

PROTECTION POLICY

These policies have been adopted for the protection of children, youth, and those who minister with them at Christ Church. They have been included on our web-site www.cc-ob.org for the full awareness of parents, staff and volunteers, members and friends of Christ Church.

All volunteers and employees of Christ Church of Oak Brook shall immediately report to the Minister/Director of their Ministry Area any allegations or suspicions of abuse or neglect on minor children or youths (0-18 years old) which they become aware of during their duties at Christ Church. If the appropriate Minister/Director is unavailable [or if the allegation or suspicion involves them], all allegations or suspicions shall be immediately reported to the Senior Pastor or another member of the Management Team. For details of this mandatory process see Section III of the Policy.

When people brought little children to Jesus, he took them in his arms and blessed them (Mark 10:16). Jesus also warned of the most serious consequences for anyone who would harm children (Luke 17:2). Because we recognize that we are a reflection of God's love to those in our care, we take seriously our responsibility to them. We view ourselves as partners with parents, seeking to provide quality care and instruction in our ministry with children of all ages. The following guidelines are set forth to provide a safe and nurturing environment in which we can bring our children to the Savior. **Everyone who teaches, helps, or cares for children, youth or the vulnerable under the sponsorship of Christ Church must understand and follow these policies and procedures.** Be aware that the document that follows represents minimum requirements. Individual programs may impose additional guidelines as appropriate to their ministry setting.

For the purposes of this Policy Christ Church defines an adult as age 21 or older.

I. ARCHITECTURAL REQUIREMENTS

- A. Interior windows, or when necessary, open doors provide easy viewing by parents and supervisors.
- B. All doors, with the exception of rest rooms, shall have windows or side windows. Sight lines through the windows should remain unobstructed at all times.
- C. Rooms with adjoining toilets shall be used for preschoolers whenever possible, preventing the need for children to leave the room.
- D. Diaper changing tables/areas shall be in clear view.
- E. First aid kits shall be displayed/stored in an obvious place in most classrooms.
- F. Evacuation plans shall be displayed at the doorway.

II. SECURITY, SUPERVISION AND SELECTION POLICIES

A. Policies for Early Childhood, Children's Ministries and Mothers of Preschoolers (MOPS)

1. **Drop-off Policy:** Children will be welcome to enter our classrooms when adequate supervision is available. Generally, supervision of two adults will be provided ten minutes before a program starts.
2. **MOPS Staffing Guidelines**
 - a. All approved workers will have completed a screening process (outlined in section H). Volunteers may be considered without having been involved with Christ Church for six months if they have been referred by someone who has been involved with Christ Church for at least six months.
 - b. There must be at least one MOPS volunteer per room that meets the six month Christ Church involvement requirement.
3. **Volunteer Identification Policy**
 - a. All MOPS, nursery volunteers, and Sunday School volunteers working with children must use check-in and wear a system-generated name tag.
4. **Registration Policy (infancy – fifth grade)**
 - a. Programs for MOPS and preschool-aged children provide a weekly sign-in sheet (Appendices A, B, & C). Parents are required to complete the information requested.
 - b. Parents shall complete registration online for any child who attends any of the Sunday School or weekday programs. Online registration is available through Christ Church's website <http://www.cc-ob.org>.
 - c. Children should be registered and attend the class at their age, grade, or developmental level.
5. **Security System**
 - a. All children, nursery through four years old, will be issued a claim tag. The claim tag is used to release children back to their parents. A teacher will oversee the pickup process to ensure a child is only released to a parent or person authorized by a parent.
 - b. Children (nursery through four years old) will be released only to those who have the child's claim tag.
6. **Parent Pick Up/Child Release Authorization**
 - a. Due to the large number of children involved in our nursery through fifth grade programs, we require that a parent or a person authorized by a parent come to the room and pick up their children from their

classroom following any Christ Church of Oak Brook program. We ask that this be done within ten minutes of the class ending.

- b. Parents complete a parental authorization/release when they register their children, to allow another family member to pick up children from the classroom for those children Kindergarten – third grade. Children (nursery through four years old) will be released only to those who have the child's claim tag. We strongly recommend that no siblings under age 12 pick up a preschool or younger child.
- c. Parental release forms are completed online for those children fourth – fifth grade who are given permission to leave the classroom to meet their parents at a different location (Appendix G). Without a completed form, parents must pick up their children from the classroom.
- d. Parents are advised not to enter the nursery/classroom when picking up their child unless requested to do so.
- e. Two special arrangements: Children participating in Divorce Recovery or Relationship Recovery programs can only be picked up from the assigned classroom by their authorized parent. Children participating in Bereavement/Grief programs are escorted to their parent's room after each session.

7. Diaper Changing Policy

- a. All approved nursery volunteers may change children's diapers. Parents may change the diapers of their own children.

8. Bathroom Policy

- a. Most classrooms for younger ages (nursery through four years old) have bathrooms located in the rooms.
- b. If a younger child needs assistance in the classroom bathroom, an approved volunteer (whenever possible of the same gender) may enter to assist observing the following guidelines:
 - i. If the bathroom door has no window, the door must be left open (either fully or the top half) while the approved volunteer is present.
 - ii. If there is a classroom for ages two through third grade without a bathroom, an approved volunteer should escort a group of children to the hallway bathroom. It should be the aim to always go in a group. At a minimum have at least one other child go along as "a buddy." Avoid taking a child to the bathroom alone.
- c. Fourth grade and above classrooms will utilize hallway bathrooms two at a time with at least one other child as "a buddy" with the teacher's permission.

- i. Remember, never be alone with a child in a bathroom with the door closed, and never go into a bathroom stall with a child and shut the door.
- ii. We strongly encourage parents and their children to visit the bathroom prior to each class.
- iii. Male staff and volunteers should not be in the lounge area of the women's bathrooms.

9. **Classroom doors must never be locked while occupied**

10. **Elevator Usage:** When accompanying children or youths in the elevator, two-deep leadership (**see Section II C1d**) is required.

B. Children Choirs and Music Conservatory

1. Children Choirs Drop-off and Transition Policy

- a. Children will be welcome to enter our classrooms when adequate supervision is available. Generally, supervision of two adults will be provided ten minutes before a program starts.
- b. During times of transition from one program to another two adults will escort the children.

2. Children Choirs Registration and Parent Pick Up/Child Release Policy

- a. Parents complete registration online for any child who participates in any of the children choirs.
- b. The normal policies about Parent Pick Up/Child Release are followed as applicable to all Children Choirs. Please see Section II. A. 5.

3. Music Conservatory

- a. Parents are expected to escort their children in third grade and below both to and from the music teacher and for one parent to remain outside the classroom during the music lesson. Children third grade and below may not wait alone outside the classroom or upstairs to be picked up. There must be a written parental authorization for any adult other than a parent to pick up a child in third grade and below. All parents in the Music Conservatory will need to sign that they understand and follow this policy (Appendix H).

C. Classroom Supervision Guidelines: For all children and youth ministries at Christ Church

1. **Staffing Guidelines**

- a. All approved workers will have completed a screening process (outlined in section H). Volunteers must have been involved with Christ Church for six months before being considered with the following exception:

- i. .The Volunteer is seeking to serve during the first eighteen (18) months of a new multisite and;
 - ii. Has been referred by someone who has been involved with Christ Church for at least six months; or
 - iii. One of their references is from a pastor/staff member of their most recently attended church where they served in a relevant capacity.
2. For those ministries specifically involving children and youth the following additional guidelines apply:
- a. Known and trusted parents may be asked to assist temporarily when necessary. They will be given a list of the relevant Protection Policy guidelines for their specific responsibilities, sign their pledge to follow those guidelines, and never be alone with a child. Two parents serving temporarily will never be paired together in the same room. As paid employees of Christ Church of Oak Brook, all staff who minister with children and youth will have completed their own staff screening process and all employees will submit to a Criminal Record Check.
 - b. Two-deep leadership is essential. At least two unrelated workers should be in the room at all times. Rooms for children are ideally staffed with workers of both genders. This will facilitate observance of Christ Church's Bathroom Policy. The exception to this two-deep policy is music lessons in the Music Conservatory. Please see Section II B 3 above.
 - c. The Program Director or department coordinators will make regular visits to the classrooms to insure that classrooms are properly supervised.
 - d. The following ratios are staffing guidelines. A minimum of two adults*** must be present **regardless** of the number of children /youths present.
 - i. Infants & Crawlers One adult per 4-6 children
 - ii. Toddler – 2-year-old One adult per 5-7 children
 - iii. 3-Year-Old - Kindergarten One adult per 6-8 children
 - iv. Elementary One adult per 10-12 children*
 - v. Middle School One adult per 10-12 youths**
 - vi. High School One adult per 10-12 youths**
 - vii. Children Choirs One adult per 10-12 children
 - viii. Special Needs Children If a child with special needs is matched with a helper and a helper is not present, the supervising staff may require the child to be accompanied by the parent.

D. * Exception for Elementary:

1. For summer activities: two deep leadership may involve one adult and one college intern.
2. For large group settings within Christ Church of Oak Brook property, there must be a minimum of two adults at all times, and an additional leader if the group exceeds 32 children. For every additional 16-20 children, there must be an additional leader present.

E. **Exception for Middle School and High School:

1. For Higher School large group events held in public places, the adult/youth ratio may be lower (examples--Ultimate Frisbee, laser tag, bowling, etc.). Another exception for High School is youth-led small groups meeting in a home, at which time the parents in the home function as the supervising adults.
2. For Middle Schoolers in large group settings, held in public places, there must be a minimum of two adults at all times, and an additional leader if the group exceeds 36 youths. For every additional 18-20 youths, there must be an additional leader present.
3. For Middle Schoolers in large group settings within Christ Church of Oak Brook property, the ratio must be a minimum of one adult per 16-18 youths.

F. ***One of the adults present may be high school age or older.

- a. If a class is unexpectedly short-staffed, the following steps will be taken:

- i. **Combining of Classes:**

1. Two classes may be combined, if practical, to meet the staffing requirements. A notice will be posted for parents telling them where to pick up their children.

- ii. **Utilization of Parent Helpers:**

1. If combining classes is not an appropriate option, a known and trusted parent will be asked to assist temporarily before additional children will be admitted to the classroom. The teacher will assume supervisory responsibility. The parent will be given a list of the relevant Protection Policy guidelines for their specific responsibilities, sign their pledge to follow those guidelines, and never be alone with a child.

- iii. **Cancellation of Class:**

1. Class meetings without adequate staffing will not commence. Additionally, programs which continually experience staffing deficiencies will be subject to review and possible cancellations.

- b. When babysitting is provided for a church-sponsored event not defined as children's ministry (example: annual meetings, Women's Bible Study brunch, etc.) and church facilities are used, the following is required:
 - i. An approved adult must be present to ensure that child protection policies relevant to the situation are followed.
 - ii. Two-deep leadership is required as well as strict adherence to the staffing guidelines listed above.
 - iii. The event should be officially registered in the church office.

2. Special Events/Overnight Policies

a. Adult Supervision Guidelines

- i. The following ratios are adult supervision guidelines. A minimum of two adults must be present regardless of the number of children present. If there are not enough adults to meet these ratios, the event must be cancelled.
 - 1. Elementary One adult per 10-12 children
 - 2. Middle School One adult per 10-12 youths
 - 3. High School One adult per 10-12 youths

b. Special Events/Overnight Activities

- i. Middle School and High School Mission Trips. For purposes of Middle School or High School Mission Trips where hotel/motel rooms are utilized, it is expected that at least 2 leaders (at least one must be an adult) will be in rooms on the same floor and adjacent to or within 100 feet of youths' accommodations.
- ii. Field Trips and Special Events
 - 1. Church-sponsored, off-campus activities must be pre-approved by the Department Supervisor. Parents will be notified in advance. Two-deep leadership is essential for these types of excursions.
 - 2. Proper written consent and medical release forms are required for each child participating in off-campus activities and are part of the on-line registration for these events.
 - 3. When transporting children involved in an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons per vehicle should not exceed the number of seat belts. Drivers and all passengers must fasten their seat belts.

iii. Overnight Activities

1. All overnight activities must have a ratio of one leader for every seven or eight children or youths.
2. All leaders will be responsible for an assigned group of children or youth during the overnight event.
3. All leaders should not be from the same family.
4. No children/youths of the opposite gender shall be together without adult supervision.
5. All curfews set for overnight events will be followed.
6. Separate sleeping quarters must be designated for males and females.
7. A staff person will never sleep in a bed, on a cot, or in a sleeping bag with a minor.
8. Appropriately modest sleepwear must be worn by minors and staff.

3. Proper Displays of Affection

- a. Touch is an essential responsibility in nurturing lives. Physical contact with children should be age and developmentally appropriate. Be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. The following guidelines are to be promoted for pure, genuine and positive displays of God's love:
- b. **Hugs/Kisses:** One-arm side hugs are **positive** contact. Avoid initiating full contact, body-to-body hugs, or kisses.
- c. **Lap Sitting:** Appropriate sitting on laps may occur with children five years old and younger. Discourage lap-sitting with school-age children. Rather, encourage them to sit next to you. Requesting or allowing teenagers to sit on your lap or between your legs is inappropriate.
- d. **Touch:** Gentle contact during activities may be on children's heads, shoulders, arms, and hands. Demanding or pressuring for any physical touch is inappropriate. Any physical touch for your own pleasure or satisfaction is inappropriate.
- e. **Back rubs:** Anyone working with our children should refrain from giving backrubs unless part of a public group activity.

4. Discipline Policy

a. Nursery – Fifth Grade

- i. All interaction regarding discipline needs to carefully consider a child's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. Physical punishment will not be used. Teachers may bring disruptive children to the Children's Ministry Office for "time-out" with a representative from the Children's Management Team.

b. Middle School and High School

- i. All interaction regarding discipline needs to carefully consider a youth's dignity and fragile life. Gentleness, respect, and understanding must guide all actions and words. Discipline will be carried out through instruction, training, and correction. Physical punishment will not be used.

G. Special Concerns for Student Ministry

1. **Volunteers:** Volunteers within youth ministries must use check-in prior to serving in the ministry.
2. **Driving:** When a staff member (volunteer or paid) is driving youths home, he or she should never be alone with a youth of the opposite sex, except with parent/guardian permission as described in this paragraph. If the possibility arises, call the youth's parents and ask if someone could pick up the youth or if you may drive the youth alone. Additionally, the driver must have a valid driver's license and current automobile insurance. The number of persons per car should not exceed the number of seat belts.
3. **Youth Contacts:** Informal contacts between staff members (volunteer and paid) and youths should (if possible) be with the prior approval of parents. Such meetings should occur in public places.
4. **Dating:** At no time shall anyone working with youth pursue a dating relationship with a youth. Staff should always be alert for and sensitive to "youths' crushes" and their own "emotional attachment" to particular youths. The danger is that emotional attraction can lead to physical expressions. All intimate touches (including face or hands) are inappropriate.
5. **Open Door Policy:** At no time should anyone working with youth have a one-on-one meeting behind closed doors unless a window allows unrestricted viewing into the room. When possible, for your protection, keep the door at least partially open.
6. **Ministry reports:** Volunteers and interns are required to submit, at least bi-monthly, a report designed to increase their self-awareness of important relationship dynamics and helpfully guide their ministry choices (Appendix I). The appropriate pastor or director must review all reports and discuss any

concerns with the volunteer or intern. Major concerns should be directed first to the Team Pastor/Director and second to the Management Team.

7. **One-On-One Communication Outside Regular Church Setting:** Communications with youth that are frequent or lengthy should be discouraged and not initiated unless for a particular pastoral reason, whether written or via any electronic media/device. Communicating anonymously is prohibited. Communications via any form of technology needs to be included in your regular ministry reports.
8. **Personal Disclosure:** While your own personal disclosures of the challenges and difficulties you've experienced can build rapport and trust and encourage youths' honest discussion of their life situations, they can also create an unhelpful and confusing emotional intimacy. Your personal disclosures should be infrequent and brief and always for the benefit of the youths not yourself. Do not talk with youths for your own support and guidance. Any significant personal disclosures must be included in your regular ministry reports.
9. **Youth Disclosure:** At times youths (known, anonymous or new contacts) may reveal highly personal information. You need not avoid such communication because it may be an opportunity for significant ministry. But you cannot promise total confidentiality. Everything significant needs to be reported to the pastor/director of your ministry area (sometimes ASAP not in your next ministry report) and some things may need to be discussed with others as well – e.g. suicidal thoughts, plans, attempts; past abuse or current risk of serious harm to self or others; dangerous activities. While you can offer significant Christian care, you are not professional counselors. It is important, therefore, at times 1) to get appropriate consultation with the pastor/director of your ministry area and the pastor of counseling, 2) to encourage youths to speak to a counselor, the pastor of counseling, or another pastor, and 3) not attempt to take the place of a trained counselor.
10. **Pornography:** It is totally inappropriate to show or view with a minor any form or medium of pornography. Full efforts must be made to prevent any access to pornography on all offsite and overnight activities.

H. Volunteer Screening Procedures

1. Children

- a. Application (Appendix J)
- b. Interview
- c. References Checked (Appendix K)
- d. Criminal Record/Background Check
- e. Online Video Training – passing test with 70% or higher

- f. Ministry Interview¹
- g. Ministry orientation and training

2. Middle school and High school

- a. Application (Appendix J)
- b. Interview
- c. References Checked (Appendix K)
- d. Criminal Record/Background Check
- e. Online Video Training - passing test with 70% or higher
- f. Ministry Interview²
- g. Ministry Program Observation – four weeks
- h. Final interview
- i. Total Involvement

3. Music Conservatory Teachers

- a. Application
- b. Interview
- c. References Checked (Appendix K)
- d. Criminal Record/Background Check
- e. Online Video Training – passing test with 70% or higher
- f. Ministry Interview³
- g. Ministry orientation and training

4. **References:** At least two references should be checked from a previous congregation or organization where a volunteer has worked with children or youth. If the volunteer has been a member of Christ Church for two years, the references may be from Christ Church. A volunteer is considered approved when they have filled out the appropriate application, the screening procedures related to the volunteer have been completed, the volunteer has been orientated on the Protection Policy's procedures outlined in this document, and the volunteer has been notified in person of his/her approved status.

¹ Approval process within Ministry may happen concurrently with Volunteer approval process outlined in H.1.a.-e. However, the Volunteer may not serve any Ministry until steps a.-g. have been completed in their entirety.

² Approval process within Ministry may happen concurrently with Volunteer approval process outlined in H.2.a.-e. However, the Volunteer may not serve in any Ministry until steps a.-h. have been completed in their entirety.

³ Approval process within Ministry may happen concurrently with Volunteer approval process outlined in H.3.a.-e. However, the Volunteer may not serve any Ministry until steps a.-g. have been completed in their entirety.

5. **Annual Renewal Application:** Annually, CCOB requires all teachers in the Music Conservatory and all volunteers in the MOPS (Mothers of Pre-Schoolers), Early Childhood, Children's, and Youth Ministries to reaffirm that their life circumstances have not changed in ways that may negatively impact their ministry. This is done with an Annual Renewal Application (Appendix L) which inquires about the same matters included in the Confidential Part II of their initial application. If a volunteer has not renewed their application for three years or more, the volunteer will need to go through the approval process as if they were volunteering for the first time.

III. OUR RESPONSE TO ALLEGATIONS OR SUSPICIONS OF CHILD ABUSE OR NEGLECT

A. Reporting the Abuse

1. All volunteers and employees of Christ Church of Oak Brook shall immediately report to the Minister/Director of their Ministry Area any allegations or suspicions of abuse or neglect of minor children or youth_(0-18 years old) which they become aware of during their duties at Christ Church. If the appropriate Minister/Director is unavailable [or if the allegation or suspicion involves them], all allegations or suspicions shall be immediately reported to the Senior Pastor or another member of the Management Team.
2. A report is called for if a child:
 - a. Verbally complains about, or mentions in passing, specific acts of neglect or abuse (physical, sexual, or verbal) or exposure to sexual activity, pornography or abuse of others;
 - b. Verbally complains about, or mentions in passing, vague references to having to do bad things or having bad things/secret things done to him or her;
 - c. Alludes to abuse or neglect in writing, in prayer requests, or in drawings;
 - d. Has an injury [e.g. a patch of missing hair, a burn or a bruise] that can't be adequately explained or which the child attempts to hide or deny;
 - e. Has an inordinate number of explained injuries;
 - f. Has an age inappropriate interest in or knowledge of sexual matters or acting out of sexual behavior;
 - g. Is frequently dirty or smelly or inadequately dressed, has bad teeth or hair falling out, is undernourished, does not receive appropriate medical care for injuries;
 - h. Reports or evidences difficulty urinating or discomfort sitting;
 - i. Reports or evidences an atypical fear or discomfort of being with particular people.

3. All allegations or suspicions of abuse or neglect shall be kept confidential and be discussed only with the appropriate persons indicated in this Protection Policy. Once reported, the volunteer or employee of Christ Church of Oak Brook shall complete and submit a “Suspicion of Child Abuse or Neglect” Form (Appendix M). These Forms are available from the Minister/Director of each Ministry Area, the Senior Pastor or another member of the Management Team.

B. Responding to a Child

1. If and when a child first speaks to you about abuse or neglect, be sure to take his/her word seriously. Don't deny or minimize the problem. Stay calm and listen. Offer emotional reassurance that it was right to tell you and that it is okay to talk about what may be bothering them. Do not promise you will not tell anyone. If the child asks, tell with whom you will discuss the problem.
2. As a volunteer or employee of Christ Church, it is not your responsibility to interrogate the child to get “all the facts” or to attempt to substantiate any allegation or suspicion of abuse or neglect. Your responsibility is to listen, to ask a few questions so you have some understanding of what the child has said to you, to offer reassurance that it is okay to talk about what's bothering the child, and to immediately report your concern to the Minister/Director of your Ministry Area. The Minister/Director of the Ministry Area will then complete their own form (Appendix N). Both forms are to be given to the Senior Pastor or another member of the Management Team.

C. Review Committee

1. When a report has been made and the “Suspicion of Child Abuse or Neglect” Forms have been completed, the Senior Pastor or another member of the Management Team will be informed, our Insurer's Claim Team will be called, and the Review Committee assembled.
2. The Review Committee shall consist of the Senior Pastor or another member of the Management Team, an attorney, a physician, and, on a pro tem basis, the Minister/Director of the Ministry Area in which the allegation or suspicion was reported.
3. The Review Committee will make an assessment within twenty-four hours, and make a recommendation of what steps should be taken to the Senior Pastor or another member of the Management Team. The Review Committee should lean toward outside consultation and reporting of all alleged misconduct – *especially if the alleged misconduct was by a staff person*. Only the Review Committee has the authority to terminate the process of investigation and intervention.
4. The Senior Pastor and all members of the Management Team, the Director/Pastor who submitted Suspicion Form O and their direct supervisor, and our Insurer shall be given copies of the suspicion forms, and informed of the initial assessment of the Review Committee.
5. Only those persons designated by the Senior Pastor or another member of the Management Team will be authorized to speak to any outside consultants

or agencies [e.g. Insurer or the Department of Child and Family Services], the alleged abuser and victim and their families, to the Christ Church community, the press or the community at large about any allegations or suspicions of abuse.

6. All those authorized by the Senior Pastor or another member of the Management Team will comply with Illinois law regarding mandatory reporting of suspected abuse or neglect and will cooperate with any state or local investigations and the agents of our Insurer.
7. Unless the parent or legal guardian of the minor child may be involved in the alleged abuse or neglect, the parent or legal guardian will be notified and pastoral care offered to all those affected.
8. Any employee or volunteer who may be involved in the alleged abuse or neglect will be immediately relieved of any ministry responsibilities that involve children or youth.
9. Any employee or volunteer not found innocent of the alleged abuse or neglect will be removed from their ministry with children or youth.

D. Summary of Responsibilities

1. Volunteer or employee

- a. Respond to the child or youth [see section B above]
- b. Report to the Director/Minister of your Ministry Area
- c. Complete Form O “Suspicion of Child Abuse or Neglect” and give to the Director/Minister of your Ministry Area
- d. Keep the identity of the child, the conversations, and the report
CONFIDENTIAL

2. Director/Minister of the Ministry Area

- a. Discuss Form P and the interaction of the volunteer or employee with the child or youth
- b. Complete Form P and give Forms O and P to the Senior Pastor or another member of the Management Team.
- c. Keep the identity of the child, the conversations, and the reports
CONFIDENTIAL

3. The Senior Pastor or another member of the Management Team

- a. Notifies the Senior Pastor or another member of the Management Team of the concern and give copies of Forms O and P
- b. Calls our Insurer’s Claim Team
- c. Assembles the Review Committee

- d. Informs the Senior Pastor or another member of the Management Team of the initial assessment of the Review Committee
- e. Gives copies of his Final Report to members of the Review Committee, the Senior Pastor and other members of the Management Team
- f. Keeps the identity of the child, the conversations, and the reports
CONFIDENTIAL

4. Review Committee [see section C.2 above]

- a. Make an initial assessment within 24 hours
- b. Make a recommendation of what steps should be taken to the Senior Pastor or another member of the Management Team
- c. Keep the identity of the child, the conversations, the reports, the assessment and the recommendations
CONFIDENTIAL

5. Senior Pastor or another member of the Management Team

- a. Make final decision of what steps should be taken
- b. Authorize as appropriate persons to speak to any outside consultants or agencies [e.g. the Department of Child and Family Services], the alleged abuser and victim and their families, to the Christ Church community, the press or the community at large about any allegations or suspicions of abuse

I have read, understand and promise to follow and obey the Christ Church of Oak Brook Protection Policy. I promise to report immediately any deviations (whether personally observed or heard about) from the Protection Policy to the Director/Pastor of my ministry area, the Senior Pastor or any member of the Management Team.

Signature _____

Date _____

Printed name _____

Ministry Area _____

Director/Pastor of ministry area (witness)

It is the responsibility of the Human Resources Director (in coordination with the directors/pastors of each ministry area) to ensure 1) that all paid staff and volunteers are aware of the Protection Policy and have signed the above pledge, 2) that each September and January the Elders of Christ Church of Oak Brook approve all new volunteers in the MOPS, Early Childhood, Children's and Youth Ministries, and 3) that the staff of the Music Conservatory, Pre-school, Early Childhood, Children's and Youth Ministries cooperate and meet with representatives of the Protection Policy Audit team [typically in September, January and May] to celebrate and pray for their ministries and to consider any challenges or questions there may be about the content or implementation of the Protection Policies.