

Florida Chapter of The Fellowship Of United Methodists In Music And Worship Arts  
Annual Church Music Workshop  
Safe Sanctuary Policy  
(Updated September 2021)

I. Introduction

As a Christian community of faith, we pledge to conduct ministry of the gospel in ways that assure the safety and spiritual growth of all children, youth, and vulnerable adults as well as those who service in ministry with and to them.

The Florida Chapter of The Fellowship adopts the following policies for the protection and safety of the children and youth participating in the Annual Church Music Workshop.

II. Definitions

For the purpose of this policy, we will use the following terms:

- Child or youth: Any person under the age of 18
- Adult: Any person 18 years or older
- Leader: Any adult -paid or volunteer- who has supervision or management responsibilities for the event, program, or ministry.
- Youth helpers are considered children or youth under the age of 18 who assist with the day to day programs of the Florida Chapter of The Fellowship's Annual Church Music Workshop.

III. Policy

a. Adults and Leaders: All persons serving in leadership with children or youth shall be:

- At least 18 years or older
- At least 3 years older than the oldest person they are supervising/leading

As part of the selection process, applicants must:

- Submit an application and personal references
- Participate in an interview with Youth Dean
- Consent to a background check or provide proof of Level II clearance

Any convictions involving abuse or harm toward children, youth, or vulnerable adults will disqualify the applicant from participating in leadership during the Florida Chapter of The Fellowship's Annual Church Music Workshop.

b. Youth Helpers:

- Youth helpers are considered children or youth under the age of 18 who assist with the day to day programs of the Florida Chapter of The Fellowship's Annual Church Music Workshop.
- Youth helpers shall follow all the same guidelines as adult leaders
- Youth helpers shall never be alone with children without an adult present.

c. Training: All leaders shall be trained prior to Workshop week by Youth Dean. The Workshop attendees will be informed of the Safe Sanctuary's policy during Workshop orientation and policies will be included in Workshop notebook.

The training shall include information, explanation and discussion of the following:

- Operational procedures (day to day activities and supervision)
- Appropriate boundary guidelines
- Appropriate supervision techniques
- Behaviors and other indicators which may signal concerns

- Requirements, laws, and procedures for reporting incidents of abuse (observed or suspected).

d. Workshop Activity Procedures:

All activities involving children, youth or vulnerable adults shall adhere to the following minimum requirements:

- There shall be two unrelated adults present at all times.
  - o “Unrelated adults” is interpreted as adults who are not related to one another. (The adults may be related to participants, but not to one another.)
  - o When two unrelated adults are not able to be present, two related adults shall be present, so long as they are not in a marital relationship. (Married adults may lead together, but there must be at least one more adult present.)
  - o If it is not possible to have two adults present at all times, the activity must take place in an open space—indoors or outdoors—where other adults are able to witness the activity and interactions of all involved.
  - o It is NOT acceptable to have only one adult present with children, youth or vulnerable adults in a private space, or any space where other adults are not able to witness the activities and interactions of all involved.
  - o If participants represent more than one gender, then there shall be at least one male adult leader and one female adult leader.
  - o Adult Workshop attendees shall not be alone with youth attendees under any circumstance.
- There shall be at least one adult present at Workshop who is trained in first aid and CPR. First aid kits shall be readily available.
- There shall be a roving monitor during high-volume groups and classes.
- At no time shall windows be obscured or doors locked to areas where children, youth or vulnerable adults are meeting. (Exception: Active shooter drills or weather incidents.)
- All leaders shall follow appropriate boundary guidelines [as set forth in training]. For example:
  - o Appropriate boundary setting for all leaders engaging in ministry with vulnerable adults
  - o Appropriate boundary setting for youth leaders, especially focused on small group ministry, overnight retreats and transportation to and from activities
  - o Appropriate boundary setting for clergy and leaders regarding counseling and confidentiality

e. Internet and Social Media: Adults and Youth Leaders

- Images and names of children, youth and vulnerable adults shall not be utilized on any PERSONAL website, PERSONAL social media application, or other websites without consent from those individuals
- Adults and Youth Leaders shall never initiate a social media connection (friend, follower, link, etc.) with a youth attending the music workshop.
  - Boundaries shall be observed when calling, texting, and private messaging individuals.
  - Boundaries shall be observed regarding taking and distributing all photos and videos
  - Boundaries regarding social media posts

#### IV. Youth Workshop General Rules

##### a. Supervision:

- Two Adult Rule: Two non-related adults must be present at all non-classroom programs or activities involving children/youth, one of whom must be a screened adult.
- All activities involving children/youth must be supervised by at least one screened adult.
- Three Year Rule: All screened adults supervising children/youth must be at least 3 years older than the age group they are supervising.
- Windows/Open Doors: Each room set aside for children/youth must have a door, a wall with a window, half-doors, or open doors to remove the opportunities for secrecy and isolation.
- In instances where circumstances dictate that counseling of a child/youth would be the most effective on a one-to-one basis, an appropriate screened leader may meet with individually with a child/youth with the knowledge of at least one Youth Dean. At any counseling session, the door of the room used should remain open for the entire session, unless there is glass in the door or wall which gives a clear view into the room. If another adult is not able to be in the building or close proximity when the counseling occurs, the session should be moved to a public area outside where other people are present.
- Adult Leader to Youth ratio for workshop that will be followed: 7:1

##### b. Transportation:

- Leaders and youth leaders are not allowed to transport children off campus unless there is an emergency.
- In case of an emergency, the Youth Dean will assign a designated adult leader to transport the child/youth to appropriate designation.
- The driver will be a screened adult and must be accompanied by another leader of opposite sex, unrelated and another child/youth.
- Youth Dean will obtain consent from parent in case of emergency transportation.
- The drivers are not permitted to use cell phones or mobile devices, must have a valid driver's license, and show proof of insurance.
- Youth and Youth helpers are not allowed to drive off-campus during event.

##### c. Overnight Rules:

- Adult Leaders and Youth Leaders are prohibited from sleeping in the same bed or room with children or youth, unless the child/youth is an immediate family member.
- The person(s) in charge of youth/children will have access to any permission slips, health forms, and emergency medical care consent forms.
- Hotel Type Setting: Separate rooms for adults and child/youth should be assigned with at least two children/youth of same gender per room.  
Priority room assignments will be given to siblings/family member. In situations of uneven numbers, youth will be assigned to an adjoining room with other youth of the same gender an inner door will be kept opened.
- Where possible high schoolers are assigned rooms with other high schoolers and middle schoolers are assigned rooms with other middle schoolers.
- Where possible rooms for the youth males are on different sides of the building of the rooms for the youth females.
- Assignments will be made so that an adult or youth leader room is between or adjacent to two child/youth rooms.
- Room doors will be taped every evening by a leader or youth leader to ensure

child/youth campers do not exit room without permission. Doors will be un-taped every morning during wake-up.

- Two adults of the same gender as those being checked should make random monitoring trips and room checks at night.

d. Responding to Allegations of Child Abuse (See Appendix I)

- If abuse is observed by, disclosed to, or suspected by a volunteer and/or adult leader person of the Florida Chapter of The Fellowship, the observer shall report the incident immediately to the Florida Fellowship Workshop Chairperson for immediate report to the authorities as required by state or local law. If the Florida Fellowship Workshop Chairperson is not available, the matter should be reported to the Florida Fellowship Chapter President or any other elected office of the Florida Chapter of The Fellowship (Workshop Chairperson-Elect, Membership Chairperson, Secretary, or Treasurer).

### **Adoption**

This Child and Youth Protection Policy is adopted by action of the Council of the Florida Chapter of the Florida Chapter of The Fellowship of United Methodists in Music and Worship Arts this 23rd day of October, 2021.

*Joan E. FitzGerald*

President, Florida Chapter of The Fellowship of United Methodists in Music and Worship Arts

(Rev. 10/23/21)

**Child\Youth Protection Incident Report Form**

Reason for report: \_\_\_\_\_

Date-of-incident: \_\_\_\_\_ Time: \_\_\_\_\_

Place of incident: \_\_\_\_\_

Name of reporter: \_\_\_\_\_ Title: \_\_\_\_\_

Name(s) of Child(ren)/Youth: \_\_\_\_\_ Age(s): \_\_\_\_\_

Briefly describe what happened:

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

Were there any witnesses? \_\_\_ Yes No \_\_\_ If Yes, list.

What action did you take?

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

Has the incident been resolved?: \_\_\_ Yes \_\_\_ No Explain:

\_\_\_\_\_

Have the following people been notified?

Youth Dean \_\_\_\_\_  
Florida Fellowship Chapter Workshop Chairperson \_\_\_\_\_  
Florida Fellowship Chapter President \_\_\_\_\_  
Parent \_\_\_\_\_  
Police or Other Law Enforcement Agency \_\_\_\_\_  
Other \_\_\_\_\_

Signature of reporter: \_\_\_\_\_ Date: \_\_\_\_\_

Report submitted to: \_\_\_\_\_

Appendix I  
Responding to Allegations of Child Abuse

Florida Statute 39.201, entitled “Mandatory Reports” states that: *“Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare, as defined in this chapter, ... shall report such knowledge or suspicion to the department”*

While the statute is limited to situations involving abuse by a parent, custodian, caregiver or other persons responsible for a child’s welfare, the moral imperative to protect children extends to other situations where abuse is suspected. Suspected abuse within the context of a church overnight camp does fall within the description of the Florida Statute and a report is required.

Clearly, when child abuse is suspected or observed, the moral imperative, and potentially the legal requirement, is to call the Child Abuse Hotline 1-800-96 ABUSE (1-800-962-2873).

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- A. Immediately, yet with dignity and respect for the sacred worth of the accused, remove the accused from further involvement with children and/or youth. Once the proper authorities have been contacted and the safety of the child or youth is secured, the Florida Fellowship Workshop Chairperson may, if appropriate, inform the accused that abuse has been reported. **NOTE:** Follow the advice of the investigating authorities regarding whether the accused may be notified of the allegations.
- B. If abuse is observed by, disclosed to, or suspected by a volunteer and/or adult leader person of the Florida Chapter of The Fellowship, the observer shall report the incident immediately to the Florida Fellowship Workshop Chairperson for immediate report to the authorities as required by state or local law. If the Florida Fellowship Workshop Chairperson is not available, the matter should be reported to the Florida Fellowship Chapter President or any other elected office of the Florida Chapter of The Fellowship (Workshop Chairperson-Elect, Membership Chairperson, Secretary, or Treasurer).

If the accused is the Florida Fellowship Workshop Chairperson, the allegations shall be immediately reported to the President of the Florida Chapter of The Fellowship (or any other elected member of the Florida Chapter of The Fellowship) and immediately reported to the proper authorities as required by state or local law. The President of the Florida Chapter of The Fellowship will take responsibility and act according to established rules of *The Book of Discipline* with respect to claims against the Florida Chapter of The Fellowship's Workshop Chairperson. If the President of the Florida Chapter of The Fellowship is not available, the incident should be reported to any other elected

officer of the Florida Chapter of The Fellowship.

- C. Notify the parents of the victim and take whatever steps are necessary to assure the safety and well being of the child or youth until the parent(s) arrive. **NOTE:** If one or both of the parents is the alleged abuser, follow the advice of the authorities concerning notification of others.
- D. Take all allegations seriously and reach out to the victim and the victim's family. Show care and support to help prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim is the **first** priority. Respond in a positive and supportive manner to the victim and the victim's family.
- E. The organization should provide a supportive atmosphere to all those who are affected, offering both objectivity and empathy as it seeks to create a climate in which healing can take place.
- F. After having reported the suspected abuse to the proper authorities, the Florida Fellowship Workshop Chairperson should report the incident immediately to the Florida Fellowship Chapter's President. If the President is unavailable, the incident should be reported to any other elected officer of the Florida Chapter of The Fellowship.
- G. Keep a written report of the steps taken by the organization in response to the reported abuse. The report should be brief and contain only factual information relevant to the situation. It should be kept in a secure place. It should be written in ink or typed to prevent it from being changed.
- H. Organization Personnel are not to undertake an investigation of the incident. In all cases of reported or observed abuse, they should be at the service of the official investigating agency and law enforcement.
- I. Any contact with the media should be handled by a **pre-determined** spokesperson selected by the Florida Fellowship Chapter's President. **NOTE:** The Conference Communications Department is a good source of help when media questions arise. The organization spokesperson should generally convey a spirit of concern for the spiritual, physical, and emotional wellbeing of all who are affected, and that the matter is being diligently and appropriately handled.