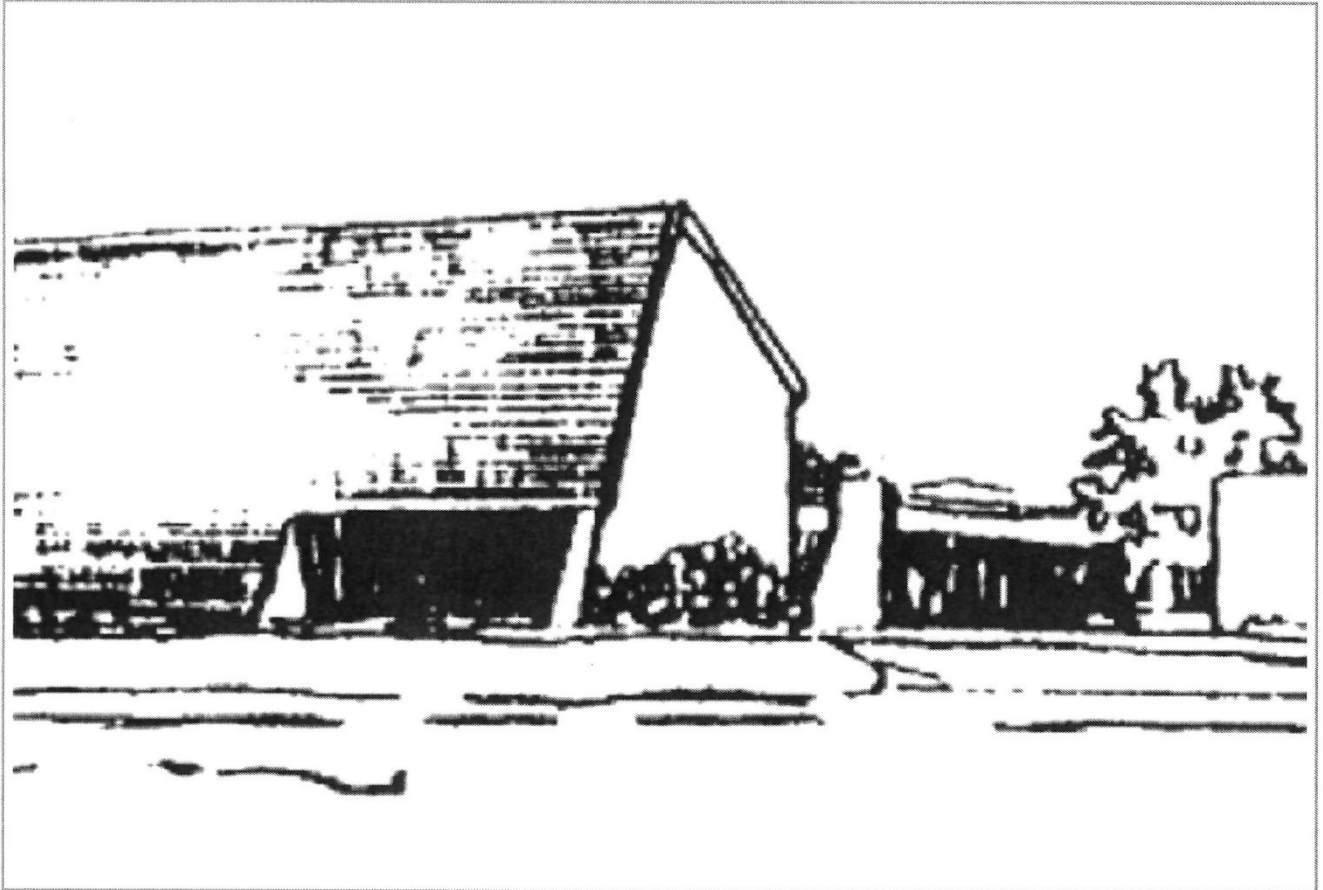


Child Protection Policy



Grace First Presbyterian Church

Weatherford, Texas

Approved by Session August 23, 2021

Statement of Purpose

The members of Grace First Presbyterian Church believe that we are called by God to create and faithfully maintain a safe haven for all children and youth in our care - nurturing, protecting and guiding them in their faith journeys. Commitment to this call requires appropriate steps to reduce the risk of harm to the children and youth in our care; to establish criteria for maintaining a safe environment for children and youth; and procedures to respond for failure to meet those standards of safety and security.

This Child Protection Policy is intended to uphold our commitment to the sanctity of the children and youth of Grace First, whether members or guests among us. Its purpose is to minimize the risk of any of our children and youth being the subject of sexual, physical, emotional, or mental abuse. Its intent is also to respect the rights and afford due process to persons accused of improper conduct with respect to a child or youth while providing an appropriate response to the allegation.

This Policy establishes policies and procedures regarding the following:

- Screening and selection for employment
- Qualifications and screening for volunteer service
- Specific policies for Grace First sponsored programs and activities involving children and youth whether on or off the Grace First campus
- A Code of Conduct for service with children and youth
- Specific prohibited acts and conduct
- Reporting allegations of improper conduct with a child or youth
- Responding to allegations of improper conduct with a child or youth

Grace First Staff, employees, adult volunteers and older youth volunteers with children and youth programs are to receive and complete regular training regarding these policies.

Screening and Selection for Employment

All applicants for employment by Grace First Presbyterian Church will be required to complete an Application for Employment (including references) and to fully complete and provide a Background Verification Consent and Release Form authorizing Grace First Presbyterian Church to conduct a criminal background check regarding the applicant.

Members of the Personnel Ministry (and, as requested by the Personnel Ministry, members of Grace First Staff or other affected Ministry teams) will review Applications for Employment, interview applicants, contact references and maintain the Application for Employment on file in a secure location. References, notes of reference checks and the Background Verification Consent and Release Form will also be maintained on file in a secure location with the Application for Employment of each applicant.

The Moderator of the Personnel Ministry (or a member of Grace First Staff designated by the Moderator of the Personnel Ministry) will conduct the criminal background check for each applicant for employment and may consult with the Pastor or Associate Pastor regarding the results of a background check. ***The criminal background check results and information for an applicant will be destroyed promptly regarding the Personnel Ministry's decision regarding employment. Destruction of criminal background check information requires the secure shredding of any paper documents and the secure deletion (from all drives or other storage devices for Grace First computers) of any criminal background check information which may have been provided digitally.***

The completed Background Verification Consent and Release form for any applicant cleared for employment will be kept on file at Grace First in a secure location together with documentation of the date the criminal background check was conducted and/or received.

Whether disclosed voluntarily or determined as a result of a security criminal background check, a report of conviction for any of the following offenses will, without exception, disqualify the person from employment by Grace First Presbyterian Church in a capacity which involves participation in leadership or sponsorship of any Grace First program, event or activity involving children or youth:

- Murder
- Aggravated assault
- Sexual abuse
- Sexual assault
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance with a child
- Possession or promotion of child pornography
- Sale, distribution or display of harmful materials or prohibited substances to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Any other offense resulting in the applicant's requirement, under Texas law or other applicable law, to register as a sex offender.

Convictions, arrests or charges for other crimes or offenses not listed above will be reviewed by the Personnel Ministry in connection with consideration of the application for employment.

Qualifications and Screening for Volunteer Service

The following individuals qualify to apply to provide volunteer service with children and youth for Grace First sponsored programs subject to completion of the screening process below:

- as “lead adult”: persons ages 23 and older
- as “second adult”: persons ages 18 and older
- as “older youth”: persons ages 13 through 17

All adult (ages 18 or over) members of Grace First Presbyterian Church wishing to volunteer in any capacity in leadership or sponsorship of a Grace First program, event or activity involving children or youth will be required to complete a Volunteer Information Form (including references) and to fully complete and provide a Background Verification Consent and Release Form authorizing Grace First Presbyterian Church to conduct a criminal background check regarding the proposed volunteer. **Non-member adults** wishing to volunteer in any capacity in leadership or sponsorship of a Grace First program, event or activity involving children or youth may serve as a “second adult” after not less than six (6) months of active participation in the life of the church **and with** a member adult experienced in leadership of children and youth activities. Non-member adults meeting the preceding criteria will be required to complete a Volunteer Information Form (including references) and to fully complete and provide a Background Verification Consent and Release Form authorizing Grace First Presbyterian Church to conduct a criminal background check regarding the proposed volunteer.

Older youth members of Grace First Presbyterian Church wishing to volunteer in connection with a Grace First program, event or activity involving children or youth will be considered and reviewed by the “lead adult” for the program, event or activity in coordination with Grace First Staff for approval to provide volunteer service. **Non-member older youth** who are known by at least one pastor and who wish to volunteer in connection with a Grace First program, event or activity involving children or youth may also be considered and reviewed for volunteer service by the “lead adult” for the program, event or activity in coordination with Grace First Staff for approval to provide volunteer service.

All adults and older youth approved under this policy for volunteer service with children and youth will complete training and education for service with the frequency required by Grace First. Failure to complete required volunteer training or education may result in disqualification for volunteer service until such time as the training and education requirements are met.

Members of the Personnel Ministry (and, as requested by the Personnel Ministry, members of Grace First Staff or other affected Ministry teams) will review adult Volunteer Information Forms, interview the potential volunteer (if determined necessary), contact references and maintain the Volunteer Information Form on file in a secure location. References, notes of reference checks and the Background Verification Consent and Release Form for each proposed volunteer will also be maintained on file in a secure location with the Volunteer Information Form of each proposed volunteer.

The Moderator of the Personnel Ministry (or a member of Grace First Staff designated by the Moderator of the Personnel Ministry) will conduct the criminal background check for each proposed volunteer and may consult with the Pastor or Associate Pastor regarding the results of a background check. *The criminal background check results and information for a proposed volunteer will be destroyed promptly following the Personnel Ministry's (or other affected Ministry's) decision regarding the proposed volunteer's service. Destruction of criminal background check information requires the secure shredding of any paper documents and the secure deletion (from all drives or other storage devices for Grace First computers) of any criminal background check information which may have been provided digitally.*

The completed Background Verification Consent and Release form for a proposed volunteer approved for volunteer service will be kept on file at Grace First in a secure location together with documentation of the date the criminal background check was conducted and/or received for that individual.

Whether disclosed voluntarily or determined as a result of a security criminal background check, a report of conviction for any of the following offenses will, without exception, disqualify the person from volunteering for Grace First Presbyterian Church in any capacity which involves participation in leadership or sponsorship of any Grace First program, event or activity involving children or youth:

- Murder
- Aggravated assault
- Sexual abuse
- Sexual assault
- Aggravated sexual assault
- Injury to a child
- Incest
- Indecency with a child
- Inducing sexual conduct or sexual performance with a child
- Possession or promotion of child pornography
- Sale, distribution or display of harmful materials or prohibited substances to a minor
- Employment harmful to children
- Abandonment or endangerment of a child
- Any other offense resulting in the applicant's requirement, under Texas law or other applicable law, to register as a sex offender.

Convictions, arrests or charges for other crimes or offenses not listed above will be reviewed by the Personnel Ministry (or other affected Ministry) in connection with consideration of the proposed volunteer.

Policies for Grace First Sponsored Programs Involving Children and Youth

Two Adult Policy: At least two adults (“lead adult” and “second adult”) as defined above will supervise, lead and oversee all Grace First programs, events or activities involving children or youth whether the program, event or activity occurs on the Grace First campus or at another location. Lead adults and second adults and Grace First Staff should make every effort to remain in sight of one another at all times except in emergency situations and when circumstances demand otherwise.

One Adult – One Child Interactions: Adult volunteers and Grace First Staff should make every reasonable effort to avoid being in a one-child /one-adult situation. When a one-on-one interaction between a child or youth and an adult volunteer or Staff member is necessary, the adult or Staff member must **ensure that the interaction or meeting is conducted in an environment that is visible by other adults.** The adult volunteer or Staff member meeting one-on-one with a child or youth **must advise at least one other adult** of his or her whereabouts with the child or youth and the identity of the child or youth with whom they are meeting.

Pastoral Care and Mentoring: In situations of pastoral care or mentoring of a child or youth, those meetings may be conducted in an office or room with either a clear glass window or with visibility by others through partially opened door, or in public place, or in an open area readily visible by others. Under no circumstances should the door of the meeting room ever be locked when one adult and one child or youth are alone together.

Transportation: Adult volunteers and Grace First Staff members should make every reasonable effort to avoid traveling alone with a child or youth except in a circumstance where one adult driver is transporting multiple children or youth in a convoy of vehicles traveling to or from a program, event or activity.

Adult volunteers and Grace First Staff members may, with written permission of a parent or guardian, transport a child(ren) or youth for a Grace First event or activity by direct transport from the church campus to the event or activity venue with no stops enroute.

If it is necessary to transport a child or youth home after a program, event or activity and circumstances dictate that an adult volunteer or Staff member take the child home, effort should be made to contact the child or youth's family and advise of the situation **before transporting the child**. If the child or youth's family cannot be contacted, another adult should be advised of the transportation plan for the child and that adult should be contacted once the child or youth is delivered home.

Overnight Trips: On overnight trips with children or youth, clear and reasonable boundaries should be put in place to permit the privacy of each person. Males and females sleep in separate rooms. An adult volunteer or Grace First Staff member may sleep in a room with two or more children or youth of the same sex. An adult volunteer or Grace First Staff member may never share a bed or other sleeping accommodation with a child or youth or sleep alone in a room with only one other child or youth.

Under no circumstances may one adult (whether volunteer or Staff member) ever take or accompany children or youth on an overnight trip or outing. Additionally, two adults who are married to each other may not be the only chaperones on any overnight trip with children or youth.

Restroom Guidelines:

Infants and Toddlers

- Diaper changes must always take place in line of sight of another adult
- No infant/toddler will be left unattended while being diapered
- The child's hands will be washed after diapering
- Each volunteer and Staff member shall thoroughly wash his/her hands with soap and warm water **before and immediately after** diapering each child and after contact with bodily fluids
- Each volunteer and Staff member will use single use disposable gloves for diapering each child. Used gloves will be immediately disposed of properly.

Kindergarten and Younger

- No child will be sent to the restroom alone

- If a group of children goes to the restroom together, at least one adult will escort them, stand in the doorway with the door open, and remain with the children until all children exit the restroom
- When only one child needs to go to the restroom, one adult volunteer or Staff member may escort the child to the restroom **after informing another adult**. The adult will remain outside the restroom stall (or the restroom door) and will escort the child back to the group.
- Generally, an adult should not be alone with a child in a restroom or in a restroom stall. If this is not possible because the child needs assistance, the assisting adult should inform another adult of the assistance needed and provided to the child
- An adult volunteer or Staff member should never go into a restroom stall with a child and close the stall door. If a child is ill, the adult volunteer or Staff member will contact the child's parent or guardian and/or request assistance from another immediately available adult.

Elementary School Children (Grades 1-5)

- If a child in this age group needs to use the restroom, an adult should monitor his or her whereabouts and, in the event the child does not return to the group within a reasonable time, an adult should locate the child and escort the child back to the group or activity.
- If the restroom facility is remote or isolated from the group activity, two children of the same sex may go to the restroom together.

Code of Conduct for Service with Children and Youth

To demonstrate the love of Christ for all children and youth, Grace First volunteers and Staff will provide a positive and affirming example of that love. Grace First volunteers and Staff:

1. Will support and promote the spiritual and emotional growth and development of children and youth in their interactions with them.
2. Will provide proper supervision and exercise sound judgment in maintaining a safe environment for children and youth.
3. Will observe the “two-adult policy” as set out in this Child Protection Policy and will avoid one-on-one situation with a child or youth except in emergency or pre-approved situations.
4. Will respect the right of children and youth not to be touched in ways that make the child or youth feel uncomfortable and will discourage children and youth from touching one another in an inappropriate manner.
5. Will be alert to possible indications of abuse to a child or youth participating in a Grace First program and immediately report any concern or suspicion to the Grace First Staff member responsible for the program.
6. Will not verbally, emotionally, physically or sexually abuse a child or youth.
7. Will not discipline children by use of physical punishment or by failing or refusing to provide the child with necessities.
8. Will utilize physical restraint of a child or youth only when necessary to protect the child or others from harm and will report the circumstances of any such restraint utilized to the child’s parent or guardian and to the Grace First Staff member responsible for the program.
9. Will release children and youth only to adults authorized by the child or youth’s parent or guardian.
10. Will not possess, use or be under the influence of any illegal controlled substances or alcohol during Grace First programs for children and youth.
11. Will not smoke or use any form of tobacco product nor any type of e-cigarette or vaping device.
12. Will not supervise children or youth in the event the volunteer or Staff member’s judgment and faculties are impaired by legally prescribed medication.
13. Will not use profanity, inappropriate language or jokes, nor engage in any type of harassing behavior in the presence of children, youth or their parents.
14. Will not share inappropriate details of their personal life or ask children or youth to share inappropriate details of their lives through written, verbal or electronic communication.
15. Will not date or be involved in any romantic relationship with youth program participants.
16. Will give gifts only on a group basis or for specific occasions (e.g. baptism, confirmation, birthday or graduation). The giving of gifts to individual children or youth should be done only with the prior knowledge and consent of the child or youth’s parents.

Prohibited Acts

The following are expressly and specifically prohibited by this Child Protection Policy and will not be permitted, tolerated or otherwise accepted during any Grace First Presbyterian Church program, activity or event involving children or youth.

- Any display or demonstration of sexual activity or insinuation of sexual activity including display of digitally recorded depictions of sexual activity, obscene or pornographic material on a wireless device
- Sexual activity of any kind between any adult and a child or youth
- Sexual activity of any kind between a youth and a child or between a child and another child
- Infliction of physically abusive behavior or bodily injury to a child or youth
- Physical neglect of a child, children or youth, including failure to provide safe and adequate supervision of the activities in which the child, children or youth are engaged
- The causing of mental or emotional injury to a child, children or youth
- Possessing obscene or pornographic materials at any program, event or activity of Grace First involving children or youth
- Consuming or being under the influence of alcohol or any non-prescribed illegal controlled substance while leading or participating in a Grace First program, event or activity involving children or youth
- Using any type of tobacco, tobacco product, e-cigarette or vaping device while leading or participating in a Grace First program, event or activity involving children or youth.

Any person observing or otherwise having knowledge of a violation of these prohibited acts shall **immediately** report the violation to the adult volunteer or Grace First Staff member providing primary leadership or supervision of the program, event or activity involving children or youth; or to a Pastor or the Clerk of Session.

Consequences for Commission of Prohibited Acts

Any person accused of committing a Prohibited Act, as set out above, whether a member of Staff, a non-member employee, a Grace First member or Grace First volunteer, will immediately be reassigned to responsibilities without direct child or youth contact. If initial investigation substantiates the report of the individual's commission of the prohibited act, the individual will be suspended from participation in all children and youth programs, activities and events of Grace First Presbyterian Church. That suspension will continue during any investigation by the church and/or civil authorities including, but not limited to, law enforcement and Child Protective Services.

Any person determined, after completion of investigation of the report in accord with the procedures of this Policy, will be prohibited from future participation in all Grace First Presbyterian Church programs, activities and events. If the person is an employee or member of Grace First staff, such a determination may also result in termination of employment of the person.

Failure to timely report a Prohibited Act as set out above is a violation of this Child Protection Policy. Failure by a Grace First Staff member or employee to timely report a Prohibited Act as set out above may result in termination of employment. Failure by a Grace First member or approved non-member volunteer to timely report a Prohibited Act as set out above may result in that person's suspension and/or dismissal from participation in all Grace First sponsored programs, activities and events involving children and youth.

If the report alleges commission of a Prohibited Act by a member of the clergy or the failure of a member of the clergy to timely report a Prohibited Act, the procedures set out below for compliance with Church disciplinary procedures will be followed.

Reporting Allegations of Alleged Misconduct with Child or Youth

Receiving Reports of Allegations of Inappropriate Conduct with a Child or Youth

Reports of allegations of inappropriate conduct with a child or youth may occur in a variety of ways.

An allegation of inappropriate conduct with a child or youth by a Grace First member, ruling elder, deacon, volunteer or employee shall be reported to a Pastor or the Clerk of Session. If the allegation regards or pertains to a Pastor, the report shall be made to the Clerk of Session.

Because Grace First Presbyterian Church cannot control to whom a victim of inappropriate conduct will speak first, it is important that Staff, employees, and volunteers understand how reports of inappropriate conduct are to be channeled. The allegations may come from persons who have or who do not have a formal relationship with Grace First and may be made to a pastor, associate pastor, officer or member of the church. It is the duty of these individuals to see that an allegation of inappropriate conduct with a child or youth is reported in compliance with this policy and, where applicable, in compliance with state mandated reporting requirements for allegations of child abuse.

Reports of allegations of inappropriate conduct with a child or youth are never to be taken lightly or disregarded. If the individual to whom an allegation of inappropriate conduct is reported is not certain as to whether the conduct meets the criteria for mandatory reporting under state law, the individual should nevertheless make the report to a Pastor or to Clerk of Session and be advised of the below information regarding circumstances requiring mandatory reporting under Texas law. Reports of allegations of inappropriate conduct with a child or youth are to be treated with the highest confidentiality both before and after the report has been submitted to a Pastor or Clerk of Session subject only to the provisions below for the mandatory reporting of child abuse.

The first person to hear or receive a report of an incident of alleged inappropriate conduct with a child or youth should **not** undertake an inquiry alone or question the victim or the accused. **The person hearing or otherwise receiving the report of the alleged inappropriate conduct with a child or youth shall, upon reporting same to a Pastor or to Clerk of Session, be informed of the provisions below for the mandatory reporting of child abuse.** Compliance with the reporting provisions of this Policy to a Pastor or to Clerk of Session does **not** constitute

compliance with nor take the place of the mandatory reporting required by State law set out immediately below.

Mandatory Reporting of Child Abuse

Section 261.101 of the Texas Family Code applies to all persons in the State and provides, **in relevant part**, as follows:

- (a) A person having cause to believe that a child’s physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.
- (b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, “professional” means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers and juvenile detention or correctional officers . . .
- (c) **The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged**, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, an employee or member of a board that licenses or certifies a professional, and an employee of a clinic or health care facility that provides reproductive services.
- (d) **Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential** and may be disclosed only:
 - (1) as provided by Section 261.201; or
 - (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

Texas Family Code Section 261.109 establishes an offense and provides for criminal penalties for the failure to report and provides, in relevant part, as follows:

- (a) **A person commits an offense if the person is required to make a report under Section 261.101(a) and knowingly fails to make a report as provided in this chapter.**

- (a-1) A person who is a professional as defined by Section 261.101(b) commits an offense if the person is required to make a report under Section 261.101(b) and knowingly fails to make a report as provided in this chapter.
- (b) An offense under Subsection (a) is a Class A misdemeanor, except that the offense is a state jail felony if it is shown on the trial of the offense that the child was a person with an intellectual disability who resided in a state supported living center, ICF-IID component of the Rio Grande State Center, or a facility licensed under Chapter 252, Health and Safety Code, and the actor knew that the child had suffered serious bodily injury as a result of the abuse or neglect.
- (c) An offense under Subsection (a-1) is a Class A misdemeanor, except that the offense is a state jail felony if it is shown on the trial of the offense that the actor intended to conceal the abuse or neglect.

Responding to Allegations of Inappropriate Conduct

The appropriate response to a report of inappropriate conduct with a child or youth will be determined according to the relationship of Grace First Presbyterian Church with the person who is accused of inappropriate conduct.

Accused Covered by Book of Order

When an allegation of inappropriate conduct with a child or youth has been received by the Clerk of Session, the Clerk will report to the Session that an offense has been alleged and that the Session will proceed according to the procedures set forth in this policy and the Rules of Discipline of the Book of Order. The Session should appoint an *ad hoc* committee to inquire into and investigate the allegations. The *ad hoc* committee must promptly begin its inquiry into the allegations. Delay may cause further harm to the victim and/or the accused.

The Session and any *ad hoc* investigating committee appointed by Session must cooperate with civil authorities in an investigation of child sexual abuse or other criminal inappropriate conduct. Church disciplinary proceedings **cannot** interfere with a criminal investigation by appropriate authorities and may have to be suspended until a criminal investigation is completed.

The Session has original jurisdiction in disciplinary cases involving members, ruling elders, and deacons of Grace First Presbyterian Church. In the event a church officer renounces jurisdiction, the Clerk of Session shall report the renunciation at the next meeting of the Session and shall record the renunciation in the minutes of the Session. The status of any pending charges may be shared with the Session at that time.

Grace Presbytery has original jurisdiction in disciplinary cases involving Ministers of Word and Sacrament (and to a limited degree, commissioned ruling elders and certified Christian educators). A presbytery may dissolve a pastoral relationship when the “church’s mission under the Word imperatively demands it” (G-2.0904). However, a presbytery may only place a minister on administrative leave when allegations of child abuse have been received and the presbytery has followed the Book of Order procedures to conduct its risk evaluation to determine whether or not a minister member accused of child abuse should be placed on administrative leave (D-10.0106). It is recommended that the permanent judicial commission (PJC) members who will conduct this risk evaluation based upon the allegations and a hearing should also take into account secular legal advice.

Accused Not Covered by Book of Order

When Session receives an accusation of offense of inappropriate conduct against a non-member employee or non-member volunteer, the following procedures shall be followed:

1. The Session shall promptly appoint an *ad hoc* committee to inquire into the allegations;
2. The *ad hoc* committee shall, in the most confidential manner practicable, gather the necessary information to determine whether or not the allegation(s) give rise to a reasonable belief that inappropriate conduct has been committed by the accused;
3. The *ad hoc* committee shall, in all cases, prepare a written report to the Session. If the individual accused of inappropriate conduct is an employee for whom a personnel file is maintained by Grace First Presbyterian Church, the written report of the *ad hoc* committee shall be included in that individual's personnel file. The individual accused shall be allowed to submit any written statements, responses or other written information in the individual's personnel file – which written statements, responses or other written information will also be permanently maintained in that individual's personnel file. Nothing in this policy provision shall be interpreted to limit Session, in any way, in taking any and all authorized measures regarding employment or termination of employment. If the individual accused of inappropriate conduct is a non-member volunteer with Grace First Presbyterian Church, the *ad hoc* committee shall establish and maintain a file for the records of its actions, deliberations and recommendations to Session regarding its investigation of the allegations of inappropriate conduct. The written report of the *ad hoc* committee's findings and recommendations, if any, shall be made a part of the file established for that non-member volunteer. The written report, once received by the Session, and the Session's deliberations on the report shall be maintained as provided below.
4. Upon the deliberation and determination of the Session, the Session shall appoint a representative(s) to inform both the child or youth (and the child or youth's family) and the accused of the determination of the Session and the remedy (in the event of a determination of inappropriate conduct) implemented by the Session in response to its determination.

Session Record Keeping

The Session, and any *ad hoc* committee appointed by the Session pursuant to this policy, shall keep detailed records of its actions and minutes of its deliberations; its conversations with the accuser, the accused, and other parties involved; correspondence regarding the incident and inquiry into same; and copies of the written report received from the *ad hoc* committee. Such records will be kept confidential. In Case #208-6, the General Assembly Permanent Judicial Commission (GAPJC) interpreted the Rules of Discipline to provide that a Session may share the

contents of inquiry reports with other Sessions or entities of the PCUSA when necessary. The Clerk of the Session will maintain the records confidentially while the inquiry is in process.

**APPROVED AND ADOPTED BY
THE SESSION OF GRACE FIRST PRESBYTERIAN CHURCH
August 23, 2021**

NAME OF VOLUNTEER: _____

SIGNATURE OF VOLUNTEER: _____

DATE: _____