

2022

CHARGE CONFERENCE



11 DECEMBER 2022

Christina DowlingSoka,
Superintendent

Jim Doepken,
Pastor



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An Order and Agenda for the 2022 AUMC Charge/Church Conferences

Land Acknowledgement and Devotion - Superintendent Christina DowlingSoka

Action Item: Recognition/Election of Recording Secretary (§247.4)

Mission and Ministry Celebration

Pastor's or Pastors' Report and other Mission and Ministry Highlights

A Time of Celebration, Visioning and Holy Conversation – Pastor and/or Various Lay Voices

Action Item: Membership Report (§247.15)

Checklist items – A simple noting of Trustees Report, Parsonage Report, Finance Report in the Charge Conference Packets

Action Item: Approval of Pastor's Compensation Package (SPRC) (§ 247.13)

- **Salary Subsidy Request (if applicable)**

Action Items: Lay Leadership Development

- Nominations Report –§249-250,
- Candidates to Ministry §247.8-10,
- Lay Servant Ministries §247.11)

Accountability Items: (Safe Sanctuaries Policy, Audit, Background Checks, Apportionments)

Marking an Important Transition – Bishop's Video and Announcement of Offering in Her Honor

Superintendent/Conference Updates and a Time for Q and A if desired.

Prayers, Blessings, Thanksgiving and Benediction

From our Mission District Task Force

Alaska Conference Values

1. **The love of God, neighbor, and self, demonstrated by the deliberate embracing and valuing of differences, the leveling of imbalances** between people and systems, and the intentional **dismantling of inequities** in whatever forms they present themselves.
2. **Healing, grace-filled mission** with communities and churches that prioritizes local experiences and **shares resources** across time and distance through equitable relationships.
3. Living into **connectionalism** by belonging to and trusting in one another to **nurture relationships** that celebrate the gifts each of our communities bring, allowing us to move forward in a decolonized way

Questions if needed to Guide the Mission and Ministry Celebration – Aim at no more than 10- 15 minutes.

It may be as creative or as simple as you like

Key purpose – To celebrate, to name, to cast vision, to lead.

A few questions to guide if needed to spur your thinking as you share and celebrate the ministry of your community of faith.

What do you most celebrate about your congregation(s)? Strengths? Challenges? Hopes? Fears? Dreams? Areas for Growth? What are some of the ways your congregation is making and nurturing disciples? How is your worship life? How are you loving God and loving your Neighbors?

Our prayer is that this year, this season will be a time of healing, of fresh hope, fresh joy for our churches and pastors...

*Have you been healing? What do you lament? Where are you fragile? What needs **HEALING** in your church, in your community? How are you nurturing and tending one another? How can we help you heal?*

Our prayer is that you will dream God's dreams...

*When you listen to the Spirit, what do you hear? What do you see? What glimpses do you catch of God's dreams for your church, for your community? How will your church/fellowship work with your community to **LIVE** towards those dreams?? Any new ministries emerging?*

What is the hope/faith to which you cling? What do you most celebrate from this past year? Where is God leading you as a congregation next?

*How are you engaging/serving/loving/working with your community? Who are your neighbors and how are you listening to them, sharing Christ with them? How are you working together with them to bring "shalom" and justice into this enormous hurting world? How are you **LOVING** blessing/welcoming/engaging/getting to know those who are different from you?*

What are your prayers for your church? Your community? Our conference? Our world?

*"Love does not consist of gazing at one another. Love consists of looking outward together in the same direction."
Anne Morrow Lindbergh*

Jesus said, "Go and make disciples" and "Lo, I am with You always, even unto the end of the age."

"What does the Lord require of you?

Seek justice

Love Kindness

Walk humbly with your God. Micah 6:8

All-Church Conference MINUTES

Dec. 1, 2021

Those present were: Pastor Carlo and Radie Rapanut, Pastor Jim and Julie Doeppen, Christi and Rundy Galles, John Abrams, Chuck and Julie Foster, Dave and Stacey Flagg, Betty Burke, Jackie Holmquist, Karen and Don Weckhorst, Jan Wachsmuth. Kay Abrams recorder.

The virtual meeting commenced at **6:30 pm**, Superintendent Carlos Rapanut presiding. His opening remarks reminded us of the Conference –wide emphasis for the year, remembering the people who lived on this land before the arrival of our ancestors. We were reminded to appreciate the reverence they held for the land but also to acknowledge the history of the church that degraded them and forced their children to abandon their heritage.

Before the business part of the meeting commenced, Pastor Carlo asked each attendee to share a great lamentation and a great celebration of the year past.

Business items discussed:

Membership: Not reviewed this year. 5 new members by transfer
1 perspective **confirmation?**
? baptisms?

Pastor's Compensations: Unanimously recommended by SPPR.
Confirmed by Finance Committee
Vote by attendees: Unanimous

Nomination: Roster published in Conference Handout
Rundy Galles added to Finance
2nd Lay Leader, not found
Chair/Secretary of Admin. Council, to be added later.
Phone number of SPPR chair corrected
Division by year/class to be determined by committees
Vote to accept slate: Unanimous

Lay Servant Certification: Betty Burke unanimously approved.

Reports: Pastor's and Lay Leader's = read
Finance and Trustees = archived

Misc. Information shared: Proposed congregational singing. Still masked and distanced, but near end of service concerned people can leave.

VIM trip to Nome: Asked by Nome to lay vinyl flooring + mundane tasks
Unanimously approved by those in attendance.



Report of the Pastor

The report of the pastor shall include the names of all persons involved in the changes in membership and other items as outlined in the 2016 *Book of Discipline* (§§ 234, 340). This report should cover as fully as possible the work of the pastor. Care should be taken not to duplicate the reports of the Church Council, committees, organizations, and officers of the charge.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of witness or evangelism ministries.

Church _____

Charge _____

District _____

Annual Conference _____

For the period beginning _____

and ending _____

DATE OF PRIOR CHARGE CONFERENCE

DATE OF CURRENT CHARGE CONFERENCE

1. List those who have been received into baptized membership since the last report.

(Attach as a supplement.)

Zephyr Benjamin Akaran (4/17/2022)

2. List those who have been received into professing membership since the last report.

(Attach as a supplement.)

a. On profession of faith or restored. Presley Wright, Lee Wright, Amy Wright (12/11/2022)

b. From other United Methodist churches. Elizabeth Smith (12/11/2022)

c. From other non-United Methodist churches. Daniel Santos, Jamie Santos (12/11/2022)

3. List those who have been removed from the professing membership since the last report. *(Attach as a supplement.)*

a. By action of the Charge Conference, or trial court, or by withdrawal.

b. By transfer to other United Methodist churches.

c. By transfer to other non-United Methodist churches.

d. By death.

Shirl Mauldin

4. List those professing members to be read in the process for removal by Charge Conference. (§228.2.b) *(Attach as a supplement.)*

a. For the first year.

b. For the second year.

5. Have the membership records and rolls been audited (§231)? ☐ Yes ☐ No

If not, why not?

6. The Pastor shall give a report on the state of the church and an account of pastoral ministry as it relates to (§ 340): providing support, guidance, and training to the lay membership in the church; ministering within the congregation and to the world; and administering the temporal affairs of the congregation. Include as a part of the report a statement outlining the pastor's program of continuing education and spiritual growth for the past year and plans for the year to come (§ 349). *(Attach as a supplement.)*

7. Other clergy who relate to the church via charge conference are invited to submit a ministry report. *(Attach as a supplement.)*

Signed _____

Printed Name _____

Date _____

Report of Pastor / Church Conference 2017-2020

Prepared and edited by the General Council on Finance and Administration and authorized as the official form for this purpose.



The United Methodist Church of
CHUGIAK

 Jim Doeppen, Pastor

11 December 2022

Members and Friends of The United Methodist Church of Chugiak,

Let me tell you how the Spirit moves in my life — or at least how I perceive the Spirit moving.

Back when I had a call to ministry at a Sr. High Youth Camp in Indiana, during an altar call, I felt something inside. I know John Wesley described having his “heart strangely warmed.” For me, I say I felt “funny” or “warm” or like my insides kind of turned to mush. It was like there was an energy in me that I couldn’t really pinpoint and which I still have difficulty describing 35 years later.

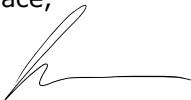
Well, the same thing happens with me still, in a way. Sometimes when I am working on a sermon and (for lack for a better phrase) “getting into it” I feel a similar energy. Maybe it’s excitement. Maybe it’s passion. But my theological way of describing what’s going on is that the Spirit is working in me or through me cheering me on or guiding me. I just believe that something is happening, something bigger than myself, and I understand it as God’s action, confirming the direction I’m heading or whatever it is I’m experiencing. A similar thing happens sometime in worship—in songs, during communion—when I somehow see or sense God act in that time together.

I know we’ve come a long way in this past year. We’ve worked out a rhythm of our worship time together. We’ve faced some challenges with staffing. We’ve seen a small group of Confirmation Kids form the bedrock of what looks to be a good youth group. Choir has started once again. We’re still engaged in local missions and helping those in need. We’re taking in some new members and these new members are highly involved.

And, yes, we have some challenges ahead. We really need to figure out how to maximize our building use for ministry. We have a large building which costs a lot to maintain. We have some holes in our leadership we need to fill. And, like pretty much every church, we’re still trying to figure out what life looks like after COVID as we try to reengage some families and individuals who have been a big part of our congregation in years’ past, but we don’t see very much anymore.

But, when I think about what the future hold for us, I get that same “feeling inside.” I feel that sense of energy. I feel excitement. It’s joy. It’s hope. It’s love and peace (sounds like Advent). And I understand it to be the consolation of the Holy Spirit, the sense that God is leading us and has good things in store. I don’t know what these “good things” are. We need to figure that out together. I hope it means some new ministries and involvements. I hope it means we’ll figure out some of the financial pieces. I hope it means growth in discipleship and growth in missions. But it makes me so thrilled to be moving forward with you all.

Peace,



Pastor Jim Doeppen

Lay Leader's Report 2022

This year started with the loss of our community outreach partners, the Chugiak Children Services . We were very sad of the loss to our community and are prayerfully hopeful that we can accommodate another such program.

AA continues to meet here at church every day as they seek to live their lives in a clean and sober way. We are fortunate to be able to give them a safe space for their journey.

There is ample evidence that we are starting to see new growth in our church. We now have 8 children who have been using the church nursery. If they ever all show up at the same time, we will need to find another caregiver. What a lovely problem to be facing.

We anticipate 6 to 10 people who will be joining our church on Sunday, December 11. There are another two people who have expressed their desire to join in January 2023.

We have joined forces with the youth at the Joy Lutheran Church and are hosting a second day of fun. In October, the kids and adults tested their prowess with The Amazing Race youth event. It was such a hit, that on December 4th, the youth will compete in The Reindeer Games. I anticipate many more of these joint activities in the year 2023.

We are also hosting Pickleball games twice a week. They have been well attended with 15-20 people. Only 5 are our church members. It is so satisfying to see our church benefitting our neighborhood.

We are joining forces with Joy Lutheran and Holy Spirit Episcopal Churches with Wednesday night "Soup Suppers" during Advent. This may become a new tradition for all of us.

R4R is still going strong. Many people in the community continue to be blessed with a place to donate their unwanted goods and others to find necessities at a low cost or free according to their needs. Our Earth continues to benefit from our efforts too.

With the loss of the Chugiak Children's Services, we have reached out to Love INC of Eagle River to find families that we can help have a wonderful holiday season. We always look forward to helping our neighbors and friends at this time of year.

And finally, two of our members, Betty Burke and Jackie Holmquist have completed the "Certified Lay Ministry Advanced Course of Preaching." They will soon be certified as Lay Servants. Congratulations!

Prayerfully submitted,

Karen Weckhorst



Report of the Trustees

The trustees are amenable to the Charge Conference and as such are required to make an annual report

(¶ 2550). Additional reports should be made as requested by the Charge Conference or Church Council or equivalent. Numbers in parentheses refer to paragraphs in the 2016 Book of Discipline.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and the board of trustees.

United Methodist Church of Chugiak Church
Alaska Conference District 2022 Charge
Annual Conference

For the period beginning January 1, 2022 DATE OF PRIOR CHARGE CONFERENCE, and ending December 31, 2022 DATE OF CURRENT CHARGE CONFERENCE

1. Organization for the present conference year was effective (date) , by electing the following officers (no less than three, and up to nine persons):

	Name	Term Expires
President	<u>Bonnie Bailey</u>	<u> </u>
Vice President	<u>David Glines</u>	<u> </u>
Secretary	<u>Kay Abrams</u>	<u> </u>
Treasurer	<u> </u>	<u> </u>
Member	<u>Jan Wachsmuth</u>	<u> </u>
Member	<u>Ryan Boothe</u>	<u> </u>
Member	<u> </u>	<u> </u>
Member	<u> </u>	<u> </u>
Member	<u> </u>	<u> </u>

2. Is the local church incorporated (¶2529.1a)? ☒ Yes ☐ No

3. a. Name or names in which title to each piece of property is recorded, as shown by civil land records (¶¶2536, 2538):

	Name(s)	Office	Book	Page
Church Buildings	<u>Mission Board</u>	<u>Anchorage</u>	<u>Patent</u>	<u>1212083</u>
Church Buildings	<u>Methodist Church</u>	<u>Anchorage</u>	<u>Patent</u>	<u>1212083</u>
Parsonages	<u>Methodist Church</u>	<u>Anchorage</u>	<u>Patent</u>	<u>1212083</u>
Parsonages	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Other	<u>UMCC</u>	<u>Anchorage</u>	<u>Patent</u>	<u>50-99-0058</u>
Other	<u> </u>	<u> </u>	<u> </u>	<u> </u>

- b. Who is the custodian of deeds and other legal papers? Bonnie Bailey

- c. Where are they kept?

UMCC Records Room

4. Does each deed contain trust clause (¶2503)? ☐ Yes ☒ No

5. Do you have a long-term plan for the replacement of facilities and equipment as they deteriorate? ☐ Yes ☒ No

6. a. Insurance (¶2533.2, 2550.7)

Item Insured/ Insurance	Replacement Value	Amount of Coverage	Type of Coverage	Company	Restricted By Coinsurance (Yes or No and amount)		Expires When
Church Buildings	\$	\$ 9mil	Group	Phila	Y <input type="checkbox"/>	Amount::	
Parsonages	\$	\$ 1mil			N <input type="checkbox"/>		
Church Furnishings and Equipment	\$	\$ 500,000			Y <input type="checkbox"/>	Amount::	
Parsonage Furnishings and Equipment	\$	\$ None			N <input type="checkbox"/>		
Vehicle(s)	\$	\$ None			Y <input type="checkbox"/>	Amount::	
General Liability		\$ 6mil			N <input type="checkbox"/>		
Worker's Compensation					Y <input type="checkbox"/>	Amount::	
Directors and Officers/Errors and Omissions/Crime		\$ 1mil			N <input type="checkbox"/>		
Professional Liability Coverage (Including Sexual Misconduct)		\$ 6 mil			Y <input type="checkbox"/>	Amount::	
					N <input type="checkbox"/>		

- b. Have the buildings been inspected for fire and other safety hazards within the past year? ☒ Yes ☐ No
- c. Have you assessed the of replacement value within the last 5 years? ☐ Yes ☒ No
- d. Who performed the assessment?
- e. Does the church have a Safe Sanctuary Policy? ☒ Yes ☐ No
- f. Is the amount of insurance adequate? ☒ Yes ☐ No
(to determine adequacy of coverage, please use the GCFA Insurance Worksheet found at <http://www.gcfa.org/gcfa/united-methodist-church-minimum-insurance-requirements>)
7. a. Has an annual accessibility audit for church properties been conducted (§ 2533.6)? ☐ Yes ☒ No
(attach as a report; an example accessibility audit form may be found at <http://www.gcfa.org/forms-and-resources>)
- b. If needed, have you developed an accessibility plan? ☐ Yes ☐ No (Attach plan)
8. Provide a detailed list of income-producing and permanent funds:

Item	Date Received	Amount	Where Invested	Income	How Income is Used for Ministry

(Attach as a supplement a statement "clarifying the manner in which these investments made a positive contribution toward the realization of the goals outlined in the Social Principles of the church and showing the investments are socially responsible..." § 2533.5 and § 2550.9)

President of Trustees

Bonnie Bailey

Printed Name: Bonnie Bailey

Date: 11-20-2022

LOCAL CHURCH PARSONAGE ANNUAL REPORT – 2022
(Please consult AUMC Journal section XII.B for Parsonage Standards)

Name of Church: _____

Parsonage Street Address: _____

Method of Heating: _____

Condition of Heating System: _____

For the benefit of the church, the present parsonage family, and future parsonage families, an annual on-site evaluation of the living quarters, garage and premises shall be made. Those participating should include at least the Chairperson of the Trustees, Chairperson of the Pastor-Parish Relations Committee and the Pastor. (See 2016 *Book of Discipline*, ¶2533.4)

Date of Annual Inspection: _____

Names of those making the inspection: _____

1. List repairs and/or decorating of the parsonage done in the past 12 months:

2. What repairs are needed for the parsonage? List them in order of urgency:

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

Continue Evaluation on Reverse

3. What equipment in the parsonage is owned by the church?

Please list condition (excellent, good, fair, poor):

<u>Item</u>	<u>Condition</u>
Stove	_____
Refrigerator	_____
Dishwasher	_____
Washer	_____
Dryer	_____
Freezer	_____
Disposal	_____
Lawnmower	_____
TV Cable Connection	_____

4. Is the parsonage adequately furnished for the current parsonage family? __ Yes __ No

If no, what needs to be done?

5. Please list any significant changes (acquisitions, etc.) of parsonage furnishings:



Report of the Finance Committee

The report of the Finance Committee shall be made on this form, or one revised and adapted by the Annual Conference. Numbers in parentheses refer to paragraphs of the 2016 *Book of Discipline*.

Copies of this report should be filed with the recording secretary, pastor, district superintendent and chairperson of the committee on finance

United Methodist Church of Chugiak Charge
Alaska District Alaska Annual Conference

For the period beginning 12/1/2021 and ending 12/11/2022
DATE OF PRIOR CHARGE CONFERENCE DATE OF CURRENT CHARGE CONFERENCE

I. ORGANIZATION

1.a. Has the committee been organized according to the 2016 *Book of Discipline* (§258.4)? ☒ Yes ☐ No

b. Names of officers?

Chairperson Donald Weckhorst Vice Chairperson Randy Galles
Treasurer(s) Radie Rapanut Financial Secretary Jackie DeCou

II. BUDGET AND COMMITMENT PLAN

2.a. Has the committee submitted to the Church Council, or its equivalent, a complete budget for the ensuing year? ☐ Yes ☒ No

If not, why not?

The budget has not been finalized.

b. Did the committee give the Church Council an opportunity to request financial support for recommended ministries (§258.4)? ☒ Yes ☐ No

If not, why not?

3. How frequently does the Financial Secretary/Treasurer send members and contributors regular reports of their giving?
☐ Monthly ☐ Quarterly ☒ Semi-annually ☐ Annually ☐ No, we do not send reports

4. Is giving by individual participants in the local church regularly reviewed? ☒ Yes ☐ No;
If not, why not?

5. What are the plans for raising sufficient income to meet the budget adopted by the Church Council (§258.4)?

Stewardship campaign for pledged income, special giving and fundraising for other projects

6. Does the Financial Secretary/Treasurer report regularly to the Church Council on the giving trends in the church/charge? ☒ Yes ☐ No

If not, why not?

III. THE HANDLING OF CHURCH FUNDS

7. Does the Treasurer regularly make reports to the Committee on Finance and the Church Council on the financial position of the church (§258.4b)? ☒ Yes ☐ No

If not, why not?

8. Are all benevolences and other connectional funds remitted monthly to the conference treasurer (§258.4b)?

☒ Yes ☐ No

If not, why not?

9.a. What bank(s) have been designated by the Church Council as a depository (§258.4d)?

First National Bank Alaska

b. Are all accounts FDIC insured and in amounts at or below the current FDIC insurable limit? ☒ Yes ☐ No

If not, why not?

c. Are all accounts in the name of the church? ☒ Yes ☐ No

If not, why not?

10.a. Has the committee established written financial policies to document the internal controls of the local church (§258.4d)? (*Attach as a supplement.*) ☒ Yes ☐ No

b. Have these policies been reviewed by the committee and found to be adequate and effective (§258.4d)?

☒ Yes ☐ No

11. Are the church offerings counted by a counting committee in accordance with the mandates of the Discipline (§258.4a)? ☒ Yes ☐ No

If not, why not?

12. Are all funds deposited promptly in accordance with procedures developed by the Committee on Finance (¶258.4a, d)? ☒ Yes ☐ No

If not, why not?

13. Are financial officers of the church bonded (¶258.4b)? ☒ Yes ☐ No

If not, why not?

14.a. Have the financial records of the church and all its organizations been audited for the prior fiscal year (¶258.4c)? ☐ Yes ☒ No


b. If not, why not?

An auditor/financial reviewer has not been found.

c. Were there any recommendations or exceptions? ☐ Yes ☒ No

d. If there were recommendations or exceptions, how has the church addressed them?

Signed _____



Printed Name: _____

Radie Rapanut

Date: 11/28/2022

Alaska 2023 Pastoral Support Worksheet

For all appointments 1/2 time & above

(Complete this form using computer)

Local Church UMC Chugiak Pastor Jim Doeppen

Date: 11/28/22 MM/DD/YY

Full or Part-Time (Select one)*: Full Time

Status (Select one)*: Elder UMC

* - impacts retirement benefit and UMLife Options calculations on second page.

Total Cash Salary

Cash Salary

Cash paid to clergy person by church. Cash salary consists of base pay, cash bonuses, equitable compensation, cash to clergy person for benefit programs, before-tax, after-tax and Roth deferrals to United Methodist Personal Investment Plan (UMPIP), and other 403(b) programs. Beginning in 2018, unless pastor opts out or not eligible/waived, minimum UMPIP contribution will be 2% of plan compensation. In 2019 auto escalation provisions began increasing previous % by 1% up to maximum of 10% if pastor still in same appointment.

\$ 71,584

Box 1

Housing Exclusion

(Internal Revenue Code Section 107-Utilities and Furnishing exclusion)

\$

Box 2

Total Cash Salary (box 1 + box 2)

\$ 71,584

Box 3

(For reference 2023 minimum compensation for full-time appointment is \$48,800 plus cost of living adjustment and experience factor.)

Housing

Is a parsonage provided (Yes or No)? Yes

or

\$ 17,896

Box 4

Housing Allowance (when no parsonage is provided)

\$ 0

Box 5

Plan Compensation

Plan Compensation – Total Cash Salary (box 3) + Housing (Box 4 or Box 5)

(Use the amount on this line on next page to determine the UMPIP retirement contribution, UMPIP Match (if applicable) and UMLife Options annual payments)

\$ 89,480

Box 6

Professional Expenses – not part of plan compensation

Accountable Reimbursement Plan budget amount

\$ 2,500

Parsonage Utilities paid directly by Church (budget)

\$ 4,170

Return this page to your District Superintendent and keep a copy at Local Church

Local Church UMC Chugiak Pastor Jim Doeppen

Local Church Contribution to Pension and Benefits

Clergy Retirement Security Plan – 2023

A. Defined Contribution component

Plan Compensation (Box 6)

Times 3% - church will be responsible for paying
3% even if pastor does not contribute 1% to UMPIP

2023 Annual CRSP Defined Contribution

	89,480
X	3%
\$	2,684.40

Box 7

B. Defined Benefit component

Exempt as a missionary Conference.

Actual cost is \$6,000 per FTE

\$	-0-
----	-----

Comprehensive Protection Plan - Full-Time; 2023

Lesser of Plan Compensation (box) or 2 times DAC
(2 X \$76,221 = \$152,442 Times 3% or \$4,576.26)

\$	2,684.40
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Box 8

1/2 & 3/4 time UMLife Options fully insured through UNUM

2023

For 1/2 & 3/4 time appointed Elders, Provisional, Associate
Members and Deacons Not part-time local pastors or other
denomination.

The cost is 2.2% of plan compensation.

\$	0.00
----	------

Box 9

2023 Health Insurance Direct Bill for Full-Time Appointments

The health insurance program is through HealthFlex Exchange
where pastors have choice between six medical/pharmacy,
three dental and three visions plans or waive participation. The
pastors will be given a specified amount of money to select the
plans of their choice unless waive the benefit. In 2023 single
pastor receives premium credit of \$11,340, two party \$19,764
and family \$27,888. The 2023 health premiums are up 3% and
the premium credit up comparable but cost to church is **down**
9.5%!

\$	16,200
----	--------

Box 10

Return this page to your District Superintendent and keep a copy at Local Church

Alaska Conference Pastoral Support Worksheet Definitions - 2023

Accountable Reimbursement Plan

Because pastors are employees for federal income taxes a formal plan must be adopted whereby the local church reimburses pastor for professional expenses incurred in performing their ministry, including travel, professional and continuing education, as they are requested and accounted for by the pastor to the local church. In a resolution each year the local church sets forth the mileage rate the pastor will be reimbursement. In July 2022 the IRS raised the maximum allowable IRS mileage rate is 62.5¢. The IRS sets the rate annually in December of each year so check back later for the 2023 allowance.

Before Tax Deferrals

To save for retirement years on a before-tax basis, the pastor and church (salary-paying unit) may enter into a salary-reduction agreement. In the agreement, pastor will state the amount of salary they are willing to forgo as current compensation. Church will agree to make before-tax contributions to UMPIP (United Methodist Personal Investment Plan) equal to the amount specified in the salary-reduction agreement. Pastor does not pay federal income taxes on this deferral until withdrawal.

The pastor can also have a salary-reduction as an After-Tax Deferral where an after-tax contribution is made to UMPIP. The pastor would pay federal income taxes on this deferral. There is a better option for after-tax contributions if before-tax option has been maximized; a Roth where earnings grow tax free and no tax when withdrawn. Get the UMPIP form from Bruce Galvin (bruce.galvin@pnwumc.org). The maximum allowed to contribute to UMPIP has not been determined for 2023. In 2022 the limit is \$20,500 if under 50 and \$27,000 if 50 and older. After-tax, the limits are higher.

Note that a Before Tax UMPIP contribution also reduces the pastor's self employment taxes where neither after-tax or Roth do.

Clergy Retirement Security Program (CRSP)

Denominational Pension retirement plan for appointed pastors beginning in 2007 that meets the requirements of a "church plan" as defined in section 414(e) of the Code and administered pursuant to the retirement income account provision of section 403(b)(9) of the Code. Benefit applies to pastors appointed ½ time or more. CRSP has two components; Defined Contribution – 2% of plan compensation with up to an additional 1% match if the pastor contributes up to 1% of plan compensation and Defined Benefit with an annual cost determined annually by actuaries at the Wespath Benefits and Investments to fund the benefit at retirement of 1% times DAC times years of service under CRSP began in 2014. As a missionary conference there is no charge for the DB component. It would cost about \$6,000 per full-time pastor. It is picked up by the rest of the United States denomination.

Alaska Conference Pastoral Support Worksheet Definitions - 2023

Code Section 107 Housing Exclusion and Housing Allowance

IRS code provides pastors with an exclusion from gross income for the rental value of a home furnished as a part of compensation (parsonage) or the rental allowance paid as part of compensation to the extent used to rent or provide a home. A cleric who is provided a home may also receive a cash allowance to cover additional qualifying expenses (utilities/furnishing). Most churches in Alaska pay the utilities directly for pastor where they live in parsonage. If church pays utilities directly it is not included in pastor's plan compensation.

Code Section 125 "Cafeteria Plan"; medical reimbursement/dependent care accounts

Employer (Wespath) has agreed to provide benefits according to section 125 of the Internal Revenue Code. A Section 125 plan is a written group insurance plan which allows pastors a choice (cafeteria) among benefits consisting of a salary reduction through pre-tax dollars to pay for eligible expenses. There are two types of accounts; The Medical Reimbursement Account (MRA) and the Dependent Care Account (DCA). The pre-tax dollars will be deducted from one's salary each pay period on a pre-tax basis. It is available through the HealthFlex plans of Wespath.

Code Section 403(b) Plans

The pension plans administered by the Wespath Benefits and Investments are governed by the provisions of Code section 403(b) of the Internal Revenue Code. Code section 403(b) plans are available only to pastors of certain non-profit organizations and public schools.

Comprehensive Protection Plan (CPP)

Denominational welfare plan for appointed pastors that provides disability and death benefits. This benefit is only available to full-time appointed pastors beginning in 2017. For part-time ordained, provisional, associates and deacons there is coverage provided through UMLife Options. Please see this section for the details.

Denominational Average Compensation (DAC)

Average annual compensation of pastors in denomination as determined in accordance with procedures established by the Wespath. The DAC in 2023 is \$76,221.

Equitable Compensation

Funding provided by conference to a few local churches for salary support of appointed pastor.

HealthFlex

It is a managed care health product administered through Wespath Benefits and Investments, which offers several benefit choices to meet personal needs.

Alaska Conference Pastoral Support Worksheet Definitions - 2023

Health Insurance Blended Rate

The annual mandatory funding of health insurance direct billed to local churches for each appointed full-time pastor and their family, if applicable. A blended rate is determined from the actual cost of single, pastor plus spouse and pastor plus family. If there is a spouse or spouse plus children covered by health plan the pastor through a salary reduction is responsible for \$150 of the monthly cost.

The 2023 health premium is increasing slightly (medical – 3%, dental 0% and vision 0%) compared to cost to salary paying unit in 2022. In 2016 the conference switched to a new health program for non-Medicare participants called HealthFlex Exchange. Participants are given choice between six medical/pharmacy, three dental and three vision plans. The pastors will be given a premium credit sum of money to be used to purchase the elected health benefits. If the premium credit amount is lower than the cost of plans selected the salary paying unit will be charged the difference to be paid through salary reduction from pastor. If the defined contribution exceeds the cost of plans selected the balance will be added to their health reimbursement account or health savings account.

Health Insurance Paid by Pastor

A Section 125 “Cafeteria Plan”, see above, also allows a pastor to pay their and spouse/children health care coverage premiums on a pre-tax basis, thus lowering their taxable income and, consequently, their tax liability. A pastor’s election to pay for benefits on a pre-tax basis is made by entering into a salary reduction agreement with the employer. Under a salary reduction agreement, a pastor elects to reduce his/her compensation by a stated amount on a pre-tax basis and those amounts are considered by the IRS to be employer contributions. In effect, it is as if the pastor has given up the right to receive that part of his/her salary before becoming entitled to it. Therefore, the pastor’s salary reduction contributions are not actually received by the pastor, and thus, are neither considered wages for state, federal income and employment (social security and Medicare) taxes.

Health Savings Account

An HSA is a tax-advantaged account where money can be set aside to pay for future medical expenses. The HSA is offered as an employment benefit (money is contributed by the plan and additional amount can be added by the pastor).

In order to contribute to an HSA, the pastor has to have an HSA-qualified high-deductible health plan in place (there are three). The IRS sets limits on the minimum and maximum out-of-pocket levels for the HDHP and has contribution limits for HSAs. There is no “use-it-or-

Alaska Conference Pastoral Support Worksheet Definitions - 2023

lose-it“ requirement with HSAs – money that is not used for health expenses rolls over from one year to the next, and the account belongs to the employee, even if it’s funded by the plan.

Withdrawals for purposes other than qualified health expenses are subject to income taxes and a penalty. However, once one turns 65, one can use the money in their HSA for any purpose they like, without a penalty. One will still pay income taxes on it if it’s used for non-health expenses. It is good way to build a fund for health costs for when one retires. These funds can also be invested.

Plan Compensation

It is determined by adding the total cash salary to either a housing allowance or 25% of total cash salary if live in church parsonage. The plan compensation is used to determine the costs for the defined contribution portion of the pension plan, the comprehensive protection plan and the 1% match for those covered by clergy retirement security program. If pastor elects contribution to UMPIP (see below) and it is as a percentage, the percentage is of the plan compensation.

Salary-Reduction Agreement

The agreement one makes with church/salary-paying unit that authorizes them to make contributions from one’s salary to a plan qualified under section 125 of the Code or to a tax-sheltered annuity described in section 403(b) of the Code.

UMLife Options

In 2017 CPP was no longer available to ½ & ¾ time appointed ordained, provisional, associates or deacons. In its place UMLife Options is provided. It is a program through Wespeth and is fully insured through UNUM. Disability coverage is provided to the pastor and death benefit coverage is provided to the pastor, their spouse and eligible children. The cost is charged to the local church (salary paying unit) as a percentage of plan compensation even though the cost is age based. The plan compensation percentage is the same for each eligible part-time appointment. The 2023 cost is 2.2% of plan compensation.

United Methodist Personal Investment Plan (UMPIP)

UMPIP is an Internal Revenue Code section 403(b) voluntary retirement savings plan designed to supplement one’s employer- sponsored pension plan. UMPIP is administered by the Wespeth Benefits and Investments. Any before-tax contribution to UMPIP by pastor is reduced from the income used to determine their self employment tax.

It will be important that all pastors contribute to UMPIP to receive the match unless a part-time local pastor has waived the benefit.

Alaska Conference Pastoral Support Worksheet Definitions - 2023

There are no benefits for pastors appointed less than ¼ time.

To help pastors increase their UMPIP contributions to be better prepared financially for retirement UMPIP automatic features began in 2018. Beginning in 2018 the minimum UMPIP contribution per new appointment on a before-tax basis is 2% of plan compensation unless pastor opts out, contributes to Roth/after-tax or is currently contribution more than 2%.

Beginning in 2019 automatic contribution escalation began if at same appointment as previous year. One's before-tax contribution will increase by 1% of plan compensation per year at the beginning of each subsequent year up to a maximum of 10% of plan compensation. The exceptions are the same as listed in previous paragraph for the minimum contribution.

The automatic features would strategically combat inertia and procrastination by getting pastors enrolled, contributing increases each year as compensation increases and jump-start their retirement savings program. This change has been very effective to increase the contributions made by Alaska clergy to UMPIP. In January 2018 the average contribution was 5.22% of plan compensation. In July 2022 the average contribution was 10.4% of plan compensation!

bg 8/2/2022

UMC of Chugiak Leadership — 2023— For Charge Conference 11 December 2022

Administrative Council

- Chair: Jackie Holmquist
- Lay Leader: Karen Weckhorst
- Lay Member to Conference: Jackie Holmquist
- Recording Secretary: Kay Abrams
- Membership Secretary: _____
- Treasurer: Radie Rapanut/Cara Ahrens
- Financial Secretary: Jackie DeCou
- Finance Committee Chair: Don Weckhorst
- Trustee Chair: Bonnie Bailey
- SPR Committee Chair: John Abrams
- Worship Team Leader: Betty Burke
- Missions Committee Chair: Dave Flagg
- Outreach Team Leader: Pastor Jim Doepken
- Pastor: Jim Doepken

Administrative Support Committees

(Members to be voted on at Charge Conference)

Trustee Committee

(2016 BOD Para. 2530.2)

- Class of 2023
 - Kay Abrams (Secretary), _____
- Class of 2024
 - Dave Glines (Vice-Chair), Ryan Boothe
- Class of 2025
 - Bonnie Bailey (Chair), Steve Lambert
- Kelly Bender (Special Projects)

Staff-Parish Relations Committee

(2016 BOD Para. 258.2)

- Class of 2023
 - Jennifer Mitchell, _____
- Class of 2024
 - John Abrams (Chair), _____
- Class of 2025
 - Denise Runge, Bruce Steely
- Karen Weckhorst (Lay Leader)
- Amy Wright (Safe Sanctuaries Coordinator)

Lay Leadership Committee (Nominations)

- Jim Doepken (Chair)
- _____
- _____
- _____

Finance Committee:

- Chair (Don Weckhorst),
- Treasurer (Cara Ahrens)
- Financial Secretary (Jackie DeCou)
- Trustee Representative (Bonnie Bailey)
- SPR Representative (TBD)
- Lay Leader (Karen Weckhorst)
- Pastor (Jim Doepken)
- At-Large Member _____
- At-Large Member _____

Mission & Ministry Committees/Teams

(Leaders to be approved at Charge Conference)

Missions Committee

- Chair: Dave Flagg
- Members: Sandra Anderson, John Mitchell, Stacy Flagg, Sharolyn Baldwin, Jeanette Legenza, Monica Gaupp, Julie Doepken (R4R liaison), Jim Doepken.

Worship Team

- Team Leader: Betty Burke
- Team Members: Terri Schimmack, Tommy Davis, Jackie Holmquist, Meg Finkbeiner, Shane Denny, Mary Denny.

Christian Education/Youth Team

- Team Leader: Pastor Jim Doepken
- Team Members: Karen Weckhorst, Radie Rapanut, Amy Wright, Holly Boothe, Mark Burch, Kim Ulrich, Bethany Doepken, Abigail Doepken

Nurture Team

- Team Leader: Betty Burke

Outreach Team

- Team Leader: Pastor Jim Doepken

Recycle for A Reason Board

(does not need to be approved at Church Conference)

Kay Abrams, Lynne Elliott, Jackie Holmquist
Andrea Hofeling, Nancy Bernard, Dee Davis



2022-23 Church Officer Contact List

INSTRUCTIONS: Please use this form for your 2021-22 Church Officers. When finished, save the document for church records and return it with your other required Charge Conference Documents.

- *Names only are not acceptable. They can't be entered or saved in the database. Please include the name and contact information for all officers.*
- *If your church uses a Single Board Governance – please list the names and contact information for individuals who would be responsible for responding to building, finance, or staffing inquiries.*
- *This information may be passed on to General Church agencies.*
- *As an appointed or assigned ministerial leader in the GNW, or as a designated lay leader/volunteer in your local congregation, you are automatically subscribed to district, Conference and Greater Northwest Area e-mail lists. It's important to stay subscribed to these lists as they are the primary method in which you'll receive communications pertinent to your work in the local church, the district, Conference and across the global connection of The United Methodist Church.*
- *If officers or contact information changes during the year, please notify the AUMC office, alaskaumc@gmail.com, so that mailing lists can be kept current.*

CHURCH INFORMATION	
Church Name	
Church Phone Number	
Church Mailing Address	
Church Email	
Church Website	
Senior Pastor	
Associate Pastor	
Associate Pastor	
Date Officers begin service	

CHAIRPERSON, PPR OR STAFF/PARISH RELATIONS	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

CHURCH TREASURER	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

CHAIRPERSON, COMMITTEE ON FINANCE	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

CHAIRPERSON, TRUSTEES	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

CHAIRPERSON, ADMINISTRATIVE COUNCIL/ BOARD	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

LAY LEADER	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

LAY MEMBER TO ANNUAL CONFERENCE	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

2ND/ALTERNATE LAY MEMBER TO ANNUAL CONFERENCE	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

3RD LAY MEMBER TO ANNUAL CONFERENCE	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

FINANCIAL SECRETARY	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

RECORDING SECRETARY	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

MEMBERSHIP SECRETARY	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

SOCIAL JUSTIC CONTACT	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

SUNDAY SCHOOL CHAIR	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

CHURCH HISTORIAN	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

UNITED METHODIST WOMEN PRESIDENT	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

UNITED METHODIST MEN PRESIDENT	
Name	
Address	
City, State & Zip Code	
Phone with Area Code	
Email Address	

**CERTIFIED LAY SERVANT
ANNUAL REPORT TO THE CHARGE CONFERENCE**
Initial Application or Request for Renewal



Report for year ending _____

SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. ☒ Ms. ☐ Mr. ☐) Jacquelyn J. Holmquist
Address PO BOX 772343 City/State/Zip Eagle River AK 99577
Telephone (907) 748-3593 E-mail nursejackieak@gmail.com
Name of District _____
Name of Church Umc Chugiak
Church Address _____ City/State/Zip Chugiak, AK 99567
Church Telephone _____

SECTION II: STATUS OF THE LAY SERVANT

☒ For initial application as a Certified Lay Servant

1. What year did you complete your Basic Course? 2022
2. What year did you complete your Advanced Course? 2022
3. What was the title of your Advanced Course? Called to Preach

☐ For renewal as a Certified Lay Servant

1. What year did you complete your last Advanced Course? _____
2. What was the title of your last Advanced Course? _____

SECTION III: REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date 1 Dec 2022 Lay Servant Jacquelyn J. Holmquist

SECTION IV: RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date 12/1/22 Pastor [Signature]

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

**CERTIFIED LAY SERVANT
ANNUAL REPORT TO THE CHARGE CONFERENCE**

Initial Application or Request for Renewal



Report for year ending 12/31/22

SECTION I: DATA ON THE LAY SERVANT

Name (Mrs. ☐ Ms. ☒ Mr. ☐) Elizabeth A. Burke (Betty)
Address 5403 East 24th Avenue City/State/Zip Anchorage, Alaska 99508
Telephone 907-863-4613 E-mail bahb61097@gmail.com
Name of District Alaska
Name of Church United Methodist Church of Chugiak
Church Address Old Glenn Highway City/State/Zip Chugiak, AK. 99567
Church Telephone 907-205-4430

SECTION II: STATUS OF THE LAY SERVANT

☐ **For initial application** as a Certified Lay Servant

1. What year did you complete your Basic Course? _____
2. What year did you complete your Advanced Course? _____
3. What was the title of your Advanced Course? _____

☒ **For renewal** as a Certified Lay Servant

1. What year did you complete your last Advanced Course? 2022
2. What was the title of your last Advanced Course? Preaching course

SECTION III: REQUEST OF THE LAY SERVANT

I request recommendation of my pastor and my church council/charge conference to begin/renew as a Certified Lay Servant for the ensuing year.

Date 11/30/22 Lay Servant 

SECTION IV: RECOMMENDATION OF THE PASTOR

I recommend concurrence with the request of this person to begin/renew as a Certified Lay Servant for the ensuing year.

Date 12-1-22 Pastor 

SECTION V: RECOMMENDATION OF THE CHURCH COUNCIL/CHARGE CONFERENCE

The church council/charge conference of _____ (church/charge)
recommends the above person begin/renew as a Certified Lay Servant for the ensuing year.

Date _____ Church Council Chair or District Superintendent _____

(To be completed by those requesting renewal as a Certified Lay Servant)

SECTION VI: MINISTRIES BY THE LAY SERVANT

During the past year, I have participated in ***caring ministries*** as follows:

- ☒ served as a volunteer in a care-giving institution ☒ provided one-on-one caring
☒ at a hospital, nursing home, or to a shut-in ☐ in membership/evangelism visitation
☐ served in caring/outreach projects (food pantry, prison ministry, etc)
☒ other caring activities (Please list) cards of encouragement, joy, sympathy written&sent; upliitng posts on social media

During the past year, I have participated in ***leading ministries*** as follows:

- ☒ served as member of committee, board, commission, council, task force, etc.
☐ as a volunteer at a community agency
☒ at my local church
☒ beyond my local church
☐ on my District ☒ Conference ☐ Jurisdiction ☐ General Church level
☐ other leading activities (Please list) _____

During the past year, I have participated in ***communicating ministries*** as follows:

- ☒ brought message in 1 worship services
☒ served as worship leader in 6 services
☒ delivered 1 devotional messages
☐ taught _____ classes
☒ shared my faith story _____
☒ other speaking activities (Please list) taught bloodborne pathogens & observation of self med.admin@workx14

During the past year I have participated in additional opportunities for ministry as follows (*Additional writing space below*):
choir, 1:1 witnessing, worship environment enhancement, volunteer nurse at health fairs and Birchwood Camp

SECTION VII: PERSONAL AND SPIRITUAL GROWTH BY THE LAY SERVANT

In what activities have you engaged and/or what books have you read or used during the past year to help you develop your devotional life; improve your understanding of the Bible; improve your understanding of The United Methodist Church; and to improve your skills in caring, leading, communicating and speaking?

From Pew to Pulpit; took Reel Theology course from beadisciple.com, Visio Divina class series at Lent and Advent

SECTION VIII: FEEDBACK BY THE LAY SERVANT

1. Do you feel called to be in service in any area of ministry, either in the church or outside the church, in which you are not currently involved? ☒ Yes ☐ No (If yes, please list those areas below.)

perhaps dive more deeply into spiritual development studies

2. What additional training or support do you need or would suggest to further your ministry:

happy to participate in person at locally offered advanced courses & will continue in more classes from beadisciple.com

3. Give any recommendations you have for improving Lay Servant Ministries in your District or Conference:

an in person gathering would be so great, when the time presents itself!

(Note: District Directors are encouraged to respond to any comments within this section.)

NOTICE: After this form is completed and signed by those listed above, the Recording Secretary of the Church Council or Charge Conference is requested to reproduce THREE copies: (1)Lay Servant, (2)District Director of Lay Servant Ministries, (3)District Superintendent. The Recording Secretary of the Church Council or Charge Conference keeps the ORIGINAL. (Revised April 2014)

SAFE SANCTUARIES - UNITED METHODIST CHURCH OF CHUGIAK
Revised October 2022

- 1) SAFE SANCTUARIES PROGRAM: UNITED METHODIST CHURCH**
- 2) UNITED METHODIST CHURCH OF CHUGIAK POLICY AND PROCEDURES ON CARE AND PROTECTION OF CHILDREN, YOUTH AND VULNERABLE PEOPLE**
- 3) UNITED METHODIST CHURCH OF CHUGIAK PROCEDURES FOR REPORTING SUSPECTED INCIDENTS OF CHILD ABUSE AND RESPONDING TO ALLEGATIONS OF CHILD ABUSE**
- 4) COVENANT AND ADOPTION**
- 5) CONCLUSION**

SAFE SANCTUARIES PROGRAM: UNITED METHODIST CHURCH

Safe Sanctuaries is a program used by many churches to protect children, youth and other vulnerable populations from abuse in any church activity and also to protect workers/volunteers and the church from liability. The program is based on the Christian mandate to nurture and protect children and also on our responsibility to protect the church from financial liability and loss of reputation. The program is NOT a response to any problem in our church; it is simply considered a wise preventative.

Pursuant to the Social Principles and Book of Discipline of the United Methodist Church, it is the policy of the United Methodist Church of Chugiak to nurture children, youth and vulnerable people, treat them with kindness and respect and protect them from abuse and exploitation. Child abuse as defined in Alaska Statutes 47.10.290, set forth below, is not condoned or justified by any religious precept of the United Methodist Church. The United Methodist Church of Chugiak does not tolerate any form of child abuse as defined in Alaska Statutes 47.10.290 (Alaska Statutes Chapter 17, Child Protection, Sections 47.10.010-290 is attached hereto in entirety.)

AS 47.10.290 (2) "child abuse or neglect" means the physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment of a child under the age of 18 by a person under circumstances that indicate that the child's health or welfare is harmed or threatened thereby; in this paragraph, "mental injury" means an injury to the emotional well-being, or intellectual or psychological capacity of a child, evidenced by observable and substantial impairment in the child's ability to function".

It is the policy of the United Methodist Church of Chugiak to guard and protect our children, youth and vulnerable people from child abuse through a Safe Sanctuaries program by implementing the following procedures.

SAFE SANCTUARIES - UNITED METHODIST CHURCH OF CHUGIAK POLICY AND PROCEDURES ON CARE AND PROTECTION OF CHILDREN, YOUTH AND VULNERABLE PEOPLE

PROCEDURES FOR RECRUITING, SCREENING, AND HIRING STAFF/VOLUNTEERS

Applicability: These procedures are applicable to full time, part time, paid, and unpaid lay workers and volunteers. Local United Methodist churches do not recruit and hire clergy because under the United Methodist system of itinerancy, clergy are appointed to local churches by their Conferences. Screening of clergy will be done by the Alaska Annual Conference.

Position Descriptions: Position descriptions shall be prepared for specific paid positions and for volunteer positions involving childcare and work with children. These position descriptions shall be used in recruiting, hiring, training, and evaluating workers.

All volunteer and paid staff who work with children, youth, and other vulnerable people at UMC of Chugiak will be:

- At least 21 years old for youth group (6th grade-12th grade).
- At least 18 years old for nursery and children's Sunday School (birth -5th grade)
- Between the ages of 14 and 17 for approved youth helpers and workers for the nursery and children's Sunday School.
- At least 5 years older than the oldest child/youth they will be supervising.
- A regular attendee at Chugiak United Methodist Church for at least six months. Rare exceptions may be made in consultation with the pastor in charge for special situations.

All persons wishing to become paid or volunteer workers in positions working with children, youth, and other vulnerable people at Chugiak UMC shall complete:

- 1) Applications: An application form for positions shall be completed and submitted to the SPR Committee.
- 2) Personal References: A personal reference form shall be submitted with applications, providing the names and contact information of three personal references.
- 3) Consent to Criminal Background Check: United Methodist Church of Chugiak requires that all staff members and volunteers working or volunteering in children's or student activities or programming undergo a criminal background check. Depending upon position, differing levels or intensity of background check may be required. Individuals who have committed sexually-oriented or sex-related crimes may not serve in any area providing services to children or minors. In addition, certain other past criminal acts *may* preclude an applicant from serving minors. All people who are subject to this policy will be rescreened every two (2) years. Any person who was screened but, for whatever reason, has been absent from the United Methodist Church of Chugiak community for more than one (1) year and thereafter returns, will be rescreened.
- 4) Interviews: All applicants must be interviewed for suitability for the work they desire to do. Interviews will be conducted by the SPR Committee.

- 5) Sexual Abuse Training: The United Methodist Church of Chugiak requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training with initial training and then every 2 years.
- 6) Covenant: Review UMCC's Safe Sanctuary policies and sign the last page indicating that you have read and understood the material, and agree to comply with our policy requirements.

Maintenance: Unless otherwise stated, procedures, position descriptions and forms shall be prepared and maintained in church files by the Staff Parish Relations Committee (SPRC). Confidential background check information will be stored using a secure, online platform.

PROCEDURES FOR CONGREGATIONAL EDUCATION AND TRAINING

- Initial training: Prior to working in the youth or children's ministry, or any area including other vulnerable people, all persons who work with children, youth or vulnerable people shall be required to attend or watch an annual orientation session provided by the Staff Parish Relations Committee. The orientation will cover the church's Safe Sanctuary procedures, child abuse reporting, and Alaska law regarding child abuse.
- All clergy, paid staff, and volunteers who regularly supervise activities for children, youth and other vulnerable people will complete Sexual Abuse Awareness Training on the Ministry Safe website and pass the quiz. Training and information for other members of the congregation shall be provided by adult Sunday School classes, small group discussions, and/or similar events. The United Methodist Church of Chugiak requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training.
- Continued training: All persons who work with children, youth or vulnerable people shall be required to attend or watch an orientation session provided by the Staff Parish Relations Committee every 2 years. The orientation will cover the church's Safe Sanctuary procedures, child abuse reporting, and Alaska law regarding child abuse. The United Methodist Church of Chugiak requires all staff members and volunteers to complete MinistrySafe's Sexual Abuse Awareness Training every 2 years.
- Orientation for new members: A discussion and written materials on the church's Policy and Procedures for the care and protection of youth, children, and other vulnerable peoples shall be included in the orientation of new members.
- First Aid and CPR Training: The church will provide First Aid and CPR training as needed. This training is mandatory for nursery care providers. All others working with children, youth and vulnerable people are encouraged to complete the training.

MINISTRY SUPERVISION GUIDELINES

The United Methodist Church of Chugiak will follow these guidelines as closely as possible at all times. However, staffing challenges may require modifications.

- "Two-leader rule": No fewer than two adults (5 years older than those supervised) shall be present at all times during any church-sponsored program, event or ministry involving children, youth and vulnerable people, including playground use. Examples include, but are not limited to nursery, Sunday School class, children's church, youth Bible study, and

youth fellowship. The two leaders should not be related. This rule does not prohibit youth under the age of eighteen from assisting with programs for younger children.

If the two-adult rule can not be observed due to staffing challenges, a screened, designated roamer will regularly check on groups with only one adult, or with parental notification, the second caregiver in the nursery may be a youth volunteer, at least 14 years of age and 5 years older than those supervised.

- For overnight events at the church and church-sponsored off-premise activities, at least two screened adults must be present (5 years older than those supervised) at all times. This arrangement must include at least one male and one female if the group is mixed gender.
- Children, youth and other vulnerable people will be checked into and out of a church-sponsored activity by their parent or legal guardian or people authorized by the parent/legal guardian.
- Participants will have access to a telephone or cell phone when groups are at or away from the church facility, whenever possible.
- Activities with children, youth and other vulnerable populations should be accessible by parents or guardians of those participating. Exceptions to this right may be issued at the discretion of church leadership.
- Windows in Classroom Doors: All rooms used for programs for children, youth and other vulnerable persons shall have windows in entry doors or be visible from the hallway, or doors should remain open while the room is occupied. Half doors may be used in lieu of windows. Windows will be kept free of adornments.
- Open-Door Counseling: During any counseling session with children, youth and vulnerable people, the door to the room used shall remain open for the entire session. Two-leader rule suspended, however the pastor, parent or guardian, or another screened adult should be aware of any such interactions.
- Meetings between confirmands and their mentors shall be treated in the same manner as open-door counseling sessions.
- One-on-one interactions with children, youth and other vulnerable people will be with an open door and visible to all. The pastor, parent or guardian, or another screened adult should be aware of any such interactions.
- Advance Notice to Parents and Written Permission: Parents will be given advance notice and full information regarding any event in which their children or youth will participate and will be required to give written permission.
- Accident Reporting: Any time a child, youth or vulnerable person sustains an injury, the parent(s) must be notified immediately. A written report on the accident must be submitted to the church office on the attached Accident Report Form. This is to be given to the parent or guardian along with a verbal explanation. A copy of the accident report form is to be turned in to the Pastor.

BATHROOM POLICY NURSERY:

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

DIAPERING POLICY

- Change diapers on the changing table in the diapering area only.
- Only adults or lead caregivers may change diapers.
- Caregivers must wear provided gloves while changing diapers.
- All children should have their diapers checked and changed as needed.
- Never leave a child unattended on the changing table when changing diapers.
- Always use the safety strap on the changing table.
- Changing of diapers should be done in plain sight of other nursery workers.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- A new disposable changing pad must be used during each diaper change.
- Dirty diapers and changing pads should be disposed of in individual garbage bags.
- Wipe down the changing table surface with a disinfectant wipe after each diaper change and place a new changing pad on the changing table.
- Hands must be washed after diapering.

TOILET TRAINING/TODDLERS:

- No child will be forced to toilet train.
- Only adult caregivers may assist a toddler using the bathroom.
- When children are taken into bathrooms, the door will be left partially open.
- The bathroom door is to remain open while assisting a child in the bathroom.
- Young children will never be left unattended in bathrooms.
- The toilet seat will be wiped down with a disinfecting cloth after each use.
- The caregiver will wash hands and assist the child in washing his or her hands after using the toilet.
- "Accidents" should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from UMCC in the children's area, if the parent has not furnished a clothing change.

BATHROOM POLICY GRADES 1-6

- If you must go into the restroom to check on an individual child, seek out another worker to accompany you. If another worker is not available, go to the exterior bathroom door, knock, and ask if the child needs assistance. Do not enter the restroom.
- If a child requires immediate assistance, leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing his or her toileting activities, while the child remains behind the door of the bathroom stall.
- When a worker is assisting a child, the door must not be locked, and must remain ajar. In general, children should receive the minimum amount of assistance needed based upon their individual capabilities. Encourage children to do all they can for themselves.
- Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.
- Only one child in the restroom at a time, in a single toilet facility.
- Be aware if a student repeatedly asks to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor if it occurs.

BATHROOM POLICY SPECIAL NEEDS

Parents will offer instruction to staff members or volunteers to change the diapers of individuals with special needs. After the age of 4, parents or legal guardians will change the diapers of all individuals with special needs. If someone with special needs requires assistance using the restroom, a special needs volunteer may assist them in the restroom.

BATHROOM POLICY YOUTH

- Be aware if a student repeatedly leaves to use the restroom and stays there for unusual periods of time. Report this behavior to a supervisor.
- In public contexts, send students to use the restroom in groups of more than one, when possible.

DISCIPLINE

It is UMCC's policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by children. When a child is misbehaving, follow these steps:

1. Go to the child and calmly ask him or her to stop the behavior. (Most children respond immediately and correct the behavior.) Give a warning and remind the child of class expectations, and redirect to a positive behavior. Do this individually when possible, try not to single out a specific child in a large group setting. *When working with younger children, some physical redirection may be necessary: for example, removing a toy from the hands of a child who is hitting another.
2. If the child repeats the action, guide them to a quiet place – separate from the other children – for a short but designated period of time. Stay within sight of others, and avoid being alone (or unseen) with the child. Provide the child with a simple, understandable reason for the separation, and a clear explanation of your expectations. ("Terry, you didn't stop hitting Kelly when I asked you to, so it was necessary for me to separate you from the group.")
3. After a 3rd time, refer to a staff member. A staff member may inform a parent or guardian, who may be asked to become involved in redirecting misbehavior.

Uncontrollable or unusual behavior should be reported to the Safe Sanctuary supervisor or pastor.

NEVER...

- Never yell at a child.
- Never grab a child.
- Never threaten a child. Always follow through with your word.

- Never hit a child.
- Never confront a parent in front of others.
- Never openly humiliate a child in front of the class.

BULLYING

Verbal, physical or emotional bullying is not acceptable in UMCC ministry programs. At the first sign of bullying in any form, act decisively, and inform your ministry supervisor. There is no “harmless put-down” where bullying is concerned.

1. *First Offense:* Issue a warning to the child and a general reminder to the group that this kind of interaction is wrong. Try not to embarrass or chastise.
2. *Second Offense:* Pull the offending child(ren) from the group (in a seen or supervised location) and discuss the inappropriate interaction or behavior. Set clear parameters and behavioral goals. Let the child know that the next step is communication with a pastor and the child’s parents. Notify an immediate supervisor of ANY signs of bullying or verbal abuse.

Privately, but with another adult present, confirm that a child who was the target of the bullying behaviors is not in danger of continued harassment and is physically and emotionally stable. DO NOT SINGLE A CHILD OUT IN FRONT OF THE GROUP ... be discreet.

3. *Third Offense:* Send the child to a pastor or ministry supervisor for a phone call (or communication onsite) with his or her parent(s) and possible removal from the activity or event.

TRANSPORTATION

Whenever UMCC transports children, youth or other vulnerable people away from the church campus,

- An adult should never transport a child/youth/other vulnerable person alone.
- Drivers of church vehicles should be approved and covered by the church’s insurance policy.
- Drivers should go through the same screening process as all other paid/volunteer staff.
- Children should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child in transport.
- Staff members and volunteers should avoid physical contact with children while in vehicles.
- No cell phones may be utilized by the driver, unless in an emergency.
- Transport only the number of students for whom you have seatbelts.
- Seatbelts should be worn at all times while in the vehicle.

PHYSICAL CONTACT (CHILDREN):

UMCC is committed to protecting children in its care. To this end, UMCC has implemented a ‘physical contact policy’ which promotes a positive, nurturing environment for our ministries.

The following guidelines are to be carefully followed by anyone working in UMCC's Ministries programs:

- Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children's development, and are generally suitable in the church setting.
- Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Pastor.
- Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- Physical contact and affection should be given only in observable places or when in the presence of other children or children's staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- Do not force physical contact, touch or affection on a reluctant child. A child's preference not to be touched must be respected.
- Children's staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- Any inappropriate behavior or suspected abuse by a staff member or volunteer must be reported immediately to an immediate supervisor or the Pastor.

PHYSICAL CONTACT (YOUTH):

Appropriate touch is needed and encouraged, but it is vital that staff members and volunteer leaders do not blur or cross the lines. In light of this, the following guidelines should be observed:

- Physical contact in any form should be above reproach, for the benefit of the student, and never based upon *your* emotional needs.
- Your personal behavior must foster trust at all times.
- Pat a hand, shoulder or back in an encouraging manner.
- Side hugs: in public view and kept brief. When hugging someone of the opposite gender, hugs should be limited to side-hugs.
- Look for opportunities to give plenty of "high fives" and "fist bumps", unless this makes a student feel uncomfortable.
- Shake hands, or put an arm around the student's shoulder, briefly.

AVOID the following interactions:

- A sexual relationship with a student is never acceptable.

- Never touch a student in sensitive areas (breasts, buttocks, genitals) even if a student has been injured in one of these areas. Never allow casual contact in these areas, under or over clothing.
- No sitting on laps.
- No hand-holding, unless part of a worship/prayer service or a group game.
- Never touch in anger or disgust.
- Never touch in a manner that may be construed as sexually suggestive.
- Avoid touching a student between the navel and the knees.
- Never carry a student piggy-back, or on your shoulders.
- Never kiss a student, or give (or receive) a massage.
- Never place hands beneath a student's clothing to play, rub, or comfort.
- Never tickle, participate in 'horse-play' or wrestle with a student.

INTOXICANTS

Staff members and volunteers are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while in any UMCC facility, while traveling with children, or while working with or supervising children.

TOBACCO USE

UMCC requires staff members and volunteers to abstain from the use or possession of tobacco products in church facilities, while in the presence of children or their parents, or during UMCC activities or programs. UMCC is a tobacco-free facility.

SEXUALLY ORIENTED CONVERSATIONS

Children: Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children, and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

Youth: Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with students and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any student in the program.

However, it is expected that from time to time student ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will convey to the students the church's views on these topics.

Students may have questions/struggles in this area and desire to confide in a trusted adult leader for guidance. Proceed with great caution, teach with sensitivity and from a biblical perspective.

- Avoid discussing anything of a sexual nature with students of the opposite gender.
- If a student's questions or comments on a sexual matter become too detailed or explicit in a group setting, the leader should use discretion and set up another time to meet with

this student. For any follow up meeting: inform a student ministry staff member *first*, comply with the Two Adult Rule OR meet in a public, easily observed location.

- When in doubt as to whether a conversation could be interpreted as a “sexually oriented conversation,” treat the conversation as such and follow this policy. When possible, clarify the question/topic with a Student Ministry Staff Member.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers in Ministries at UMCC are prohibited from possessing any sexually oriented materials (magazines, cards, images, videos, films, etc.) on church property or in the presence of children.

NUDITY

Staff members and volunteers in UMCC’s Ministries should never be nude in the presence of children in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), staff member/volunteer will submit a plan to the Pastor concerning arrangements for showering or changing clothes.

GUIDELINES FOR ELECTRONICS OR MEDIA COMMUNICATIONS:

The use of electronics or media communications may be useful tools in supporting ministries with children, youth, and other vulnerable people. However, in such circumstances, the following requirements shall be met:

- The volunteer or staff person shall never initiate a connection (friending, following, etc) on social media.
- If a student initiates a connection, the child, youth or other vulnerable person’s parent or guardian as well as the pastor in charge shall be notified
- In general, texts should occur in ‘group’ form, whenever possible. Though students will often reply individually, make an effort to text in group form and encourage replies to the group. When possible, ministry leaders should send and receive texts using a ministry-provided device/account.
- Prudent judgment must be used in the timing and content of texts. Do not text before 7am or after 10pm unless the texting occurs as part of a programmed ministry activity.
- Do not share photos and/or videos of a sexual or suggestive nature.
- Avoid discussion of ANY sexual topic via texts.
- If an adult leader received a private text or message from a child, youth or vulnerable adult that seems to be questionable, the adult leader should immediately end the conversation in the virtual space and offer opportunities to have the conversation in person and in compliance with the earlier guidelines for one-on-one conversations. The ministry supervisor and/or parent/guardians should be made aware of the incident immediately.

Note: if an in-person meeting is not possible, those involved will determine the most reasonable alternative in compliance with the earlier guidelines for one-on-one conversations.

- Adult leaders should only post photos on social network sites with prior written permission granted by a parent/guardian. When posted, PHOTOS MUST NOT BE TAGGED with names or location indicators. All photos must be appropriate and in keeping with the spirit of ministry events.
- All in-person protection policies apply to online platform meetings like Zoom, Skype, Messenger and so on. For example, two unrelated adults should be present in the virtual room just as they would be in a physical room.
- An official church account should be established and used for online activities, not a personal account. More than one person will have access to the password for all online church accounts relating to child, youth and vulnerable people activities.
- Communication about online meetings should be shared with parents/guardians as well as with children, youth and other vulnerable adults.
- Adult leaders and participants should use their real names as usernames.
- Attendance of online meetings should be documented.
- All electronics communication shall be documented and retained.
- The use of Snapchat (or other similar applications) with students is not permitted.
- Applications that allow anonymous messaging are not permissible.

MEDICATION

Do not administer medication of any kind to any student while serving in ministry programs, including 'over the counter' drugs. For certain trips or activities (i.e., mission trips, beach/ski retreats), UMCC will bring a medical professional that will dispense appropriate medications consistent with other policies and signed parent permission forms.

COMMUNITY USE OF THE CHURCH FACILITIES:

Whenever UMCC hosts an activity involving children, youth or other vulnerable people from another church or community organization,

- Groups using the church facility will follow Chugiak UMC's Child, Youth and Other Vulnerable People Protections Policies and Procedures.

PROCEDURES FOR REPORTING INCIDENTS OF CHILD ABUSE AND RESPONDING TO ALLEGATIONS OF CHILD ABUSE

Definitions of Child Abuse as defined by the National Committee on Prevention of Child Abuse:

Physical Abuse: Non-accidental injury, which may include beatings, violent shaking, human bites, strangulation, suffocation, poisoning, or burns. The results may be bruises, welts, broken bones, scars, permanent disfigurements, long lasting psychological damage, serious internal, brain damage, or death.

Neglect: The failure to provide a child with basic needs, including food, clothing, education, shelter, and medical care, as well as abandonment and inadequate supervision.

Sexual Abuse: The sexual exploitation of a child by an older person, as in rape, incest, fondling of the genitals, exhibitionism or pornography. It may be done for the sexual gratification of the older person, out of a need for power, or economic reasons.

MANDATORY STATE REPORTING PROCEDURES

Mandatory State Reporting Procedures:

Mandatory child abuse reporting procedures contained in the Alaska Statutes, AS 4j.17.10 and AS 47.17.20, with definitions of statutory terms in AS 47.17.290, are attached and quotes in pertinent parts below. References to “the department” means the Alaska Department of Health and Social Services.

Sec. 47.17.10. Purpose. In order to protect children whose health and well-being may be adversely affected through the infliction, by other than accidental means, of harm through physical injury or neglect, mental injury, sexual abuse, sexual exploitation, or maltreatment, the legislature requires the reporting of these cases to the department. It is not the intent...that persons required to report investigate the suspected child abuse before they make the required report to the department. Reports must be made when there is a reasonable cause to suspect child abuse or neglect in order to make state investigative and social services available in a wider range of cases at an easier point in time...

Section 47.17.20. Persons required to report: (a) The following persons who, in the performance of their occupational duties, have reasonable cause to suspect that a child has suffered harm as a result of child abuse or neglect shall immediately report the harm to the nearest office of the department:

Childcare providers:

-This section does not prohibit the named persons from reporting cases that have come to their attention in their non-occupational capacities, nor does it prohibit any other person from reporting a child's harm that the person has reasonable cause to suspect is a result of child abuse or neglect. These reports shall be made to the nearest office of the department.

Safe Sanctuaries - UMCC October 2022

-If the person making the report of harm under this section cannot reasonably contact the nearest office of the department and immediate action is necessary for the well-being of the child, the person shall make the report to a peace officer. The peace officer shall immediately take action to protect the child and shall, at the earliest opportunities, notify the nearest office of the department.

“Childcare provider” is defined in ALaska Statutes 47.17.290 (3) as “an adult individual, including a foster parent or an employee of an organization, who provides care and supervision to a child for compensation or reimbursement.”

Alaska Statutes 47.17.050, immunity, provides, in pertinent part, that “a person who, in good faith makes a report...Is immune from civil or criminal liability that might otherwise be imposed for making the report...except that a person who knowingly makes an untimely report is not immune from civil or criminal liability based on delay in making the report.”

It appears that the only persons within the church program who are mandatory reporters as defined in the Alaska Statutes are paid nursery care providers. However, it is the policy of the church that any person working with children or youth in a church activity, who has reasonable cause to suspect that an incident of children abuse has occurred in connection with the church activity, shall comply with the above statutory requirements, reporting suspected child abuse immediately to the Alaska Department of Health and Social Services or, if that is not practical, to a peace officer such as a State Trooper or Anchorage Police Officer.

In the event that staff or volunteers observe any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse (physical, emotional, or sexual) it is their responsibility to immediately report their observations to their immediate supervisor or the Pastor.

*NO PERMISSION IS NEEDED from My Church before reporting to law enforcement personnel or the Child Abuse Hotline. **When in doubt, report.***

We report all suspected or alleged abuse or neglect of children to the Alaska Office of Children’s Services Emergency Response Hotline:

1-800-478-4444

Additional Response, Reporting and Notification Procedures: In addition to the above mandatory reporting requirement, any person working with children in a church activity who has reasonable cause to suspect that an incident of child abuse has occurred in connection with the church activity, shall immediately:

- 1) Take any steps necessary to assure the safety of the victim until parents arrive.
- 2) Notify the parents or guardian of the victim immediately. Take any allegations of the victim seriously; do not blame the victim or imply that the victim was responsible for the suspected abuse; and respect the victim’s privacy.

- 3) In connection with mandatory reporting, notify local law enforcement authorities or the Alaska Department of Health and Social Services immediately as required. Cooperate with these authorities.
- 4) Report the incident to the Pastor or the Chairperson of the SPR Committee
- 5) Fill out the church form, "Report of Suspected Incident of Child Abuse."

In addition, the Pastor and the Chairperson of the SPR Committee, shall perform the following actions.

- 1) Notify the Conference District Superintendent immediately, and keep the Conference informed of the matter until it is resolved.
- 2) Notify the church's insurance carrier immediately and cooperate with them as they may request.
- 3) Prepare to respond to any media inquiries by collecting the facts and authorizing a designated spokesperson as the sole person to respond to any questions from the media. Seek legal advice as to how to respond honestly while protecting the victim's confidentiality as appropriate.
- 4) Respond to the suspected abuser with respect but remove him or her from any position involving work with children pending investigation and resolution of the matter. Even if the person is exonerated, consider possible impacts on the congregation before reinstating the person in a position involving work with children.
- 5) Plan and conduct a congregational meeting. The purpose of the meeting will be to inform the congregation of the reported incident of sexual abuse, and to give the congregation an opportunity for discussion and questioning. Provide advanced notice and an appropriate leadership team including a representative of the Conference and a qualified counselor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in United Methodist Church of Chugiak's children, youth and vulnerable adult ministries. This suspension will continue during any investigation by law enforcement or Child Protective agencies.

Any person found to have committed a prohibited act should be prohibited from future participation as a staff member or volunteer in all activities and programming that involves children, students or vulnerable populations at UMCC. If the person is a staff member or employee, such conduct may also result in termination of employment from UMCC.

Failure to report a prohibited act to the designated person is a violation of this policy and grounds for termination (employee) or removal (volunteer). Volunteers who fail to report a prohibited act may be restricted from participation in any activities involving children, students or vulnerable populations at UMCC.

Please sign this form upon your review and turn in to the Staff Parish Relations Committee.

I, _____, acknowledge that I have received and read the policies for the protection of children, youth and vulnerable persons. I agree to abide by these policies.

Signature

Date

UNITED METHODIST CHURCH OF CHUGIAK COVENANT AND ADOPTION

The United Methodist Church of Chugiak's purpose for establishing this Child, Youth and Vulnerable Person Protection Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical well-being, emotional safety, and spiritual growth of all our children, youth and vulnerable people.

We adopt this policy in accordance with the statement we as a congregation make at each baptism - that we will "nurture children and youth in the Christian faith and life and include them in our care." With this policy, we renew our baptismal pledge to "live according to the example of Christ" and surround children, youth and other vulnerable people with a "community of love and forgiveness, that they may grow in their trust of God, and be thus confirmed and strengthened in the way that leads to life eternal" (Baptismal Covenant II, *United Methodist Book of Worship*, page 96).

This policy coordinates and supersedes the previous policies used by the United Methodist Church of Chugiak.

As a Christian community of faith and a United Methodist congregation, we are committed to conduct the ministry of the gospel in ways that assure the safety and spiritual growth of all our children, youth, and vulnerable people. By this policy and its accompanying procedures, we implement prudent operational procedures in all programs and events.

CONCLUSION

In all our ministries with children, youth and vulnerable people, United Methodist Church of Chugiak is committed to demonstrating the love of Jesus Christ so that each of God's children here will be "surrounded by steadfast love, established in the faith, and confirmed and strengthened in the way that lead to life eternal" ("Baptismal Covenant 11, *United Methodist Hymnal*, page 44).

This Child, Youth, and Other Vulnerable People Protection Policy is adopted by the action of the

United Methodist Church of Chugiak this _____ day of _____,
_____.

Appointed clergy and/or supply pastor(s): _____

Chair, Staff Parish Relations Committee: _____

Chair, Church Council: _____

Attach:

Abuse Reporting Form
Personal reference form
Photo permission form

United Methodist Church of Chugiak
Nursery Handbook
Revised October 2022

MISSION

Our mission is to provide a safe, clean, and nurturing place for young children while their parents worship. The nursery strives to provide the finest child care available in a stimulating environment that directs children's play activities, fosters sharing behavior, and provides guidance and redirection when needed.

The hours for the nursery on Sunday are from 15 minutes before church or Sunday school until 15 minutes after the church service. Special events requiring nursery care will be scheduled by the church office. The nursery is available to children 6 years old and younger.

QUALIFICATIONS FOR NURSERY CAREGIVERS

The nursery staff is comprised of two categories of caregivers. There are paid adult/youth staff, and adult/youth volunteers. There must be at least two unrelated caregivers present at all times who have completed the Safe Sanctuary training.

Paid **Adult** Staff must:

- Be at least 18 years of age
- Interview with a Staff Parish Relations Committee representative
- Meet the Safe Sanctuary requirements
- Complete training by a Staff Parish Relations Committee representative prior to first shift
- Be current in First Aid and CPR training

Paid **Youth** Staff must:

- Be between 11 and 17 years of age
- Interview with a Staff Parish Relations Committee representative
- Meet the Safe Sanctuary requirements
- Complete training by a Staff Parish Relations Committee representative prior to first shift
- Be current in First Aid and CPR training

Adult Volunteer must:

- Be at least 18 years old
- Interview with a Staff Parish Relations Committee representative
- Meet the Safe Sanctuary requirements
- Complete training by a Staff Parish Relations Committee representative prior to first shift
- Preferred to have attended UMCC for a minimum of six months

Youth Volunteer

- Between the ages of 11 and 17 years of age
- Interview with a Staff Parish Relations Committee representative
- Complete training by a Staff Parish Relations Committee representative prior to first shift

- Preferred to have attended UMCC for a minimum of six months
- Youth volunteers are always scheduled with 2 other caregivers

Head Caregiver: Head caregiver is in charge of all nursery activities.

Responsible Adult: A Responsible Adult must be present in the nursery at all times when children are present. The Responsible Adult must be over 18. The Responsible Adult (usually head caregiver) is in charge on a particular day. The Responsible Adult can be a paid staff member or an adult volunteer.

Childcare Guidelines

- **Follow all United Methodist Church of Chugiak's Safe Sanctuary policies, including supervision ("Two-leader rule"), bathroom policies, diapering policies, etc.**
- Behavior and conversations of childcare providers must uphold values and beliefs of the United Methodist Church of Chugiak and be appropriate for the church setting
- Volunteers and staff are not allowed to have guests when working in the nursery
- Provide loving care and attention to each child. Redirect as needed.
- If a child is inconsolable, page the parents.
- Change diapers according to the diaper policy.
- If a child becomes ill, immediately page the parents.
- Cell phones will be used for emergency purposes only. Sending or receiving text messages, internet use, and phone calls will not be permitted while caring for children.
- Never leave a child alone.
- No roughhousing with the children.
- Attention is to be on the children, not socializing.
- An adult caregiver will handle diapering, toileting, and administering any bottles.
- If at any time the nursery has an attendance that exceeds the approved ratio* or a safe limit**, the adult or lead caregiver may choose to do the following:
 - a. Request the assistance of additional approved caregivers.
 - b. Stop admitting children to the nursery and explain the situation to the parent.

*The nursery uses a minimum of 2 approved caregivers per 6 infants and 2 approved caregivers per 10 toddlers.

**There are no official building codes that specify room capacity. A decision must be made based on the safety, activity level, and the age range of the children.

NURSERY PROCEDURES

Room Setup

- Be on time when scheduled.
- Set up pagers and sign-in sheet for parents. Include date, names of workers, and event on each sign-in sheet.
- Scan the room for safety hazards and remove potential problem items. Notify church office staff and Trustees immediately of any potential hazards or needed repairs.

- Be sure the changing table is clean, set up, and is adequately supplied for changing diapers.

General Procedures

- Each child must have a registration form filled out by a parent or guardian. This form will be updated annually at the beginning of each new Sunday school year. Completed registration forms will be placed in the red emergency notebook.
- Caregivers will assist parents in completing the sign-in sheet and look for allergies and special concerns. If a child has any food allergies or special concerns, all staff and volunteers working with that child must be notified.
- Pagers will be provided as needed if a cell phone is not available to contact parents.
- Parents must label all belongings (bottle, diaper bag, etc).
- Snacks will not be provided for the children. Parents may provide a snack for their child. Due to potential allergies, certain snacks may not be allowed. **Parents must notify nursery staff about their child's allergies.**
- Bottles and sippy cups will be allowed only if they are brought from home. They must be properly labeled and placed inside a closed diaper bag. Beverages will only be allowed under constant supervision. The caregivers must wash their hands before giving a child a drink or bottle. Children will not be allowed to carry drinks around the room. Only adult caregivers may administer bottle feedings.
- Parents are welcome in the nursery for a brief time to help their child adjust.

Dismissal and Clean Up

- The Responsible Adult will dismiss the child to the parent.
- Do not release any child to a sibling without prior parent permission.
- Remain in the nursery until all the children have been picked up.
- Clean and straighten the room. Wash any mouthed toys and set out to dry.
- Collect all pagers. Lock nursery doors when leaving.

WELL CHILD POLICY

Parents are requested not to make use of the nursery if their child is not feeling well. It is at the discretion of the head nursery caregiver to determine whether or not a sick child may be left in the nursery. A child exhibiting any of the following symptoms within the last 48 hours will not be allowed to stay in the nursery:

- Fever
- Vomiting
- Diarrhea
- Excessive coughing
- Green or yellow discharge from nose or eyes
- Rash of unknown origin
- Any communicable disease

Medications will not be administered by the nursery staff or volunteers.

DIAPERING PROCEDURE

- Change diapers on the changing table in the diapering area only.
- Only adults or lead caregivers may change diapers.
- Caregivers must wear provided gloves while changing diapers.
- All children should have their diapers checked and changed as needed.
- Never leave a child unattended on the changing table when changing diapers.
- Always use the safety strap on the changing table.
- Changing of diapers should be done in plain sight of other nursery workers.
- Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- A new disposable changing pad must be used during each diaper change.
- Dirty diapers and changing pads should be disposed of in individual garbage bags.
- Wipe down the changing table surface with a disinfectant wipe after each diaper change and place a new changing pad on the changing table.
- Hands must be washed after diapering.

Toilet trained toddlers:

- Only adult caregivers may assist a toddler using the bathroom.
- The toilet seat will be wiped down with a disinfecting cloth after each use.
- The caregiver will wash hands and assist the child in washing his or her hands after using the toilet.
- The bathroom door is to remain open while assisting a child in the bathroom.
- Young children will never be left unattended in bathrooms.
- “Accidents” should be handled by reassuring the child and completing the changing of diapers or underwear and clothing. Extra clothing and diapers are available from UMCC in the children’s area, if the parent has not furnished a clothing change.

NURSERY EQUIPMENT

The nursery will gladly accept donations of diapers, wipes, disinfecting wipes and kleenex. We are unable to accept donations of toys or equipment unless approved by the SPRC.

Safety belts should be used in swings, bouncy seats, the changing table, and infant carriers/car seats when a child is using them. Never place a child in an infant seat on an elevated surface from which the child could fall. If handing a child in an infant carrier to a parent, the caregiver must ensure the safety belt is buckled prior to lifting the child.

All toys in the nursery should be in good repair and able to be disinfected.

Toys that are not allowed in the nursery:

- Stuffed animals
- Fabric toys
- Riding toys
- Rocking toys
- Toys with small parts

- Toys that can be harmful if thrown (e.g. wooden blocks)

EMERGENCY PROCEDURES

If any emergency, such as a fire, endangers the health or safety of the children, the nursery staff is authorized to evacuate the nursery. A notebook containing nursery registration forms for each child will be taken with the children leaving the nursery. Evaluation routes will be posted so that parents will know where to find their children.

INJURIES IN THE NURSERY

- Any time a child sustains an injury, the parent(s) must be notified immediately.
- A written report on the accident must be submitted to the church office on the attached Accident Report form. This is to be given to the parent or guardian, along with a verbal explanation. If a youth volunteer witnessed the injury, the Responsible Adult should assist the youth volunteer to fill out the Accident Report form.
- A copy of the Accident Report form is to be turned in to the UMCC office and the pastor should be notified.
- A first aid kit is located in the bathroom of the nursery for minor problems.

SPECIAL EVENTS

When the nursery is used for an event other than Sunday services, the same policies and procedures are followed. To arrange nursery care with appropriate staffing, the requested group will supply the church office with the following information: date, time, and expected number of children. The requesting group will be responsible for reimbursing the church for the cost of the nursery staff and sending a confirmation email to the church office. Staffing will be arranged by the church, not the requesting group.

Add:
Nursery registration form