involved
- B. Name of abuser if known
- C. Nature of the abuse, including dates and places if known
- D. How the information was learned

What the reporter should know:

While talk of suicide is not considered abuse, unless it may be due to abuse, it is something which should be reported to the Director of Religious Education, Director of Youth Programs, or Minister.

You should know that the name of the reporter is confidential except by court order.

Keep the matter confidential.

You are not asked to determine if a crime has been committed - law states you are to report what a reasonable person would suspect is abuse or neglect.

Remember when dealing with children that you should:

- Listen carefully.
- Provide an appropriate setting (take the child out of the classroom, stay with him or her).
- Believe their story (affirm their courage), be honest, offer hope, but don't make promises you cannot keep.
- You must ask open ended questions (ex. "I see that you hurt your arm, how did that happen?").

*Approved by Board 7-9-08*

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Religious Education Policy:  
Child Abuse Response Plan

White Bear Unitarian Universalist Church shall have in place an Abuse Response Team consisting of the Minister, the Director of Religious Education (DRE), the Director of Youth Programs (DYP) if youth are involved, and at least two congregational members (recommended by those senior staff people and approved by the board) with expertise pertinent to this area.

If a report of suspected abuse is made to the Minister and involves persons volunteering or working for Religious Education, the DRE and DYP will be notified. The DRE and/or DYP will report to the Minister any allegations of abuse they become aware of.

When a volunteer, staff, or member of the congregation reports a suspected child abuse situation the DRE, DYP or Minister shall:

1. Determine the following: Is the allegation of abuse reportable? If the answer is yes, the incident must be reported to Child Protection Services (CPS) within 24 hours. Reports must be made in the county where the abuse occurred, and you should be aware that response differs from county to county.
2. Document all conversation regarding this incident (use the child abuse report form).
3. If abuse is suspected as a cause of a minor's suicidal ideation or action Child Protective Services will be notified. (Ordinarily when suicide is a possibility first contact by the Minister, DRE or DYP would be a parent.)
4. If a report is made to Child Protection Services about a volunteer, that person will be suspended by the DRE, DYP, or Minister, effective immediately, and the Abuse Response Team will be notified. The Team will initiate a limited access agreement with said individual if that is deemed appropriate.
5. Any contact with the family of the affected child or alleged abuser should be left to the discretion of the Response Team which will act on the advice of CPS and authorities.
6. If a report is made about a youth group leader, volunteer teacher, or staff member, the Director of Religious Education, Director of Youth Programs or Minister will use discretion in decisions about informing families affected.
7. If the report is about a staff member the personnel committee will be contacted immediately. Their committee will proceed according to personnel committee policy.

8. If allegations are not substantiated by the appropriate authorities, the limited access agreement is voided and destroyed. The individual may be allowed to continue in their former role at the discretion of the Abuse Response Team.
9. If the allegations are not deemed actionable by CPS or investigation leads to dismissal and conflict continues over the matter, the DRE, DYP or Minister may provide pastoral care, and, if needed, mediation. The Abuse Response Team or others may be called upon to provide confidential assistance. Conflict resolution may be conducted, and the Board president may be informed.

In cases where knowledge of a history of abuse on the part of a member, friend, or minor is disclosed to either the Minister, Director of Religious Education or Director of Youth Programs by the individual, a third party, or as a result of a criminal background check, the Abuse Response Team will be notified and consider what response, if any, is required.

*Amended by Board 7-9-08,*

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Religious Education Policy:  
Policy for the Prevention of the Spread of Infectious Disease

Child care settings bring children together where they may be exposed to many different kinds of infections. Although the environment cannot be made germ-free, chances a child will become infected can be lessened by keeping the number of infectious agents at low levels. Germs can most effectively be controlled by frequent, thorough 1) cleaning and disinfection of object which come into contact with children, and 2) hand washing. In addition, proper handling and disposal of contaminated items is necessary to prevent the spread of infections.

Proper cleaning and disinfection practices must be followed routinely, not only when items appear to be soiled or children appear to be ill. Items that do not look soiled or dirty may be overlooked because germs cannot be seen. Similarly, children who do not show symptoms of illness may not be suspected of carrying or spreading germs even though they may be as infectious as those who do have symptoms.

Guidelines for cleaning and disinfection, which are on accompanying pages, should be posted near all areas of work and cleanup. They should also be made available to all persons interested in working with children. These guidelines should also be posted near all first aid kits.

**GUIDELINES**

**Cleaning:**

- Surfaces and objects contaminated with blood, urine, vomit, or stool should be cleaned with detergent and water and disinfected immediately.
- Objects handled by children, especially by those who put objects in their mouth or who are in diapers, should be cleaned and sanitized weekly or after use.
- Diapering area should be cleaned and sanitized after each diaper change.
- Bathrooms should be cleaned and disinfected as needed, weekly or after use.

**Wear disposable gloves when:**

- Handling blood (nosebleeds, cuts) or blood/body fluid soiled items, surfaces or clothing, especially if you have open cuts or sores on your hands.
- Cleaning bathrooms.
- Cleaning spills, wipe up the area to remove blood and body fluids.

Clean objects and surfaces by scrubbing with detergent and fresh water to remove debris. Do not reuse water that has been standing in pails, basins or sinks.

Use disposable towels and discard.

Follow cleaning with disinfection of the area/objects.

### **Disinfection**

ITEMS AND SURFACES CONTAMINATED WITH BLOOD AND BODY FLUIDS (STOOL, URINE, AND VOMIT) SHOULD BE DISINFECTED IMMEDIATELY AFTER CLEANING PROCEDURE.

To disinfect all hard surfaces, utensils, and food-contact surfaces: use a solution of 1/4 cup bleach in a gallon of water. (To make a smaller amount in a spray bottle, use 1 tablespoon bleach in a quart of water.) For routine disinfection of contaminated surfaces which have first been cleaned with detergent and water, saturate the area with bleach solution, wipe the area to distribute the disinfectant evenly, and allow to air dry. Use single-service, disposable towels and discard in a plastic-lined container.

Mouthed toys and utensils should be cleaned first and then soaked for at least 2 minutes in a solution made by adding 1 tablespoon of bleach to a gallon of water. Do not rinse objects after soaking, and allow to air dry.

*Bleach solution must be made daily because it loses its ability to kill germs with time.*

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Religious Education Policy Manual: Forms

Volunteer Information and Code of Ethics Form  
Permission Forms (field trip, overnight)  
Child Abuse Report Form  
Field Trip Driver Information form  
Criminal Background Check Permission Form

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Religious Education Policy:  
Religious Education Volunteer Information & Code of Ethics

This form must be completed by applicants for a position (volunteer or compensated) involving supervision of children in the RE program of WBUUC. This form is used to help continue to provide a safe and secure environment for children and youth who participate in our program and use our facilities.

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

SS# \_\_\_\_\_

I have been a member of WBUUC since \_\_\_\_\_

I have been a friend of this church since \_\_\_\_\_

I affirm that I have never been accused of, convicted of, or pled guilty to any sexual crime. I also have not pled guilty to a lesser charge after having been charged with a sexual crime. I have never engaged in any form of child abuse, including sexual abuse. I have never been determined to have engaged in any sexual offenses in any civil, administrative, or ecclesiastical forum or other forum.

If there are any facts or circumstances in my background that call into question my being entrusted with the supervision, guidance, and care of children, youth or vulnerable adults, I have met to review this information confidentially with the Minister and the Director of Religious Education or Director of Youth Programs.

I further agree to notify the Minister and Religious Educator immediately should I be accused of sexual abuse, sexual offenses, sexual harassment, or other sexual improprieties in the time that I am working with children and youth in this congregation.

Code of Conduct and Ethics

1. I agree to uphold the principles and purposes of Unitarian Universalism.
2. I will refrain from engaging in behavior with children, youth, or adults, which constitutes sexual, verbal, emotional, or physical abuse or harassment.

3. I have read the Religious Education Policy Manual and am in agreement with the spirit and purpose of these policies and procedures.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*If you plan to transport children for church activities such as field trips, a separate driver information form must be completed.*

*Revised 7/9/2008*

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Religious Education Policy: Permission Forms

**Field Trip**

To be signed by Parent or Guardian: \_\_\_\_\_ has my permission to go to \_\_\_\_\_ on \_\_\_\_\_ with the White Bear Unitarian Universalist Church youth. We will leave from church at \_\_\_\_\_ on \_\_\_\_\_ and return at approximately \_\_\_\_\_. I understand that if a serious illness or injury develops, first aid will be given and I will be notified. If it is impossible to contact me, I give my permission for emergency treatment or surgery as recommended by the attending physician.

Signature of Parent/Guardian \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

Health Insurance Company \_\_\_\_\_

Policy/Group Number \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

**Overnight**

To be signed by Parent or Guardian: \_\_\_\_\_ has my permission to attend a sleepover at White Bear Unitarian Universalist Church on \_\_\_\_\_. I understand that if serious illness or injury develops, first aid will be given and I will be notified. If it is impossible to contact me, I give my permission for emergency treatment or surgery as recommended by the attending physician.

Signature of Parent/Guardian \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_

Health Insurance Company \_\_\_\_\_

Policy/Group Number \_\_\_\_\_

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Please inform us if your child will be taking any prescription medications.

I give my permission for my child to view \_\_\_\_\_ (Name of film.)

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Religious Education Policy:  
Child Abuse Report Form

This form should be completed each time an incident is reported to the Child Protection Services in Minnesota.

Reporter's name and title \_\_\_\_\_  
Date and time of report \_\_\_\_\_  
Child's name \_\_\_\_\_  
Child's address \_\_\_\_\_  
Child's age and birth date \_\_\_\_\_  
Parent/Guardian name and phone# \_\_\_\_\_  
School the child attends \_\_\_\_\_  
Suspected perpetrators name, address and relation to child:

CPS will want to know what you perceive to be abuse or neglect. Why do you think it is abuse or neglect? Did the child say something? Did you see something between the child and perpetrator? (An older child is more likely to say what happened. You may see signs or symptoms in a younger child.)

Report  
Date first aware of the problem \_\_\_\_\_

Incident description

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Religious Education Policy:  
Field Trip Driver Information Form

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Driver's License Number \_\_\_\_\_

Personal Auto Insurance Company \_\_\_\_\_

I am at least 25 years of age.            Yes            No

My auto insurance is current            Yes            No

My license has been suspended or revoked in the last ten years.            Yes    No  
If yes, please explain

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I have had moving violations in the last three years            Yes    No  
If yes please explain

---

I certify that the above information is truthful and accurate. If said information changes I will contact the Religious Education office

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*Date*

*Signature*

PLEASE ATTACH A COPY OF DRIVER'S LICENSE AND CHECK EXPIRATION DATE

*For office use only*

Signature\_\_\_\_\_Date\_\_\_\_\_

Copy of License

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Religious Education Policy:  
Background Check Authorization Form

Date: \_\_\_\_\_

The following individual has made application with this organization for volunteer work as a chaperone at overnights as part of our youth program.

Last Name of Volunteer (please print): \_\_\_\_\_

First Name (please print): \_\_\_\_\_

Middle (please print): \_\_\_\_\_

Maiden, Alias, or Former (please print): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex (optional): \_\_\_\_\_

Social Security Number: \_\_\_\_\_

I authorize the church to conduct a criminal background check. I understand that this check will be conducted by the Church Administrator with results kept in a secure location in the office. I have a right to view these results, and understand they are to be viewed only by the Administrator and supervising staff.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

## **SEXUAL EXPLOITATION from the WBUUC Personnel Handbook**

### **A. Mandated Reporting of Alleged Violations to Civil Officials**

The law of the State of Minnesota requires that certain categories of persons (see section 5) are to report to civil authorities if they know or have reason to believe or reasonable cause to believe that a minor or vulnerable adult is being abused. WBUUC directs all mandated reporters to comply with the requirements of the law. It should be noted especially that concerns should be reported within twenty-four (24) hours to civil authorities (Washington County Child Protection, Police Department, Washington County Sheriff's Department). Furthermore, WBUUC directs all of its volunteers and employees, even those who are not mandated reporters, to report their knowledge or belief of the abuse of minors or vulnerable adults, as such knowledge or belief is obtained while engaging in the church ministries, to the Lead Minister and, as appropriate, to civil authorities.

### **B. Reporting Alleged Violations to the UUA**

The Board President or President's designate shall report all alleged violations to the UUA when the alleged violator is a member of the clergy or ministry staff.

### **C. Investigation of Non-mandated Reporting Situations**

If a report is received by the Lead Minister, the Personnel Liaison, or the Board President, an investigation of any reported incident will commence promptly. If a complaint is found to be valid, appropriate disciplinary action will be taken. If a complaint is found to be invalid, a meeting will be set with the reporting employee to review the complaint, investigations conducted, and reason(s) why the complaint was not viewed as valid.

### **D. Prohibited Behavior**

The following behaviors, as defined by the Law of the State of Minnesota, are prohibited for all volunteers and paid personnel of WBUUC.

1. Sexual Abuse (as it applies to minor or vulnerable person interaction) is the subjection of a minor or vulnerable adult, by any person responsible for their care, or by a person in a position of authority to any sexual act which is a violation of the Minnesota Criminal Sexual Conduct Code, including:
  - Sexual contact or sexual penetration of a person under the age of 18;
  - Sexual penetration of a person who is mentally impaired, mentally incapacitated or physically helpless;
  - Solicitation, inducement or promotion of a person under 18 to engage in prostitution;
  - Promotion, employment or use of a minor in any sexual performance; or

- Threatened sexual abuse.
2. Sexual Exploitation (as it applies to any formal helper/helped relationship) is any kind of sexual contact between counselor and client whether initiated by either counselor or client. While Minnesota law prohibits counselors (including members of the clergy in certain circumstances) from engaging in such sexual conduct, WBUUC seeks to prohibit all of its volunteers and paid personnel from engaging in sexual contact with any person for whom they currently have direct or indirect responsibility.
  3. Physical Abuse means any physical or mental injury inflicted by a person responsible for the minor's or vulnerable adult's care on a minor or vulnerable adult other than by accidental means, or any physical or mental injury that cannot reasonably be explained by the minor or vulnerable adult's history of injuries.
  4. Verbal Abuse means repeated conduct that produces mental or emotional stress.
  5. Neglect means failure by a person responsible for the minor's or vulnerable adult's care to supply necessary food, clothing, shelter or medical care when reasonably able to do so, or failure to protect a minor or vulnerable adult from conditions or actions which imminently and seriously endanger the minor's or vulnerable adult's physical or mental health when reasonably able to do so.

#### E. Mandated Reporters

1. Any adult who knows or has reason to believe a minor or vulnerable adults is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years and is:
  - a. A professional or professional's delegate who is engaged in the practice of the healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement;
  - b. Employed as a member of the clergy and received the information while engaged in ministerial duties, provided that said member of the clergy is not required by this subdivision to report information that is otherwise privileged under section 595.02 of the Minnesota Criminal Sexual Conduct Code.
2. Any person may voluntarily report to the local welfare agency, police department, or the county sheriff if the person knows, has reason to believe, or suspects a minor or vulnerable adult is being or has been neglected or subjected to physical or sexual abuse.

3. A person mandated to report physical or sexual abuse or neglect of a minor or vulnerable adult occurring within a licensed facility shall report the information to the agency responsible for licensing the facility.
4. Any person mandated to report shall, upon request to the local welfare agency, receive a summary of the disposition of any report made by that reported, unless release would be detrimental to the best interest of the minor or vulnerable adult.

F. Vulnerable Adult

"Vulnerable adults" are persons 18 or older who:

- Live in licensed facilities such as nursing homes, hospitals, or treatment centers for chemical dependency, mental retardation, mental illness or physical disabilities;
- Receive services from licensed facilities such as developmental achievement centers or home health agencies;
- Are in family settings and would not by themselves report abuse or neglect to themselves because of impaired physical or mental function, or because of emotional status.

G. What to Report to Civil Authorities

Civil authorities are any local or state law enforcement office (police or sheriff) or county social services agency (Child Protection). Call and report:

1. What happened
2. To whom it happened
3. When it happened
4. Where it happened
5. Who was responsible for the abuse
6. Who was responsible for the neglect

You fear no reprisal or civil action if you make your report in good faith.

The above guidelines should also be used in non-mandated reporting situations.

The following **Steps to Take** and **Limited Access Agreement** documents are not part of the above Board-approved policies, but have been used in the past to guide processes.

**White Bear Unitarian Universalist Church**  
**328 Maple Street**  
**Mahtomedi. MN 55115**

**Steps to Take**

1. No matter how the situation is revealed, the minister as quickly as possible should meet privately with the individual to discuss the concerns that have been raised. (If the minister is the one being accused, these steps do not apply. Instead the President of the Board should be contacted immediately and the president should contact the Director for Congregational Services at the UUA and/or the District Executive serving the congregation.) If the person is a member of the congregation and has a partner who also attends the church, then the minister should reach out to the partner as well.
2. If the minister determines there is a genuine cause for concern, the person should then be asked to meet with the Sexual Misconduct and Abuse Response Team.
3. The individual should be asked to sign a release form so that the minister can contact his/her sex offender treatment provider and/or current therapist. Ask if those people are members of ATSA the Association for the Treatment of Sexual Abusers. The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the standard Limited Access Agreement ought to be placed on the person's participation. It would be helpful to know the number, timing and nature of offenses. If the person has been in the community for some time since the offenses and completed the mandated treatment, the Response Team would be wise to ask the person to go for a professional assessment with a therapist who specializes in working with sex offenders. If the offender refuses permission to contact the therapist or to go for an assessment, the congregation would be right to refuse participation in any congregation activity. The question the Response Team must be able to answer is this: given what professionals have advised you, will this person sign and obey a Limited Access Agreement that they can maintain with the leadership in order to assure the safety of children and youth?
4. If the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team may choose to develop a Limited Access Agreement. If the person has a partner in the community, that person should be involved in developing the Limited Access Agreement. It is recommended that all persons with past histories of sexual offenses should be asked to sign a Limited Access Agreement, and depending on circumstances, may be asked to sign one annually. An offender who refuses to sign such an agreement should know that if they enter the congregation or its property, they will be asked to leave by a member of the

- Response Team or the Board of Directors of the church. If the person further refuses, the local police will be called for assistance.
5. The Response Team should meet periodically with any individual with whom it has a Limited Access Agreement to review the arrangement and address any concerns. If the minister or religious educator changes, as well as the Board President, it is important that the departing person inform the new person of this situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing of information appropriately it is also important to remain aware of confidentiality and privacy for all involved. Copies of files including Limited Access Agreement information should be treated with care, and kept in a secure file drawer.
  6. Decide who needs to know. One of the very important and difficult questions is who needs to know that a congregant has a history of sex offense. Clearly, key people, including the Minister, the Director of Religious Education, Director of Youth Programs, the Chair of the Board and the Response Team need to know that the person is attending church, that he or she has agreed to not have contact with children, has signed a Limited Access Agreement or check list, and that he or she should never be alone with children or adolescents.

*Information taken from Balancing Acts by Debra Haffner*