

## Safe Church Policy Implementation

The FCC Safe Church Policy was comprehensively revised in 2024 to reflect our commitment to being a safe place to gather in worship, celebration, and community. The FCC Safe Church Policy will be available [online](#) and implemented as follows:

### Pastor

- Before hiring:
  - Will provide references who can speak to qualifications and character
  - Will have at least one in-person interview
  - Will pass a background check
- Upon hire:
  - Will read the Safe Church Policy in its entirety
  - Will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32 and return to CE Director
  - Will register for and complete the DCFS training for mandated reporters. Will sign the “Acknowledgment of Mandated Reporter Status (Clergy)” contained in DCFS manual and return to CE Director
  - Will familiarize themselves with the State of Illinois Department on Aging’s “What Professionals Need to Know: Understanding your responsibilities as a mandated reporter under the Adult Protective Services Act.” found at [What Professionals Need to Know | Illinois Department on Aging](#)
- Annually
  - Will review policy
  - In conjunction with moderator, will ensure an overview of the policy is included in the Feb council training and that all council members sign “Acceptance of Safe Church Policy.” Will return these to the CE director.
- As needed
  - Will ensure that the CE Director has signed the “Acceptance of Safe Church Policy”

### CE Director

- Before hiring:
  - Will provide references who can speak to qualifications and character
  - Will have at least one in-person interview
  - Will pass a background check
- Upon hire:
  - Will read the Safe Church Policy in its entirety
  - Will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32, and after confirming that they have signed it with pastor or moderator, will give a signed copy to the pastor or church office to keep in the CE director’s personnel file.
  - Will register for and complete the DCFS training for mandated reporters. Will sign the “Acknowledgment of Mandated Reporter Status” contained in DCFS manual and after confirming that they have signed it with pastor or moderator, will give a signed copy to the pastor or church office to keep in the CE director’s personnel file.

- Will familiarize themselves with the State of Illinois Department on Aging’s “What Professionals Need to Know: Understanding your responsibilities as a mandated reporter under the Adult Protective Services Act.” found at [What Professionals Need to Know | Illinois Department on Aging](#)
- Annually
  - Will review policy
  - Each fall, will provide parents with [Safe Church Policy for Parents or Guardians - What You Need to Know](#)
- Ongoing
  - Will work in partnership with the church secretary to ensure that background checks are completed and that records are maintained as directed in the Safe Child Policy

### Church Secretary

- Before hiring:
  - Will provide references who can speak to qualifications and character
  - Will have at least one in-person interview
  - Will pass a background check
- Upon hire:
  - Will read the Safe Church Policy in its entirety
  - Will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32, and after confirming that they have signed it with pastor or moderator, will give a signed copy to the pastor or church office to keep in the CE director’s personnel file.
  - Will register for and complete the DCFS training for mandated reporters. Will sign the “Acknowledgment of Mandated Reporter Status” contained in DCFS manual and after confirming that they have signed it with pastor or moderator, will give a signed copy to the pastor or church office to keep in the CE director’s personnel file.
- Annually
  - Will review policy
- Ongoing
  - Will work in partnership with the CE Director to ensure that background checks are completed and that records are maintained as directed in the Safe Child Policy
  - Will ensure that new member packets include Appendix G
  - Will verify that any employee who transports youth has a valid driver's license and insurance and will retain such information in the employee’s personnel file, updating insurance annually and license every four years or upon renewal as long as employee provides transportation.
  - Will obtain and retain in their personnel file the “Acknowledgement of Mandated Reporter Status” from the CE Director and Pastor.
  - Will retain the “Acceptance of Safe Church Policy” forms for employees in their personnel files. Will work with the CE director to ensure that forms for volunteers are securely maintained either in the secretary’s office or the CE Director’s office.

### Other Church Employees

- Before hiring:
  - Will provide references who can speak to qualifications and character
  - Will have at least one in-person interview
  - Will pass a background check
- Ongoing
  - Any church employee working with youth or vulnerable adults will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32 and return to CE Director

### Moderator

- At start of term:
  - Will read the Safe Church Policy in its entirety, paying special attention to the “Code of Conduct for Church Lay Leaders.”
  - Will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32 and return to CE Director.
  - Will familiarize themselves with the State of Illinois Department on Aging’s “What Professionals Need to Know: Understanding your responsibilities as a mandated reporter under the Adult Protective Services Act.” found at [What Professionals Need to Know | Illinois Department on Aging](#)
- Annually
  - Will review policy
  - In conjunction with pastor, will ensure that an overview of the policy is included in the Feb council training and that all council members sign “Acceptance of Safe Church Policy.”

### Church Council Members

- At start of term:
  - Will read the Safe Church Policy in its entirety, paying special attention to the “Code of Conduct for Church Lay Leaders.”
  - Will sign the “Acceptance of Safe Church Policy” in Appendix C/page 32 and return to CE Director.

### Parents

- When new parents join, or at the start of each Sunday school year, parents will be given a copy of the [Safe Church Policy for Parents, Guardians, and Volunteers - What You Need to Know](#)
- Will complete the “Authorization to Share Youth Contact Information and Photo Release”

### Volunteers working with youth or vulnerable adults

- Will be given a copy of [Safe Church Policy for Parents, Guardians, and Volunteers - What You Need to Know](#)
- Will complete the “Volunteer Application Form” and the “Acceptance of Safe Church Policy” form and return to CE Director