

Policy for the Protection of Children, Youth, and Persons with Disabilities

Clemmons Presbyterian Church
Clemmons, North Carolina

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Introduction

The members of the Clemmons Presbyterian Church believe that we are called by God to create a safe haven for all of the children, youth, and persons with disabilities in our care. This commitment includes taking appropriate steps to reduce the risk to these vulnerable people and to nurture and protect them.

For the protection of those persons in our care, everyone working directly with children, youth, and persons with disabilities, whether paid or volunteer and parish associates at any Clemmons Presbyterian Church sponsored activity is subject to the provisions of this policy.

Clemmons Presbyterian Church
Clemmons, North Carolina

**Policy for the Protection of
Children, Youth, and Persons with Disabilities**

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Clemmons Presbyterian Church
Clemmons, North Carolina

**Policy for the Protection of
Children, Youth, and Persons with Disabilities**

I. Statement of Purpose

It is the intent of this policy to protect children, youth, and persons with disabilities. All of these groups are collectively referred to as “protected groups” in this policy. In addition, other vulnerable groups may be defined by Session, and it is the intent of this policy to cover those groups as well. The following material will help in establishing measures that will minimize the risk of any of them being subject to various types of abuse. The policy and procedures outlined herein shall be observed.

Our ministry is committed to providing a safe and secure environment for those participating in our ministry activities—children, youth, and persons with disabilities. We also seek to minimize any vulnerability to unwarranted accusations of improper behavior that our organization, volunteers, employees, or parish associates may experience as they fulfill their duties. To fulfill these commitments as fully as possible, our leadership team has adopted the following procedures to be used, without exception, when selecting ministry volunteers and new employees.

As used herein, the term “minor” refers to all persons under eighteen (18) years of age, the term “child or children” refers to those persons who have not yet started 6th grade, and the term, “youth” refers to those persons currently enrolled as a student in middle school, junior high school, or high school and 17-year olds who have completed 12th grade. The term “persons with disabilities” refers to any person 18 years of age and older who is impaired by reason of mental illness, developmental disability, physical illness or physical disability, advanced age, or other causes to the extent that the adult lacks sufficient understanding or capacity to make, communicate, or carry out responsible decisions concerning his or her well-being. Additionally, a person with a disability is one who needs supervisory assistance or assistance with activities of daily living.

For the protection of those persons in our care, everyone working directly with children, youth, and persons with disabilities and parish associates whether paid or volunteer, at any Clemmons Presbyterian Church sponsored activity is subject to the provisions of this policy. Therefore, all such persons are required to participate in training and orientation including, but not limited to, training to increase their sensitivity to the prevention of any form of abuse to and protection of children, youth, and persons with disabilities.

The requirements of this policy understandably intrude into the privacy of the lives of our church volunteers and staff. However, the security of our protected groups outweighs the personal invasion inherent with such investigation and disclosure. All personal information is voluntarily disclosed. Furthermore, the results of all disclosures, the refusal of any person to participate in a program or activity rather than comply with such disclosure requirements, and all staff and volunteer information forms provided to Clemmons Presbyterian Church will be considered confidential and kept in a locked storage cabinet accessible only to the Pastor/Head of Staff, Session, or policy *enforcer*.

II. Policy and Procedures for Protecting the Well Being of Children, Youth, and Persons with Disabilities

Clemmons Presbyterian Church is committed to the safety, welfare, and protection of all children, youth, and persons with disabilities participating in the activities and programs of this church. This policy addresses the preventable risk of any form of abuse or harassment, whether physical, emotional, spiritual, or sexual, by any of the employees, parish associates, or volunteers of this church engaged in church-sponsored activities or programs.

This policy is intended to be all-inclusive. However, situations could arise that require the exercise of good judgment by the concerned parties.

This policy further helps protect workers from unsubstantiated charges of wrongdoing. In addition, we are called to stand not in judgment, but with compassion for each other. We believe that any person who has been accused of committing an act of abuse can expect due process, our prayers, and acceptance as a human being.

Therefore, all Clemmons Presbyterian Church-sponsored activities and programs, regardless of location, involving protected groups will be subject to the following:

- A. Exclusion: No one who may pose a threat to children, youth, or persons with disabilities will be permitted to work with Clemmons Presbyterian Church's protected groups.
- B. Record Keeping: Accurate record keeping is an essential part of responsible hiring and supervisory practice. Clemmons Presbyterian Church shall maintain a personnel file on every employee, including ministers. The file shall contain the application for employment, employment questionnaire, reference responses, and other documents related to their hiring or as required by law.
- C. Background Checks/Screening of Staff & Volunteers: All church employees and volunteers are subject to the Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities, which includes background checks for staff and volunteers.

D. Acknowledgement and Consent: All volunteers who work with Clemmons Presbyterian Church's protected groups, all staff members, all parish associates, and all Session members will be required to read the Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities and sign a statement indicating that they have read and understood the policy and agree to abide by it and that they have never been convicted of child abuse or had such a conviction expunged (Appendix A). Anyone failing to sign this statement will not be permitted to serve in activities with protected groups.

E. Training: All volunteers who work with the church's protected groups, all staff members, parish associates, and all Session members will also be required to participate in training related to this policy. These training sessions will be offered by the church and held at various times throughout the church year or online.

F. Six-Month Rule: Clemmons Presbyterian Church will not accept any volunteer of a church ministry for children, youth, or persons with disabilities unless such person has had continuous active involvement at Clemmons Presbyterian Church for at least six (6) months or such person is approved by the Session. Each volunteer must have had a background check prior to beginning their volunteer work.

G. Non-Church Sponsored Groups: Leaders of other groups of children, youth, or persons with disabilities who seek to use the church facilities will be required to read the Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities and sign the Acknowledgment Form (Appendix B). Compliance with this policy will be a pre- condition for use of such facilities.

H. Church Spokesperson: The Pastor/Head of Staff shall be the spokesperson for the church with respect to this policy and shall serve as a representative of the church to the community and media should that prove necessary. If an allegation involves the Pastor/Head of Staff, then Session shall designate a spokesperson for the church. Staff and volunteers shall be instructed that all communications about any incidents relating to this policy come only from the designated spokesperson.

III. Standards of Conduct

In addition, all Clemmons Presbyterian Church-sponsored activities and programs, regardless of location, involving children, youth, or persons with disabilities will be subject to the following:

A. Supervision: All children at the church are the responsibility of their parent(s) and shall not be left alone at the church or at church-sponsored activities. Adults responsible for chaperoning or leading an event are to be present 10 minutes prior to the designated start time and remain until all children or youth have departed.

B. Two Adult Rule: At least two (2) adults shall be present at every function or program involving children, youth, or persons with disabilities. This includes each building or vehicle caravan involved in the function or program. One or more of these adults shall be 21 years of age or older. For large groups, the number of adult supervisors shall be increased in accordance with state student-teacher ratio requirements.

For off-premises trips for children, youth, or persons with disabilities, at least two (2) adults shall accompany the group. If the group stays overnight, whether on or off church property, two (2) or more leaders shall be present. If the group includes persons of both genders, at least one male and one female adult shall be present. In addition, the parent or guardian shall give written permission for each overnight stay. Other community groups of youth who meet or stay overnight at the church shall have two (2) or more adults present for the entire meeting. As adults supervise children, they should space themselves in a way that other adults can see them.

When transporting youth, it is preferable to have two unrelated adults in each vehicle. But if the number of chaperones doesn't permit this, ensure that drivers are never alone in a vehicle with a single youth participant (unless it's their own child) or if written permission is given by the parent of the single youth. Written permission could include a text message. Teens should not be driving other teens, even in their personal vehicles. Participant permission forms should include authorization for youth to be transported by personal vehicles and/or rental vehicles and should include a list of authorized drivers.

For one-on-one counseling situations between an adult worker and a minor, another adult shall be informed of such a meeting in advance. The counseling sessions should be limited in duration and another adult shall be informed of such a meeting as soon as possible for spontaneous meetings.

C. Safety: The physical setting should be made safe.

1. Classrooms: Classroom doors should have windows. If a door has no window, the door should be left open during counseling sessions or private meetings. Classrooms or child-care rooms may be visited without prior notice by church staff, parents/guardians, or other volunteer church workers. It should be possible to visually observe classrooms from the hallway. Adults participating in scheduled activities should monitor the entire facility (classrooms, hallways, and other areas of the building) during the scheduled activity.

2. Firearms and other weapons (as described in Appendix D – Glossary of Terms – Under Weapons)

a. The CPC nursery is to be a weapons-free zone with the exemption of law enforcement officials.

b. Volunteers, staff and parish associates (with the exemption of law enforcement officials) working with infants, children, youth or persons with disabilities are not to carry weapons of any kind.

c. A sign shall be posted near the main hall entrance of the nursery, reading: **Weapons Prohibited in this Area.** Types of weapons are listed in Appendix D – Glossary of Terms – Under Weapons

D. Classroom Discipline: All teachers, volunteers, and parish associates shall be guided by the principle that no physical punishment, verbal abuse, or ridicule is to be used at any time.

E. Confidentiality: Personal information of protected groups will be kept in confidence to the fullest extent possible by the Pastor, Associate Pastor(s), Director of Christian Education, or Session. Information will only be released to authorized individuals on a need-to-know basis.

F. Inappropriate Conduct: A commitment to the call to care for all of God's children includes preventing "child abuse." Furthermore, Clemmons Presbyterian Church seeks to prevent the following types of inappropriate conduct as defined in Appendix D

- Physical Abuse
- Emotional or Verbal Abuse
- Spiritual Abuse
- Sexual Abuse, which includes any sexual contact with protected groups in the care of a volunteer or staff member, including:
 - Fondling private parts
 - Oral, genital, or anal penetration
 - Sexual intercourse
 - Rape
 - Suggestive sexual comments
 - Exposing sex organs
 - Allowing protected persons to witness sexual activity
 - Displays of sexually explicit pictures or other materials, including electronic media such as texting, cell phone, email, other social media and online comments section.

Clemmons Presbyterian Church employees and volunteers will respect the rights of protected persons not to be touched in ways that make them feel uncomfortable and their right to say no. Adults will discourage children/youth from touching others in an inappropriate manner.

G. Social Media and Virtual Meetings:

CPC Social Media Guidelines for Volunteers and Staff

Online communication is a reality in the life of our church family. Along with enhancing day-to-day communications, they offer an opportunity to develop and deepen relationships and are therefore a vital part of our ministry. But their improper use can produce serious consequences; therefore, all communication (particularly those involving minors) must be approached with intention.

The following recommended practices apply commonly accepted principles of healthy boundaries for digital communication within our church family.

Employees, volunteer workers, and parish associates who communicate using electronic media must agree to follow the guidelines set forth by the Clemmons Presbyterian Church.

1. No illicit, unsavory, abusive, discriminatory, harassing or disrespectful content may be transmitted when communicating with minors, family of minors, or each other.
2. Except in an emergency, workers may not transmit personal information pertaining to a minor without the participant or his/her parent's/guardian's consent. Personal information includes such things as a minor's phone number, e-mail address or photograph.
3. Workers who become aware of possible child abuse through electronic media must immediately notify their supervisor following the procedure set out in the Clemmons Presbyterian Church Policy for the Protection of Children, Youth and Persons with Disabilities.
4. Any inappropriate material relating to CPC posted in online groups should be deleted and reported as soon as possible.
5. Posts and messages should focus on facts, not feelings. If the content of a received message raises concerns or questions, it should be shared with the appropriate person following the procedures set out in the Clemmons Presbyterian Church Policy for the Protection of Children, Youth and Persons with Disabilities.
6. In an effort to avoid miscommunication with emotionally-driven topics and pastoral care emergencies, face-to-face meetings and phone conversations are the preferred mode of communication.
7. When using photos and videos of minors:
 - a. Verify consent for using images on the proper consent form.
 - b. Respect the dignity of every person depicted in the image.
8. Volunteers and staff adhere to social media covenants as presented in the Social Media Use Covenant for Volunteers and Staff of Clemmons Presbyterian Church document. (Appendix E)

Virtual Meetings:

- Virtual meetings should be set up and run through CPC's zoom account.
- There should be no individual meetings between youth and an adult from the church unless there is a parent copied on the communication or invitation.

- Ensure that any meetings, with their dates and times, be pre-approved by the church's overseeing body for that program (eg. Youth Council, CE Committee, and/or session).
- At least two adult leaders should be present during virtual meetings. If this is not possible the following modifications can be made: include another adult from the church who is already a leader in other classes or ask one or more parents to be present during the whole of the meeting.
- Ensure that parents know and consent to their child(ren)/teen(s) participating in online meetings.
- In the case of elementary age children, send the meeting invite to the parents, and encourage them to be present in the room while their kids are in the meeting.
- Have all the children and youth on hold in the waiting room until they are let in by the meeting host.
- Take attendance of who was there, including all leaders. Store this information along with the date of the meeting in the church files you already keep for Sunday school and youth group attendance records.
- When your meeting is done, make sure the leaders are the last to exit.

IV. Violations of Policy-Reporting and Actions

In order to maintain an environment free of destructive acts toward all protected groups, the staff, employees, teachers, parents/guardians, Session, and volunteers of Clemmons Presbyterian Church shall be aware of their individual responsibility to immediately report any questionable circumstance, observation, act, omission, or situation thought to be in violation of this policy.

Reporting

Reporting Incidents

Any individual who observes or becomes aware of any alleged or potential incident of child abuse must, as soon as possible, report the matter to the staff member in charge of the program, youth director, the Director of Christian Education, and the Pastor. If an allegation involves the Pastor/Head of Staff, then the report shall be made to the Clerk of Session who will inform the Presbytery.

Any person 18 years of age or older who knows or should have reasonably known that a juvenile has been or is the victim of a violent offense, sexual offense, or misdemeanor child abuse under G.S. 14-318.2 shall immediately report the case of that juvenile to the appropriate local law enforcement agency in the county where the juvenile resides or is found.

If a leader learns of an individual considering suicide or talking about self-harm, they are to contact the Pastor/Head of Staff, the Christian Education Director, or youth director for

instructions on how to proceed. If they cannot be reached immediately or the concern appears to be an emergency, immediately contact 911.

Investigation

Upon receipt of a report or allegation of child abuse at Clemmons Presbyterian, the Director of Christian Education and/or the Pastor/Head of Staff shall ensure that an appropriate investigation is commenced and appropriate procedures are followed as required by North Carolina law. The process will include documenting all steps undertaken in handling the investigation, and a Report of Suspected Child Abuse form shall be completed if required by law.

Confidentiality

All investigations shall be conducted in as confidential a manner as is compatible with a thorough investigation of the report or allegation.

Parental Notification

If an incident has occurred on church property or during a church-sponsored event, the parents of any minor involved in any allegation of abuse shall be immediately notified.

Potential Responses

Upon any report of potential or alleged child abuse by an employee or volunteer of CPC, any individual accused of such conduct may be temporarily relieved of any duties involving youth or children pending an appropriate investigation.

A. Response Team Makeup and Authority: All questions or concerns about any suspected abusive behavior or harassment shall be reported immediately (i) the Pastor/Head of Staff (unless the allegation involves the Pastor/Head of Staff), (ii) the Church's legal counsel, or (iii) one of the following: the Ruling Elder for Personnel, Congregational Care, Youth Ministry or Christian Education; the Director of Christian Education; or the Associate Pastor(s). The Pastor/Head of Staff plus at least two of the approved individuals listed in the preceding sentence shall comprise the Response Team that will have responsibility for carrying out the intent of this policy and the requirements of North Carolina state law in the event there is a report of an alleged violation of policy. Allegations regarding members of the Presbytery are to be reported immediately to Salem Presbytery by the Pastor/Head of Staff, Clerk of Session or Session designee.

B. Responsibilities of Person Receiving and Conveying Complaint: The person who receives the initial complaint or witnesses an occurrence in violation of this policy will be asked to complete an Incident Report Form (Appendix C), including recording the words

first spoken by the child, youth, or disabled person and the observed conduct and demeanor. This person should also follow the steps below to ensure the security and protection of all those involved:

- Personally secure the safety of the child, children, youth, or person with disabilities.
- Report the incident immediately as outlined above.
- Do not leave the child, children, youth, or person with disabilities alone to report the incident.
- Do not personally confront the alleged or accused violator of the policy. Maintain to the fullest extent possible the confidentiality of the accused, the accuser, and the claimant.
- Remember that the church spokesperson bears the responsibility for communication on behalf of the church.

C. Response Team Action Steps:

Upon determining that a formal allegation of child or adult abuse is either mandated by law or is warranted although not legally mandated, the designated members of the Response Team will:

- Treat seriously every allegation of child or adult abuse.
- Immediately begin documenting all information and actions involved in the handling of the allegation.
- When the allegation involves a protected person, immediately notify the parents/guardians.
- Immediately assist with reporting the allegation to the office of the North Carolina Department of Social Services or appropriate law enforcement agency where the alleged claimant resides or where the abuse is believed to have occurred. The report should include all information that is the basis for the suspicion of abuse, neglect, or exploitation.
- Upon request, the reporter should make available any information, records, or reports that document the basis for the report.
- Immediately notify the church's insurance carrier.
- Temporarily relieve the accused of any assigned duties within the life of the church involving contact with protected groups until the investigation is concluded.
- Maintain to the fullest extent possible the confidentiality and privacy of the accused, the accuser, and the claimant.
- Ensure that under no circumstances shall the Response Team, Pastor(s), church leaders, parents/guardians or other members of the church investigate the allegation after such time as a formal allegation has been made to the local office of the North Carolina Department of Social Services or applicable law enforcement agency.

- Extend whatever care and comfort is appropriate. In providing care to the claimant, the accused, and the accuser and their families, the Response Team, Pastor(s), church leaders, or other church members should under no circumstances be drawn into discussion of the truth or falsity of the allegation. No one should assign blame or take any steps that involve establishing or refuting the allegation. The ultimate resolution of the matter will rest with the authorities of the State of North Carolina.
- Pray for the church and all persons affected by the allegation.

D. Weapons Policy Violation

If a person is found to have a **weapon (defined in Appendix D - Glossary of Terms - under Weapons)** on his/her person in the nursery or at a youth or children's event the following will occur:

1. If in the Nursery, the Nursery Coordinator will take the person aside, remind the person of the no weapons policy in the Nursery and ask them to remove the weapon to their vehicle immediately. Violation will be documented the same as all violations of Protection Policy.
2. If during any other function that involves youth, children or disabled persons, a staff person, youth elder, youth leader or some other figure in authority will take the person aside. They will remind the person of the weapons policy in regards to the function, and ask that they remove the weapon to their vehicle immediately. Violation will be documented the same as all violations of Protection Policy.
3. If a person violates the weapons policy, they will have a follow up conference with the response team and the violation will be noted in REALM. The person may be unable to volunteer or participate in areas covered under the weapons policy as a result of this violation.

V. Approval, Ratification and Monitoring of the Policy

This policy shall be reviewed every other year or as needed by an ad-hoc Committee appointed by the Session. The review shall include an assessment of the effectiveness of its implementation in all applicable programs and activities of the church. A written report of the results of this annual review shall be presented to the Session by this Committee.

Session will have responsibility for ensuring the policy is followed by all covered groups associated with Clemmons Presbyterian Church. The following information will be presented to Session:

- Annual summary of total number of persons trained, number of incidents reported or that no incidents occurred in the previous calendar year.

- Any reports of improper behavior will be presented to Session immediately and Session will follow the procedures outlined in this Policy for the Protection of Children, Youth, and Persons with Disabilities and refer to The Book of Order for actions to take.

Under Clemmons Presbyterian Church polity, this policy shall be approved by action of the Session. The policy becomes effective upon approval by Session.

Appendix A

**Acknowledgement of and Consent to
Policy for the Protection of Children, Youth, and Persons with Disabilities
Clemmons Presbyterian Church, Clemmons, North Carolina**

Purpose

The Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities was established by Clemmons Presbyterian Church to demonstrate our absolute and unwavering commitment to the physical safety and to the spiritual and emotional growth of all of our children, youth, and those with disabilities. The Policy requires that, before working with such persons, all volunteers, parish associates, and paid employees will be required to verify in writing that they have been educated on the policy and that they understand and agree to abide by the policy.

Statement

I, the undersigned, represent that I have read and understand the Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities, and I acknowledge that I will abide by this policy.

I swear or affirm that I have never been convicted of child or adult abuse nor had such a conviction expunged. No civil, criminal or ecclesiastical complaint has ever been sustained or is pending against me for sexual misconduct or child or adult abuse. I have never resigned or been terminated from a position for reasons related to sexual misconduct or child or adult abuse. I will voluntarily and without requiring further inquiry disclose to Clemmons Presbyterian Church any general information, criminal convictions, prior church affiliation and prior volunteer or paid work with children, youth, or persons with disabilities that might reasonably bring into question my suitability to volunteer or work with children, youth, the or persons with disabilities as part of any ministry or activity sponsored by Clemmons Presbyterian Church.

I understand that my consent, self-disclosure, and compliance are being relied upon by Clemmons Presbyterian Church in permitting me to work with children, youth, and persons with disabilities.

Signature

Witness Signature

Name (please print)

Witness Name (please print)

Date

Date

Appendix B

**ACKNOWLEDGEMENT FORM FOR GUEST ORGANIZATIONS
USING CLEMMONS PRESBYTERIAN CHURCH FACILITIES**

I acknowledge that I have received a copy of the Clemmons Presbyterian Church Policy for the Protection of Children, Youth, and Persons with Disabilities. I understand and agree that all leaders of children, youth, or persons with disabilities involved with the activity held at these facilities will be educated concerning these policies prior to the activity.

The organization I represent is responsible for any investigation and disciplinary actions needed as defined in this policy.

The Pastor/Head of Staff or Associate Pastor(s) of Clemmons Presbyterian Church will be notified immediately if any inappropriate conduct occurred during the use of the facilities.

Representative's Signature: _____ Date: _____

Representative's Name (please print) _____

Representative's Title (please print) _____

Organization Name (please print) _____

Appendix C

**Clemmons Presbyterian Church
Policy for the Protection of Children, Youth, and Persons with Disabilities
INCIDENT REPORT FORM**

Date/Time of Report _____

Reason for report _____

Date of incident _____ Time _____

Name of Reporter _____ Activity _____

Name(s) of Claimant(s) _____ Age(s) _____

Record the claimant's first words as best recalled. _____

Briefly describe Claimant's behavior/appearance. _____

Briefly describe what the Claimant reported. _____

What action did you take? _____

Has the incident been resolved? ___Yes ___no Explain _____

Names of Witnesses _____

Report submitted to _____

Reporter's Signature _____ Date _____

Appendix D

Glossary of Terms

Employee	Any person who works for salary or wages at Clemmons Presbyterian Church (CPC). Includes staff, preschool teachers, etc.
Volunteer	Any person who gives of his/her time and participates in a Clemmons Presbyterian Church-sponsored activity.
Leader	An adult member designated by the sponsoring organization, with responsibility for protected persons. The leader shall be a minimum of 18 years of age and at least 4 years older than the oldest child or youth he/she supervises.
Church-Sponsored Activity	Scheduled activities that arise from Clemmons Presbyterian Church-generated worship, educational, fellowship, administrative, pastoral, mission or recreational events. These events include on-campus and off-campus scheduled activities.
Minor	Persons under age 18.
Child	Persons who have not yet begun grade 6. This term shall also include legally incompetent persons.
Youth	Persons enrolled in Grades 6 – 12 and 17-year olds who have completed 12 th grade.
Physical Abuse	Any unwanted touch or physical contact intended to coerce or do harm; any hitting or touching in anger.
Emotional or Verbal Abuse	Insults, name calling, belittling remarks, unfavorable comparisons with others, shaming, deliberately causing fear, or using speech to hurt.
Spiritual Abuse	Using scripture or church authority inappropriately to coerce, control, or shame.
Sustained	<p><i>In a criminal court</i>, “sustained” means that there has been a guilty plea, a guilty verdict or a plea bargain.</p> <p><i>In a civil court</i>, sustained” means that there has been a judgment against the defendant.</p> <p><i>In an ecclesiastical case</i>, “sustained means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, or an Alternative Form of Resolution Agreement approved by a permanent judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.”</p>
Weapons	Weapons are identified and prohibited as following: for any person knowingly to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, any dynamite cartridge, bomb, grenade, mine, or powerful explosive, any BB gun, stun gun, air rifle, air

	pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance.
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Appendix E

Social Media Use Covenant for Volunteers, Parish Associates, & Staff of Clemmons Presbyterian Church

Social networking has become integrated into everyday life for many of our church families. Electronic tools aid us in communication and community in ways that were unimaginable a few years ago. The use of social media and networking causes a blurring among work, personal life and church relationships. In general, what you do on your own time is a personal decision. However, activities that are shared via social media may have adverse effects on your leadership ability and witness as a Christian. Therefore, the choices you make need to be considered carefully. Simply identifying yourself as a volunteer of Clemmons Presbyterian Church creates perceptions about what it means to be a part of our church.

Therefore, this covenant is offered to provide guidelines for social media use for all volunteers, parish associates, and staff of Clemmons Presbyterian Church. It is the expectation that all who participate in social media use will understand and follow these guidelines.

As a child of God, a member of the church universal, and as a volunteer of this church, I covenant and agree to use social media in ways that bring honor to God and show respect for self and others, including those that might view my posts.

In particular, I covenant to:

- Recognize and respect that my behaviors and actions online are also a reflection of how I, Christians, and people associated with this church may be portrayed
- Refrain from posting degrading remarks and any kind of inappropriate conduct.
- Obey the laws governing defamation, discrimination, harassment, copyright and fair use of proprietary or confidential information
- Behave within boundaries established in the CPC Social Media Policy related to building relationships online with children, youth, parents and other constituents of our church.
- Be careful not to hinder or cause harm to the staff, members and ministers of our church.
- Speak respectfully of all persons and refrain from posting or sharing harmful posts by respecting differences and diversity of opinions.
- Respect confidentiality and personal privacy.