

**Appendix E**  
**SAFE CHURCH AUDIT FORM FOR CALENDAR YEAR 2013**

Submit to the Bishop's Office by DATE

CONGREGATION \_\_\_\_\_ LOCATION \_\_\_\_\_

**II. MANDATED CRIMINAL AND MOTOR VEHICLE BACKGROUND CHECKS – required for all employees, safe church ministers, volunteers who regularly work with children and wardens.**

Please list (use separate sheet if necessary)

**All Employees**

(√) Criminal completed

Motor Vehicle Completed

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Volunteers who regularly work with children or youth**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Wardens**

_____	_____	_____
_____	_____	_____

**Safe Church Minister**

_____	_____	_____
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(If pending or incomplete, use separate sheet for explanation.)

**II. MANDATED SAFE CHURCH TRAININGS**

*Wardens, lay employees, Eucharistic visitors, pastoral visitors, Stephen ministers, EFM mentors, all regular Sunday school teachers, nursery workers, and volunteers who regularly work with children or youth are required to attend the Diocesan Safe Church trainings (includes initial and refresher trainings.).*

Have all mandated members complied with this requirement? Yes/No \_\_\_\_\_

If not, please list those individuals who have not yet attended a training. (use separate sheet if necessary)

	(√) Employee	Warden	Volunteer
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**III.** Has your congregation adopted the diocesan Safe Church Policy & Procedures and registered additional requirements with the Bishop’s Office? (as outlined on page 3 of the Diocesan Safe Church Policy) \_\_\_\_

If not, when do you expect it to be adopted? \_\_\_\_\_

Please briefly describe how you have communicated your safe church policy with the wider congregation.

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

Where is your policy displayed for the congregation to review?

\_\_\_\_\_

**IV.** The Safe Church Minister for 2010 will be \_\_\_\_\_.

Contact information (mailing address, phone numbers, email address):

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



## SIGNATURE PAGE

\_\_\_\_\_  
Safe Church Minister

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vestry/Bishop's Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rector/Vicar/Priest-in-Charge

\_\_\_\_\_  
Date

***Page two of the Diocesan Safe Church Policy states: THIS MAY CHANGE. WE COULD REQUIRE WARDENS OR VESTRY MEMBERS??***

“It is required that the Safe Church Minister and the Vestry annually conduct a “safe church audit” to review practices and policies within the congregation with the assistance of a Safe Church Minister from another congregation.”

\_\_\_\_\_  
Assisting Safe Church Minister

\_\_\_\_\_  
Congregation

\_\_\_\_\_  
Date

*For questions regarding Safe Church records, questions and schedules, contact Tammy Trahan, [ttrahan@nhepiscopal.org](mailto:ttrahan@nhepiscopal.org). For questions regarding Safe Church policy, practice and training curriculum, contact Tim Rich, [trich@nhepisocopal.org](mailto:trich@nhepisocopal.org). They may be reached by phone at 603-224-1914.*

**DIOCESE OF NEW HAMPSHIRE  
SAFE CHURCH POLICY  
2013-2014**

**CONGREGATION CONTACTS FOR**

\_\_\_\_\_ *(NAME OF CONGREGATION/MISSION)*

**OUR RECTOR/PRIEST IS** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OUR SENIOR WARDEN IS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OUR SAFE CHURCH MINISTER IS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **WORK PHONE:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**IF ADDITIONS ARE MADE TO THIS DIOCESAN SAFE CHURCH POLICY AND ADOPTED BY YOUR CONGREGATION, PLEASE LIST THOSE ADDITIONS BELOW (OR ON A SEPARATE SHEET) AND SUBMIT THEM TO THE BISHOP'S OFFICE.**

# Appendix to Safe Church Policy

## Resource for Congregations

### Acknowledgment, Release, and Signature for Inclusion in Application or with Church Deployment Office Form

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my previous employment, education, credit history, driving record, criminal conviction record, sexual offender registry or other qualifications for my employment or volunteering. I also authorize \_\_\_\_\_ [Congregation] to request and receive such information.

If hired or chosen, I agree to be bound by \_\_\_\_\_ [Congregation's] policies and procedures, including but not limited to its *Policies for the Prevention of Child Abuse and Sexual Exploitation of Adults* and *Code of Conduct for Persons Having Pastoral Relationships*. I understand that these may be changed, withdrawn, added to or interpreted at any time at the \_\_\_\_\_ [Congregation's] sole discretion and without prior notice to me.

I also understand that my employment or volunteering may be terminated, or any offer or acceptance of employment or volunteering withdrawn, at any time, with or without cause, and with or without prior notice at the option of \_\_\_\_\_ [Congregation] or myself. Nothing contained in this application or in any pre-employment or pre-volunteering communication is intended to or creates a contract between myself and \_\_\_\_\_ [Congregation] for employment, volunteering or the providing of any benefit.

I have read and understand the above provisions.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Clergy/Warden Signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPENDIX E**

### **SAFE-CHURCH SURVEY TOOL FOR USE DURING ANNUAL AUDIT**

#### **CHURCH**

Because the church remains darkened through most of the week, the only time that doors from either the outside or the narthex should be unlocked is when someone—either staff or authorized volunteers—is present in the church. The doors should never be left unlocked when the lights are off and all people have left the space.

#### **CHOIR ROOM**

The unsecured access doorway to the church and its emergency exits must remain unlocked at all times. This requires that there be two adults trained in safe-church policy be present in the choir room whenever children or youth gather in that space. The door to the narthex must remain locked at all times unless authorized people—staff or volunteer—are present.

#### **HANDICAPPED BATH**

This room presents a particular exposure to allow for abuse to occur. Because it cannot be locked, thereby preventing legitimate use of the room, adults present must monitor closely the use of this room by children or youth.

#### **NARTHEX**

Use of this entryway by groups using the parish house is to be discouraged. Sight lines do not readily allow for supervised use of this hall and stairway. Therefore, the exterior door should remain locked, even when the Great Hall or downstairs classrooms are in use by parish or outside groups.

#### **BASEMENT HALLWAY**

This area presents a particular exposure to allow for abuse to occur, especially in the area of the wide storage shelf under the stairway. Short of securing this area with an additional doorway, the storage shelf should be utilized for storage of boxes or other items, effectively reducing its exposure to abuse of children and youths in that area.

#### **BASEMENT**

This area presents a high degree of exposure for abuse to occur. Therefore, the doors to the basement storage area and archive room should remain locked at all times. This is especially important when the exterior doors to the Church, the Narthex and Parish House are left unlocked.

#### **CELLAR**

This area also presents a high degree of exposure for abuse to occur. Therefore, the door to the cellar should remain locked unless one of the sextons is present in the cellar itself. This is especially important when the exterior doors to the Narthex or Parish House are left unlocked.

#### **CLASSROOMS**

The doors to the three classrooms must remain unlocked at all times. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space. The doors to the classrooms must remain open at all times unless authorized people—staff or volunteer—are present.

#### **NURSERY**

The door to the nursery must remain locked at all times. When a child is delivered to the nursery, the parents must register them with the nursery caregiver, and sign the child out when they return to pick up their child. A list of persons authorized to deliver or retrieve each child must be on file with the nursery caregiver. When children are present, two adults trained in safe-church policy must be present in the nursery regardless whenever one or more children are placed in the care of the nursery staff.

## **GREAT HALL**

The doors to the Great Hall must remain unlocked at all times. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space.

## **THE STORAGE CLOSET ABOVE THE GREAT HALL**

This area presents a high degree of exposure for abuse to occur. Therefore, the doors to the closet should remain locked at all times.

## **THE KITCHEN**

This area also presents a high degree of exposure for abuse to occur. Therefore the door to the kitchen should remain unlocked and open as much as possible. Two adults trained in safe-church policy must be present in the kitchen whenever children or youth gather in that space.

## **LIBRARY**

When left unlocked, this area also presents a high degree of exposure for abuse to occur. Therefore the door to the library should be locked at all times, remaining unlocked only when staff or authorized volunteers are present in the room itself. Two adults trained in safe-church policy must be present in the library whenever children or youth gather in that space.

## **PARISH HALL STAIRWAY**

All groups using the parish house are required to use this entryway. Even so, sight lines do not readily allow for supervised use of this hall and stairway. Therefore, the exterior door should remain locked as much as is possible, even when the Great Hall or downstairs classrooms are in use by parish or outside groups.

## **PARISH OFFICE**

When left unlocked, this area also presents a high degree of exposure for abuse to occur. This room may remain unlocked only when staff members or authorized volunteers are present in the office. Otherwise, the room should be locked.

## **OTHER OFFICES**

When left unlocked, these areas also present a high degree of exposure for abuse to occur. These rooms may remain unlocked only when staff members or authorized volunteers are present in the office. Otherwise, the rooms should be locked.

## **PARISH HOUSE BATHROOMS**

These rooms present a particular exposure to allow for abuse to occur. Because they cannot be locked, thereby preventing legitimate use of the rooms, adults present must monitor closely the use of these rooms by children or youth.

## **THE STORAGE CLOSET UNDER THE PARISH HOUSE STAIRWAY**

This area presents a high degree of exposure for abuse to occur. Therefore, the door to the closet should remain locked at all times.

## **CHURCH HOUSE CLASSROOMS**

This area presents an extremely high degree of exposure for abuse to occur. The door to these rooms may remain unlocked only when staff members or authorized volunteers are present. Otherwise, the space should be locked. This requires that there be two adults trained in safe-church policy present in the classroom area whenever children or youth gather in that space.

*This survey form may be customized to reflect areas in your church building.*