

PETITION TO THE 2017 ROCKY MOUNTAIN ANNUAL CONFERENCE

TITLE: Rocky Mountain Conference Safe Sanctuary Policy

ACTION TO BE VOTED ON

1 **SECTION 1: Safe Sanctuary Policies and Procedures**

2 The Rocky Mountain Conference shall affirm its commitment to maintaining sacred trust for vulnerable populations,
3 including but not limited to children, youth, and at-risk adults, by mandating adherence to the policies and procedures
4 of Safe Sanctuary during Conference and District sponsored activities and/or events.

5 The Rocky Mountain Conference Safe Sanctuary policies, practices, and procedures shall be reviewed and affirmed
6 annually by the Director of Mission and Ministry, the Conference Treasurer, and their designees. Any identified
7 revisions during the process of review will be reported to the Annual Conference session.

8 To ensure integrity, consistency, and accountability, the policies and procedures established by this petition shall be
9 implemented and strictly adhered to by the organizers and event workers/leaders of District and Conference events.
10 These shall apply to all personnel (clergy and lay, volunteer or paid) staffing the event and will be overseen by the
11 Director of Mission and Ministry or his/her designee(s) for the event. It is recognized that certain Conference and/or
12 District sponsored activities and/or events may not call for all the requirements of this policy. The power to waive
13 and/or modify the requirements will rest solely with the Conference Director of Mission and Ministry.

14 **Application**

15 Each participant shall submit a signed application which may include, but not limited to, references, relevant
16 occupational history, residential history, and a voluntary disclosure of relevant criminal history.

17 **Authorization and Release**

18 Each participant shall submit a signed authorization and release to perform such background and reference checks as
19 may be necessary or advisable to the position he/she will serve during the event. Required background checks may
20 include, but are not limited to, criminal, credit, and/or employment.

21 **Behavioral Covenant**

22 Each participant shall submit a signed behavioral covenant which stipulates expected standards of behavior by
23 organizers and participants before and during the event.

24 **Local Church Statement**

25 Each person seeking to serve/work in an official capacity at a District and/or Conference event shall submit a signed
26 statement from his/her local church pastor indicating that the person in question has been either a member of said local
27 church, or has attended regularly for a minimum of six months. The local church pastor must also verify that the
28 person has successfully completed a background screening in accordance with current Conference Office
29 recommendations and practices. Event workers younger than 18 years of age, in lieu of such a background screening,
30 are only required to submit a signed statement from his/her local pastor and a reference check form.

31 **Motor Vehicle Check**

32 Each event worker who will be transporting children, youth, or vulnerable adults shall submit copies of a Motor
33 Vehicle Check, proof of insurance, and a valid driver's license.

34 **Affirmation Statement**

35 Each participant shall submit a signed statement stating that he/she understands and will abide by the job description,
36 expectations, and safe practices regarding work with children, youth, and vulnerable adults. This will include an
37 adherence to laws regarding mandatory reporting by the State in which the event is held.

38

39 **SECTION 2: Designated Safety Advocate**

40 In addition to the policies and procedures that promote integrity, consistency, and accountability, a Designated Safety
41 Advocate shall staff every District and conference event. This individual will be appointed by the Director of Mission
42 and Ministry or his/her designee. The Designated Safety Advocate, who must not be the event coordinator, shall be
43 responsible for ensuring on-site that the event complies with Safe Sanctuary policies and procedures as well as all
44 legal and code requirements. The Designated Safety Advocate shall be responsible for, but not limited to, the
45 implementation of the following tasks:

46 **Basic Competencies**

47 The Designated Safety Advocate assigned to an event sponsored by the Rocky Mountain Conference or any of the
48 Districts within the Conference must know and adhere to the following standards: mandatory reporting laws for the
49 event for the State in which the event is held; the Conference "Crisis Communication Plan" which, unless otherwise
50 designated, shall be the Director of Communications; and a working familiarity with the "Training Resources" as a
51 resource list for Safe Sanctuary policies and procedures.

52 **Behavioral Covenant and Medical Release Forms**

53 The Designated Safety Advocate must ensure that all participants, workers, leaders (including the Designated Safety
54 Advocate), and their adult guardians, if applicable, have read and signed an agreement to abide by the terms of a
55 behavioral covenant (which is event specific) in advance of the event. In addition, the Designated Safety Advocate
56 will ensure that all participants, workers, leaders, and their adult guardians have submitted a signed medical release
57 form.

58 **Leader Background Checks**

59 The Designated Safety Advocate must ensure that each paid and volunteer staff has successfully completed a
60 background screening in accordance with current Conference Office recommendations and practices.

61 **Building Safety**

62 The Designated Safety Advocate must ensure that the building utilized for the event conforms with building
63 occupancy limitations per applicable "Certificates of Occupancy." In addition, the Designated Safety Advocate must
64 ensure that all event leaders are educated in emergency preparedness policies including, but not limited to, floor plans,
65 building capacities, fire/emergency evacuation procedures, and emergency exits.

66 **Insurance**

67 The Designated Safety Advocate must ensure that all groups have the necessary certificates of insurance both for
68 liability and worker compensation and that they are displayed as required by law. In addition, the Designated Safety
69 Advocate must assure that all District and Conference events conform to Federal and State wage and tax laws for
70 employees.

71 **Leadership at Event**

72 The Designated Safety Advocate shall identify him/herself to all leaders and participants at the beginning of the event
73 and present the safety standards and procedures for the event. In addition, the Designated Safety Advocate must
74 ensure that any child care services provided at the event are either licensed or exempted from licensing per Federal
75 and/or State regulations. In the event of reported abuse or neglect, the Designated Safety Advocate will ensure
76 appropriate responses by the event and Conference leaders.

77

PETITION DETAILS

This petition is a

- Binding Action
- Non-Binding Resolution

Effective Date: July 1, 2017

Termination Date: June 30, 2021

Does this petition modify the Annual Conference Standing Rules and Operational Procedures (SROP)?

- Yes
- No

If “Yes,” please complete the information below.

- This petition will modify Section 7.2 “Safe Sanctuary for Conference and District Events”
- This petition will create a new Section x.x.x

Conference Agency responsible for implementation and termination review:

Conference Committee on Ethics in Ministry
(formerly known as Ethical Education Task Force)

NOTE: All paragraph numberings within the SROP and the final designation of the Conference Agency responsible for implementation and termination review are subject to review by the Rules Committee.

ORIGINATOR OF THE PETITION (individual, church, or organization):

Name Rocky Mountain Conference Committee on Ethics in Ministry
(formerly known as Ethical Education Task Force)
Address 6110 Greenwood Plaza Blvd.
City, State, Zip Greenwood Village, CO 80111
Email pastorsteve@fumcgj.org
Phone 970-242-4850

PERSON TO PRESENT PETITION AT ANNUAL CONFERENCE:

Name Heidi Wayland
Address 359 Rio Vista Rd
City, State, Zip Torrington Wyoming 82240
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Phone @ Conference 720-839-6643

FINANCIAL IMPACT:

Will there be any identifiable financial impact to the Conference?

- Yes
- No (Only insofar as Conference Staff time is required for implementation.)

If "Yes," please fill in the information below.

To Be Completed by the Originator of the Petition

Cost: \$

Period

One Time

One Year

Multiple Years

To Be Completed by Conference Council on Finance and Administration (CFA)

Review by CFA 05/12/2017

Included in proposed 2018 budget

Yes

No

Amount if included: N/A. Any additional event expenses will be included in event budgets and not the Conference operating budget.

May be considered for budgets in future years: N/A

Yes

No

Projected Amount: N/A

Recommendation by CFA concerning funding:

N/A

Reason for recommendation:

No Rocky Mountain Conference 2018 operating budget impact.

RATIONALE (Not debatable):

- 1 As a denomination that acknowledges the sacred worth of all people (§4 2016 Book of Discipline) and the social
- 2 principles of supporting social climates in which human communities are maintained and strengthened for the sake of
- 3 all persons and their growth (§161 2016 Book of Discipline), we must have a legal, visual document supported by the
- 4 Annual Conference that seeks to keep all vulnerable populations safe in sacred spaces sponsored by the Rocky
- 5 Mountain Conference of The United Methodist Church. This proposed legislation supports those standards.
- 6

ATTACHMENTS (Additional Information / Not Debatable)

None