
MID-ATLANTIC REGIONAL YOUTH EVENT

Important Information & Releases

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OVERVIEW

The Mid-Atlantic Regional Youth Event is designed to bring teens from across the region together for 5 days of worship, workshops, music, speakers, building connections, and journeying together.

Dates: July 9-13, 2014

Location: Susquehanna University, 514 University Ave, Selinsgrove, PA 17870

Ages: Event is open to youth who have completed 7th grade through 12th grade. Young adults are interested in taking on a leadership role are welcome to be a part of the event as well!

Registration will open in February. There are discounts for early registration (see registration fee schedule below). Final registration closes on June 15.

ACCOMMODATIONS

We will be staying in the dorm rooms on campus. All basic linens will be provided - two towels, one washcloth, two sheets, a pillowcase and a blanket. Please be sure to bring your own pillow as pillows are not supplied. Anyone with sensitivities to detergents may wish to bring their own linens for the event.

We have some rooms that hold two people and others that will hold three. When registering, please be sure to note any roommate preferences. If no roommate is specified, a random roommate of the same gender will be assigned. We will do our absolute best to honor requests, but cannot completely guarantee roommate selections as they will be determined by the availability of double/triple rooms. Single rooms are also available for an additional fee.

EMERGENCY CONTACT NUMBERS

University: (570) 374-0101

John Folk: (610) 468-8200

Marissa Willson: (814)470-3073

Ruth Shaver: (814) 317-6331

Katie Penick: (240) 418-8028

COSTS

Registration Fees

- Early bird (ends Feb 28): \$325.00
- Regular (March 1- May 15): \$350.00
- Late (May 16 - June 15): \$375.00

Participants may also want to bring some cash for any souvenirs, CDs or college gear that they might want to buy. There will also be an offering taken during the event.

FOOD

We will have buffet-style food service with a wide range of available options. Please be sure to include any allergies, sensitivities or vegan/vegetarian needs on your registration form.

MEDICAL NEEDS

We will have nurses on site who will be able to assist with bumps, bruises, and other minor issues. Please be sure to complete a medical release form with all necessary information. In the event that an emergency arises, we will make every effort to contact the emergency contacted listed; however, the form gives us the permission needed to seek the proper level of care as needed.

Please be sure to pack a 5 day supply of any medications in original, current containers, including the participant's name on the container. Please also include any special instructions for administering medications.

ADDITIONAL ITEMS

- No alcohol, drugs, matches, lighters, or smoking!
- The rules of the university where we will be staying must be followed.
- Avoid body sprays, perfumes, anything that has a strong odor.
- Maintain modesty.
- Please limit cell phone use & ensure that ringers are set to silent.

PACKING LIST

- | | |
|---|--|
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Hat/cap/bandanna (something for sun-protection) |
| <input type="checkbox"/> Clothes for 5 days - t-shirts, shorts, light weight shirts, etc. | <input type="checkbox"/> Flashlight & batteries |
| <input type="checkbox"/> Toiletries: Soap, shampoo/conditioner, toothbrush, toothpaste, & deodorant | <input type="checkbox"/> Camera, Batteries, Media |
| <input type="checkbox"/> Extra pair of sneakers & sandals / shower shoes. | <input type="checkbox"/> Bible, journal, pens |
| <input type="checkbox"/> Night clothes: PJs, nightshirt | <input type="checkbox"/> Sunscreen (min. SPF 15 - higher is better) |
| <input type="checkbox"/> Socks & Underwear | <input type="checkbox"/> Folded trash bag for the trip home |
| <input type="checkbox"/> Bathing suit* | <input type="checkbox"/> Medications |
| | <input type="checkbox"/> School Supply Donation Item for Mission Project |

*It is extremely important that we make appropriate choices in selecting clothing. Spaghetti straps, revealing tank tops, short shorts, and similar items should be left at home.

REGISTRATION PROCESS / GROUP LEADER CHECKLIST

- Complete Online Registrations for each participant
- Collect and verify the forms needed upon arrival
 - Media Releases for each participant
 - Medical Releases for each participant
 - Event-wide covenant for each participant
 - UCC Self-Disclosure Documents for each leader
- Submit workshop selections for each participant (this will be done as a secondary step following the initial registration. You will be contacted with a listing of all available workshops along with instructions for completing workshop selection).
- Mission Project – We will be collecting items throughout the event for the Snyder County Children & Youth Services Back to School Fair (more information below). Please spread the word to participants and their parents about the school supply drive.

MISSION ITEMS

Snyder County Children and Youth Services is currently gearing up for their fifth annual “Back to School Fair”. Their goal is to provide back packs filled with school supplies to local children in need with the help of supporters like all of us. During the fair, families who pre-register will receive age appropriate school supplies for their children as well as additional information about services that are offered through their agency and other child serving agencies in the area.

You can be a part of it simply by bringing an item or items to contribute to the fair. Items desired for the Back to School Fair at Snyder County Children & Youth Services are:

- | | |
|--|---|
| • New Backpacks | • Erasers (block & pencil top) |
| • 3 ring binders (1 to 1½ inch) | • Construction paper |
| • Filler paper for 3 ring binders | • Folders with pockets and inside fasteners |
| • Colored Pencils | • Rulers |
| • Markers & Highlighters | • Scissors (safety style) |
| • Pens | • Elmer’s Glue (Bottled & Sticks) |
| • Mechanical Pencils | • Book Covers |
| • #2 Pencils | • Post it notes |
| • Pencil Sharpeners | • Lunch Boxes |
| • Pencil Boxes (plastic snap closure for younger children or fabric 3-ring binder style for older youth) | • Hand sanitizers |
| • Notebooks (single and multi-subject spiral) | • Pocket Tissues |
| • Crayons | • “Daily assignment” notebooks |
| | • Graphing calculators |

EVENT-WIDE COVENANT (YOUTH)

This Covenant is meant to help youth understand and abide by expectations of youth to help foster a respectful, safe, and healthy environment in which we can explore our faith, make new friends, worship and learn together. Please review and sign this covenant with your parent or legal guardian.

- Because God calls us to be a community of faith, I covenant with God and all others engaged in this ministry to conduct myself in a manner that promotes a community of faith at all times.
- I will participate in all activities and work with others to learn and grow from my experiences.
- I will treat all people with dignity and respect.
- I will model a positive attitude and spirit of generosity, compassion and service at MARYE and in the wider community we seek to serve and learn from. I will encourage others to do the same.
- I will respect the property of all people and places where gatherings occur.
- I will honor all laws regarding the use of tobacco.
- I will not bring or use alcohol and/or illicit drugs, realizing that such behavior is illegal and would require my dismissal from this event.
- I will not engage in any form of sexual activity.
- I will observe the following guidelines for visiting the rooms of others:
 - There will be no opposite gender visitation in the dorm rooms.
 - Doors should be closed when rooms are occupied.
 - Visitation will only be in public areas and during lunch , dinner, and optional time.
- I will report all instances of sexual harassment and/or sexual exploitation to the designated youth staff.
- I will be mindful of my roommate's right to privacy.
- I will honor my responsibility to be on time and prepared, including honoring curfews each night.
- I will not leave the meeting facility alone. If I wish to leave the meeting facility for any reason , I will obtain permission from my designated youth staff and an adult will be selected to accompany me.
- I understand and accept that violation of this Covenant could result in my returning home at my own expense before the event's conclusion.

EVENT-WIDE COVENANT (YOUTH), CONTINUED

Technology-Related Items

- I will engage in appropriate use of technology when texting, chatting and emailing, posting, etc.
- Out of respect for others, I will ask permission of a person(s) featured in a picture before I post the picture online.
- I will refrain from using my cell phone or any other hand held electronic devices during scheduled activities (unless use of social media is specifically encouraged during a scheduled activity).
- My phone and other electronic devices will be turned off during a scheduled program, workshop, worship, gatherings, etc. while at the event.
- My cell phone and other devices are my property. It is my responsibility to keep them secure.
- If there is truly a reason I need to make a call or text during a scheduled activity, I will first talk to my adult group coordinator or another adult advisor.
- I will not abuse the convenience and privilege of having a cell phone / hand held electronic devices with me. Therefore, I understand that breaking this covenant may result in having my cell phone / electronic devices being handed in to an adult advisor.

THANK YOU FOR SHARING IN THIS COVENANT!

Printed Name of Participant

Participant Signature

Date

Parent or Guardian Signature (if participant is under 18)

Date

EVENT-WIDE COVENANT (ADULT)

THANK YOU FOR SERVING AS AN ADULT GROUP COORDINATOR, LEADER AND/OR CHAPERONE DURING THE MID-ATLANTIC REGIONAL YOUTH EVENT. YOUR PRESENCE AND CARE FOR YOUTH ARE CRITICAL TO BOTH THIS EVENT AND TO THE VITALITY OF YOUR YOUTH MINISTRIES. THE FOLLOWING GUIDELINES AND COVENANT HAVE BEEN DEVELOPED TO HELP YOU IN YOUR RESPECTIVE ROLES AND TO FOSTER AN INTENTIONALLY COVENANTED PARTNERSHIP IN OUR WORK WITH YOUTH AT THIS EVENT. PLEASE READ THE DETAILS OF THE ADULT COVENANT BELOW AND SIGN AT THE BOTTOM.

- BECAUSE GOD CALLS US TO BE A COMMUNITY OF FAITH AND LEADERS IN CHRIST'S CHURCH, I COVENANT WITH GOD AND ALL OTHERS ENGAGED IN THIS MINISTRY TO CONDUCT MYSELF IN A MANNER THAT PROMOTES A COMMUNITY OF FAITH AT ALL OUR GATHERINGS.
- I UNDERSTAND AND ACCEPT THAT THE REGIONAL YOUTH EVENT INCLUDES PROGRAMMING AND SERVICE PROJECTS AS WELL AS SCHEDULED AND UNSCHEDULED OPPORTUNITIES AND EVENTS AT MARYE.
- I COVENANT TO BE RESPONSIBLE, ALONG WITH THE OTHER ADULTS IN MY REGISTERED GROUP, FOR THE SUPERVISION OF OUR YOUTH AT ALL TIMES AND FOR THE DURATION OF THIS EVENT.
- I COVENANT TO WORK IN PARTNERSHIP WITH THE REGIONAL STAFF AND OTHER YOUTH LEADERS AND CHAPERONES AS NEEDED TO SUPPORT THE REGIONAL YOUTH EVENT PROGRAM.
- I WILL MODEL A POSITIVE ATTITUDE AND SPIRIT OF GENEROSITY, COMPASSION AND SERVICE AT THE REGIONAL YOUTH EVENT AND IN THE WIDER COMMUNITY WE SEEK TO SERVE AND LEARN TOGETHER. I WILL ENCOURAGE OTHERS TO DO THE SAME.
- I WILL BE INTENTIONALLY VISIBLE AND INTERACTIVE WITH THE YOUTH PARTICIPANTS FROM MY GROUP.
- I WILL HELP COMMUNICATE FIRM CHECK-IN TIMES, CURFEWS, AND POLICIES AND PROGRAM UPDATES AS NEEDED SO MY YOUTH GROUP WILL CLEARLY UNDERSTAND EXPECTATIONS OF THEM DURING THIS EVENT.
- I WILL TREAT ALL PEOPLE WITH DIGNITY AND RESPECT.
- I WILL RESPECT THE PROPERTY OF ALL PEOPLE AND PLACES WHERE MEETINGS OCCUR.
- I WILL HONOR ALL LAWS REGARDING THE USE OF TOBACCO AND SMOKE ONLY IN DESIGNATED AREAS OR OUTSIDE THE BUILDING.
- I WILL NOT BRING OR USE ALCOHOL OR ILLICIT DRUGS, REALIZING THAT SUCH BEHAVIOR IS NOT APPROPRIATE FOR ADULT CHAPERONES AND WOULD REQUIRE MY DISMISSAL FROM THIS EVENT.
- I WILL NOT ENGAGE IN ANY FORM OF SEXUAL ACTIVITY.
- I WILL OBSERVE THE FOLLOWING GUIDELINES FOR VISITING THE ROOMS OF OTHERS:
 - THERE WILL BE NO OPPOSITE GENDER VISITATION IN THE DORM ROOMS.
 - DOORS SHOULD BE CLOSED WHEN ROOMS ARE OCCUPIED.
 - VISITATION WILL ONLY BE IN PUBLIC AREAS AND DURING LUNCH, DINNER, AND OPTIONAL TIME.
- IF INFORMED OR AWARE THAT SEXUAL MISCONDUCT HAS OCCURRED, I ENSURE THAT IT IS REPORTED TO THE DESIGNATED EVENT STAFF.
- I WILL BE MINDFUL OF MY ROOMMATE'S RIGHT TO PRIVACY.
- I WILL HONOR MY RESPONSIBILITY TO BE PUNCTUAL AND PREPARED, INCLUDING HONORING CURFEWS.
- AS AN ADULT, I AM RESPONSIBLE FOR PROVIDING SAFE SPACE AND A CHRISTIAN ROLE MODEL FOR YOUTH.
- I HAVE READ AND UNDERSTAND THE COVENANT I AM SIGNING. I UNDERSTAND THAT VIOLATION OF THIS COVENANT COULD RESULT IN MY RETURNING HOME AT MY OWN EXPENSE BEFORE THE EVENT'S CONCLUSION.

Participant Signature

Date

MEDIA RELEASE

I give the United Church of Christ and its agents my permission to use my picture in videos and digital still images for the Mid-Atlantic Regional Youth Event and to reproduce my name on audio tapes, recordings, reproductions, websites, i.e. documents, DVDs, movies and any or all photographs (not necessarily of myself).

I hereby release the United Church of Christ, its employees and agents from any and all claims for damages, libel, slander, invasion of the right of privacy, or any other claim based on the use of the video.

No promises have been made to me in exchange of my signature on this release. I understand my participation in this taping. I have read this release form and fully understand the meaning of it.

Printed Name of Participant

Participant Signature

Date

As the parent or legal guardian of the participant named above, I grant permission for my child to be included in any and all media which has been or will be made by the United Church of Christ.

Parent or Guardian Signature (if participant is under 18)

Date

MEDICAL RELEASE

Participant Information

Name of Participant

Date of Birth

Street Address

City

State

Zip

Blood Type

Gender

Primary Physician Name & Phone Number

Health History, Allergies, Current Medications, and special Instructions:

May participant self-administer these medications?	Yes	No
May group coordinator / chaperone assist?	Yes	No
May the participant take Tylenol?	Yes	No
May the participant take Pepto-Bismol?	Yes	No
May the participant take Advil?	Yes	No

Insurance Information

Insurance Company

Policy Number

Group Number

Name/Relationship of Policy Holder

Pre-authorization Phone number (if required)

Please include copies (front and back) of medical and prescription medication identification cards.

Emergency Contact Information

Primary Emergency Contact Name

Relationship to Participant

Cell Phone

Home Phone

Work / Other

Secondary Emergency Contact Name

Relationship to Participant

Cell Phone

Home Phone

Work / Other

On-Site Contact (Adult Leader/Chaperone)

Cell Phone

I, as parent or legal guardian of the person named above, do hereby give my permission for the leaders of the Mid-Atlantic Regional Youth Event to act on my behalf for any and all medical needs that my child might require while participating in the Mid-Atlantic Regional Youth Event from July 9-13, 2014. I understand that, in the event of a medical emergency where treatment is necessary, every effort will be made to contact me. However, if I cannot be reached, I give my permission to the leaders of the event to secure a licensed physician to provide the care necessary, including medical transportation, anesthesia, tests, x-rays, and injections, for my child's well being. Further, I grant permission to the leaders of the Mid-Atlantic Regional Youth Event to administer prescribed & over the counter medications as needed. I give permission to the physician selected by the leaders of the event to secure and administer treatment, including hospitalization, for the person named above. I agree to assume any financial responsibility for my child's care & agree to the release of any records necessary for treatment or insurance purposes.

Parent or Guardian Signature (if participant is under 18)

Date

UCC SELF-DISCLOSURE QUESTIONNAIRE

This document is required for all adult leaders & participants and must be turned in upon arrival at the event.

1. No civil lawsuit alleging actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, or child abuse has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

☐ True

☐ Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

2. No civil lawsuit alleging financial misconduct has ever resulted in a judgment being entered against me, been settled out of court, or been dismissed because the statute of limitations has expired.

☐ True

☐ Not True

If not true, give a short explanation of the lawsuit. (Please indicate the date, nature, and place of the incident leading to the lawsuit; where the lawsuit was filed; and the precise disposition of the lawsuit.)

3. I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credential, or authorization to hold a volunteer position terminated for reasons relating to allegations of actual or attempted sexual discrimination, harassment, exploitation, or misconduct, physical abuse, or child abuse.

☐ True

☐ Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

4. I have never terminated my employment, professional credentials, or service in a volunteer position or had my employment, professional credential, or authorization to hold a volunteer position terminated for reasons relating to financial misconduct.

☐ True

☐ Not True

If not true, give a short explanation. (Please indicate the date of termination; name, address, and telephone number of employer or volunteer supervisor; and nature of the incident(s) leading to your termination.)

5. Do you have a valid drivers' license? (Complete only if the position requires driving as part of the job duties)

☐ Yes

☐ No

6. With respect to my driving record, I have not had my license suspended or revoked within the last five years due to reckless driving or driving while intoxicated and/or under the influence of a controlled substance. (Complete only if the position requires driving as part of the job duties)

☐ True

☐ Not True

7. Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

☐ Yes

☐ No

If yes, please provide a brief explanation.

The covenants between persons seeking authorized volunteer positions in the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this questionnaire is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is not longer accurate.

I authorize the UCC and/or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments, and statements.

To that end, I authorize the UCC and its agents to circulate, distribute, and otherwise share information gathered in connection with this application to persons who are involved in the hiring decision for the position or positions for which I have applied. I understand that the UCC will share with me information it gathered about me, if I request it to do so.

I acknowledge my receipt and understanding of the UCC Safe Church Policy.

Printed Name

Signature

Date

SAFE CHURCH POLICY CONCERNING ABUSE PREVENTION

Policy Prohibiting Abuse, Exploitation and Harassment

As a community of Christian faith, the Covenanted Ministries of the United Church of Christ, including each of the covenanted ministries (hereinafter “the CMUCC) is committed to creating and maintaining programs, facilities, and a community in which employees, volunteers and persons served by the CMUCC can work together in an atmosphere free from all forms of discrimination, harassment, exploitation or intimidation. All persons associated with the CMUCC should be aware that the church is strongly opposed to Sexual Exploitation and Sexual Harassment and that such behavior is prohibited by CMUCC policy. It is the intention of the CMUCC to take action to prevent and correct behavior that is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

Conduct of our Employees and Volunteers

Consistent with the priesthood of all believers, it is important that every employee, including Authorized Ministers, independent contractors and volunteers be adequately prepared and educated for the ministry in which they serve others, and to understand the ways in which their use or misuse of authority may impact others.

It is the policy of the CMUCC to encourage its employees, independent contractors and volunteers to nurture safety within the work performed on behalf of the CMUCC by being attentive to self-care, education, maintaining appropriate boundaries, and the importance of referring those in need to supportive and helpful resources.

Sexual Exploitation or Sexual Harassment of employees, volunteers or others by anyone engaged in the work performed on behalf of the CMUCC is unethical behavior, will not be tolerated by the CMUCC and will be cause for immediate termination of employment or termination of volunteer role with the CMUCC. Similarly, Workplace Harassment, as defined in the CMUCC’s Common Personnel Policies at Section 2.2, is strictly prohibited.

Requirements for Commencing and Continuing Employment or Volunteerism

Before beginning their duties, all employees, independent contractors, and volunteers will be required to submit an application and/or disclosure form similar to the sample attached hereto.

Before beginning their duties, all employees, independent contractors, and volunteers may be personally interviewed, by phone or in person, to assess the suitability of their character and qualifications for the position they seek.

Prior to employment, the CMUCC will conduct a criminal background check and employment reference check for all prospective employees, including, but not limited to, a registered sex offender review for each prospective employee, by searching their name on the Department of Justice website at www.nsopr.gov. The registered sex offender review will be repeated on an annual basis for all employees.

Prior to assignment as an independent contractor or volunteer, the CMUCC will conduct a background check, which will include, at a minimum, a registered sex offender review for each independent

contractor, or volunteer, by searching their name on the Department of Justice website at www.nsopr.gov. The registered sex offender review will be repeated on an annual basis for all active independent contractors and volunteers.

All employees will be required to attend mandatory workshops on “Safe Church” issues as scheduled by the CMUCC, not less than once each three year period. Independent contractors and volunteers will be invited to participate in workshops on “Safe Church” issues.

All Authorized Ministers employed at the CMUCC are expected to attend all boundary workshops required by the Association where the Minister currently has standing.

Additional Requirements for Child and Youth Ministry

The CMUCC is committed to providing a safe and healthy environment in which young people can learn about and experience God’s love.

In order to promote this, we have established the following guidelines in addition to the general requirements for ministry.

All volunteers who regularly work with children and youth will complete and submit a disclosure document.

Before beginning their duties, all prospective employees will undergo a background check, including but not necessarily limited to inquiries of references and a criminal history verification by a third party vendor.

All volunteers, independent contractors and employees who regularly work with children and youth will receive orientation regarding safe church policy and procedures.

It is the practice of the CMUCC to provide adequate supervision and safeguards for youth activities. In situations where participants are readily visible to each other, there will be no fewer than two unrelated adults present with children. Youth over the age of 14 may assist an unrelated adult in supervising children and youth activities; however, such assistance does not alter the requirement that at least two unrelated adults be present.

Written consent of one parent or guardian of a minor will be required for all activities off the property of the CMUCC or a CMUCC affiliated church, and any overnight activities.

Definitions

Authorized Minister: a person who holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ or region of the Christian Church (Disciples of Christ).

Independent Contractor: a person who is contracted by the CMUCC to perform services that ordinarily would be performed by a CMUCC employee, normally on a short term or temporary basis. An independent contractor, for purposes of this policy, does not include a vendor or third party who supplies goods or services to the CMUCC. (i.e. attorneys, auditors, suppliers of equipment/office supplies, caterers, musicians, etc.).

Sexual Exploitation: sexual activity or conduct (not limited to sexual intercourse) in which a person takes advantage of the vulnerability of the person being served by causing that person to engage in sexual behavior with the CMUCC employee or volunteer.

Sexual Harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. It includes behavior directed at another person with the intent of intimidating humiliating or embarrassing the other person, or subjecting the person to public discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment or participation in any CMUCC activity.
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or CMUCC related decisions affecting an individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in CMUCC activities or creating an intimidating, hostile or offensive work or church environment.

Prohibited sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, text messages, instant messages, e-mails or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender specific traits, sexual propositions;
- Revised for clarity in March 2007 3
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome and using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, leadership opportunities, or comfortable participation in the life of the CMUCC. It is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Procedures for Handling Complaints of Sexual Exploitation or Harassment

I. Generally

- a. The Human Resources office, in collaboration with the Office of the Minister for Affirmative Action and Diversity Initiatives, will lead the investigation into and response to any complaints under this policy. These persons are familiar with the terms of this policy as well as the

established policies and of the CMUCC for addressing concerns, complaints and grievances, as set forth at paragraph 8.1 of the Common Personnel Policies.

- b. Several approaches may be taken in addressing incidents of alleged sexual exploitation or harassment:
 - i. The complainant can attempt to resolve the matter directly with the respondent, the individual accused of sexual exploitation or harassment.
 - ii. If the complainant is an employee or volunteer of the CMUCC, the complainant can raise the concern with their supervisor.
 - iii. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may bring their concerns to Human Resources office or the Affirmative Action office.
- c. Human Resources and Affirmative Action and the appropriate Executive Minister or their designated representative (“the fact finding team”) shall work cooperatively in the fact finding process and will interview and gather information from persons who may have pertinent information. Upon conclusion of the fact-finding process, a report will be presented by the fact-finding team to the appropriate representative of the Covenanted Ministry.
- d. The fact-finding team shall make determinations and make recommendations to the appropriate Covenanted Ministry representative to resolve the matter. These may include, but are not limited to:
 - i. finding that the sexual exploitation has occurred, and that the appropriate body of the church is called upon to take action accordingly; such action may include one or more of the following:
 - 1. a formal reprimand, with defined expectations for changed behavior;
 - 2. recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - 3. probationary standing, with the terms of the probation clearly defined;
 - 4. dismissal from employment or volunteer position.
 - ii. finding that sexual exploitation or harassment did not occur.
 - iii. The fact-finding team and the appropriate representative of the Covenanted Ministry who will determine the appropriate actions to resolve the matter may seek the advice of legal counsel or others to advise it in performing its functions.
- e. A written summary of the Fact-Finding Teams investigation and recommendations will be maintained.
- f. The person(s) toward whom the inappropriate behavior is directed need not be the complainant. Moreover, neither consent nor acquiescence will excuse or exonerate inappropriate behavior. At any time the CMUCC may initiate or proceed with the formal complaint process.
- g. In determining whether alleged conduct constitutes sexual harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident occurred.
- h. Any person bringing a sexual harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment or church membership or affiliation, or otherwise discriminates against or discharged.
- i. The appeal process for any complaint under this policy is set forth at section 8.5 of the Common Personnel Policies.

II. Child Abuse

Apart from any legal requirements the CMUCC will make a report to the appropriate authorities, including but not limited to the Ohio Department of Job & Family Services, if at any time the CMUCC has reasonable cause to believe that a minor may be an abused or neglected child. Any employee of the CMUCC who becomes aware of the facts or circumstances that child abuse or neglect has occurred or that there exists a substantial risk that child abuse or neglect may occur in the reasonably foreseeable future shall immediately report the matter to the Human Resources Office or the Affirmative Action Office so that the CMUCC may take appropriate action in a timely manner, or you may call the 614-466-9274, toll-free at 1-800-25-Abuse. Volunteers who regularly reside or work in Ohio are to report child abuse or neglect to the Human Resources Office or the Affirmative Action Office or the 614-466-9274, toll-free at 1-800-25-Abuse. Volunteers who do not regularly reside or work in Ohio are required to follow the law of the state of their primary residence or regular place of work.

III. Clergy

Apart from any disposition of the matter by the CMUCC, all allegations of behavior which call into question the fitness for ministry of any Authorized Minister will promptly be forwarded to the Association where the Minister currently has standing.