

Stewartville United Methodist Church
Stewartville, MN

COPY

Record Keeping Policy

SCOPE

This policy and its provisions shall apply to all persons, including all paid and unpaid adults, whether lay or clergy who have any direct or indirect contact with children, youth and vulnerable adults who participate in any activities or events sponsored by the Stewartville United Methodist Church.

PURPOSE

To provide for the record keeping of:

- All policies, procedures, training and forms related to Safe Sanctuary
- All individuals who may work with children/youth/vulnerable adults in accordance with the Safe Sanctuary Policy
- All church sponsored activities both offsite and overnight (onsite)

POLICY STATEMENT

All policies, procedures, training and forms related to Safe Sanctuary shall be reviewed and approved on an annual basis. The following will be kept in a red binder within the church office:

- All signed policies, procedures, training and forms related to Safe Sanctuary

Records will be kept up to date on all individuals who may work with children/youth/vulnerable adults in accordance with our Safe Sanctuary Policy. Files will be kept confidential in a locked cabinet. The following information will be kept on file:

- Volunteer application
- Annual background check
- Current driver's license
- Current proof of auto insurance (if transporting children/youth/vulnerable adults)
- Proof of annual Safe Sanctuary training

All church sponsored activities of Stewartville United Methodist Church, both offsite and overnight onsite, shall have a record kept and stored in the church office for a minimum of 7 years. The following information shall be on file with the church office upon completion of each activity.

- Activity Checklist
- Signed Permission Slips

REPONSIBILITIES

Responsibility	Step	Action
Safe Sanctuary Ministry Team	1	Keep all Safe Sanctuary policies, procedures, training and forms up to date. Signed originals to be located in red binder in church office
	2.	Provide and track annual Safe Sanctuary Training
	3.	Work with church office to maintain database to track all adult volunteers
	4.	Periodic review and approval of all activity checklists.
	5.	Work with church office to maintain folder for all church sponsored activities requiring permission slips.

Responsibility	Step	Action
Adult Volunteer	1	Complete a volunteer application
	2.	Complete background check application
	3.	Provide copies of driver's license and proof of auto insurance (as applicable)
	4.	Turn all applicable paperwork in to the Safe Sanctuary Ministry Team

Responsibility	Step	Action
Activity Coordinator	1	Complete an activity checklist.
	2.	Provide permission slips to potential activity participants.
	3.	Turn all applicable paperwork in to the Safe Sanctuary Ministry Team

RELATED DOCUMENTS

Document/Form Title
Absentee Permission Form
Activity Checklist
Adult Volunteer Application
Permission Slip
Safe Sanctuary Training

REFERENCES

Document/Form Title
Thornbug Melton, Joy. Safe Sanctuaries: Reducing the Risk of Abuse in the Church for Children and Youth. Discipleship Resource, Nashville TN. 2008

REVISION/DOCUMENT HISTORY

Effective Date	Version	Synopsis of Change
04/01/2014	001	Created policy

APPROVAL SIGNATURES

Position	Printed Name	Signature
Pastor		
Leadership Council, Chairperson		
Trustees, Chairperson		
SPRC, Chairperson		

Additional copies provided to:

- Church Mutual, Insurance Representative
- District Superintendent