

JOHN N. MCEACHERN MEMORIAL UNITED METHODIST CHURCH



McEachern Memorial
A United Methodist Church

Safe Sanctuary Abuse Policy

**4075 Macland Road
Powder Springs, GA 30127
(770) 943-3008**

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Definitions of Frequently Used Terminology

(As it relates to this document only)

1. Employed Staff Member: A staff member who receives pay for either full-time or part-time work at the church
2. Volunteer: An adult seeking involvement with children, students under the age of 18, and/or vulnerable adults. The adult must be:
 - a. A member of this congregation for at least 6 months or a constituent member for at least 12 months, with the exception of Recreation Ministry volunteers.
 - b. All staff and volunteers must have a background check and be Safe Sanctuary trained
3. Supervisory Volunteer: An individual seeking a supervisory role with children/student/vulnerable adults. The individual must be:
 - a. A member of this congregation for at least 12 months
 - b. OR has had prior supervisory experience with children/students/ vulnerable adults
 - c. Before serving, all individuals desiring supervisory volunteer status are subject to approval by corresponding ministry director
4. Student Staff or Volunteer: An individual student who is at least 14 years of age (except during VBS, when a student between the ages of 12-14 may serve in the capacity of an assistant to an adult only). All student staff/ volunteers must have prior approval from the director of children's ministries, student ministries, and/ or church ministry staff and must be paired with at least one adult.
5. The Department of Family and Children Services (DFCS): Falls under the Georgia Department of Human Resources and is responsible for welfare and employment support, protecting children, foster care, and other services to strengthen families.
6. Adult: individual who is either 18 years of age or older
7. Child/ Student: Anyone who is under 18 years of age or has the mental capacity of such age is considered a child or student
8. Vulnerable Adult: An individual, 18 years or older, who is unable to care or protect themselves in the aspect of everyday living because of mental or physical impairment
9. Injury: When an unintentional act occurs and a child or any other person is hurt at church campus or church led event
10. Observation: When an action or abnormal physical or mental activity is observed that does not require reporting to DFCS, but does require attention and/or recording/ reporting
11. Suspected Abuse: When one sees, has been told of, or suspects someone has been abused in some way

Full Ideal Prevention Practices

In addition to the ratios, the following guidelines shall be used when planning supervision for all church gatherings where children/students will be in attendance.

1. Two Adult Rule: There must be two adults in each classroom for all gatherings, with take place within the church building with the exception of Sunday mornings and high attendance events such as Wednesday evening and Sunday evening activities during which time there are additional Sunday School Superintendents, Chairpersons, Chaperones, Floaters, etc, attending to the needs of children and student programs/ activities.
2. An adult is considered to be anyone 18 years or older and five years older than the group for whom they are providing supervision. Volunteers or workers under 18 years of age must be paired with an adult. Summer Camp Directors must be at least 22 years of age.
3. Any individuals related by blood or marriage only count as one unit thus requiring another adult to be present to meet recommended ratios.
4. Appropriate Touch - use a side hug, high five, or a pat on the back. Never give a full frontal hug.
5. All activities/ programs involving children/ students should occur in a room with a windowed food or a "half door" of which the top half is left open or a full non windowed door must be left open.
6. Groups of fewer than four persons should be in open visible areas and not meet in closed rooms or obscured places.
7. Unauthorized visitors will not be allowed to remain with the children/students.
8. Children should not be allowed to leave the designated meeting area without written permission and supervision. Children should only be released to an appropriate adult.
9. Children/Students should be in a designated program area or be with a parent or in childcare.
10. Parents should sign their child into the room of the program/activity (third grade and under). If the child is moved to a different location for any reason, parents will be informed of the new location for pickup.
11. Provisions will be made to have access to a telephone for emergency purposes at all times.
12. As a means of good record keeping and communication between parents, staff, and any volunteers, the enclosed Injury Report Form will be filed with the Director of the corresponding ministry area.
13. Social Media - refers to the use of web based and mobile technologies to advance interactive communication- both public and private uses- and to include instant messaging, texting, emailing, and/ or video chatting.
We strongly encourage employees and volunteers to refrain from electronic communication and/or social media use with children in our care.
14. Photo Clause- any photos with children/students taken during a sanctioned church event may only be posted on official church sanctioned webpages. Any aforementioned photos may not be posted through personal texting, emailing, instant messaging, video chatting, or any other social platform.

Requirements of Volunteers and Supervisory Volunteers

1. Protection is required of us:
 - a. For the protection of our children, students, and vulnerable adults
 - b. For the protection of all workers, paid or volunteer, who work with our children, students, and vulnerable adults (incase of false allegations of wrongdoing)
 - c. For the protection of the church reputation and finances
 - d. By the general Conference mandate of 1996, 2000, and 2004, the 2024 Book of Discipline and paragraph 3084 in the 2012 book of resolutions as well as paragraph 162c in our social principles
2. Individuals must meet the criteria set forth under “Definition of Frequency Used Terminology” in this policy.
3. Individuals must submit to a full background check. Background checks are processed through Trak-1. The background check includes a criminal and driving record check. A new background check is required every 5 years providing there has been no change of status.*
4. Individuals must agree to take a random drug test or background check, if called to do so.*

*Exceptions to requirements #3 and #4 include Summer Camp workers who are under 18 years of age. Personal references will be obtained on those under 18 years of age and approved by the director of the corresponding ministry area. We reserve the right to request a background check or training renewal at any time.

Training of Staff and Volunteers

1. All volunteers and employed staff members are required to be Safe Sanctuary trained every year. First time trainees must attend a “live” training session. “Live” sessions are scheduled frequently. Check the website for training dates, times, and locations. www.mceachernumc.org
2. All employed staff and volunteers shall attend a Safe Sanctuary training session within 60 days of their first day of service as administered by the church and prior to any off site trips. If there is not a training session scheduled within this time frame, a training video will be provided in the interim to be viewed at church.
3. Each employed staff member and volunteer attending a “live” class will receive a copy of this policy and are required to sign a statement certifying receipt. Additionally, each trainee attending a “live” class is required to complete a Background Consent form. Background checks will be updated at least every five years. Record of abuse training and signed statements will be kept on file in the administrative office.
4. Background reports are confidential. Staff reports and volunteer reports are received and filed by the Sr. Associate Pastor.

Knowing the Facts

It is important to be familiar with a few statistics concerning the incidence of abuse in the church:

1. ChildHelp USA reports that every year, more than 4 million referrals are made to child protection agencies involving more than 7.5 million children (a referral can include multiple children).
2. In 2023, about 5.39 children died each day of abuse and neglect in the United States. This is an increase from 1998, when about 3.13 children in the United States died each day due to abuse and neglect. 1 in 4 girls and 1 in 13 boys in the U.S. are estimated to experience child sexual abuse. Abuse often occurs in ongoing relationships. Even more frightening is that these numbers may be underestimated since many children are reluctant to report abuse. In light of the statistics, it is a logical conclusion that any organization involved with children is a place where abuse could occur.
3. Additional statistics state:
 - Approximately 1 in 3 women and 1 in 10 men 18 years of age or older experience domestic violence. Annually, domestic violence is responsible for over 1500 deaths in the United States.
 - Approximately 10% of children are exposed to domestic violence annually, and 25% are exposed to at least 1 event during their childhood. Eighty to 90% of domestic violence victims abuse or neglect their children.
 - Annually, approximately 2% of the elderly experience physical abuse, 1% sexual abuse, 5% neglect, 5% financial abuse, and 5% suffer emotional abuse.

The Profile of a Child Molester

Who is the typical child molester? Often, we assume that molesters are “strangers wearing trench coats” or “dirty old men.” These stereotypes not only are inaccurate, but they dangerously contribute to a false sense of security. Researchers in the field of child sexual abuse currently indicate that no one profile fits the various perpetrator of abuse. Church leaders can become preoccupied screening stereotypes, while not suspecting the real molester could be an active adult or teen in the church.

Consider the following:

- 60% of the time, the abuser is someone known to the victim.
- 50% of abusers are 30 or older, 25% are 21-29, 9% are 18-20, 15% are 17 and younger
- For victims under 18 years of age: 59% of abusers are acquaintances, 34% of abusers are family related
- 51% of released abusers are rearrested within 3 years

What is Abuse?

Abuse means “the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain, or mental anguish; including abuse facilitated or enabled through the use of technology.” The depth and breadth of the problem of abuse is far greater than can be effectively addressed within this resource. For our purposes, we must limit our focus to the prevention of abuse in the church and its related organizations.

Types of Abuse

Generally, abuse is categorized in six primary forms:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Ritual abuse
5. Neglect
6. Elder/Financial abuse

You Suspect/ Observed Abuse?

While volunteering, if you suspect or have observed abuse, please report to your Sr. Pastor or Sr. Associate Pastor, the ministry area director and parents, if appropriately safe for the victim. If any of these reporting persons is the accused, that individual will not be notified.

If You See It, Say It!

Abuse Type Definitions

1. **Physical Abuse:** Physical injury or death inflicted upon a child by parent, guardian, legal custodian, or other person responsible for the care of the child by other than accidental means. Some examples include slapping, pinching, choking, kicking, shoving, or inappropriately using drugs or physical restraints.
2. **Emotional Abuse:** Acts or omissions by a parent, guardian, legal custodian, or other person responsible for the care of a child that cause any mental injury to the child's intellectual or psychological capacity as evidenced by an observable and significant impairment in the child's ability to function within a child's normal range of performance and behavior or that create a substantial risk of impairment. Examples include intimidation, coercion, ridiculing, harassment, treating an adult like a child, isolating an adult from family, friends, or regular activity, use of silence to control behavior, and yelling or swearing which results in mental distress.
 - a. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength.
 - b. Physical bullying - when one person engages in physical force against another person such as hitting, punching, pushing, kicking, pinching, or restraining another.
 - c. Verbal bullying - when someone uses their words to hurt another, such as by belittles or calling another hurtful names.
 - d. Nonverbal or relational bullying - when one person manipulates a relationship or desired relationship to harm another person. This type of bullying also includes intimidating another person by using gestures.
3. **Sexual Abuse:** occurs when a person employs, uses, persuades, induces, entices, or coerces a minor, who is not that person's spouse, to engage in any act that involves the following: sexual intercourse, masturbation, bestiality, lewd exhibition of pubic area of any person, physical contact in an act of apparent sexual stimulation or gratification, defecation or urination, penetration, or sexual trafficking.
4. **Ritual Abuse:** Organized and repetitive form of abuse of physical, sexual, or emotional nature derived from religious, occult, or secret society practices. Victims may be forced to engage in heinous acts, such as cruel treatment to animals, self, or others, as a means of coercing their participation and silence. The abuser may appeal to some higher authority or power to justify the abuse.
5. **Neglect Abuse:** the failure to meet a child's basic physical and emotional needs. These needs include housing, food, clothing, education, access to medical care, and having feelings validated and appropriately responded to. This is perhaps the most common form of abuse. Neglect includes abandonment which is the desertion or substantial leave-taking by a parent or primary caregiver of their custodial and other responsibilities to a dependent.
6. **Elder Abuse:** intentional act or failure to act that causes or creates a risk of harm to an older adult 60 or older. Common types of abuse are: physical, sexual, emotional, neglect, or financial abuse. Financial abuse is the illegal, unauthorized, or improper use of money, benefits, property, or assets for the benefit of someone other than the older adult.

Prevention Guidelines

In order to provide adequate supervision to ensure safety and well being of children participating in activities in the programs of the church, the following ratios are recommended:

(Note: these ratios fall above the state requirements and should be in alignment with current policies in the areas already in place.)

Nursery/ Childcare/ Children's Classes

- Infants 1:3 infants (under 12 months)
- Toddlers 1:5 toddlers (through age 2)
- Early Childhood 1:8 preschool (3yr.-K)
- Elementary 1:10 (1st - 5th grade)

Special Events, Field Trips and Overnights

- Children 1st - 5th grade 1:4-6 children
- Students 6th - 8th grade 1: 5-7 students
- Students 9th - 12th grade 1: 6-8 students
- 1:10 - 12 students (for large group activities on site)

For overnight activities, provide adequate same gender ratios.

Recreation/ Summer Camp 1:10

Ratios for multiple sports activities that are simultaneously on the basketball court, soccer fields, and baseball fields can be determined by the total number of children to total number of adults rather than per team. However, if the children are taken by individual teams into classrooms for devotions, the two-adult rule must be followed.

Weekday Preschool Ratios

Weekday Preschool Toddlers

- One Year Old 1:4 toddlers
- Two Year Old 1:6 toddlers

Weekday Preschool 3 Yr - K

- Three Year Old 1:6 children
- Four Year Old 1:6 children
- Kindergarten 1:7 children

Special Overnight Activities and Trips

1. Written and/or signed parent permission shall be obtained for children/students who leave the church property. If a child/student brings a friend right before a church sanctioned event without a permission form, the parent or guardian will be called to receive permission by written means, and/or speak to the supervisory volunteer or staff person to go on the outing.
2. Children and student events away from the church campus and/or an overnight event held at the church requires strict adherence to the policy ratios for supervision.
3. There shall always be two adult chaperones, or more depending on ratios, responsible for monitoring behaviors and shall report any inappropriate behavior. At no time is any adult to be left alone with a child or student.
4. In any overnight situation, adults must not sleep in the same bed with a child or teen. Exceptions are only for a father and son, or a mother and daughter.
5. Headcounts should be taken each time there is movement from one area to another.

Diapering and Restroom Activity (“Potty Policy”)

1. Diapering of infants and toddlers should be done in a visible area with another adult present.
2. Toddlers and preschoolers need to be allowed as much independence as possible when using the restroom. The building facility will dictate how much direct adult supervision is required.
 - a. When the restroom is attached to the classroom
 - b. When a single toilet restroom is located away from the classroom
 - c. When a multi-stalled public restroom is used
3. Young children in the early stages of becoming “potty trained” may require adult assistance, especially in the case of “accidents.” When an adult helps with the incidents, special care and common sense is necessary. Tell another adult that you are assisting the child in need, and inform the parent what was done.
4. Older children should not be sent to a multi-stalled public restroom alone. It is advisable that an adult accompany at least two children/students, check the restroom before sending the children in. Stand outside, allowing children/students complete independence. In case of an emergency and a child needs adult help, care must be taken to avoid having an adult alone with a child in a stall, if possible.

Procedures for Responding to Private Communication

1. Keep responses brief and reply only with intent to provide information on events, such as times, place of event, what is needed to attend, etc. Alert a supervisor about any private communication that is received and construed as inappropriate, then allow the supervisor to document and handle going forward.
2. If a child/student reveals abuse or inappropriate interactions with an adult or another child/student, you must fill out an Observation Report. Give the document with information to a supervisor who will report to law enforcement immediately if necessary.

Observation Reporting

The purpose of the *Observation Report* form is to be filled out when the following occurs against a child/student/vulnerable adult:

- When a person observes questionable behavior involving
 - Staff member
 - Volunteer
 - Parent/ guardian
 - Child/ Student

By filling out the Observation Report, we are able to document and track occurrences. If the subject is deemed to be in immediate danger, further action will take place.

- Examples of questionable behavior:
 - Slapping wrist
 - Abusive yelling
 - Inappropriate Touch
 - Forcing practices resulting in harm to self or others
 - Child is unsupervised for extended period of time
 - Improper use of another's personal property

Procedures for Reporting Suspected Abuse

Should an adult in charge suspect abuse or a child, student, or vulnerable adult report abuse by any member of the church staff, volunteer, employed staff, OR by any person present at a church - sponsored meeting or activity, be prepared to immediately do the following:

1. Take all necessary steps to ensure the safety of the child, student, or vulnerable adult. The safety of the child/student/vulnerable adult must be the church's primary concern. Do not confront the accused abuser with anger and hostility. Treat the accused with dignity, but immediately remove him or her from further involvement with children, students, or vulnerable adults and report the same.
2. The adult in charge (employed staff or supervisory volunteer) shall document the incident in the *Report of Suspected Abuse* form. The documentation will include a written record of the steps taken by the church in response to the allegations of abuse. Documentation shall be signed and dated.
3. Notify the Sr. Pastor or Sr. Associate Pastor, the ministry area director and parents, if appropriately safe for the victim. If any of these reporting persons is the accused, that individual will not be notified at this time.
4. If "reasonable cause" is established, the reporting adult along with the Sr. Pastor or Sr. Associate Pastor or ministry area director shall be required to notify and local police and/ or the Georgia Department of Family and Children Services (DFCS)
5. In emergency situations, the reporting adult shall notify the proper law enforcement in emergency cases and/or Georgia Department of Family and Children's Services (DFCS) immediately. The Sr. Pastor and the ministry area supervisor should be notified as well.
 - a. Be prepared to cooperate fully with the investigation conducted by law enforcement officials or child protective services.

Confidentiality Clause - the reporter must hold all documented information confidential without disclosing either the victim's or the accused's information to any other person/group without the expressed written authorization of the Sr. Pastor, Sr. Associate Pastor, or ministry area supervisor.

- ***This is to ensure the safety of the victim and the accused as well as limit interference of either party's privacy and dignity.***

6. The Sr. Pastor will intrust notification to the following persons:
 - a. District Superintendent
 - b. Insurance Carrier
 - c. Attorney to file report
 - d. Pastoral Care Consultant
7. Only the designated spokesperson, MMUMC church Lay Leader, will make any necessary public statements or responses.
8. A brief and honest statement will be prepared by Sr. Pastor, Sr. Associate Pastor, or designated representative that can be made to the congregation without giving unnecessary details, placing blame, interfering with the victim's privacy, or violating any confidentiality concerns.

Suspected Abuse Perpetrated Away from Church Property and Non-Church Related Events

If an adult is in a supervisory position suspects OR a child or student reports occurring away from church - sponsored functions, the following procedures shall apply:

1. The adult in charge shall document the incident. The documentation shall be signed, dated, and turned into the ministry area director.
2. Notify the Sr. Pastor, the ministry area director, and the parents. If any of these reporting people is the accused, that individual will not be notified at this time.
3. If "reasonable cause" is established, the Sr. Pastor shall require notification of the local police and the Georgia Department of Family and Children Services (DFCS).

McEachern Memorial UMC Safe Sanctuary Policy

Overview Sheet

- This policy covers all employed staff, volunteers, and supervisory volunteers that serve or lead with children, students, or vulnerable adults. Refer to full policy for detailed protocols.
- To serve or lead with children, students, and vulnerable adults you must:
 - Be Safe Sanctuary trained annually
 - Undergo background checks every 5 years
 - Be a participating member/attendee of the congregation for 6 months or provide 2 character references
 - Agree to random drug testing or background checks if requested
 - Must follow supervision ratios and “two- adult rule”
 - Maintain appropriate touch (side hugs, high fives, etc.)
 - Be 18 years of age or older and five years older than the age group for whom they are providing supervision. Volunteers or workers under 18 years of age must be paired with an adult
- McEachern Memorial UMC ministries supervision ratios (Weekday Preschool abides by different ratios. Refer to the extended training packet for those specific ratios)

◦ Infants (under 12 months)	1:3
◦ Toddlers (through age 2)	1:5
◦ Early Childhood (3yr.- K)	1:8
◦ Elementary (1st- 5th grade)	1:10
◦ Students (6th grade-12th grade)	1:12
◦ Recreation/ Summer Camp	1:10
- “Two-adult rule”: There must be two adults in each classroom for all gatherings, which take place within the church building except for Sunday morning and high attendance events such as Wednesday evening and Sunday evening activities during which time there are additional people in the facility.
- Related by blood or marriage individuals count as one unit thus requiring another adult to be present to meet recommended ratios.
- All activities/programs involving children/students should occur in a room with windowed door or a “half door” of which the top half is left open or a full non-windowed door must be left open.
- Groups of fewer than four persons should be in open visible areas and not meet in closed rooms or obscured places.
- Children/Students should be in a designated program area or be with a parent or in childcare
- Never be alone with a child, student, or vulnerable adult behind closed door at any time
- Avoid private messaging with children/students on social media, calls, or text. All digital communication should be professional and public if possible.
- Georgia Law (OCGA 19-7-8) states that you are a mandated reporter (covers teachers, clergy, counselors, and volunteers.) failure to report is a misdemeanor. Good- faith reporters are protected from liability.
- Report all injuries and any suspected abuse using the following reporting forms: Injury Report, Observation Report, and Suspected Abuse Report.

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Resource Websites

Georgia Sex Offender Registry: https://state.sor.gbi.ga.gov/sort_public/
 Georgia Department of Family and Children Services: <https://dfcs.georgia.gov/>
 Cobb County DFCS: <https://childsupport.georgia.gov/cobb-county-o>
 Federal Office of Child Support Services: <https://acf.gov/css>
 Georgia Office of Child Advocate: <https://oca.georgia.gov/training/mandated-reporting>

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OBSERVATION REPORT FORM

This form is to be completed by the person witnessing an incident involving questionable behavior involving a worker with a child/student. Please print all the information.

Date of Observation: _____ Time of Observation: _____

Name of Child/Student Involved: _____ Age: _____

Address of Child/Student: _____

Location of Observation: _____

Parent or Guardian: _____

Names of those who witnessed the Observation:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe Observation: ☐ Observed at church/ church sanctioned event ☐ Observed upon arrival

Print name of person filing report: _____

Signature of Observation Reporter

Date



McEachern Memorial

A United Methodist Church

SUSPECTED ABUSE REPORT FORM

This form is to be completed by the person witnessing an incident involving questionable behavior involving a worker with a child/student. Please print all the information.

Name of worker observing/receiving disclosure of abuse: _____

Address: _____ Phone: _____

Victim's Name: _____

Victim's Age/Date of Birth: _____

Date & Place of witnessed activity or initial conversation with victim: _____

Victim's Statement: _____

Name of person accused of abuse: _____

Relationship of accused to victim: _____

Name of Pastor/Ministry Supervisor to whom you reported: _____

Date/Time: _____

Summary: _____

The following should be completed by the Pastor/ministry Supervisor in charge:

Name of parent/guardian to whom reported: _____

Date/Time: _____

Summary: _____

▪ Call to Department of Family and Children Services:

Spoke with: _____ Date/Time: _____

Summary: _____

▪ Call to Local Law Enforcement:

Spoke with: _____ Date/Time: _____

Summary: _____

Other Contacts or Action Taken:



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INJURY REPORT FORM

Please print all information

Date of Injury: _____ Time of Injury: _____

Name of Injured: _____ Age: _____

Address of Injured: _____

Location of Injury: _____

Parent or Guardian: _____

Names of those who witnessed the injury:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Describe Injury:

Medical Treatment Given:

Signature of Accident Reporter

Date

*Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la
Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

**McEachern Memorial United Methodist Church
4075 Macland Road
Powder Springs, GA 30127
770-943-3008**

McEachern Memorial United Methodist Church will obtain a background check. You acknowledge and understand that in connection with your volunteer or employment application with McEachern Memorial United Methodist Church (including any independent contract for services) or when deciding whether to modify or continue your ongoing involvement, we may obtain a “consumer report” and/or “investigative consumer report” on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

McEachern Memorial United Methodist Church
4075 Macland Road, Powder Springs, GA 30127



McEachern Memorial

A United Methodist Church

www.mceachernumc.org

APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE AND DISCLOSURE

We welcome your service at McEachern Memorial United Methodist Church (referred to as "MMUMC"). We recognize that the success of our ministries is the result of the quality of the employees/volunteers in our church. In pursuit of excellence, we require all employees and volunteers who serve children, youth, senior adults, or anyone with developmental disabilities consent to and authorize our request for a criminal background check.

This release and authorization acknowledges that McEachern Memorial United Methodist Church and Trak-1, a consumer reporting agency, may conduct a verification of education, motor vehicle records, and criminal history for employees/volunteers. Additional requirements of employees include previous employment/work history, contacting personal references, you providing a urine/breath/blood specimen to be tested for the presence of drugs or alcohol, and to receive any criminal history record pertaining to you which may be in the files of any federal state, county, or local criminal justice agency in any State and/or other information deemed necessary to fulfill the job requirements may be retrieved.

I authorize Trak-1 and any of its designated representatives to disclose orally, electronically, and in writing the results of this verification process and/or interview to the designated authorized representatives of McEachern Memorial United Methodist Church.

I RELEASE and agree to hold harmless MMUMC, its Senior Pastor, pastors, its officers, employees, volunteers, and its SPRC from any and all liability arising in any way from such use, review, disclosure, or discussion. According to the Federal Fair Credit Reporting Act, I am entitled to know if adverse action is taken based on information obtained by MMUMC and to receive, orally, written, or electronically, a copy of the consumer report.

To avoid a delay in processing, please PRINT clearly and do not omit information!

Full Name: _____ Ministry Area: _____
(As it appears on your Driver's License)

Date of Birth: _____ Email Address: _____

Current Address: _____

City: _____ Country: _____ State: _____ Zip: _____

Please list any residence in states other than GA during the past 7 years:

City: _____ Country: _____ State: _____ Zip: _____ Yrs/Mon: _____

City: _____ Country: _____ State: _____ Zip: _____ Yrs/Mon: _____

City: _____ Country: _____ State: _____ Zip: _____ Yrs/Mon: _____

**This information is provided voluntarily and is true and complete to the best of my knowledge.
It will be used for identification purposes in verifying information for background verification.**

Signature _____ Date: _____ Phone: _____

McEachern Memorial United Methodist Church

4075 Macland Road, Powder Springs, GA 30127



McEachern Memorial

A United Methodist Church

www.mceachernumc.org

Record of Safe Sanctuary Abuse Policy Receipt

I, _____, an employed staff member and/or volunteer at

(Print Full Legal Name)

John N. McEachern Memorial United Methodist Church, has received a copy of the Safe Sanctuary Abuse Policy. This policy includes the Electronic Communication and Social Media Code of Conduct.

I have read the policy and the Code of Conduct and agree to comply with the policies set forth within.

Email Address

Cell or Home Phone

Signature

Date

Primary Area(s) of Service: _____