



Word of Peace
Lutheran Church



**ENCOUNTER
EXPLORE
EQUIP**

WORD OF PEACE LUTHERAN CHURCH Volunteer Application

PERSONAL DATA

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Daytime Phone _____ Evening Phone _____

Email _____

Emergency Contact _____
Name Phone Relationship

GENERAL INFORMATION

Volunteer position applying for _____

Have you ever been convicted of a crime or violation other than a minor traffic violation, including any sex-related or abuse-related offenses?

YES NO

If yes, please explain: _____

A conviction record will not necessarily be a bar to volunteering. Factors such as type of volunteer activity, age and time of the offense, seriousness, and nature of the violation and rehabilitation will be taken into account.)

AUTHORIZATION

Word of Peace Lutheran Church has adopted the attached Sexual Harassment Policy for Volunteers. By signing below, you are indicating your agreement to abide by this policy.

Signature _____

Date _____

Rick Skare, *Senior Pastor* • Keith Long, *Pastor of Congregational Life and Growth*
Kristin Skare, *Minister of Spiritual Care* • Tyler Strom, *Minister of Faith in Action*
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Policy and Procedure Guide For Sexual Misconduct

Word of Peace Lutheran Church opposes any form of sexual misconduct by pastors, lay staff, employees and volunteers. This policy applies equally to pastors, lay staff, employees and volunteers.

Unless otherwise specified, the words "pastor" and "pastoral" include all rostered persons including pastors and associates in ministry.

A. Defining Sexual Misconduct

- a. Sexual misconduct of a pastor involving a parishioner, client or employee with whom the pastor has a professional, pastoral relationship is unethical and unprofessional behavior.
- b. Sexual contact between professional lay staff or congregation volunteers and a parishioner, client or employee with whom the lay staff or volunteer has a working, leading or teaching relationship is unethical.
- c. Sexual harassment includes, but is not limited to, unwelcome and unsolicited sexual advances, request for sexual favors, discriminatory tormenting based upon gender and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:
 - i. Submission to any kind of sexual harassment as an explicit or implicit term or condition of employment;
 - ii. Submission to or rejection of sexually harassing behavior if used as a basis for employment or other personnel decisions affecting the recipient of the behavior;
 - iii. Purpose or effect of unreasonably interfering with the recipient's work performance;
 - iv. Verbal harassment or abuse;
 - v. Pressure for sexual activity;
 - vi. Derogatory or dehumanizing remarks about women/men;
 - vii. Remarks to a person with sexual or demeaning implications;
 - viii. Touching of a sexual nature;
 - ix. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job, volunteer position or reputation, etc.;
 - x. The dissemination of material (such as cartoons, articles, pictures, etc.) which have sexual content.

B. Reporting Sexual Misconduct

- a. The first step in stopping sexual harassment is to directly inform the person involved that his/her conduct is unwelcome, a violation of church policy, and that it must stop immediately.
- b. Anyone may report allegations of sexual misconduct to the senior pastor, congregational president, director of administration or a person of responsibility in the congregation or denominational synod.
- c. Allegations of sexual misconduct against pastoral staff will be reported to the denominational or synod presiding head.
- d. Allegations of sexual exploitation against pastoral staff will be reported in compliance with any existing denominational or synod requirements.
- e. Allegations of sexual misconduct against lay staff and volunteers will be reported to the senior pastor, congregational president or director of administration. Allegations against associates in ministry should be reported to the denominational or synod presiding head.
- f. Allegations of sexual abuse with minor children and vulnerable adults must be reported to the senior pastor and local legal authorities.
- g. Pastors hearing confessions about sexual misconduct involving legal adults will maintain confidentiality.
- h. Alleged victims of sexual misconduct are assured of legal confidentiality of any allegations they make.
- i. Allegations of sexual misconduct must be made in writing as to date, time and circumstances.

C. Investigating Sexual Misconduct

- a. Congregation officers, pastoral and lay staff and volunteers will cooperate with denominational or synodical investigation of allegations of pastoral misconduct.
- b. Allegations of sexual misconduct against lay staff, employees, and volunteers of the congregation will be investigated, handled with discretion and confidentiality and adjudicated by the Executive Team or an ad hoc committee appointed by the Executive Team in order to rectify, heal and promote dignity. If formed, the ad hoc committee of women and men shall consist of a pastor and one Executive Team member and two members at large from the congregation. The committee shall report its findings and recommendation to the Executive Team.
- c. Victims of alleged sexual misconduct have the right to confront the accused.
- d. Victims may have the support of a trained advocate through the process.
- e. The accused has the right to know the nature and substance of the allegations.
- f. The alleged victim and the accused will be apprised of the investigation and its outcome.

D. Education and Youth Activities

- a. There will be chaperones of both genders at any church sponsored youth activity when young people of both genders are participating in the activity. Men will not chaperone girl's activities without a woman present, and women will not chaperone boy's activities without a man present.
- b. All volunteers involved with any activity involving a minor (anyone under the age of 18) will be required to sign a Volunteer Application which the church will keep on file that allows the organization to request a criminal background check.
- c. All volunteers must be involved with the church for at least six (6) months before they are allowed in any position involving contact with minors.
- d. No minor will be alone with only one adult on church premises or in any church-sponsored activity, unless in a counseling situation with a pastor.

E. Responding to Sexual Misconduct

- a. Pastoral staff found guilty of sexual misconduct will be dealt with in accordance with denominational or synodical guidelines.
- b. Lay staff and volunteers found guilty of sexual exploitation will be removed from their duties in the congregation.
- c. False allegations and/or information will be subject to disciplinary action by the Executive Team.
- d. The congregation will extend Christian love and support to the victims and their families.
- e. The congregation will extend Christian love and support to those accused and/or found guilty of sexual misconduct.

F. Oversight and Education

- a. The Executive Team is responsible for the education of congregation members about sexual misconduct and the existence of these policies.
- b. The Executive Team shall review these policies annually with pastors, lay staff, other employees, committed chairs and volunteers.
- c. The Executive Team is responsible to ensure that these policies are followed.
- d. The staff will be educated through annual meetings in regard to this policy and acknowledge policy by signature.

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