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- 2
- 3 3. Persons who have a break in volunteer or paid service of one or more years
- 4 shall resubmit the background screening information. **(B)background**
- 5 checks **(shall)** be repeated at least every three (3) years for all **(paid) staff(;**
- 6 and volunteers **(who have regular and direct contact with children, youth,**
- 7 **and vulnerable adults).**
- 8
- 9 4. All records shall be kept in a secured, locked location. There will be a
- 10 system in place that gives access to those who need these records. It is
- 11 recommended that these records be kept by the church in perpetuity.
- 12
- 13 5. Persons shall demonstrate an active relationship with the local church for at
- 14 least six (6) months before being allowed to be in a supervisory role in
- 15 activities for children, youth or vulnerable adults. In the case of new staff
- 16 hires, references deemed adequate by the hiring supervisor may replace the
- 17 six month waiting rule.

18
19 **SUPERVISION**

20
21 Supervision procedures designed to reduce the possibility of abuse or

22 exploitation of children, youth or vulnerable adults, and to protect staff persons and

23 volunteers from unfounded accusations.

- 24
- 25 1. **Training** is a requirement for all staff and volunteers working with
- 26 children, youth or vulnerable adults. An initial educational component of
- 27 the Safe Sanctuaries programs and policies is required prior to any adult
- 28 having direct supervision of children, youth and vulnerable adults with
- 29 documentation to include signatures reflecting receipt of policies by
- 30 participants to be kept in the records of the supervising staff person.
- 31 Thereafter, the minimum standard would include documentation of an
- 32 annual review of the Safe Sanctuaries policies, procedures for supervision,
- 33 and current information on how to identify and report child, youth or
- 34 vulnerable adult abuse.
- 35
- 36 2. Minimum supervisory standards will include the **“two adult rule”**. This
- 37 rule requires that, regardless of the size of the group, there will always be
- 38 two unrelated adults present. This may include the presence of an adult
- 39 “roamer” who moves in and out of rooms/ministry activities.
- 40
- 41 3. **No child, youth or vulnerable adult will be left unsupervised** while
- 42 attending a ministry event/activity.
- 43
- 44 4. **All ministry activities should occur in open view.** Each room or space
- 45 where ministry activities/events occur must be open to public view. This
- 46 may require enclosed spaces such as classrooms having a viewing window,
- 47 a glass panel in the door, a ½ door configuration or an open door.
- 48

- 1
- 2 5. Registration materials should be collected for every ministry program
- 3 activity.
- 4
- 5 6. Ministry activities involving transportation shall require written and signed
- 6 permission from parents/guardians.
- 7
- 8 7. No person shall supervise and age group unless he/she is AT LEAST 18
- 9 years of age and is AT LEAST 5 years older than the children/youth being
- 10 supervised.

11 **REPORTING**

12 Reporting is required by any staff or volunteer that personally witnesses an incident of

13 abuse or exploitation, when an allegation of an event of abuse or exploitation is made to

14 staff or a volunteer by a third party and/or when a child or vulnerable adult discloses

15 abuse or exploitation to a staff member or volunteer. It is crucial that reporting be

16 immediate and the allegations dealt with as soon in time as possible to the incident or

17 disclosure.

- 18
- 19
- 20 1. The staff person or volunteer who observes alleged abuse or to whom such
- 21 abuse is reported or disclosed, or who suspects abuse is required to report
- 22 the incident/suspected abuse **immediately** to the person in charge of the
- 23 ministry/activity. Upon receiving the information, the person in charge of
- 24 the ministry/activity shall **immediately** call the New York State Child
- 25 Protective Services Hotline at (800) 342-3720. The Pastor in charge and
- 26 immediate staff supervisor are to be informed immediately before or
- 27 subsequent to the making of a report.
- 28
- 29 2. The person in charge of the ministry/activity in which the alleged abuse was
- 30 observed or disclosed shall immediately attempt to obtain necessary
- 31 information such as the name of the alleged victim and his/her address and
- 32 family information.
- 33
- 34 3. If the accused is the appointed clergy, supply pastor or a member of his/her
- 35 family, the allegations shall be immediately reported to the District
- 36 Superintendent. The District Superintendent shall immediately report to the
- 37 proper authorities as set forth in paragraph 1 above. The District
- 38 Superintendent will take responsibility and act according to the established
- 39 rules in The Book of Discipline with respect to claims against the pastor. If
- 40 the District Superintendent is not available, the incident should be reported
- 41 to the Bishop’s office in Rochester, New York.
- 42
- 43 4. All clergy are included in mandatory reporting as required by The Book of
- 44 Discipline.

45 Book of Discipline paragraph 341.5

46 *All clergy of the United Methodist Church are charged to maintain all*

47 *confidences inviolate, including confessional confidences, except in cases of*

48

MIC Report to Annual Conference 2009

It has been just a year since our Ministry Team and the entire North Central New York Conference began to cope with the loss of Director of Communications Sharon Fulmer’s leadership, talent, unending energy, and friendship in our midst. Her death left us wishing she was still among us and her life left us with a passion to tell the Story and share the wonder of God with all.

Sharon’s passion for the Lord she loved, and for all of creation, continues to be a part of the work we do as we help move into a new Conference in upper New York. She was honored by the United Methodist Association of Communicators last Fall with her induction in the Communicator’s Hall of Fame and an award in her honor was unveiled at the New York Press Association’s Spring Convention last month.

A priority for our team last summer was to revisit the Director of Communications job description and to conduct a search to fill the position. As our discernment process developed and interviews were completed, we decided to ask Marilyn J. Kasperek to ac-

cept the part-time position. Mrs. Kasperek has served as part-time Director of Communications in the Western New York Conference since 1987 and worked closely with Sharon for many years. Her experience, as well as her knowledge of the work around the creation of a new Conference in upper New York, are assets as we move toward a new conference. She continues serving in Western New York as well.

CONNECTIONS continues to be a vital part of the communication strategy of the MIC. Budgetary constraints are requiring a reduction in pages and increased prioritization of stories which appear in print. Changes will be forthcoming as we move toward a new Conference. NCNYUMC.org continues to be an excellent source for all things North Central New York as are Conference News emails. Uppernewyork.org was launched this spring as a place to find information about the creation of the new conference. We encourage all to take advantage of all these sources.

Format and distribution methods of news and announcements will continue to evolve as the new Conference

in upper New York is formed. MIC Chair Nelson Price, MIC member Rebecca Kohler, and Marilyn Kasperek are working on the Communications Task Force formed to help build a communications strategy. Ms. Kohler is co-convenor of that Task Force. Suggestions from clergy and laity will be sought as that work continues. Director of Communications is one of five positions for the new Conference that will be in place on July 1, 2010. A survey to determine communication needs in the new Conference is expected out by Annual Conference.

“Rethink Church,” the most recent phase of the Igniting Ministry campaign, launches this spring. The new Conference in upper New York will be a test market for this new initiative. Directors of Communications in Troy, Wyoming, Western New York, and North Central New York Conferences are working with United Methodist Communications to offer an intensive training on “Rethink Church” on September 12, 2009. Details are forthcoming. Training will also be offered in District sites, dates and places to be announced.

Anyone interested in hosting one of these trainings is encouraged to contact the Director of Communications.

We will also hold a “Weaving the Web” training session to help congregations interested in knowing how to use the web in their ministry, on November 7, 2009. There is an online course. Those interested in preparing for the “Rethink Church” or “Weaving the Web” sessions are invited to participate in online training which is available at umcom.org under the support center tab.

Common Good Radio, Public Access television, and development of new ways of using technology remain on the team’s agenda.

Common Good Radio is attracting a global audience without advertising or marketing but by word of mouth and googling “children’s music, faith, inspiration; the feed basically is a music stream, 60 second scripture, prayer. Working on a “Donate button,” web re-design and new logo (butterfly). Audience is worldwide. Target audience children 5-10 years old.