

American Lutheran Church Child and Vulnerable Adult Protection Policy

Approved by Church Council on June 16, 2025

Purpose of the Child and Vulnerable Adult Protection Policy

At the moment of Baptism, we promise the newly baptized that as a church, we will support them in their new life in Christ, which includes living into Baptismal promises, and pray for them. We promise this most fervently to our children, who are entrusted to us by God to raise and nurture. This Child and Vulnerable Adult Protection Policy is in place in order to safeguard our children and vulnerable adults, protect them from abuse, and provide for their flourishing while participating in American Lutheran Church activities and programs.

This policy outlines rules, expectations, and procedures for ensuring the safety of our children and vulnerable adults. While volunteers and leaders will hopefully experience joy and growth in faith as they work with our children and vulnerable adults, it is the children's and vulnerable adults' growth and faith that is our first priority when serving in their programs. Volunteers and leaders will never put their own wants or desires over the wellbeing of our children and vulnerable adults. This policy covers an extensive range of situations and procedures. In the event that a situation arises that is not covered, the appropriate response is the one that most fully cares for and protects the children and vulnerable adults involved.

A Commitment to Sanctuary

In recognition of the spiritual and public trust given to this faith community, American Lutheran Church is committed to being a true sanctuary, both nurturing and protecting its members and visitors.

Worship of God requires openness, trust, intimacy, vulnerability, and a safe, supportive community. Abuse and harassment are, therefore, violations of the faith shared by this congregation. Accordingly, the congregation will maintain official policies and procedures which assure prevention of instances of abuse, appropriate intervention into alleged incidents of abusive behavior, and care for all involved. These procedures will be reviewed by the Personnel Committee and approved by the Church Council annually to correspond to changes in civil law and the community.

Vision

American Lutheran Church seeks to provide a safe and secure environment for children and vulnerable adults who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and vulnerable adults of ALC from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

American Lutheran Church has been entrusted with the spiritual, educational and moral development of our children and vulnerable adults. The Church Council has worked to

develop policies and procedures to keep our congregation a safe sanctuary for our children and vulnerable adults. Measures designed to protect our children and vulnerable adults may also help protect our congregation from unfounded charges and legal liability. These policies and procedures are designed to enhance our service to Christ. This goal will direct our implementation and future modification of these policies and procedures.

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I. Definition of Terms

Abandonment- 'Abandonment of a child' means a parent or guardian willfully deserts a child or willfully surrenders physical possession of a child without making adequate arrangements for the child's needs or the continuing care of the child.

ALC or church– Abbreviations for American Lutheran Church in Livingston

Bullying¹ is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. People who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** People who bully use their power—such as physical strength, age, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Child, Children, Youth – persons under the age of eighteen (18) years

Child on Child Offense/ Peer on Peer Abuse- Children can abuse other children. This is generally referred to as child-on-child abuse and can take many forms. It can happen both inside and outside of school and online. It is most likely to include, but may not be limited to: bullying (including cyberbullying, prejudice-based and discriminatory bullying); abuse in intimate personal relationships between children/young people; physical abuse; sexual violence; sexual harassment; sharing of nude and semi-nude images and/or videos; causing someone to engage in sexual activity without consent; upskirting; and initiation/hazing type violence and rituals.²

Over 1/3 of all sexual abuse of children is committed by someone under the age of 18. Sexual offense behaviors deviate from developmentally appropriate sexual behavior. These behaviors can be indicative of abuse being perpetrated against the child showing offense behaviors, as they act out what they've experienced.

Importantly, not all child sexual behaviors are abusive or harmful. If children/youth are engaging with peers in mutual sexual behaviors appropriate for their age and developmental stage, these still benefit from discussion from trusted adults for support and education, to ensure that behaviors continue to be appropriate, safe, and respectful of the boundaries of all involved.

¹ Adapted from: <https://www.stopbullying.gov/bullying/what-is-bullying>

² Safeguarding Network <https://safeguarding.network/content/safeguarding-resources/peer-peer-abuse/>

Consent to agree to do something, or to allow someone to do something

Consent⁵ can be withdrawn at any time, as long as it is clearly communicated. Consent cannot be coerced or compelled by force, threat, deception or intimidation. Consent cannot be given by someone who is incapacitated.

Emotional Abuse- 'Mental injury' means an injury to the intellectual, emotional, or psychological capacity or functioning of a child or vulnerable adult as evidenced by a discernible and substantial impairment of the child or vulnerable adult's ability to function when the existence of that impairment is supported by the opinion of a mental health professional or medical professional.

Financial Exploitation- putting a child or vulnerable adult in a situation for financial gain of another person.

Neglect- 'Child abuse or neglect' or 'harm' occurs when the parent, guardian, or other person responsible for the child's welfare fails to supply the child with adequate food, clothing, shelter, education as required by law; supervision appropriate to the child's age and development; or health care though financially able to do so or offered financial or other reasonable means to do so, and the failure to do so has caused or presents a substantial risk of causing physical or mental injury.

Physical abuse- Physical abuse is a non-accidental physical injury to a child / vulnerable adults caused by a parent, guardian, or other person responsible for a child / vulnerable adults, such as punching, beating, kicking, biting, shaking, throwing, stabbing, choking, hitting (with a hand, stick, strap, or other object), burning, or otherwise causing physical harm. Injuries from physical abuse could range from minor bruises to severe fractures or death.³

Sexual Abuse/Exploitation- 'Child abuse or neglect' or 'harm' occurs when the parent, guardian, or other person responsible for the child's or vulnerable adult welfare commits or allows to be committed against the child or vulnerable adult a sexual offense, as defined by the laws of this State, or engages in acts or omissions that present a substantial risk that a sexual offense, as defined in the laws of this State, would be committed against the child or vulnerable adult.

³ "What Is Child Abuse and Neglect? Recognizing the Signs and Symptoms" <https://www.childwelfare.gov/pubpdfs/whatiscan.pdf>

Spiritual Abuse⁴ - Spiritual abuse is abuse administered under the guise of religion. It includes harassment or humiliation and possibly results in psychological trauma or spiritual injuries. Spiritual abuse may include misuse of religion for selfish, secular, or ideological ends. Spiritual abuse can occur when a perpetrator incorporates religion into the abuse of a child or vulnerable adult. Examples of spiritual abuse include: use of religious ideology, precepts, tradition, or sacred texts to harm a child or vulnerable adult; compelling a child or vulnerable adult to engage in religious acts against their will; abuse that occurs in a religious context; abuse perpetrated by a religious leader; invocation of divine authority to manipulate a child or vulnerable adult into meeting the needs of the abuser.

Vulnerable Adult – any adult who has a physical or mental condition that substantially impairs their ability to care for their needs

Worker- includes people in both paid and volunteer roles working with children or vulnerable adults at American Lutheran Church

⁴ *The Child Safeguarding Policy Guide*, pg 16

⁵<https://stopsexualviolence.iu.edu/policies-terms/consent.html#:~:text=Consent%20can%20be%20withdrawn%20at,is%20incapacitated%2C%20as%20defined%20below.>

II. Creating a Safe Church Community

We have developed a strategy to help ensure that the children and vulnerable adults entrusted to us are safe at our church, that parents are assured of their safety, and that adults who work with them are equipped, protected, supported, and held accountable. Since our staff and volunteers are often in situations where they are working and talking with children and vulnerable adults, they may be the first ones to recognize a problem or concern facing a child or vulnerable adult. Our policy, therefore, is designed not only to protect families but also to provide our volunteers and staff with resources to help them report suspected abuse. Our strategy involves a plan for:

- **Worker selection;**
- **Worker training, including Standards of Behavior (as provided in this document);**
- **Reporting of suspected abuse;**
- **Record keeping; and**
- **Limiting contact with known/convicted child/vulnerable adult offenders.**

Known/convicted child/vulnerable adult offenders will be allowed in the church to participate in worship and attend functions and programs (including Sunday School program performances in the sanctuary) and interact with members. However, they will not be allowed to attend youth-only activities (youth gatherings, lock-ins, Sunday School classes, confirmation classes, etc.) without the prior approval of all parents/guardians of the youth that will be present at the activity and by following the requirements of their probation in regard to proper supervision and/or presence of monitor(s).

III. Application and Screening Process for Workers

All who work on behalf of ALC with any youth under the age of 18 or vulnerable adults will be properly selected, screened, trained, and supervised, not only to minimize the risk of child/vulnerable adult abuse at ALC by volunteer or paid workers, but also to honor ALC's commitment to helping people discover their God-given gifts and apply them in God's service. This may include youth under the age of 18 who work with younger youth.

The person may volunteer once the appropriate screening and training has taken place and at least two of the following approve their participation: Lead Pastor, Church Council President, Church Council Vice President, or the Personnel Committee. This approval decision is at the discretion of two of these people and may be revoked at any time.

Screening Procedures

When selecting children, youth, and vulnerable adult workers, we cannot guarantee that an individual will be an effective and safe youth leader, but the selection process helps us gather information to make an informed decision. Therefore, we ask that:

- Volunteers be actively involved in the congregation for six (6) months before applying for a position in which they are expected to be workers for any period of time with one or more children or vulnerable adults.
- Volunteers and staff, before they begin work with children and vulnerable adults, complete the Children/Vulnerable Adult New Worker Application (included in the back of this Policy).
- Potential children and vulnerable adult workers provide two references who are acquainted with the applicant's work with children, vulnerable adults, or other volunteer activities.
- The Lead Pastor, or their designee, may conduct an interview with the potential worker.
- Volunteers and staff aged 18 and over, participating in ALC's children ministries shall have a background check performed every three years while actively volunteering. American Lutheran Church will obtain a Release and Authorization for Background Check. Background checks will be completed before contact with children. No one who has been convicted of either sexual or physical abuse is permitted to serve in any ALC sponsored activity or program for children or youth. Disqualifying offenses will be determined on a case-by-case basis in light of all surrounding circumstances. Generally, convictions for an offense involving children and/or offenses involving violence, illegal substances, indecency, and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.
- Sex Offender Registry Check- Volunteers and employees for any ALC sponsored activity or program for children or youth will have their names cross-checked against the appropriate sex offender registry prior to their participation. Consent for this check is by default upon seeking to volunteer for one of these activities or programs. Refusal to consent to this check will result in immediate disqualification from service with children or youth.

All information will be kept in strict confidence. See **Record Keeping** for rules regarding record access and security.

Age Requirements

To qualify to participate as an adult leader/ volunteer for local, non-overnight ALC high school ministry events, a person must be at least one year post high school or equivalent and have ceased participation in ALC high school ministry for one full year.

To qualify to participate as an adult leader/ volunteer for overnight and/or non-local ALC high school ministry events, a person must be at least four years post high school or equivalent, such that the adult leader/volunteer will not have been in high school with any of the current youth, and will have ceased participation in ALC Youth Ministry for four full years.

IV. Training Staff and Volunteers Who Work With Children and Vulnerable Adults

Volunteers and staff who have been accepted to work with children and vulnerable adults will receive training consistent with their level of caregiving/volunteer position:

- A copy of this Policy, including the procedure defined for reporting suspected abuse.
- An explanation of the expectations of persons who work with children and vulnerable adults, and
- Basic information about child and vulnerable adult abuse and neglect so that these persons can understand the issues and be alert to signs of abuse in the children and vulnerable adults with whom they work. Workers must attend and/or complete at least one training session every year.

The worker training will include:

- two-adult leadership
- consent and appropriate types of contact with children
- appropriate ways to correct inappropriate behavior
- location of all safety equipment
- the physical and emotional signs of physical abuse, sexual abuse, and neglect
- procedures for reporting abuse and confidentiality
- procedures for reporting an incident/accident
- the identification of the grooming and predatory behaviors of abusers
- guidelines for appropriate and inappropriate behaviors with children and/or vulnerable adults
- review of the ALC Child Protection Policy
- appropriate rooming arrangements for overnight activities
- privacy procedures for showering/bathroom use
- confidentiality
- medications and medical conditions

Training opportunities will be offered at least once a year and training materials will be reviewed in conjunction with the Lead Pastor and Personnel Committee annually.

The volunteer presenting the training will be

- knowledgeable in recognizing and reporting abuse
- have fundamental training in leading group discussion
- have annual continuing education pertaining to child and vulnerable adult protection that is documented for the audit committee.

V. Expectations and Standards of Behavior for Workers who Work with Children and Vulnerable Adults

Each volunteer or staff member working with children and vulnerable adults at ALC is expected to:

- Be a role model for children and vulnerable adults,
- Organize meaningful experiences,
- Be alert to signs of potential child or vulnerable adult abuse or neglect,
- Adhere to the specific guidelines for their position as specified in the training program.

If a volunteer or staff member working with children or vulnerable adults becomes aware of a violation of this policy in the course of a youth activity or activity involving vulnerable adults, they are to promptly notify the proper authorities. If the circumstance is severe or may become abusive (such as drugs, guns, and/or known/convicted child/vulnerable adult offender are present), the leadership should work to segregate the children and vulnerable adults from potential harm and notify the Lead Pastor, Church Council President, adult leader, or call the authorities as warranted.

In addition to the above expectations, ALC has developed **Standards of Behavior** (as provided in this policy) for all individuals working with children and vulnerable adults on behalf of our church. The standards are designed to protect children, vulnerable adults, adults, families, and the church.

Standards of Behavior

A. Positive Discipline

When working with children, there will always be situations that require correcting behavior. At ALC, we strive to teach our children to interact with love and kindness, to respect boundaries, and to care for oneself.

As a standard practice, we praise in public and correct to the side. This means that positive reinforcement is welcome in front of others, but any correction of behavior is best done one-on-one, to the side of the rest of the activity.

If behavior needs to be corrected, it will be done in an age-appropriate way. Options for correction include a verbal warning, sitting out from the activity (time out), speaking with parents or guardians, or requiring parents or guardians to remove the child from the activity. Yelling at, berating, or physically disciplining a child is never allowed. No form of corporal punishment or physical discipline is allowed.

B. Two-Adult Leadership

Every effort will be made to have a minimum of two adults present at every ALC sponsored activity or program for children, youth, or vulnerable adults. Brief interruptions in the application of the two adult rule may be experienced in the normal course of events (for

example, one adult needs to use the bathroom). To minimize risk and elevate accountability of leadership in these moments, classroom and/or multi-stall bathroom doors should remain open and/or windows uncovered, and other nearby leaders or staff may be enlisted for assistance. Parents and guardians are always welcome to attend classes, rehearsals, practices, programs, meetings, and events.

Observable & Interruptible Settings

Any interaction between an adult and child should be observable and interruptible. This means that at any point, another adult would be able to see what is happening and interrupt if necessary. For example, children's Sunday School classrooms will have uncovered windows (observable) and the doors will remain unlocked (interruptible). When needed, confidentiality can still be maintained while a situation remains observable and interruptible.

C. Transportation

All effort will be taken to avoid a circumstance in which an adult is alone in a vehicle with a child. This does not apply to an adult driving their own child alone as part of an event. Those transporting children and youth must have a valid driver's license and current auto insurance, which is to be on record with the church office. Vehicles used will be in good working order. Safety of the child or vulnerable adult is always the paramount consideration. All drivers and passengers will use seatbelts and/or carseat/safety restraints according to state/federal law.

D. Respect of Privacy

Adult leaders and staff need to respect the privacy of minors/vulnerable adults and intrude only insofar as health and safety require. Situations requiring privacy include using restrooms, changing clothes, and taking showers. Adults need to protect their own privacy in similar situations. Unforeseen circumstances may require an adult leader or staff to contact the parent or guardian to alert them of an issue.

There should be no circumstance where an adult is alone with a child other than their own in a private area. In the event that an adult and a child must be together without another child or adult, the adult will immediately do one of the following:

- Move with the child to a public area.
- Contact the child's guardian, explain the situation, and ask if they would like to stay on the line until another adult is present or they arrive.
- If possible, call for another adult to join them in the meantime.

Privacy and Modesty with Children Needing Assistance

Privacy and modesty are to be maintained when working with children, especially when children are using the bathroom and/or changing. In the event that a child needs assistance in these situations (for example, a child cannot button their pants, has an accident, or is hurt and must have an article of clothing removed for care), another adult should be made aware and stay in the vicinity, making the situation observable and interruptible. The child's privacy and modesty should be respected as fully as possible in this process. The child's guardian should be made aware of the circumstance as soon as possible.

E. Overnight Events and Accommodations

A minimum of two adult leaders should be present at any overnight activity. If youth/vulnerable adult participants include males and females, ideally the adult leaders would be males and females. If this condition cannot be met, the event will proceed only upon approval of the Lead Pastor.

Off Site/Overnight Activities

When ALC sponsored activities or programs for children or youth occur overnight and/or away from ALC, extreme care should be taken to protect participants from harm and abuse. Activities and accommodations should be arranged to maximize the accountability of adults, minimize adult ability to isolate children, and to make all facets of the event observable and interruptible.

At least two adults must be in attendance at an off-site and/or overnight event.

Rooming assignments should observe the following protocols:

- No adults should room with children in a dorm/hotel style room (the only exception being an adult rooming with their child(ren))
- Children of the same gender and similar ages should room together in dorm/hotel settings. For transitioning or non-binary children, the Lead Pastor will consult with the family to determine the most appropriate rooming arrangement.
- In bunkhouse style lodging, an adult may stay in the bunkhouse room with children, provided at least 2 children are also staying in the room.
- In any of these situations, adults MAY NOT share a bed with any child other than their own.
- Privacy for showering and bathroom use will be maintained. Private changing areas should be used.

F. Church Children or Vulnerable Adult Events in Member's Homes

A minimum of two adult leaders should be present at any private home activities. When private homes are used for events, the program staff or adult leader will make final approval of all adults involved as hosts, hostesses, and chaperones. At least two youth/vulnerable adults must be present at the event.

G. Sexual Activity

No sexual activity is permitted. Sexual comments or jokes, the showing of sexual material, the exposure of sexual parts of the minor's/vulnerable adult's body and/or the adult's body or other sexual behaviors is strictly prohibited. Leaders will equally enforce zero tolerance of students doing sexual activity as well.

H. Tobacco and Alcohol

While supervising children or vulnerable adults on behalf of ALC, adult leaders and staff will not use tobacco or alcohol. When driving children or vulnerable adults on behalf of the church, adults will not be under the influence of alcohol or prescription or non-prescription medication or substances that could impair the ability to drive safely. Leaders will equally enforce zero tolerance of students' use of tobacco and alcohol.

There will be no alcohol present or consumed at any ALC sponsored activities or programs for children or vulnerable adults. This is specific to events designated for children or vulnerable adults. For other church events that may involve children, but are not specifically for children, this standard does not apply (for example, Beer and Hymns).

I. Illegal Substances, Firearms, or other weapons

The use or possession of illegal substances, firearms, or other weapons while supervising children or vulnerable adults on behalf of ALC is strictly prohibited. Leaders will equally enforce zero tolerance of students' possession of these items as well.

J. Physical Contact and Affection

At ALC, we value healthy boundaries as a way of embodying discipleship and caring for our bodies. For this reason, physical signs of affection such as hugs are permissible when both parties fully consent to the contact. Other options include high fives and fist bumps. If at any time, consent for contact is revoked, the contact will end immediately.

Appropriate Physical Contact:

- Comforting a child who is upset (gentle hugs, holding a hand)
- Assisting with basic care needs (diapering, toileting, wiping noses)
- Holding infants and toddlers for safety and emotional security

Inappropriate Physical Contact:

- Prolonged hugging not initiated by the child
- Allowing children to climb on, wrap around, or sit on staff members' laps without need
- Roughhousing or tickling that could be misinterpreted

Contact such as wrestling, tickling, and lap sitting is discouraged as these are typical avenues through which grooming behaviors are tested.

ALC is a safe place to talk about, among other things, our God-given sexuality, and so it must remain a safe place for all of our children and youth. Youth events are not the place for romantic or sexual behavior, language, or activity between youth.

At NO TIME is romantic or sexual behavior, language, or activity between adults and children acceptable.

VI. Reporting Suspected Abuse

In accordance with Montana Law, clergy are mandated reporters. While not mandated reporters, every adult involved in ALC sponsored activities or programs for children or vulnerable adults is expected to report any suspected abuse. Unless acting with malicious purpose, “anyone investigating or reporting any incident of child abuse or neglect under 41-3-201 or 41-3-202, participating in resulting judicial proceedings, or furnishing hospital or medical records as required by 41-3-202 is immune from any liability, civil or criminal, that might otherwise be incurred or imposed unless the person was grossly negligent or acted in bad faith or with malicious purpose or provided information knowing the information to be false.”

A mandated reporter (or those acting as one) shall report to the Montana Child and Family Services Division (866) 820-5437 or a law enforcement agency when the reporter has reason to believe that a child may have been abused or neglected. The report is made to CFSD when abuse is committed by someone responsible for the child’s welfare. The report is made to a law enforcement agency when abuse is committed by someone other than a person responsible for the child's welfare. Reports may be made orally by telephone or otherwise to the Montana Child and Family Services Division or to a law enforcement agency in the county where the child resides or is found.

When abuse is suspected:

- DO NOT question the child or ask for more details
- Act to ensure the child’s immediate safety if necessary
- Call 911 or Montana Child and Family Services Division ((866) 820-5437) as is applicable and follow their instructions
- Inform the Lead Pastor of the report, including a written summary, within 24 hours
- Maintain confidentiality and do not discuss the disclosure/report with the child’s parent, guardian, or others involved. CFSD/law enforcement will contact those who need information.
- A pastoral visit will be arranged for those who desire it.

When child on child offense/ peer on peer abuse is suspected or disclosed, reports must be made just as they would be for adult on child abuse. This is vital for the safety of both the victim and the child with offending behaviors. Child on child sexual offense behaviors can be indicative of abuse happening to the child with offending behaviors, especially if these behaviors are sexual and outside of developmentally appropriate sexual behaviors.

The Lead Pastor or designee will contact legal council, insurance agencies, and serve as spokesperson for the church, as is needed.

VII. Record Keeping

The Church Administrative Assistant will keep the following materials on file for all persons covered by this Policy:

- Background Check Consent Form, which is online
- Medical and General Release Form for Children/Youth Participant
- Medical and General Release Form for Adult Participant
- Accident-Incident-Illness Form
- Registered Sexual Offender Attendance Agreement
- Children/Vulnerable Adult New Worker Application
- Documentation of interview and references, if applicable
- Documentation of training for workers
- Results of criminal records check and sex offender registry check for workers

Security and Responsibility for Maintaining Records

Records on children and vulnerable adult workers will be kept in a locked file and maintained by the Church Administrative Assistant under the direction of the Lead Pastor. Access is limited to the Lead Pastor, Church Council President, the committee auditing the records, and the Church Administrative Assistant.

Policy Compliance

A member of the Personnel Committee and a member of the Executive Committee of the Church Council will conduct an annual audit in the month of February to ensure that all responsible personnel are compliant with this Policy.

The committee will ensure:

- All volunteers have a background check
- All forms listed above are in a secure, locked location
- Date and time of attendance at annual training
- Review policy for needed updates
- Forms are current
- Trainer has completed annual continuing education pertaining to child and vulnerable adult protection

VIII. Limiting contact with known/convicted child/vulnerable adult offenders

Registered Sexual Offenders Attending Church Services

Any registered sexual offender is expected to self-disclose their status as a registered sexual offender to American Lutheran Church Lead Pastor prior to attending services or activities. Whether through disclosure or discovery, as soon as the registered status of the offender is realized, the following protocols will take effect.

Offenders will meet jointly with the Lead Pastor of ALC and the Council President to review the ALC policy and attendance agreement⁵, which stipulates the conditions of participation, and gives permission for the release of information will be signed by the offender, Lead Pastor, and Council President prior to attendance at a church service/event.

Offenders are prohibited from participation in or attendance at church sponsored children and youth activities and programs, and are prohibited from entering spaces designated for children and youth within the church building, including the Nursery, children's Sunday School classrooms, the Youth room, and childcare areas.

ALC will assign at least two Monitors to the offender who will accompany them while on ALC property or at a church sponsored offsite event (only one Monitor is required to be present at a time). Monitors will be selected by the Lead Pastor and Council President. Family members of the offender may not serve as a Monitor. Monitors are subject to the same background checks as people working with children and must be at least 21 years old. Monitors may only serve as such for one offender at a time. The Lead Pastor should check in with the Monitor(s) occasionally to provide care as needed.

Offenders will sign in with their Monitor immediately upon arrival at the service/event. The Monitor will shadow the offender at all times for the duration of the service/ event. The offender will sign out with the monitor and immediately depart the property without delay.

Offenders will use the single-occupancy bathrooms available in the church building. If that is not possible, the offender's Monitor will confirm that there are no children in the multi-stall bathroom before the offender enters, and the Monitor will prevent children from entering while the offender is in the bathroom.

Offenders may only attend ALC worship services and or activities, with or without children present, when all of the following conditions are met:

- The services or activity is a publicly announced, church-sponsored event
- there are at least five other adults present, including the offender's Monitor
- the offender is in full compliance with the attendance agreement.

Offenders are prohibited from attending in-person ALC services or activities under any of the following circumstances:

⁵ Appendix E

- if any victim of the offender, or family member of a victim of the offender, is a member or regular attendee of the church
- if the offender has a history of failure to comply with limited access agreements in other churches or settings
- if the offender fails to agree with and/or comply with the policies or requests of ALC leadership

If at any time an individual ceases to be a registered offender, a copy of the court order removing the designation will be submitted to the Lead Pastor. At that time, the Pastor will initiate an evaluation to determine what restrictions shall remain in place.

A list of current registered sexual offenders attending ALC will be shared with the congregation in a publication (like the newsletter) regularly. If a new registered sexual offender begins attending ALC, an updated list will be published immediately.

IX. Release Forms and Agreements

Medical and General Release Form

Each child participating in on-site ALC sponsored activities or programs for children or vulnerable adults without their guardian present will have a current Medical and General Release Form on file with the church. These forms must be renewed yearly.

Each child participating in off-site ALC sponsored activities or programs for children or vulnerable adults, regardless of whether their guardian is present, will have a Medical and General Release Form on file with the church.

Each adult participating in off-site ALC sponsored activities or programs for children or vulnerable adults will have a Medical and General Release Form on file with the church.

In the event that any information pertaining to this form changes between yearly renewals, it is the guardian/ adult's responsibility to update that information with the church.

Accident-Incident-Illness Report Form

In the event of an accident, incident, or illness which requires intervention or medical treatment beyond basic first aid and/or regular redirection, an Accident-Incident-Illness Report Form shall be filled out. This Form should be completed by the adult(s) who were present or responded, with notes as needed from others, and should be done within 24 hours. A copy of this form will be kept on file at ALC, and a copy will be given to the child's guardian(s).

Sick Child Policy

It is our desire to provide a healthy and safe environment for all children at ALC. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 24 hours;
- If on antibiotics, at least 24 hours have lapsed;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

Photo and Video Notice

While participating in ALC ministry events, participants may be photographed and/or videoed. If you prefer that your/ your child's name and/or likeness not be published or shared, please submit that request in writing to the church office.

XII. Appendices

A. Medical and General Release Form for Child/Youth Participant American Lutheran Church – Livingston, MT MEDICAL RELEASE AND GENERAL PERMISSION FORM

Name of Participant (please print) _____

Address _____

Phone Number (home) _____ Cell _____

Date of Birth _____ Age _____

1. Please list any allergies and reactions to those allergens (include medicine, food, and environmental allergies):

Does the participant carry an Epi-Pen for any of these allergies? ____ yes ____ no

2. Please list any medical conditions (asthma, epilepsy, diabetes, etc.):

3. Please list any restrictions on diet or exercise:

4. Does the participant have any other special needs? If so, please list:

5. Is the participant on regular medication? If so, please list the medication

Please note: All medications, including sunscreen and bug spray, or over the counter medication is to be self-administered.

Please note that no drugs are to be brought to ALC-sponsored events other than those listed above.

Be sure to follow the Sick Child Policy.

Sick Child Policy

It is our desire to provide a healthy and safe environment for all children at ALC. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 24 hours;
- If on antibiotics, at least 24 hours have lapsed;
- Eye or skin infections; and/or
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

RELEASE OF ALL CLAIMS

In consideration of being accepted by American Lutheran Church for participation in ministry events, I(we) do for myself (ourselves) and on behalf of my child/participant under 18 years of age do hereby release, forever discharge, and agree to forever hold harmless American Lutheran Church, the employees, and agents thereof, from any and all liability, claims, and demands for personal injury, sickness and death, as well as property damage and expenses of any nature whatsoever which may be incurred by me or my child/participant resulting from said child's participation in the church sponsored events, including travel, recreation, and all associated activities.

Further, I (we) (and on behalf of our child/participant under 18 years of age) hereby assume all risk of said personal injury, sickness, death, damage, and expenses as a result of participation as above set forth. I also understand that staff and volunteers are not responsible for the administration of prescribed medication and I (we) have made private arrangements for any medication taken on a daily schedule by my child/participant.

I (we) am (are) the parent(s) or legal guardian(s) of this child/participant, and hereby grant my (our) permission for him/her to participate fully in said youth events, and give my (our) permission to take said participant to a doctor or hospital, share the above medical information and authorize medical treatment, including, but not limited to emergency surgery or medical treatment, and assume responsibility of all medical bills incurred by my child.

It is the policy of ALC not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions).

I (we) also understand that my child/participant may be photographed and/or videoed during ministry events. I understand that if I do not wish for my child/participant's name and/or likeness to be reproduced in any medium, I must submit that request to the pastor(s), in writing, on a separate document.

I (we) have read, understand, and agree to ALC's Child Protection Policy.

This medical release and general permission form is valid for one year from the date below.

Parent's/Guardian's signature:_____Phone:_____Date:_____

Participant's signature (if over 18): _____ Phone: _____ Date: _____

Emergency contact: _____ (Home) _____ (Cell) _____

Emergency contact: _____ (Home) _____ (Cell) _____

Name and address of insurance company: _____

Member #: _____ Group #: _____

Policy Holder Name: _____

B.

**Medical and General Release Form for Adult
American Lutheran Church – Livingston, MT
MEDICAL RELEASE AND GENERAL PERMISSION FORM
For Adult Participant**

Name of Participant (please print) _____

Address _____

Phone Number (home) _____ Cell _____

Date of Birth _____ Age _____

1. Please list any allergies and reactions to those allergens (include medicine, food, and environmental allergies):

Do you carry an Epi-Pen for any of these allergies? ____ yes ____ no

2. Please list any medical conditions (asthma, epilepsy, diabetes, etc.):

3. Please list any restrictions on diet or exercise:

4. Does you have any other special needs? If so, please list:

5. Are you on regular medication? If so, please list the drugs, dosages, and instructions:

Please note that NO drugs are to be brought to ALC-sponsored events other than those listed above.

RELEASE OF ALL CLAIMS

In consideration of being accepted by American Lutheran Church for participation in ministry events, I do hereby release, forever discharge, and agree to forever hold harmless American Lutheran Church, the employees, and agents thereof, from any and all liability, claims, and demands for personal injury, sickness and death, as well as property damage and expenses of any nature whatsoever which may be incurred by me or my family resulting from my participation in the church sponsored events, including travel, recreation, and all associated activities.

Further, I hereby assume all risk of said personal injury, sickness, death, damage, and expenses as a result of participation as above set forth. I also understand that staff and volunteers are not responsible for the administration of prescribed medication and I have made private arrangements for any medication taken on a daily schedule.

I grant my permission to be taken to a doctor or hospital, share the above medical information and authorize medical treatment, including, but not limited to emergency surgery or medical treatment, and assume responsibility for all medical bills incurred.

I understand that I may be photographed and/or videoed during ministry events. I understand that if I do not wish for my name and/or likeness to be reproduced in any medium, I must submit that request to the pastor(s), in writing, on a separate document.

I have read, understand, and agree to abide by ALC's Child Protection Policy.

This medical release and general permission form is valid for one year from the date below.

Participant's signature: _____ Phone: _____ Date: _____

Emergency contact: _____ (Home) _____ (Cell) _____

Emergency contact: _____ (Home) _____ (Cell) _____

Name and address of insurance company: _____

Member #: _____ Group # _____

Policy Holder Name: _____

C.

**Accident-Incident-Illness Form
American Lutheran Church**

Participant: ☐ Youth ☐ Adult Leader ☐ Staff/Rostered Leader

Reporter: ☐ Youth ☐ Adult Leader ☐ Staff/Rostered Leader

Date of Occurrence _____ Time of Occurrence _____

Name of person involved _____

Type of Occurrence ☐ Accident ☐ Incident ☐ Illness ☐ Other _____

Describe the situation _____

Where did it occur? _____

Other people involved Witness Participant

1. _____ ☐ ☐

2. _____ ☐ ☐

3. _____ ☐ ☐

How was the situation handled? _____

Any follow-up necessary? _____

Who was contacted following the situation?

☐ Pastor _____ ☐ Adult Leader _____

☐ Parent/Guardian _____

☐ Other _____

If medical professionals of any kind were seen, fill out the next section.

If medical professionals were not seen, check here ☐

MEDICAL TREATMENT

Were parents/guardians notified? ☐ Yes ☐ No

If yes, how? ☐ Phone call ☐ Text ☐ In writing ☐ Other _____

By whom _____

Parent/Guardian response _____

Where was treatment given?

☐ At accident site ☐ Doctor's Office ☐ Urgent Care ☐ Hospital

Name of physician/medical professional: _____

Date released from medical care: _____

Released to ☐ Pastor ☐ Adult Leader ☐ Parent/Guardian ☐ Other _____

Comments regarding treatment: _____

Any other information to be recorded regarding the accident/incident/illness:

This form was completed by _____ Date _____

Signature of recorder _____

Signature of pastor if not recorder _____

D. Registered Sexual Offender Attendance Agreement

As a registered sexual offender wishing to attend American Lutheran Church, I agree to the following conditions:

1. I will be assigned at least two ALC Monitors who will accompany my access to ALC services and activities.
2. I will meet with the court ordered Community Corrections Officer (CCO) or other similar officer as prescribed.
3. I will provide my CCO's name and phone number to the ALC Senior Pastor.
4. I will get approval by the court ordered CCO, therapist, social worker, and ALC Senior Pastor.
5. I agree to have my picture, name, offense level, and a copy of this signed agreement included in the records of American Lutheran Church, accessible to all staff and necessary volunteers.
6. I agree to have my name and registered sexual offender status shared publicly with the ALC congregation.
7. I will not attend any ALC services or events, nor be on ALC property, without one of my approved Monitors. If one of my approved Monitors is not available, I may utilize the worship resource available online.
8. Immediately upon arrival at ALC or an ALC offsite event, I will check in with my Monitor who will send a record of the check in and check out times to the church office. If I cannot locate my Monitor, I will promptly leave the premises.
9. I will not serve in any ministry role at ALC without prior approval from the Senior Pastor.
10. I acknowledge and agree that all children and youth areas are off limits at all times, even if my own children are attending ALC and are present and participating in the ALC sponsored child or youth activity or program. If my children are present, I will not walk them into these areas, but will make other arrangements for them. I will not supervise any children's activities. I will not serve in the church's children or youth ministries.
11. I will not visit the home of an ALC family where children are present without the guardian knowing my history and offense level and giving permission for my entry into their home.
12. I will promptly leave any area on ALC property where children are present, with the exception of a populated foyer, Sanctuary, Fellowship Hall, or area where five or more adults are present, including my Monitor.
13. I will not have any physical contact with a child at ALC, including, but not limited to, sitting next to a child other than my own, holding any child on my lap, or hugging, kissing, or receiving a hug or kiss, by any child. If a child other than my own approaches me to talk, I will acknowledge them and promptly leave the area. I will report this to my Monitor before leaving ALC premises.
14. I will only use the bathroom facilities after my Monitor has entered and found no children in the bathroom. My Monitor will wait outside and prevent any children from entering while I am in the bathroom facility.
15. I understand that the ALC Senior Pastor and my Monitors may retain records of our meetings.

I understand the above conditions. I agree to these conditions and wish to attend American Lutheran Church. I accept that if I violate any of the above conditions, I will no longer be allowed to be present at any ALC property or activity. ALC pastors, deacons, employees, leaders, and church members are released from any legal responsibility or liability for disclosure of the above information to the extent indicated and authorized herein.

Printed Name of the Offender _____

Address _____

Phone/Email _____

Photo attached to this form ____

Signature of the Offender _____ Date _____

Printed Name of the Senior Pastor _____

Signature of the Senior Pastor _____ Date _____

Printed Name of the Council President _____

Signature of the Council President _____ Date _____

Printed Name of Assigned Monitor #1 _____

Signature of Assigned Monitor #1 _____ Date _____

Printed Name of Assigned Monitor #2 _____

Signature of Assigned Monitor #2 _____ Date _____

**E. Children/Vulnerable Adult New Volunteer Application
American Lutheran Church**

Thank you for your interest in working with the young people/vulnerable adults of American Lutheran Church. Your involvement is vital to a successful child and youth ministry. This form will help us to get to know you better so that together we will be able to give our young people the best possible experience in their faith journey now and throughout their lives. We pray that God will lead and guide us in our ministry together. Thank you for your participation.

Name: _____ Date: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

Email: _____ Place of employment: _____

Please list all present or previous work, either paid or volunteer, involving children, youth, or vulnerable adults:

Please provide the names and phone numbers of two references (individuals, agencies, or organizations) which are acquainted with your work with children, vulnerable adults, or other volunteering:

Do you have any medical training (CPR, AED, lifeguard, first aid, EMT, etc.)?

Are there any physical conditions that would limit your activities in working with children/vulnerable adults?

In general, with what age do you prefer to work? _____

Please list any gifts, training, education, interests, hobbies, etc., that relate to your interest in children/youth/vulnerable adult ministry. Include any you feel you could share with young people or vulnerable adults.

Are you a member of American Lutheran Church? _____

Are you a part of any committees or organizations within American Lutheran?

Please describe any church involvement over the past few years:

Do you belong to any organizations or groups within the community?
