

Normandale Lutheran Church
Safety and Security
Policy and Information

June 2010

Contents

Safety & Security at Normandale Lutheran Church	Page 2
Safety & Security Policy	Page 3
Volunteer Screening & Driver's Check Procedure	Page 5
Sign-in/Sign-out Procedure	Page 6
Web Content	Page 8
Content for Use in Printed Material	Page 9

Safety & Security at Normandale Lutheran Church

Normandale Lutheran Church is a community of believers with a mission of proclaiming the gospel; affirming the Trinity; and witnessing through worship, education and ministry.

Ministering to families, children, youth, and vulnerable adults is a vital part of this mission. Our community, which includes Normandale staff, all volunteers who support our ministry, and Normandale Lutheran Church members, is deeply committed to witnessing to them.

The safety and security practices described in this document are an important part of our ministry and support our entire community.

We provide these safety and security practices to:

Affirm and protect families, children, youth, and vulnerable adults

Creating a secure, safe environment is part of our call as stewards. Our safety and security practices affirm families, children, youth and vulnerable adults in their call to participate in this body of Christ.

Affirm and protect volunteers and staff

Good practices involving safety and security can help church staff and volunteers avoid awkward or difficult circumstances, help prevent misunderstandings, and protect staff and volunteers from meritless allegations of improper behavior. These measures affirm our staff and volunteers in the roles they serve.

Raise awareness

These safety and security practices are intended to cultivate a culture of awareness and education. These practices will be available to all, be implemented by those serving Normandale Lutheran Church as staff or volunteers, be utilized as a training tool, and serve as a reference point for how we will care for and provide for those who serve and those who are being served.

Affirm and protect Normandale Lutheran Church

This community is called to be good stewards of the resources that this community has committed in Christ's name. These safety and security practices are intended to protect these resources from liability that may arise in the larger context of our social environment. As a body of Christ, commitment to continual monitoring of policy and safety practices is necessary for the mission we share in Jesus Christ. These measures affirm the community of Normandale Lutheran Church in its call to be the church.

Defining Language

References to "children" and "youth" in safety and security documents of Normandale Lutheran Church refers to children under the age of eighteen.

References to "vulnerable adults" refer to adults who are or may be in need of community care services by reasons of mental health, disability, age, or illness and who are or may be unable to take care of themselves or unable to protect themselves against harm or exploitation.

SAFETY & SECURITY POLICY

Screening Policy

Volunteers age 18 or older and staff working with children, youth and vulnerable adults must pass a background check.

Individuals whose background checks identify a felony criminal conviction or a conviction for any crime involving child abuse or molestation will be prohibited from working with children, youth, or vulnerable adults.

In addition, Normandale Lutheran Church staff may determine that an individual will be prohibited from working with children, youth, or vulnerable adults based on a determination that the individual has behavior or other issues that could affect or impair the individual's work with children, youth, or vulnerable adults.

Driver Check Policy

Volunteers and staff transporting children, youth, or vulnerable adults by vehicle must be age 21 or older and pass a driver check.

Individuals whose driver checks identify adverse driving history will be prohibited from transporting children, youth, or vulnerable adults by vehicle. Examples of adverse driving history that will result in prohibition include, but are not limited to, a driver's license suspension or revocation; a conviction for DUI or a similar offense; or another moving violation or pattern of moving violations which, in the discretion of Normandale Lutheran Church staff, demonstrate adverse driving history.

Sign-in and Sign-out Policy

All participating in Normandale Children, Youth, and Family ministry programs must sign in and sign out.

Education & Training

Normandale Lutheran Church will make its safety and security practices available to volunteers and staff in all ministry areas and will provide resources to train staff and volunteers regarding these practices.

Leadership Expectations

These safety and security practices are intended to foster a safe, loving, and nurturing community. Therefore, Normandale Lutheran Church expects leaders, whether children or adults, to demonstrate this community's commitment to safety and security both by following these practices and encouraging others to do so as well. Individuals who show continued disregard for the Safety and Security Policy and

Procedures shows lack of commitment and may be asked by Normandale Lutheran Church Staff to step down from the leadership role.

Family Responsibility

Families must assume responsibility for their children. While Normandale Lutheran Church is committed to providing a safe environment, families should not assume that the church-sponsored activity or presence on the church property is a guarantee of a child's safety.

Policy regarding people with disabilities

All people are welcomed and included in the ministries of Normandale Lutheran Church. However, most church-sponsored events are not staffed to care for special health or physical needs of others, e.g., self-care, toileting, monitoring medications, feeding, etc. For this reason and in order to promote the health and safety of participants, staff and volunteers, those requiring assistance with physical needs must invite a friend, family member or attendant to assist them.

VOLUNTEER SCREENING & DRIVER CHECK PROCEDURE

This screening process will be followed for any person age 18 or older wishing to serve as a volunteer at Normandale Lutheran Church.

1. Confirm your intent to serve in a volunteer position, understanding the associated tasks you intend to fulfill in your call to serve Normandale Lutheran Church with an appropriate staff member as it pertains to children and vulnerable adults.
2. Confirm which screening procedure is needed; background check and / or driver's check. Once screened, an individual does not need another screening for a period of 3 years.
3. Log onto www.normluth.org
4. Click Families > Background Checks to quickly access our screening provider, Protect My Ministry, or go directly to their website at www.protectmyministry.com.
5. Provide the following information:
 - Social Security Number
 - Address History
 - Driver's License Information (for driver check only; drivers must be age 21 or older)

Protect My Ministry

Normandale chose Protect My Ministry (PMM) as our background check provider as PMM has a proven track record serving churches, PMM uses a secure method for transmitting data, and use of PMM means that members' Social Security numbers are not collected and held at Normandale. The only information provided to Normandale is confirmation of "no offenses found" or conviction/motor vehicle history. These are the services that PMM will provide Normandale Lutheran Church:

Complete Security of Your Information is of greatest importance to all involved. Because you input your own information directly to Protect My Ministry, no paper or computer files with your information will be held at or by Normandale Lutheran Church.

Social Security Number Verification validates the Social Security Number that you provide. The Social Security Number search is vital to verifying the identity of an individual and any previous addresses.

National Criminal Database Search is a tool which has the potential to identify certain crimes that may have occurred outside any addresses found on the social security number search.

National Sex Offender Search will identify if an applicant is listed on a particular sex offender registry. The sex offender search is critical to identifying any prior sex offenses.

Motor Vehicle History Report verifies if the applicant possesses a valid license, and if they have had any adverse driving history. This information is important for purposes of safety/insurance/liability. (Motor vehicle history reports will be requested only for members who will be transporting children or vulnerable adults.)

SIGN-IN/SIGN-OUT PROCEDURE

This sign-in/sign out procedure will be followed for any children participating in ministry programs at Normandale Lutheran Church.

Regularly Scheduled Ministry Opportunities

Regularly scheduled ministry opportunities are those for which Normandale Lutheran Church has held registration in advance of the event and the participant has registered. As part of the registration process, the parent or guardian of the participant will typically grant permission for the child to participate in the opportunity and provide emergency contact information. Additional information may also be required.

Birth to 2nd grade children

The child must be escorted into the building by a parent, guardian, or parent/guardian- approved person over the age of 18. The escorting adult must sign the child in and out at the designated location.

3rd grade to 6th grade children

The child may enter the building unescorted, and must sign in at the designated sign-in location. Upon conclusion of the ministry opportunity, the child must sign out at the designated location and must wait inside the building, until parent, guardian, parent/guardian-approved person over the age of 18 arrives for departure.

7th to 12th grade youth

The youth may enter the building unescorted, and must sign in at the designated location. Upon conclusion of the ministry opportunity, the youth must sign out at the designated location.

Special Ministry Opportunities

Special ministry opportunities are those for which Normandale Lutheran Church has not held registration in advance of the event.

Birth to 6th grade

The child must be accompanied by a parent, guardian, or parent/guardian-approved person over the age of 18, and must sign in at the designated location, providing emergency contact and other information as required. Upon conclusion of the ministry opportunity, the child must be signed out at the designated area by a parent, guardian, or parent/guardian-approved person over the age of 18.

7th to 12th grade

Youth must sign in at the designated location, providing emergency contact and other information as required. Upon conclusion of the ministry opportunity, the child must sign out at the designated location.

WEB CONTENT

Welcome to Normandale Lutheran Church's Safety and Security Screening Process for volunteers.

All volunteers age 18 or older working with children, youth, and vulnerable adults are required to participate in a background check process. As a community this process is vital to maintaining a covenant relationship to be a safe environment which is essential to living out the mission we share in Christ.

This process is for the protection of our community, including YOU AND YOUR FAMILY! **[Click here for Normandale's Safety and Security Policy](#)**, including information about confidentiality of the information provided.

1. [Click here](#) to quickly access our screening provider, Protect My Ministry or go directly to the, Protect My Ministry website, www.protectmyministry.com to complete the process.
2. You will be asked to provide the following information:
 - Social Security Number
 - Address History
 - Driver's license information (for driver check only; drivers must be age 21 or older)
3. Normandale staff will confirm your authorization and the next steps in your volunteer commitment!

Thank you for volunteering at Normandale Lutheran Church.

Individuals whose background checks identify a felony criminal conviction or a conviction for any crime involving child abuse or molestation will be prohibited from working with children, youth, or vulnerable adults.

Individuals whose driver checks identify adverse driving history will be prohibited from transporting children, youth, or vulnerable adults by vehicle. Examples of adverse driving history that will result in prohibition include, but are not limited to, a driver's license suspension or revocation; a conviction for DUI or a similar offense; or another moving violation or pattern of moving violations which, in the discretion of Normandale Lutheran Church staff, demonstrate adverse driving history.

In addition, Normandale Lutheran Church staff may determine that an individual will be prohibited from working with children, youth, or vulnerable adults based on a determination that the individual has illness, character, behavior, or other issues that could affect or impair the individual's work with children, youth, or vulnerable adults.

CONTENT FOR USE IN PRINTED MATERIAL

Safety and Security Screening Process

Welcome to Normandale Lutheran Church's Ministry Team!

All volunteers age 18 or older working with children, youth, and vulnerable adults are required to participate in a background check process. As a community this process is vital to maintaining a covenant relationship to be a safe environment which is essential to living out the mission we share in Christ.

This is for the protection of our community, including YOU AND YOUR FAMILY!

1. Log onto www.normluth.org
2. Click XXXX to quickly access our screening provider, Protect My Ministry, or go directly to their website at www.protectmyministry.com.
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