



CHURCH OF THE

Good Shepherd

C.A.R.E.

(Children and Adults in a Responsible Environment)

Child Safeguarding Policy, Procedures, Code of Conduct

Effective Date: April 2026

Church of the Good Shepherd

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Child Safeguarding Policy & Procedures

I. Purpose

Church of the Good Shepherd (CGS) is committed to protecting the vulnerable, caring for survivors of abuse, and holding those who abuse power accountable for sexual, physical or spiritual misconduct; to educating our leadership, staff and members relating to such matters; and to establishing reporting and response procedures relating to these issues for minors (and vulnerable adults). This Policy is adopted in order to implement those purposes.

II. Vision

Consistent with CGS's purpose to embody and preview the Kingdom of God, our church seeks to reflect Christ's love, humility, refuge and justice, particularly for the most vulnerable:

The Spirit of the Lord is upon me, because the Lord has anointed me to bring good news to the poor; he has sent me to bind up the brokenhearted, to proclaim liberty to the captives, and the opening of the prison to those who are bound; to proclaim the year of the Lord's favor, and the day of vengeance of our God; to comfort all who mourn... Isaiah 61:1-3

We acknowledge that sin can come from within our body and that that power can be abused in such a way that individuals experience sexual, physical or spiritual abuse and misconduct. The Gospel and our call to love one another requires that we take abuse and misconduct seriously and that we bring light to areas of darkness. We are also called to be a community that seeks healing, ensures justice, pays special attention to vulnerable people and exercises authority with care. Power differentials can make it dangerous for a victim to approach an abuser alone regarding abuse or misconduct. Under those circumstances, we acknowledge that members will follow the procedures set forth in this Policy. To assure that CGS remains a safe place for all persons, especially those who are vulnerable, we have adopted the following **Child Safeguarding Policy and Procedures**.

III. Definition of Terms

- **Church** is defined as Church of the Good Shepherd.
- **Child, student or minor** is defined as an individual under the age of 18, or still in high school.
- **Employee** is defined as an individual who is paid by CGS on a full or part-time basis or as an independent contractor.
- **Member** is defined as any person who has publicly and formally agreed to CGS's membership criteria and who has been voted into membership by the Session.
- **Ministry Director** is defined as any person who is directly responsible for an area of ministry at CGS (music ministry, children's ministry, youth ministry, etc.) or, as applicable, the person's supervisor.
- **Officer** is defined as any elder or deacon of CGS.
- **Session** is defined as the body of elected elders (both teaching and ruling) of CGS.
- **Visitor** is defined as any person who attends a CGS church service or other church event who is not a member.
- **Volunteer** is defined as any Officer, Member or Visitor who is serving in a non-paid position for purposes of supporting CGS, such as kitchen crew, coffee team, welcome team, Sunday School or SMC teachers, Communion servers, or any other leader, convenor, teacher, host or facilitator of any CGS program or event.
- **Vulnerable Adult** is defined as an individual age 18 or older who has the functional, mental, or physical inability to care for

themselves.

- **Child abuse** is defined as any action (or lack of action) which endangers or harms a child's physical, psychological, or emotional health and development. Child abuse occurs in different ways and includes the following:
 - **Physical abuse:** any physical injury to a minor which is not accidental, such as beating, shaking, burning, biting.
 - **Emotional abuse:** a pattern of controlling behavior such as constant criticism, belittling, threatening, persistent teasing, bullying, shaming, insulting degrading, intimidating or humiliating.
 - **Sexual abuse:** problematic sexual behavior between a minor and an adult or two minors of significantly different ages; Including activities such as fondling, exhibitionism, intercourse, incest, pornography. Other forms of sexual abuse can include verbal comments, exposure to pornographic materials, obscene phone calls or other electronic communication (including "sexting"), allowing minors to witness sexual activity.

IV. Child Safeguarding Policy

- a. In order to prevent child abuse or neglect, CGS addresses child safety through appropriate screening, training, and supervision of employees and volunteers participating in activities involving children and students. (See Selection and Screening Process Below.)
- b. CGS will not knowingly allow anyone who has been convicted of child abuse to participate in Children's Ministry or Student Ministry, either as a staff member or volunteer.
- c. This CGS Child Safeguarding Policy will be utilized in determining appropriate administrative actions for anyone accused of, or found to have, committed child abuse or neglect.
- d. If CGS is asked for a reference for anyone whose service or membership was terminated due to a violation of our Code of Conduct, CGS will disclose the reasons for termination. Further, if CGS becomes aware that a former employee or volunteer of CGS who was dismissed becomes employed by or volunteers to work with children or youth in another organization, CGS will generally seek legal counsel on our duty to make that organization aware of the reasons for CGS's termination of employment of the individual.
- e. Failure to follow the **Child Safeguarding Policy** and the **Code of Conduct** will result in disciplinary action, including termination of employment for staff.
- f. Volunteers who are members of CGS are subject to church discipline by the Session in accordance with the *Book of Church Order of the Presbyterian Church in America*. Non-member volunteers will have their volunteer roles and responsibilities terminated.
- g. If a staff member is found to have seriously or intentionally violated the Code of Conduct or willfully harmed a child, the individual will not be permitted to resign voluntarily but will have their employment

terminated.

- h. If credible evidence later shows that a former CGS employee committed child abuse while employed at CGS, this finding will be documented in their personnel file and they will be ineligible for rehire.
- i. All CGS staff and volunteers must **comply with North Carolina mandated reporting laws** and follow the **CGS Reporting Protocol**.

V. Selection and Screening Process

Church of the Good Shepherd believes that appropriate personal relationships between adult employees or volunteers and minors of the church foster the community of Christ. Preventive measures include screening, training, and supervision of all Employees and volunteers and a commitment to eliminating opportunities for abuse within church programs and church-sponsored events. This screening includes, but is not limited to, the following:

- **Application:** CGS will request an application, conduct a personal interview, and/or ask for references for any prospective Volunteer or Employee. Volunteers working with minors must also adhere to all supplemental policies relating to the safety of minors.
- **Background Checks:** CGS will run background checks on all adult volunteers that serve in kids ministry and/or student ministry. This background check will be used to verify background information and credentials, obtain criminal history, check the sex offender registry and run a social security number verification. A background check will be run every three years.
- **Media Searches:** Ministry Leaders of minors will search the internet and social media for concerning information that would raise questions on whether or not the recruit would be a good fit for this position.

- **Exception:** If there are last minute volunteers who have not been screened, they will be approved by the Ministry Leader for the event or area where the volunteer is needed and will be placed with a volunteer or staff member who has been screened and has had a background check. At no point will an unscreened volunteer be alone with a child. If they continue to serve, they will be subjected to the review process at the earliest convenient time.

VI. Minor Employees/Volunteers

Employees/volunteers, who are themselves under age 18, are a valuable resource in the care and nurture of our covenant children. The following guidelines apply:

- Volunteers/employees must be at least 12 years old. Volunteers under the age of 12 may be permitted to serve alongside a parent/legal guardian.
- Minor employees/volunteers shall be screened and trained as specified above with the exception that a background check is not required.
- Minor employees/volunteers must gain consent from parent/legal guardian prior to serving.

VII. Training

- All Employees and Volunteers must be familiar with this Policy. Within a reasonable time period following the date of employment by Employees, or following the date of formal engagement by Volunteers, all who have not been previously trained will participate in mandatory abuse and misconduct awareness, prevention and response training. This training will include a review of this policy, reporting and response procedures and how to recognize abuse and misconduct.
- CGS Ministry Leaders and/or Session members will provide regular training opportunities for new Volunteers and Employees and will review this Policy and protocols as needed.

- Documentation of participation in training events offered at CGS will be maintained in the administrative offices of either Ministry Leaders and/or pastoral staff.

VIII. Code of Conduct

Church of the Good Shepherd has zero tolerance for abuse in its programs and ministry activities. It is the responsibility of every employee and volunteer in children's and student ministries to act in the best interest of all minors in every program. The following requirements are applicable to all employees and volunteers who have contact with minors participating in any program at the church or a church-sponsored event. If an unsafe condition exists, they shall immediately take appropriate precautions to protect all minors.

A. Two-deep leadership:

- Every formal care situation at CGS must have at least two leaders present for each group of minors.
- Do not be alone in a room with a child that is not your own. (Find a public, high-visibility place to talk. Keep a record of the interaction or tell a supervisor if a one-on-one meeting occurs.)
- All appropriate touch must be observable and welcome.

B. Overnight procedures (youth):

- CGS overnight activities require parent or legal guardian consent through event registration. At least two employees or volunteers must be present, with a minimum ratio of one adult to nine minors.
- For co-ed overnights, both male and female employees or volunteers must be present. For single-gender overnights, at least two same-sex employees or volunteers must be present.
- Whenever possible, CGS will provide two employees or volunteers per living space during overnight events. If this is not possible, parents will be notified of the arrangements as soon as possible.

C. Beyond formal situations: Be alert to one-on-one adult/minor interactions during the following less-structured situations. Most abuse occurs during unstructured times. If you see anything of concern, use the form to report it. Take action to avoid being alone in these situations.

- Hallways
- Before and after church
- Parking lots
- Small groups/homes
- Restaurants

D. No confidentiality: Employees and volunteers can never promise complete confidentiality to a minor. Employees and volunteers must report concerns regarding child safety.

E. Digital privacy: Inappropriate use of cameras, imaging, or digital devices is prohibited. No images may be taken in any area where privacy is expected by participants, especially minors. Employees and volunteers should not post images of minors on the internet except in accordance with the CGS Media Policy. Read the [CGS Media Policy](#) (Appendix I).

F. Hazing and bullying: Physical hazing and initiations are prohibited. Bullying is prohibited and includes verbal, physical and cyber bullying.

G. Controlled substances: The use of tobacco, alcohol, drugs, e-cigarettes/vaping, and/or mind-altering substances in the presence of minors or the provision of such substances to minors is prohibited.

H. Bathroom Procedures

- Two leaders should accompany children to the bathroom if there is not a bathroom in the classroom. Do not go inside the bathroom with the children. Wait in the hallway.
- If a child needs restroom help (potty training), do not enter

the bathroom stall with them. Get the parent or guardian to help.

I. Physical and Non-physical Contact

- 1. Limited Physical Contact:** Limited physical contact with minors, such as a pat on the back or on the head, or a handshake, is permissible *only if it is welcomed by the minor* and within sight of others. Touching hands, faces, shoulders and arms, placing an arm around the shoulders, sitting beside minors, holding hands during prayer, and high fives are appropriate but should also be stopped immediately upon request of the minor.
- 2. Gift Giving:** Accepting and giving gifts from/to minors is permissible when appropriate but is discouraged as a frequent practice. Employees and volunteers should use the concern report for any gifts they receive that seem inappropriately given or if they observe an adult give gifts that seem inappropriately given. *Be alert for favoritism and submit a concern form.*
- 3. Close emotional relationships:** Employees and volunteers need to avoid developing close emotional relationships with minors of either sex outside of the scope of a healthy biblical mentoring relationship and are expected to exercise extreme caution in their relationships with minors. (Dating is prohibited, see below.)

J. Prohibited Contact by Employees or Volunteers

- 1. Sexual Abuse:** Any physical contact between an employee/volunteer and a minor that would provide, or is intended to provide, any form of sexual gratification.
- 2. Inappropriate Physical Contact:** Physical contact between an employee/volunteer and a minor such as giving massages, kissing, prolonged embracing, etc.

3. Physical Abuse: Striking, shaking, slapping or other violent behaviors.

4. Emotional Abuse: Yelling, shaming, insulting, or humiliating.

5. Pornography: Showing minors images or videos that are pornographic is prohibited. Accidental viewing of pornography when in the presence of minors should be reported to the ministry area supervisor immediately. The creation or collection of pornographic images or videos of minors (i.e. sexting) is prohibited.

6. Dating: At no time shall any employee or volunteer pursue or participate in a dating relationship with a minor or any person who is a student in high school or younger.

Reporting responsibility: All employees and volunteers are responsible for immediately documenting concerns and communicating with Pastoral Staff or Ministry Directors. If abuse, reporting is mandatory and should be done swiftly. {See sections IX. and X. for more information.}

M. Discipline

No form of punishment that involves pain, verbal harm, or physical discomfort is ever allowable as discipline. Minors may be restrained if they are in danger of hurting themselves or others. Disruptive minors may be removed from the group, when necessary, with appropriate two-deep supervision. Redirection and patience are essential in a high-energy situation. Ask for help from the supervisor on duty if you need it.

N. Transportation Procedures

1. Driver Requirements: Drivers must have a valid driver's license, follow all driving laws and restrictions, and carry proof of insurance meeting the requirements of the state where the vehicle is registered and used. (See Appendix E.)

2. Approved Drivers: Whenever possible, screened adults will transport minors. If unscreened parents or students must drive, parental consent must be obtained in advance.

3. Transportation Guidelines:

- Parent Notification--Parents must be informed if their child will be transported by a screened CGS employee or volunteer.
- Unexpected Transportation--If transportation becomes necessary unexpectedly, a staff member or volunteer must speak directly with the parent. A phone call is required unless the parent can only be reached by other means.
- Carpooling--For some events, parents or students may drive and carpool. Parents will be notified in advance.
- One-on-One Transportation--Drivers should avoid being alone with a minor of the opposite sex unless a parent or guardian gives explicit permission. If one driver transports one student, parents must be informed, and they must be notified when the student arrives if no in-person handoff occurs.
- Emergency Exception--These guidelines may only be bypassed in life-threatening emergencies, and the situation must be reported to a supervisor immediately using the "concerns" form.

4. Driver Documentation

Employees or volunteers transporting minors must complete a Driver Approval Form (Appendix E) verifying a valid license and proof of insurance, which will be kept on file with the Ministry Director.

IX. Reporting Abuse or Suspected Abuse

Response Plan for abuse or suspected abuse of a minor/vulnerable adult: North Carolina is a mandatory reporting state. The law is below. Reporting to CPS and/or law enforcement is required for situations that include a disclosure of abuse (child/vulnerable adult tells someone), observing abuse, clear evidence (sexual messages or images), reasonable suspicion.

Reporting Obligation North Carolina General Statute, Section 7B-301 provides the following:

"(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number.

Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor."

1. Report the abuse of a minor/vulnerable adult **(as stated above we must comply with the law to report abuse/suspected abuse)**
***Call the Department of Social Services for the County in Which the Abuse occurred (Durham if at CGS) and/or Law Enforcement.** *If you would like help in making the phone call, immediately ask a ministry director or other church staff leader to help you do so. (See Appendix F)
2. Fill out a reporting form for church records after making the call(s). (Reporting forms are located at the desk in the Children's Ministry check-in *and* on the shelf near the front office). (See Appendix B)
 - a. The parent(s) or legal guardian(s) of the minor(s) shall be notified **ONLY IF** they are not alleged/suspected to be involved.
 - b. If the person alleged to be the perpetrator of the abuse is an employee/volunteer, they will immediately be

placed on leave from working at CGS pending an investigation.

- c. If the alleged abuse involves an ordained pastor employed by the church, the Eastern Carolina Presbytery will be notified, and the Stated Clerk's office will be made aware of the situation. If the allegation of abuse involves an officer of the church, the Session will be notified.

3. The church will cooperate fully with any investigation of the incident by state or local authorities.

4. One person will be selected by the Senior Pastor or the Session to act as the official spokesperson for the church. The spokesperson will be available to the media to answer questions and describe the Child Safeguarding Policy, contact an attorney, and the church's insurance company.

5. In the event of a breach of either the CGS Child Safeguarding Policy or the Code of Conduct, the Session may create an ad hoc team, comprised of both men and women, with the expressed goal of coming alongside to help provide resources for counseling, or other aid to both the victims and alleged abuser.

6. All reports of child abuse or neglect shall be treated with the utmost discretion, to the extent that such is possible. The identity of the victim or the accused person is not to be disclosed except as required by law or with the consent of the person involved or that person's parent or legal guardian.

Given the long history of victims of sexual abuse not being believed, the church will take all appropriate steps for the protection and support of the alleged victim. The church will use prudence to determine what steps to take for the further protection of all persons involved, especially minors/vulnerable adults.

X. Reporting a Concern or Policy Violation (not abuse)

Response Plan for a Concern/Policy Violation: A concern/policy violation is something that appears to be in violation of the Code of Conduct but is not observed/suspected abuse as defined above. An example would be, seeing an adult alone with a child that is not their own, in a secluded location such as a darkened hallway away from others.

1. Fill out a Concern Form (located at the desk in the Children's Ministry check-in and on the shelf near the front office.) (See Appendix C)
2. Return the form as soon as possible to the tray labeled "Concerns and Reports" also located at the desk in the Children's Ministry check-in and on the shelf near the front office.
3. Speak with any member of pastoral staff or ministry director to let them know you filled out a concern form.
4. Expect to hear from someone to discuss your observations.
5. Remember that filling out this form helps to keep our children and vulnerable adults safe. Don't doubt your observations. Better to report a concern that turns out to be innocent than keep it to yourself and regret it later. Having a system like this in place discourages bad faith actors from ever committing abuse.

XI. Amending the Child Safeguarding Policy

In cases where the Child Safeguarding Policy requires change, a submission of proposed changes will be made to the Session of Church of the Good Shepherd and approved by the Session before the changes take effect.



CHURCH OF THE
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APPENDIX A:

Code of Conduct Acknowledgement Form

I acknowledge that I have read and agree to follow the Church of the Good Shepherd Code of Conduct. I have read and agree to abide by all of the Church of the Good Shepherd Safeguarding Policies and Procedures and Reporting Protocol in particular. In addition, I will read and comply with any future updates to any and all of our child protection documents.

I confirm that I have not been accused of, been investigated for, or prosecuted for instances involving any form of abuse.

I agree not to engage in any such behaviors.

I further agree that as an individual who has engendered trust from a child, I will not tolerate physical, emotional or sexual child abuse, neglect or sexual misconduct. I will immediately report my concerns appropriately.

I understand the importance of accountability to the other adults who work with children. Therefore, I give my permission for anyone who observes an inappropriate or questionable interaction between me and a child to speak to me or a member of pastoral staff/ministry director, regarding their observation. I will not take offense when approached by someone with concerns about my interaction, because I understand that the protection of each child must be my first priority.

I agree to immediately report to the appropriate leadership any reasonable suspicion of or disclosure of inappropriate behavior between an adult and a minor or between two minors when one has power over the other by virtue of age or physical abilities, in accordance with our Reporting Protocol.

Name (Print and sign)

Date

Position

Pastoral Staff/Ministry Director's Signature

Appendix B:

Child Protection and Abuse Prevention Report Form

This form can be requested from any member of pastoral staff/ministry director and can also be found at the Children's Ministry check-in desk and the shelf near the office lobby. You can also email this information to reporting@cgsonline.org.

This form is submitted AFTER making the call to the authorities. If you want help making the call, ask any member of Pastoral Staff or a Ministry Director for support.

If you witnessed abuse occur by any adult at Church of the Good Shepherd, **stop** and make the call to Durham County Child Protective Services:

Hotline number during normal business hours M-F, 8:30 am-5:30 pm is (919) 560-8424.

After-hours and weekends, call the Durham County non-emergency number and ask for the social worker on-call (919) 560-4600.

If abuse was disclosed the report will be made in the county in which the abuse occurred. If you are confused, call the Durham County non-emergency number (919) 560-4600 or 911 and ask for help.

Abuse Reporting Options:

1. Disclosure (told you about abuse) 2. Observation (you witnessed abuse)

Reporter filling out this form (your name)

Name(printed)

Name(signed)

Phone:

Email:

Victim Information (if known):

Victim's Name:_____

Date of birth:_____

School Grade:_____

Name of Pastoral Staff or Ministry Director Helping You Report (if any):

1. If this was a **Disclosure of Child Abuse** (communicated to you but not observed by you), please fill out the information below:

Date, time, location of the disclosure:

How did you receive the disclosure (verbally, text message, etc.):

Provide the victim's statement if you received a disclosure--as best as you remember, use the exact words the child said or communicated; continue on additional paper if necessary. If the child communicated electronically, please provide a copy of the communication. DO NOT INTERROGATE OR QUESTION THE CHILD, professional therapists will ask questions later.

*Reporting Obligation North Carolina General Statute, Section 7B-301 is printed at the end of this form for your reference.

Name of person accused of the abuse (if known; if unknown, still report to authorities, CPS will investigate):

Relationship of accused to victim, if known--employee, volunteer, family member, other (specify):

Do NOT ATTEMPT to contact the alleged perpetrator
Allow the authorities to investigate.

2. If this was an **Observation or Suspicion of Child Abuse**:

Name of the accused / alleged perpetrator:

How is this person engaged in ministry at CGS: (paid staff, volunteer, family member, other-specify if known):

Is the person related to the child? If yes, how so?

Describe in detail the behavior you observed or the violation of *Reporting Obligation North Carolina General Statute, Section 7B-301 that causes your suspicion (statute printed below). Continue on additional paper if necessary.

***Reporting Obligation North Carolina General Statute, Section 7B-301 provides the following:**

"(a) Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B-101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found. The report may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number.

Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as a result of maltreatment.

(b) Any person or institution who knowingly or wantonly fails to report the case of a juvenile as required by subsection (a) of this section, or who knowingly or wantonly prevents another person from making a report as required by subsection (a) of this section, is guilty of a Class 1 misdemeanor."

What happens now?

1. Turn in this form to the tray near the office on the shelf in the hallway OR email this information to reporting@cgsonline.org OR personally deliver to a member of pastoral staff/ministry director.
2. Speak to a member of pastoral staff/ministry director if you have not yet done so.
3. This report will be scanned and sent automatically to the following: Senior Pastor, Women's Ministry Director, Children's Ministry Director, and the Staff Resource Committee (comprised of both male elders and women). The purpose is to ensure that all reports are responded to immediately and thoroughly with accountability. If any of the above are involved in the abuse or have a relationship with any party, they are recused from further involvement until the investigation is complete.

Report Information: FOR OFFICE USE ONLY

Name of person receiving Report (if paper form): _____

Signature of person receiving Report: _____

Position held at the church: _____

Date of this Report: _____

Appendix C:

Form to report a Concern or Policy Violation

This form can be requested from any member of pastoral staff/ministry director and can also be found at the Children's Ministry check-in desk and the shelf near the office lobby. You can also email this information to reporting@cgsonline.org.

This form is submitted if you feel concerned about an adult's behavior with respect to the Child Safeguarding Policy Code of Conduct. Please always be on the side of protecting the child rather than concern for the adult.

Reporting a violation of the Child Safeguarding Policy Code of Conduct:

Reporter filling out this form (your name)

Name(printed)

Name(signed)

Phone:

Email:

Name of person about which you have a concern:

Who did you see them in contact with:

Please describe the occurrence(s) that you noticed were potentially in violation of our Child Safeguarding Code of Conduct as you understand it:

Is this person engaged in ministry at CGS: (paid staff, volunteer, family member, other-specify if known)?

Did you confront or mention to the adult that our Code of Conduct has guidance for their behavior? If yes, please describe their response in the space? If not, this person will be spoken to by a member of the Child Safeguarding Team who also receives

these forms and is made up of the Senior Pastor, Women's Ministry Director, Children's Ministry Director, and Staff Relations Committee. That person will follow up with you after that conversation occurs. There is no pressure to confront the person yourself unless you feel comfortable doing so.

What happens now?

4. Turn in this form to the tray near the office on the shelf in the hallway OR email this information to reporting@cgsonline.org OR personally deliver to a member of pastoral staff/ministry director.
5. Speak to a member of pastoral staff/ministry director if you have not yet done so.
6. This report will be scanned and sent automatically to the following: Senior Pastor, Women's Ministry Director, Children's Ministry Director, and the Staff Resource Committee (comprised of both male elders and women). The purpose is to ensure that all reports are responded to immediately and thoroughly with accountability. If any of the above are involved in the abuse or have a relationship with any party, they are recused from further involvement until the investigation is complete.
7. You can expect to hear back from a member of the Child Safeguarding Team as listed above, after a conversation has occurred with the person in violation of the Code of Conduct. Thank you for keeping our children and vulnerable adults safe!

Report Information: FOR OFFICE USE ONLY

Name of person receiving Report (if paper form): _____

Signature of person receiving Report: _____

Position held at the church: _____

Date of this Report: _____



Appendix D: Background Check Approval Form

In connection with your volunteer or paid position in Nursery, Children's and/or Youth Ministry with [Church of the Good Shepherd aka "the Church"), notice is hereby given that a consumer report and/or investigative consumer report will be obtained from a consumer reporting agency. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. The reports may also contain information about you relating to your criminal history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Church and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry's privacy practices, see www.protectmyministry.com. The scope of this notice and below authorization is not limited to the present and, if you are hired or accepted for volunteer service, will continue throughout the course of your employment and/or volunteer tenure and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Church at any time after receipt of this authorization and throughout the course of my employment or volunteer service, if applicable.

Name: _____

Signature: _____

Date: _____

Last 4 Digits of SSN: _____



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Applicant Data Collection Form

Background Check Personal Information Church of the Good Shepherd

Today's Date: _____

Name: (first) _____ (middle) _____

(last) _____

Please list other names used (including maiden name if applicable):

Date of birth: (month) _____ (day) _____ (year) _____

Home Address: (street) _____

City _____ County _____ State _____ Zip _____

SSN _____

Driver's License # or State ID # _____

State Issued: _____

Email address:



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Appendix E:

Driver Approval Form

Name: _____ Date: _____

Phone: _____

Address: _____

City: _____ Zip: _____

Date of birth: _____

DRIVER Employee Volunteer

Driver's License #: _____ State: _____ Date of Expiration: _____

Does the license state any restrictions? Yes No

If yes, explain: _____

VEHICLE THAT WILL BE USED

Name of owner: _____

Address of owner: _____

Make and model of vehicle: _____

Year of vehicle: _____

License Plate #: _____ State: _____ Number of seatbelts available: _____

INSURANCE INFORMATION

When a volunteer or employee is using a privately owned vehicle, that vehicle's insurance coverage will always be considered primary. Please provide the following information concerning the vehicle(s) that will be used:

Insurance Company: _____

Policy number: _____ Date of policy expiration: _____

CERTIFICATION

I certify that the information given on this form is true and correct to the best of my knowledge. I understand that as an employee or volunteer driver, I must be 21 years of age or older, possess a valid driver's license, have the proper and current license and vehicle registration and have the State of North Carolina required insurance coverage in effect on any vehicle used for a church.

Signature

Date

Appendix F:

Resources-Durham County CPS Phone Numbers

- If you witnessed abuse occur by any adult at Church of the Good Shepherd, **stop** and make the call to Durham County Child Protective Services:
 - The Durham CPS hotline number during normal business hours M-F, 8:30 am-5:30 pm is (919) 560-8424.
 - After-hours and weekends, call the Durham County non-emergency number and ask for the social worker on-call (919) 560-4600.
- If abuse was disclosed, the reporting will be made in the county in which the abuse occurred. For example, if a child tells you they were hit by their uncle and he lives in Hillsborough, you will call the Orange County Child Protective Services to report the disclosure. If you are confused, call the Durham County non-emergency number (919) 560-4600 or 911 and ask for help. Any member of Pastoral Staff or Ministry Director is also at the ready to help you.

Appendix G

Resources: NC and National Hotlines & Organizations

National Domestic Violence Hotline: 800-799-7233. A 24-hour confidential service for survivors, victims and those affected by domestic violence, intimate partner violence or relationship abuse.

North Carolina Coalition Against Domestic Violence: 919-956-9124
3710 University Drive #300, Durham, NC 27707

Durham Crisis Response Center: 919-403-6562

206 N. Dillard St., Durham, NC

Child Protective Services/ Durham County:

- Call to report child abuse: 919-560-8424, Monday-Friday 8:30am-5:00 pm
- Non-emergency, off hours, weekends and holiday number: 919-560-4600 (ask to speak to a social worker on-call)

Prevent Child Abuse North Carolina: 919-829-8009

3000 Aerial Center Parkway, Suite 180, Morrisville, NC 27560

The National Prevent Child Abuse number is 1-800-CHILDREN (244-5373)

Orange County Rape Crisis Center: 919-968-4647

1229 E. Franklin St., Chapel Hill, NC 27514

Rape Crisis Center: 919-968-4677 825 N. Estes Dr., Chapel Hill, NC 27514

Justice Matters: 919-794-7511 (legal services, advocacy and training expertise in human trafficking)

Appendix H

Church of the Good Shepherd Child Safeguarding Team

Members are:

- Lead Pastor
- Women's Ministry Director
- Children's Ministry Director
- Current Staff Resource Committee (comprised of men and women)

Contact information for those in each role can be found on the Church of the Good Shepherd Website, cgsonline.org.

Any of these people can help you call in a report of child abuse, fill out the form afterward, and have a conversation about a concern.

To email this team all at once: reporting@cgsonline.org.



CHURCH OF THE

Good Shepherd

Appendix I:

Media Policy

Purpose and Scope: Church of the Good Shepherd captures life in our congregation through photos, video, and audio to share worship and ministry with those who cannot attend and to invite others into our community. Media captured during worship services, classes, ministry gatherings, special events, and outreach may be shared through church communication channels including livestream platforms, social media, our website, and printed materials. This policy explains how media is used at Church of the Good Shepherd and outlines options for those who prefer not to appear in church media.

Consent to Photography, Video, and Audio Recording: By attending worship services or events at Church of the Good Shepherd, you acknowledge that photography, video recording, audio recording, and livestreaming may take place. Your image, likeness, voice, or participation may be captured and used in church media and communications. This includes, but is not limited to, livestreams, social media, printed materials, and church communications. This consent applies to all forms of church media and is given without compensation or additional notice. Church of the Good Shepherd will not intentionally identify individuals by name in published media without prior consent.

Use and Distribution of Media: Church of the Good Shepherd seeks to use media in ways that reflect the life of our congregation and invite others into our community. Photographs and recordings are used thoughtfully and respectfully and may appear on our website, social media channels, printed materials, newsletters, bulletins, and in training or ministry development resources. All media remains the property of the church and may be used to share worship, ministry, and church life with the broader community.

Privacy and Opt-Out Options: Church of the Good Shepherd understands that some individuals may prefer not to appear in photographs or recordings. While we cannot guarantee complete exclusion from all media capture, we provide the following options:

- **Advance Requests:** If you would like to avoid being photographed or recorded, please notify a staff member or media volunteer before an event or service.

- **Post-Event Requests:** If you see a photo or recording that includes you and would prefer it not be used, you may submit a request by contacting the church office at hello@cgsonline.org. We will review each request individually and take reasonable steps to accommodate concerns, but removal cannot be guaranteed.

Media Capture of Minors: Children may appear in photographs or recordings taken during worship services, classes, and church events. Church of the Good Shepherd will not publish media featuring a single minor. Only group images including children may be shared publicly without written parental consent. Parents and guardians should be aware that regular worship services are livestreamed and archived online. If a parent or guardian has specific concerns about their child appearing in media, they are encouraged to contact the church office at hello@cgsonline.org. We will make reasonable efforts to limit visibility whenever possible.

Release of Liability: By attending Church of the Good Shepherd gatherings, you release the church, its staff, volunteers, and affiliated organizations, from any claims or liabilities related to the use of your image, likeness, or voice in church media. While the Church will take care in how media is shared, once content is made public, the Church cannot control how third parties may download, share, or redistribute it.

Policy Administration: This policy may be updated at any time. The most current version will be available through the church office or website. For questions or concerns, please contact the church office at hello@cgsonline.org.