

**Alaska District  
Church of the Nazarene**

**Policies and Procedures  
For the Prevention of  
Sexual Misconduct  
Against Minors**

**PO Box 141  
Kenai, Alaska 99611  
(907) 335-0354**

**MARCH 2016**



# **Policies and Procedures for the Prevention of Sexual Misconduct Against Minors Alaska District Church of the Nazarene**

## **I. Purpose**

Alaska District, in its various district-sponsored ministry endeavors, including ministries of the district at Camp Maranatha Retreat Center, seeks to provide a safe and secure environment for everyone entrusted to our care so that all may come to a saving relationship with Jesus Christ and grow in relationship with Him. The following policy and procedures are specifically for the protection of our children and youth and those who serve them, whether volunteers or employees of the Alaska District.

*DISCLAIMER: In providing the use of Camp Maranatha Retreat Center to entities other than the Alaska District Church of the Nazarene., the District disclaims any liability for claims or actions of child abuse (including sexual abuse) arising from the use of the District's facilities unless a District employee or accepted volunteer is the accused.*

## **II. Scope**

This policy applies to all current and future workers, whether paid or volunteer, as well as to District Executive Officers, Directors, Members of various District Auxiliaries, and any other individuals engaged in ministry responsibilities supervising children and youth in the course of ministry activities sponsored by the Alaska District.

## **III. Definitions**

For the purpose of this policy, the following definitions shall apply:

- "Preschooler", "child", "children", "youth", and "minor" shall be defined as an individual under the age of 18, a "minor".
- "Adult" shall be defined as any individual at least 18 years of age.
- "Worker" shall be defined as anyone, whether paid or volunteer, given the responsibility of working with or caring for minors within the programs and ministries sponsored by the Alaska District.
- "Child Abuse" shall be defined as physical, emotional, or sexual abuse of a minor.
- "Child Sexual Abuse" is any sexual activity with a child whether violent or nonviolent and includes behavior involving touching and non-touching aspects.

## **IV. Background Checks and Information Disclosed**

All employees of the Alaska District and Camp Maranatha Retreat Center shall complete a Background Check Questionnaire.

In addition, any person desiring to work with minors in ministries sponsored by the Alaska District must complete a Background Check Questionnaire in order to be considered for involvement with such ministries. This includes those who volunteer only occasionally. Alaska District requires all

to undergo a National Criminal Background Check, depending upon the position; differing levels or intensity of background check may be required. Generally a level one background check will be required through Skillful Screening Solutions, a part of Ministry Safe.

All personal information voluntarily disclosed, the results of all background and reference checks or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements will be treated as confidentially as legal, moral and ethical principles allow.

Whether disclosed voluntarily or by result of a background check, any conviction for the following items will disqualify a prospective worker (paid or volunteer) from participating in activities or programs with minors:

- Criminal homicide;
- Aggressive assault;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful materials to a minor;
- Employment harmful to children;
- Abandonment or endangerment of a child;
- Kidnapping or unlawful restraint;
- Public lewdness or indecent exposure;
- Enticing a child.
- In Criminal Convictions outside those of sexual nature we authorize at the District Superintendent's discretion to make exceptions.

## **V. Access to Information**

Only those persons authorized by the District Superintendent shall have access to the results of criminal background checks conducted.

## **VI. Alaska District Nazarene Congregations Sharing of Information with District Office**

In an effort to provide comprehensive access for employees and volunteers to Sexual Abuse Awareness Training and the results of current criminal background checks completed by local Alaska Nazarene Churches who are participating in the "Ministry Safe" National program, we ask our Alaska Nazarene Churches to obtain permission from their employees and volunteers to share this information with the Alaska District Office, in qualifying employees and volunteers for ministry service.

## **VII. Sexual Abuse Awareness Training**

Alaska District Church of the Nazarene policies and procedures require that all employees and ministry volunteers are required to report any policy violations. Employees and volunteers should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parents or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip Alaska District employees and ministry volunteers with information necessary to recognize abuser characteristics and grooming behavior, Alaska District Church of the Nazarene requires all employees and ministry volunteers to complete "Ministry Safe Sexual Abuse Awareness Training (either through their local church, which is the preferred method or through the District Office. This training will be renewed every three years.

## VIII. Specific Acts of Prohibited Conduct

The performance of any of the following acts will not be tolerated or accepted during any activity or programs sponsored by the Alaska District, and are to be immediately reported to the designated program staff after the safety of any minors involved has been ensured:

- Any direct observation of evidence of sexual activity in the presence of or in association with a minor.
- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidences of abusive conduct toward a minor.
- Sexual advances or sexual activity of any kind between or person and a minor.
- Infliction of or physical abusive behavior or bodily injury to a minor.
- The presences or possession of obscene or pornographic material at any function sponsored by the Alaska District.
- The presence, possession, or being under the influence of any illegal or illicit drugs and/or alcohol and marijuana.
- Sexual misconduct includes rape or other sexual assault involving touching, without the victim's consent, for the purpose of sexual stimulation. **In the case of a minor (under the age of 18), any such touching is always without consent.**
- Sexual misconduct also includes non-touching interaction involving verbal, written, and electronic communications that are directed without consent for the purpose of sexual stimulation.
- Examples of non-touching offenses would include, but not be limited to, verbalizing explicit sexual acts either in person or through electronic forms of communications such as phones, faxes and computers, or distributing inappropriate pictures or other graphics by those same methods for the same purpose.

## IX. Supervision and Security

Staff members and volunteer directors of District sponsored events will supervise activities on an ongoing basis and make unannounced visits to program sites from time to time.

Two or more adults are to be present in programs and activities involving children and youth (minors). When a District sponsored activity includes a group of minors on an overnight activity, at least one adult of the same gender as the minor group must accompany the group. For instance, groups with both genders represented must have at least one male and one female adult present with them. If the group is all boys, then at least one of the adults must be male.

**Open Rooms and Offices:** Whenever minors are present in a room or office for any purpose, the door must remain open, unless the door contains a window through which all areas of the room may be observed.

**Transportation:** Minors should be transported in groups. An unaccompanied adult should not drive a single minor (other than his or her own) in a District sponsored activity without express permission, preferably in writing from the minor's parent or legal guardian. Minors shall not drive other minors without the express consent of a parent or legal guardian of both minors.

## X. Responding to Allegations or Suspicions of Child Abuse

1. Upon suspicion that an Alaska District event worker, sponsor or chaperone, or leader, whether paid or a volunteer, has committed "Child Abuse" or "Child Sexual Abuse" at or away from an Alaska District event, the following steps shall be taken:
  - A. Any Alaska District worker, sponsor, chaperone, or leader, whether paid or a volunteer, having reasonable cause to suspect that a worker, sponsor, chaperone, or leader, whether paid or a volunteer, has committed "Child Abuse" or "Child Sexual Abuse" at or away from an Alaska District event, shall immediately report their suspicion to the leader of the event and shall then make a non-accusatory report (report that identifies the victim of abuse or neglect, whether or not the person responsible for the abuse or neglect is known) to appropriate authorities in accordance with the child/youth abuse reporting statutes applicable in Alaska (AS 47.17.010 et. Seq.) The report should be made to the Alaska Department of Health and Social Services. ("Department") However, if the person making the report cannot reasonably contact the nearest office of the department and immediate action is necessary for the well-being of the child, the person shall make the report to a peace officer. The Department's child-abuse-reporting phone numbers for various regions of Alaska are available at [dhss.alaska.gov](http://dhss.alaska.gov). The phone numbers as of the effective date of this policy, May 1, 2016, are:

Anchorage: 1-800-478-4444  
Southcentral: 1-855-352-8934  
Northern Alaska: 1-800-353-2650  
Southeast: 1-888-622-1650  
Western Region: 1-800-557-3141
  - B. The leadership of district sponsored events shall immediately contact the District Superintendent of the Alaska District Church of the Nazarene or legal counsel for the Alaska District to report the suspicion of an occurrence of "Child Abuse" or "Child Sexual Abuse".
  - C. In instances where the person suspected of child abuse is an assigned volunteer or a member of the ministerial staff, his or her home-church senior pastor or board if the persons suspected is a senior pastor, shall be apprised of the situation as soon as possible.
  - D. After the notice to appropriate authorities and the District Superintendent has been provided, the leadership of the district sponsored events shall:
    - i) Utilize the Accident / Incident Report (see Appendix) and record data concerning the child / youth's name, address, and other pertinent information obtained through discussion with the initial reporter and other staff members. (As part of this process, the child/youth should not be interviewed or asked about the alleged incident.) The name and address, contact information of the person responsible for the care of the minor, if available, is also to be obtained.
    - ii) Maintain confidentiality of the alleged incident and report to authorities as much as possible.
    - iii) Cooperate fully with the Department and/or law enforcement under the advice of legal counsel or the District Superintendent or his or her designee.

- iv) With the authorization of the District Superintendent, suspend any worker, sponsor, chaperone, or leader suspected of "Child Abuse" or "Child Sexual Abuse" from the performance of Alaska District and local church duties involving minors until the Department, law enforcement and/or the Alaska District/Local Church's investigation has been completed, without respect to whether the accusation stems from an incident alleged to have occurred in conjunction with a church-related ministry or activity or with some other setting.
  - v) Inform the alleged victim and his or her family of the steps being taken, keeping them advised of the status of the investigation.
2. In instances where child abuse is confirmed by the Department, law enforcement, or other governing authorities, the church and/or Alaska District should immediately dismiss the person responsible for "Child Abuse" or "Child Sexual Abuse" from their volunteer and/or employment positions. This policy shall in no way preclude the Alaska District or local churches from conducting their own independent investigation of the alleged abuse. Such investigation should not proceed without advice of counsel.
  3. The leadership of Alaska District shall take steps to promptly respond to the media, when necessary, through its appointed spokesperson, with appropriate advice of legal counsel.
  4. Nothing in this policy prevents any person from reporting to the authorities identified above, a child's harm that the person has reasonable cause to suspect is a result of "Child Abuse" or "Child Sexual Abuse" not specifically covered by this policy.





# **APPENDIX (FORMS)**

**Pastor / Local Church Instructions**

**Background Check Questionnaire**

**Accident / Incident Report**

**Volunteer Acknowledgement and Annual Review**

**Permission to Share Information**



# Pastor / Local Church Instructions

Dear Pastor and District Ministry Volunteer,

Please familiarize yourself with our Alaska District "Policies and Procedures for the Prevention of Sexual Misconduct Against Minors". As we adopt this District Policy, it is our hope that all Alaska District Nazarene Churches will subscribe yearly to "Ministry Safe" for their local churches, designing and implementing policies and procedures as well as sexual abuse awareness Training for the prevention of sexual misconduct in our local churches and on our District.

When the local church subscribes to "Ministry Safe", writes policy, implements background checks through "Skillful Screening Solutions" and offers "Sexual Abuse Awareness Training", keep appropriate individual records, then the District process is streamlined for the individual volunteer. When the local church is fulfilling this responsibility then the individual can grant the local church the permission to share the following information with the District qualifying them for service. The following forms would need to be completed and sent to the District Office.

1. Fully Completed - "Background Check for Children / Youth Workers Application".
2. Fully Completed - "Volunteer Acknowledgement" form.
3. Fully Completed - "Permission to Share Information" form.

In the event that a District Volunteer does not have access through their local church to "Ministry Safe" background checks and training they may choose to submit the Background Check Application to the District Office via electronic format to [phartley@alaskanazarene.org](mailto:phartley@alaskanazarene.org) or PO Box 141, Kenai, AK 99611.

Upon receipt of the application for Background Check, our District Office will send an email invitation to complete the required online "Sexual Abuse awareness Training".

No individual will be approved for volunteering until a Background Check, and completed "Sexual Abuse Awareness Training" has been successfully completed.

Thank you for your interest in volunteering on the Alaska District Church of the Nazarene. If you have questions, please contact our District Office.

Alaska District Church of the Nazarene  
PO Box 141  
Kenai, AK 99611  
Office: (907) 335-0354  
Cell: (907) 252-5773  
Email: [phartley@alaskanazarene.org](mailto:phartley@alaskanazarene.org)



# ALASKA DISTRICT APPLICATION FOR BACKGROUND CHECK FOR CHILDREN / YOUTH WORKERS

## Disclosure Notice

The Alaska District seeks to be sensitive to the needs of families and strives to be protective and responsible in all areas of ministry. This responsibility is especially felt with regard to the care of children and youth with whom it has been entrusted. In order to fulfill this trust, as well as to comply with State law and requirements of our insurance carrier, it is essential that the church screen ALL workers, paid and volunteer, seeking a ministry role with children and youth. This questionnaire is an essential part of that process.

The Church will exercise prudent control over the release of the content of this document. However, **confidentiality cannot be guaranteed**, and the church specifically reserves the right to disseminate any material contained herein when the church, in its sole discretion, deems it necessary or advisable.

NOTE: Upon your signature of this questionnaire, a nationwide criminal and sex offender background check will be conducted.

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Print Please)      FIRST                  MIDDLE                  LAST

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Email Address: \_\_\_\_\_

Location Address: \_\_\_\_\_  
STREET ADDRESS (Include Apt or Space No.)      CITY                  STATE                  ZIP

Mailing Address (if different): \_\_\_\_\_  
BOX NO.                  CITY                  STATE                  ZIP

Previous Address: \_\_\_\_\_  
STREET ADDRESS                  CITY                  STATE                  ZIP

Church You Attend: \_\_\_\_\_ Member?  YES  NO

Ministry Position Desired: \_\_\_\_\_ Contact: \_\_\_\_\_

Please list all addresses you have lived at over the past (7) years (Use back page for additional addresses):

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

Have you ever abused, endangered, abandoned, or neglected anyone under the age of 18 years or been accused of any such action by anyone?  YES  NO

If yes, please fully explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of child abuse, endangerment, abandonment, neglect, injury, or any crime involving actual or attempted molestation of anyone under the age of 18 years?  YES  NO

If yes, please fully explain: \_\_\_\_\_  
\_\_\_\_\_

You may use additional sheets, if desired. Have you attached additional sheets?  YES  NO

**PERSONAL REFERENCES**  
*(No Relatives or Former Employees)*

FULL NAME (Please Print): \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

FULL NAME (Please Print): \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

PASTOR'S FULL NAME (Please Print): \_\_\_\_\_ YEARS KNOWN: \_\_\_\_\_

CHURCH: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

**APPLICANT'S CERTIFICATION AND AUTHORIZATION TO RELEASE INFORMATION**

I, the undersigned applicant, hereby certify that the information contained in this application is complete and correct to the best of my knowledge. I hereby authorize any references, law enforcement agencies or background check entities to release any information requested pursuant to this application. I hereby release all such references, law enforcement agencies or background check entities from any and all liability which may result from releasing any requested information, and I waive any rights that I may have to review records or references provided on my behalf.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT / LEGAL GUARDIAN'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
*(If applicant is under 18 years of age)*

<b>OFFICE USE ONLY</b>	
Questionnaire Received ____ / ____ / ____	BY: _____
Questionnaire Received ____ / ____ / ____	BY: _____
Results: <input type="checkbox"/> Acceptable	<input type="checkbox"/> Unacceptable
Reported to: _____	Phone: _____
Comments: _____	

**ALASKA DISTRICT CHURCH OF THE NAZARENE  
ACCIDENT / INCIDENT REPORT**

Date of Incident: \_\_\_\_\_ Prepared by: \_\_\_\_\_  
(Print Name)

Type of Event Being Reported:  Accident  Incident  Allegation  Other

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

How was the Incident brought to your attention? \_\_\_\_\_

Adults witnessing, or present at the time of the incident: \_\_\_\_\_

Did anyone else witness the incident?  YES  NO If, "yes", please describe: \_\_\_\_\_

Person(s) reporting the incident: \_\_\_\_\_

Date, Time and Exact location of the incident: \_\_\_\_\_

Description of the incident as witnessed or reported (continue on back, if necessary): \_\_\_\_\_

Where there injuries?  YES  NO If, "yes", were the injuries visible:  YES  NO

If "yes", please describe: \_\_\_\_\_

If there were injuries, were the injuries treated?  YES  NO

Were the parents / guardians notified?  YES  NO Date / Time: \_\_\_\_\_

Is this an incident requiring notice to the authorities?  YES  NO

Who? \_\_\_\_\_ When? Date / Time: \_\_\_\_\_

Was the Coordinator of the activity or other District leader notified?  YES  NO

If "yes", who was notified? \_\_\_\_\_ When? \_\_\_\_\_

Was the District's Insurance Company notified?  YES  NO When? \_\_\_\_\_

Please provide any other pertinent information (continue on back if necessary): \_\_\_\_\_

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





**ADVISORY BOARD OF THE ALASKA DISTRICT  
CHURCH OF THE NAZARENE, INC.  
(The "District")**

**VOLUNTEER ACKNOWLEDGEMENT**

The undersigned is a District Volunteer and hereby acknowledges receipt of the Districts "Policies and Procedures for the Prevention of Sexual Misconduct Against Minors" and understands that the Volunteer is bound by, and is responsible to read and follow such policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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

**VOLUNTEER ACKNOWLEDGEMENT  
OF ANNUAL REVIEW**

The undersigned Volunteer hereby acknowledges having reviewed the District "Policies and Procedures for the Prevention of Sexual Misconduct Against Minors" and reaffirms the understanding that the volunteer is bound by such policies.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



**ALASKA DISTRICT APPLICATION FOR  
PERMISSION TO SHARE INFORMATION**

Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
(Print Legibly)      FIRST      MIDDLE      LAST

I, the undersigned applicant, hereby authorize \_\_\_\_\_ Church of the Nazarene to release completed background check results from "Skillful Screening Solutions:" to the Alaska District Church of the Nazarene. I, hereby release \_\_\_\_\_ Church of the Nazarene and the Alaska District Church of the Nazarene, law enforcement agencies or background check entities from any and all liability which may result from releasing any requested information, and I waive any rights that I may have to review records or references provided on my behalf.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Legal Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If applicant is under 18 years of age.)

**VERIFICATION OF MINISTRY SAFE TRAINING**

The above named individual has successfully completed the required "Sexual Abuse Awareness Training" through Ministry Safe.

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

Local Nazarene Church: \_\_\_\_\_

Local Church Pastor (Please Print Name): \_\_\_\_\_

Local Church Pastor's Verification Signature: \_\_\_\_\_

