

New Goshenhoppen United Church of Christ

## SAFE CHURCH POLICY

Adopted by Consistory March 26, 2018

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# **New Goshenhoppen United Church of Christ Safe Church Policy**

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## **Statement of Purpose**

The congregation of New Goshenhoppen United Church of Christ aspires to be a God centered fellowship. Here, all can seek a closer relationship with God in a trusting, nurturing place. As part of this passion, one of our goals is to provide a safe environment for children, youth and adults as they participate in our programs and use our facilities. This policy will provide an educational aspect to help make us aware of potential problems, provide procedures to follow to help safeguard our children, youth, and members, and deal with any violations of its content. While not all policies can anticipate and prevent all misfortune, they can state a purpose and provide guidance to achieve that purpose and reduce risk. This policy expresses our keen interest in protecting our entire congregation, adults and children alike, while maintaining its trusting atmosphere. A safe church is everyone's responsibility; a unified commitment by each person in our church community is necessary for success.

## **Violation of the New Goshenhoppen Safe Church Policy**

New Goshenhoppen United Church of Christ is committed to creating and maintaining a worship and work community in which members, friends, staff, and volunteers can worship and work together in an atmosphere free of all forms of discrimination, harassment, exploitation, or intimidation. Specifically, all persons associated with New Goshenhoppen United Church of Christ should be aware that the church is strongly opposed to sexual exploitation and harassment and that such behavior is prohibited by church policy. It is the intention and responsibility of the church to take whatever action may be needed to prevent and correct behavior which is contrary to this policy and, if necessary, to discipline those persons who violate this policy.

## Forward

***People were bringing even infants to him that he might touch them; and when the disciples saw it, they sternly ordered them not to do it. But Jesus called for them and said, "Let the little children come to me, and do not stop them; for it is to such as these that the kingdom of God belongs. Truly I tell you, whoever does not receive the kingdom of God as a little child will never enter it."  
(Luke 18:15-17)***

One of the great joys of being a part of a faith community is learning from children and youth about what it means to be a child of God, no matter what the age. They give adults the precious gifts of innocence, enthusiasm, and curiosity and are visible signs that God is not yet through with Creation.

Children give so much to us; as adults we are asked to also give to them. Our Congregation's firm commitment is to give children and youth the chance to spiritually learn and grow in the safest and most secure environment we can provide.

The call to work with children and youth carries with it great responsibilities. We are all too aware of incidents of sexual abuse or inappropriate behavior within congregations and other organizations where the safety of children and youth have been threatened and the sacred trust between adults and young people broken.

Therefore, with God as our guide, this Congregation commits to a more organized and thorough process of volunteer/staff recruitment through the use of new guidelines and a new application/screening form carefully created by our Personnel Committee. Using the Application/Disclosure Form for applicants of the Children/Youth Ministry as our vehicle, and Christ's call as our scriptural foundation, let "the bottom line" be crystal clear: we want to ensure that children and youth can "come to Christ" at New Goshenhoppen United Church of Christ and be safe, honored, loved, and respected. We also want parents to have full confidence in the adults that care for their children.

We are aware that such a form asks for your extra commitment and the sharing of personal information by you. Please be assured that all the information provided will be kept in strict confidentiality and will be seen by only those with a need to know.

As you commit to taking this added step in ministering to our young people, know that the Congregation commits to keeping this process fair and sensitive.

*"Let the children come to me and do not stop them."* This is Christ's command and challenge to us to make our Congregational home safe, secure, and nurturing. In this spirit, thank you in advance for being a partner in ministry with our children and youth.

# STAFF & VOLUNTEER RECRUITMENT POLICY

## **Recruiting Children/Youth Ministry Staff**

Our congregation welcomes individuals to participate with Educational and Youth Programs at various levels of commitment. Prior to participation with Educational and Youth Programs, each applicant shall receive the following background checks; this includes both paid employees as well as unpaid volunteers who “are persons aged 18 or older having direct contact with children” who provide the care, supervision, guidance or control of children, or have routine interaction with children. Furthermore, volunteers must have been an active part of our congregation for a minimum of a six (6) month period to become involved with Educational and Youth Programs.

Any person known to have committed a previous act of sexual or other inappropriate misconduct shall be strictly prohibited from participating in New Goshenhoppen Educational and Youth Programs.

All applicants are required to read and agree to abide by this policy. Their signatures upon the New Goshenhoppen United Church of Christ Application/Disclosure Form denote a willingness to remain in compliance with New Goshenhoppen United Church of Christ's Safe Church Policy.

## **Education and Training**

Each new New Goshenhoppen UCC employee or volunteer shall review this policy and its code of behavior and sign an acknowledgment form. The Personnel Committee may implement procedures designed to further the intent of this policy.

## **Record Keeping**

All background checks associated with employees and volunteers and other personal information collected as a result of this policy shall be kept in a secured/locked location. All allegations of violations of this policy and referrals to outside agencies shall also be kept in the same secured/locked location.

The following background checks are now required by law. Please fill out the forms listed and submit to the office administrator ([office@newgoshucc.org](mailto:office@newgoshucc.org)).

Remember, these background checks must be renewed periodically per state law.

- PA State Police Criminal Background Check: Complete online <https://epatch.state.pa.us>
- PA Child Abuse History Clearance: Complete online at [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home).
- FBI Clearance via Fingerprints only necessary for paid employees AND unpaid volunteers who have not been a PA resident continuously for the past 10 years. [www.pa.cogentid.com/index](http://www.pa.cogentid.com/index)

## Code of Behavior

### Children/Youth Ministry Staff

Volunteers who have taken an active part in the life of the congregation for at least **Six Months** may be invited to become involved with Educational and Youth Programs at various levels of commitment. During this time, those planning to be directly involved in the life of the congregation shall accept the intentions provided by the following code of behavior.

**The Two Adult Rule:** The children and youth in both the Education and Youth Fellowship programs of New Goshenhoppen UCC shall be under the care and supervision of two adults, one of whom may be a high school aged aide. An exception could exist in the Education Department if classes are so constructed as to provide constant visual access and frequent observation by the department's director, superintendent, or their designees. Furthermore, no teacher, advisor, aide or anyone else working with our children or youth should place him/herself in a compromising situation by being alone with a child or with children out-of-sight of other teachers, advisors, aides, or parents. Finally, no teacher, advisor, or aide shall be alone with a child in the bathroom for purposes of clean-up from art or craft projects, or care of illness or injury.

**Specific Guidelines for Adult Supervision:** Adult leaders for youth ministry activities function as representatives of the church, and as such are held to different standards from when acting as parents or adults in their own families. The rules and guidelines of the church must be followed by all leaders at all events, thereby providing appropriate supervision for the youth. Illegalities and irresponsibility cannot be allowed. Supervision must be consistent, reasonable and prudent.

Adults are encouraged to remember that they will be providing both supervision and modeling of adult Christian behavior for the youth in their care, and should endeavor to see that the example they set is consistent with the values and expectations set forth by the church community.

**Five Year Separation Rule:** When utilizing high school and young adults in the Education Department, Youth Programs and Off-sight Activities there shall be a five year separation between these young persons and those they supervise. For workers with children/youth every attempt will be made to first use youth who have reached the age of 18.

**Discipline:** The purpose of discipline with children and youth is to maintain order in a manner consistent with the teaching of religious responsibility, respect and cooperation. No child shall be disciplined by the use of spanking, hitting, slapping, or any form of physical punishment. Verbal reprimands shall not include destructive criticism, insults, or shouting. Teachers, advisors, aides and others helping in the classroom are encouraged to listen to the child, communicate expectations of appropriate behavior, use time-outs or give alternate choices.

**Overnight Rule:** All adult chaperones supervising overnight stays at our facilities or on congregational sponsored trips shall have been cleared to do so by the Pastoral Staff or other designated official. At least two adult males and two adult females will be present at all times. Further, a signed written consent form is required which lists the names of advisors to be present. Last minute substitutes or additional advisors are permissible as long as parental permission of child/youth participants is secured (either signed or witnessed phone contact).

**Youth Group Activities:** Physical contact such as wrestling, horseplay or other high contact games are not appropriate recreational activities. No adult leader, whether Staff or Volunteer, should initiate or encourage physical or intimate contact with children or youth. Setting boundaries is the responsibility of the adults. The Youth Group is a group ministry; all participants are expected to remain with the group throughout the times listed in congregational publications. No pairing or otherwise separating off from the group to other parts of the building or grounds is permitted.

**Leaving and Locking:** The last three people, including at least 2 adults, will leave our facilities together. We avoid situations where one adult and one youth or child are left at the facility's door waiting to be picked up by parents at the end of an evening's activity. Parents are encouraged to respect concluding times.

**Drugs, Tobacco, Alcohol:** The use of any illegal drugs, tobacco or alcoholic products at congregational sponsored youth events or at congregational facilities is not permitted. Prescription drugs brought to any event must be declared to an adult leader prior to the event and must be prescribed for the person taking them.

**Transportation:** Staff and adult leaders or teachers cannot transport children or youth between any congregational facility and home except with written permission. Transportation for field trips or to church activities and events will be done via groups to and from the congregational facility. All approved vehicles will travel as a caravan and will be supplied with a listing of each person occupying each vehicle. An effort will be made to have cell phones in each vehicle along with cell phone numbers for communication. Any member of the youth group cannot be permitted to be a designated driver for any youth group event.

**Parental Guidelines:** We strongly encourage that parents, when on church premises with their children, know at all times where their children are, who they are with, and what they are doing. It is strongly encouraged that children not play in unsupervised areas.

**Visitors On-site:** Visitors are welcomed and should be accompanied by a member of our congregation on their visit to the areas frequented by our youth and children. Staff, volunteers, and members of the congregation should try to be cognizant of who is visiting our facilities.

**Reporting Responsibilities:** Any inappropriate conduct or relationship between an adult worker and a child or youth or any suspected violation of this code shall be promptly reported according to this policy's reporting procedures.

**Medical Release Form:** At the beginning of each program year, parents/guardians of Youth Group members will be asked to complete a Medical and Photo Release Form. A copy of the completed forms will remain on file in the church offices; the originals will travel with the Youth Group anytime it leaves church premises.

**First Aid:** A minimum of one first aid kit per building level shall be available. While it is preferred that a person trained in first aid administer any first aid treatments, volunteers may administer them as necessary for the treatment of injuries incurred while on church premises. Persons in charge of the event must notify the pastor of any treatments provided and informed of any supplies used so that re-stocking of the first aid kit can be accomplished. Persons in charge of the event shall notify the parents as soon as possible of any child that receives first aid treatment.

**Youth Group Covenant:** At the beginning of each program year, all members of the Youth Group and their parents/guardians will be asked to sign the Youth Group Covenant. These forms will remain on file in the church office.

**Off Premises Events:** For all off-premises events or activities Trip Permission Forms must be signed by a parent/guardian and must accompany the Youth Group along with copies of the Medical Release Forms.



## **Procedure for handling complaints in violation of the New Goshenhoppen Safe Church Policy**

- A) The Response Team shall be the Personnel Committee. The Response Team will familiarize itself with the terms of this policy as well as the established procedures of New Goshenhoppen United Church of Christ for dealing with complaint(s) of alleged sexual exploitation or harassment against any employee(s) or volunteer(s) in leadership position(s) in New Goshenhoppen United Church of Christ.
- B) Several options may be taken in addressing incidents or violations of safe church policy:
- 1) The complainant should share his/her concerns with a Pastor and/or the Response Team.
  - 2) If an informal resolution of the complainant does not seem wise, appropriate, possible, or does not succeed, the complainant(s) may request that the Response Team institute formal proceedings which shall include the following steps:
    - a) With the assistance of the Pastor, the Response Team shall gather statements or other information from the individual(s) involved in the alleged violation of the safe church policy and from others who may have pertinent information.
    - b) The Response Team shall make determinations and take actions appropriate to resolve the matter which may include the following:
      1. If the accused violator is an authorized minister (i.e., holds ordained ministerial standing or has been commissioned or licensed by an Association of the United Church of Christ), the Response Team shall inform the appropriate body of the wider United Church of Christ (i.e., conference minister, Association Committee on the Ministry) of the allegation. New Goshenhoppen United Church of Christ will cooperate fully in any procedures related to the person's ministerial authorization while retaining the right and responsibility to employ or designate leadership within New Goshenhoppen United Church of Christ as it deems necessary.
      2. If allegations of possible child abuse are included in the complaint(s), the Response Team shall notify appropriate secular authorities and New Goshenhoppen United Church of Christ shall cooperate fully in any investigation. This policy shall continue to be followed to determine the continuance of the individual(s) in leadership.
- C) A confidential written summary of the Response Team's proceedings will be maintained by the Pastor in a confidential file.
- D) Any person bringing a violation of the safe church policy or assisting in the investigation of such a complaint shall not be adversely affected in terms and condition of employment, church membership or affiliation, or otherwise discriminated against or discharged.

E) If the complainant(s) or accused person(s) is not satisfied with the disposition of the matter by the Response Team, he or she has the right to appeal to the Consistory President or the Pastor who shall refer the matter to the Consistory for resolution.

### **Public Communications**

To ensure accurate and timely information and protect any persons involved, all communications to the media and the congregation concerning any alleged violation of this policy shall be handled by the Pastor and/or President of Consistory.

# New Goshenhoppen United Church of Christ

## Response Plan

### **Preliminary Response:**

All allegations will be taken seriously and responded to in a timely fashion.

Complainants must not be held responsible in any way.

Response to allegations must be handled with due respect for EVERYONE'S privacy and confidentiality.

Care and safety of alleged victim (and family) are the first priority.

Document all activity involved in handling the incident; note the date, time, persons involved, as well as the content of what was done. All documentation will be held confidential.

Treat the accused with dignity and respect and offer support.

### **When Deemed Necessary:**

If, after an initial investigation by the Response Team, the charges are deemed valid, steps will be taken to immediately comply with all state laws. All incidents involving children shall be reported to the Montgomery County Department of Children, Youth and Families, the congregation's insurance writer and the Conference Minister of the Pennsylvania Southeast Conference of the United Church of Christ.

**Reporting/Response Plan** will be reviewed annually and is subject to change by Consistory or its designees.

## DEFINITIONS

**Minister:** any person engaged by the church to do the work of the church, including elected or appointed leaders, employees, volunteers and authorized ministers.

**Authorized minister:** any person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ

**Complainant:** the party who makes the complaint

**Mandated Reporter:** Any persons who in the course of their employment, occupations, or practice of their professions come into contact with children, shall report or cause a report to be made when they have reasonable cause to suspect, on the basis of their medical, professional, or other training and experience, that a child coming before them in their professional or official capacity is an abused child.

**Ministerial relationship:** the relationship between any person who carries out the ministry of the church and any person being served by that ministry

**Sexual misconduct:** engaging in sexual coercion, sexual abuse, sexual harassment or sexual exploitation as defined below. Such conduct is wrong and will not be tolerated by any minister, employee or volunteer.

**Sexual exploitation:** any sexual activity or conduct (not limited to sexual intercourse) in which a person currently engaged in the work of the church takes advantage of the vulnerability of a recipient of ministry by causing or allowing the recipient to engage in sexual behavior with the person (attempting to develop a sexual or romantic relationship between a minister and a person he/she has influence over by nature of his/her ministerial position).

**Sexual harassment:** repeated or coercive sexual advances toward another person (especially when there is an employment, mentor or collegial relationship between the persons involved) contrary to his/her wishes. It includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating or embarrassing the person or subjecting the person to public discrimination.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature by anyone will constitute sexual harassment when:

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

Sexual harassment includes:

unsolicited and unwelcome contact that has sexual context, especially; written contact, such as sexually suggestive or obscene letters, notes or invitations verbal contact, such as sexually suggestive or obscene comments, sexual propositions, threats, slurs, epithets, and jokes about gender-specific traits or sexual orientation; physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault and coercing sexual intercourse or activities, and visual contact, including leering or staring at another's body, gesturing, displaying sexually explicit objects or pictures, cartoons, posters, magazines or films/videography.

Sexual harassment also includes:

continuing to express sexual interest in a person after being told directly that the interest is unwelcome; using sexual behaviors for purposes of controlling, influencing or affecting the career, salary, work, learning or worship environment of a person; suggesting, threatening or implying that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, church leadership or participation in the life of the church; implying or actually withholding support for an appointment, suggesting that a poor performance report will be given if a person declines a personal proposition, and hinting that benefits such as promotions, favorable performance evaluations, assignment of favorite duties or work schedules, recommendations or reclassifications will occur in exchange for sexual favors.

**Response Team:** a group approved by Consistory to hear complaints and make recommendations to resolve them. The group shall be representative of congregational demographics, having no fewer than three members, at least one male & one female and diverse ages. This group may also use or employ services of other trained professionals such as mental health professionals, clergy and legal counsel.

## **Contact List**

### **Pennsylvania Southeast Conference of the United Church of Christ**

1441 Laura Lane, Suite100

Pottstown, PA 19464

Phone: **484-949-8774**

Fax: 484-949-8784

Email: [ucc@psec.org](mailto:ucc@psec.org)

### **Montgomery County Office of Children, Youth and Families 1430**

DeKalb St.

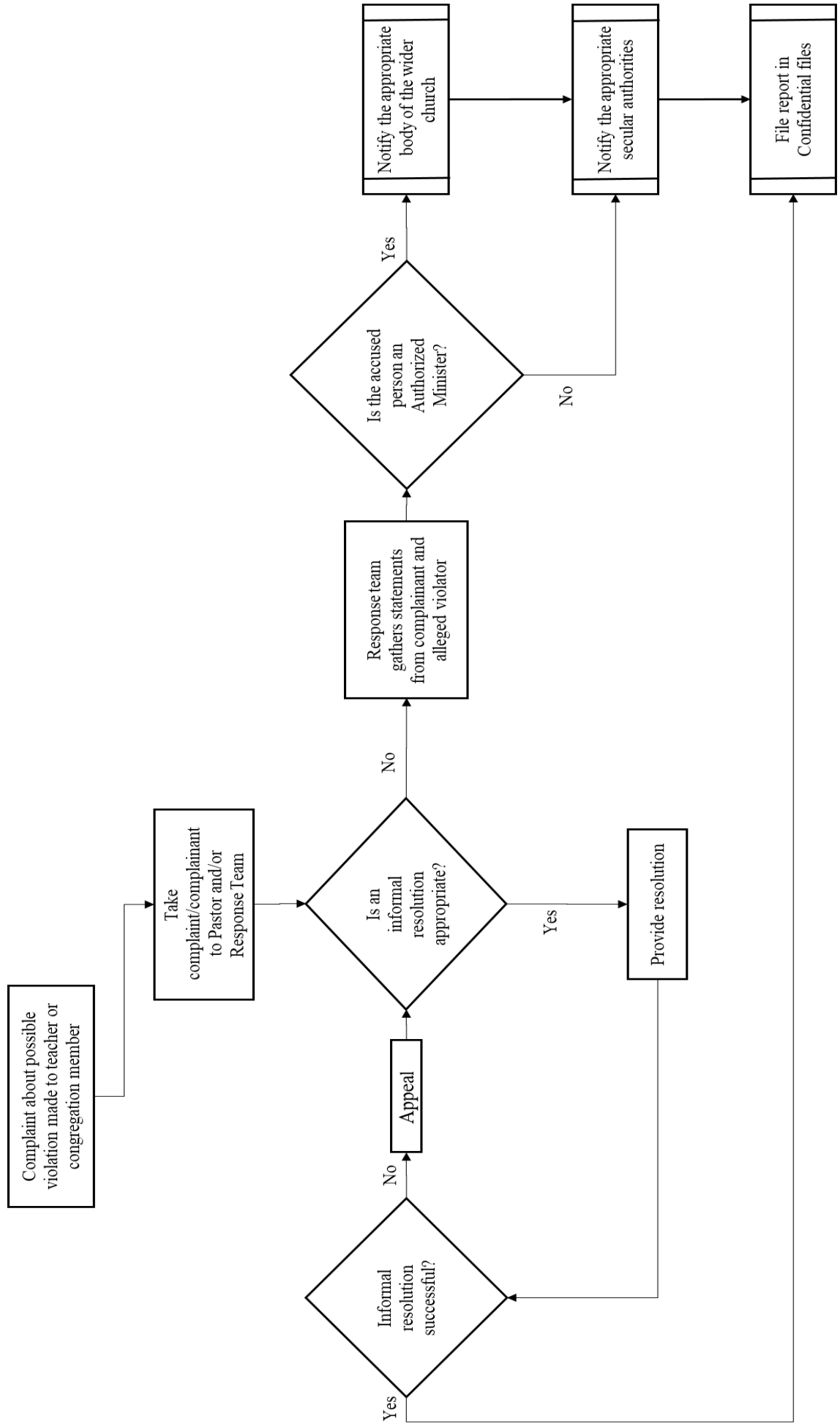
Norristown, PA 19404

Office Hours: 8:30 a.m. to 4:30 p.m.

Phone: **(610) 278-5800** (610) 275-1222 (after hours)

Childline: **(800) 932-0313** - Report of child abuse (toll free 24 hour)

# Flow Chart for Reporting Violations of New Goshenhoppen UCC Safe Church Policy



## **APPENDIX – FORMS**



# New Goshenhoppen United Church of Christ Application/Disclosure Form

(Use this form for volunteer personnel only)

**Name**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Have you previously worked in Children/Youth Ministry?                      Yes                      No

If yes, please describe your experience in Children/Youth Ministry:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have never been found guilty, or plead guilty or no contest, to a criminal charge.

True                      Not True

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

True                      Not True

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:

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The covenants between persons seeking employment or sanctioned 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 application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection for consideration of, 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 no longer accurate.

Beginning such relationships with an open exchange of relevant information builds the foundation for continuing a healthy covenant between employees or volunteers and the church they seek to serve. To that end, I authorize New Goshenhoppen United Church of Christ and/or their agent to make inquiries regarding all statements I have set forth above. I also authorize all 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 and character. 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 made in good faith and without malice.

I agree to be bound by the Policies and Code of Behavior of New Goshenhoppen United Church of Christ. I shall refrain from unscriptural conduct in the performance of my services on behalf of the church. I covenant with the Board of Christian Education which works with children and youth programs in the church:

- To honor each child's integrity and worth as a child of God.
- To provide a nurturing and safe environment for children and youth to grow socially, and spiritually.
- To continue to grow and nurture my own personal faith.
- To work in partnership with the professional staff, volunteers, and Christ as a part of the larger Christian community.

The undersigned agrees to comply with any safety policies and procedures of New Goshenhoppen United Church of Christ. The undersigned further acknowledges that he or she has received a copy and read New Goshenhoppen United Church of Christ's Safe Church Policy in its entirety and has had an opportunity to ask questions regarding the policy.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Date \_\_\_\_\_

# Parental Release Form for Photos

I hereby give permission to have New Goshenhoppen United Church of Christ use photos of my son/daughter in any publication affiliated with the church such as: New Goshenhoppen United Church of Christ's web page, Facebook page, newsletter, bulletin, etc.

Name of child/youth: \_\_\_\_\_

\_\_\_\_\_ Yes, you may use my child's/youth's photo in any publication.

\_\_\_\_\_ No, you may not use my child's/youth's photo in any publication.

Signature of Parent or Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

# New Goshenhoppen UCC Youth Information Sheet

Valid for dates August 1, 2017 through September 30, 2018.

PLEASE PRINT CLEARLY

Name \_\_\_\_\_ Home phone \_\_\_\_\_

Address \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ Email \_\_\_\_\_

Do you have any medical conditions, allergies, or dietary concerns the Youth Leaders should know about? \_\_\_\_\_

**Mother's Name** \_\_\_\_\_ Home Phone \_\_\_\_\_

Home address \_\_\_\_\_ Work Phone \_\_\_\_\_

(If different) \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Father's Name** \_\_\_\_\_ Home Phone \_\_\_\_\_

Home address \_\_\_\_\_ Work Phone \_\_\_\_\_

(If different) \_\_\_\_\_ Cell Phone \_\_\_\_\_

## Authorization for Treatment:

I request and authorize the Youth Advisors of New Goshenhoppen United Church of Christ, and area hospitals, medical staff personnel, agents and employees, to provide all medical care including but not limited to hospital test, such as pathology, radiology and anesthesia, surgery, and prescriptive drugs advisable for the health of my child. I acknowledge that no representations warranties, or guarantees as to result or cures will be made.

I give\_\_\_\_ I do **NOT** give\_\_\_\_ my permission to take acetaminophen (Tylenol) or ibuprofen (Advil) for pain relief for headaches, menstrual cramps, and minor aches and pains. Any other medication, both prescription and over-the-counter, must be brought by your child to the event. Please give him/her a signed note giving your permission to take this medication (name each one) and relevant instructions. In the event I cannot be reached and emergency hospital care/treatment is needed, I understand my child will be taken to the nearest hospital and given emergency care.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Student's Physician \_\_\_\_\_ Phone \_\_\_\_\_

Student's Dentist/Orthodontist \_\_\_\_\_ Phone \_\_\_\_\_

Date of last tetanus shot \_\_\_\_\_

Your Insurance/major medical company \_\_\_\_\_

Group or personal policy # \_\_\_\_\_ Policyholder's ID # \_\_\_\_\_

**Please attach photocopies of the front and back of your insurance card.**

**PLEASE NOTIFY NEW GOSHENHOPPEN UCC IF THERE ARE ANY CHANGES TO THIS FORM DURING THE PROGRAM YEAR. THANK YOU.**

**AUTHORIZATION TO DISCLOSE HEALTH  
INFORMATION TO A THIRD PARTY**

This authorization gives any and all Health Care Providers permission to disclose health information about your child/minor to the named representative of New Goshenhoppen United Church of Christ **August 1, 2017 through September 30, 2018.**

This authorization may be revoked at any time by submitting a written revocation to New Goshenhoppen United Church of Christ.

\_\_\_\_\_  
Name of minor/patient (please print)

In the event of an emergency, every effort will be made to contact the parent or guardian. I understand that if I cannot be contacted, the Church staff will obtain emergency care and I will be responsible for the payment of the expenses that are incurred.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Please sign under either YES or NO below:**

**YES**

1. I, \_\_\_\_\_ (Parent/Guardian) hereby authorize any and all Health Care Providers to disclose the specific health information described in #2 below for the purposes, the duration of time, and to the parties described below.
2. Description of the specific information to be disclosed: room/location of patient, laboratory results, billing information, diagnosis, and treatment.
3. Duration of time that the authorization to disclose exists: from **8/1/17 to 9/30/18.**
4. Recipients of the information: Rev. Bonnie Moore, New Goshenhoppen United Church of Christ youth group advisors or their designees.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**NO**

I, \_\_\_\_\_ (Parent/Guardian) choose **NOT** to sign this authorization granting permission for the above stated individuals to act in my place. I will personally pick up and be responsible for the medical treatment of my child as it may become required.

\_\_\_\_\_  
Signature of Parent/ Guardian

\_\_\_\_\_  
Date

## New Goshenhoppen Youth Trip Permission Form

A separate and complete form for each youth is required for each event.

Youth's Name \_\_\_\_\_ E-mail \_\_\_\_\_

Youth's Address \_\_\_\_\_

Youth's Phone Number \_\_\_\_\_

Activity \_\_\_\_\_ Date of Activity \_\_\_\_\_

Adult Chaperones: \_\_\_\_\_

\_\_\_\_\_

Name of person to contact in an emergency \_\_\_\_\_

Relationship \_\_\_\_\_ Phone number(s) \_\_\_\_\_

Alternate person to contact in an emergency \_\_\_\_\_

Relationship \_\_\_\_\_ Phone number(s) \_\_\_\_\_

I give my son/daughter permission to attend the above event. I understand that private cars may be used for transportation and I give permission for my son/daughter to be transported by an adult driven vehicle.

Parent/Guardian's Signature

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ I am willing to chaperone. Please call me.

\_\_\_\_ I am willing to drive. I have \_\_\_\_ seatbelts available in my car. Please call me.

## New Goshenhoppen United Church of Christ Youth Covenant

The mission of New Goshenhoppen Youth Group is to offer opportunities for youth in grades 7-12 to grow in faith, develop their gifts for Christian leadership, practice hospitality, reach out and care for people around them, and honor their commitments to God and each other. Goals for individual meetings and events include growing and learning together and exploring and sharing our faith while having fun and bringing out the best in each another. So that these things can happen, all participants in New Goshenhoppen Youth Group are asked to join in this covenant:

With awareness of and trust in God's presence with us, when participating in any Youth group meeting, program, or event I covenant:

1. I will participate in all activities, working together to learn and grow from my experience of the event.
2. I will reach out to welcome new people, make new friends, strengthen relationships, and treat all people with dignity and respect.
3. I will treat all property with dignity and respect, and if I accidentally damage property, I will take responsibility for the damage and inform an adult leader.
4. I will not engage in sexual activity, and will follow the guidelines set forth by the Leaders for visiting rooms of members of the opposite sex. No girls may visit boys' rooms and vice versa. All free time activities must occur in common meeting areas unless approved by Youth Advisors.
5. I will not bring or use drugs, alcohol, or tobacco at any youth activity. I will inform an adult leader of any prescription drugs or over-the-counter medicines I need to take during the course of any youth event.
6. I will not bring a weapon of any kind with me.
7. I will respect the rights and personal properties of others.
8. I will not leave the event unless I have previously provided the leaders with written and verbal parental permission to do so.

I understand that I am responsible for my behavior. If I choose to not follow the rules outlined above or any other rules set forth by the leaders during an event, I understand that my parents may be called immediately to pick me up, regardless of the time of day or night.

Participant's signature \_\_\_\_\_

Date \_\_\_\_\_

Parent: By signing below I agree to support the Youth Group Leadership Team in its efforts to fulfill the group's mission and goals. I understand what is expected by the youth advisors and will assume any costs involved with an early termination of my child's participation in any meeting, program or event due to a violation of these expectations.

Parent's/Guardian's signature \_\_\_\_\_

Date \_\_\_\_\_