



## REVISION HISTORY

New document adopted **8/12/15**.

## BACKGROUND/PURPOSE

Facilities of the Unitarian Universalist Church at Washington Crossing (UUCWC) are available for Church events and for the use of members and pledging friends, as well as for meetings and events for non-members and organizations whose purposes, goals, and ideals are consistent with those of UUCWC and of the Unitarian Universalist Association of Congregations (UUA). This policy presents priorities and rules governing use of the building and grounds.

## POLICY

### 1. Facilities usage, defined by group.

The classification of each potential use of facilities is derived from the relationship of the individual, group, or organizers to UUCWC. Church activities and church groups have priority over outside groups, and churchwide activities have priority over activities of specific church groups. Funeral or memorial services for members and their immediate family will be given priority at the discretion of the Minister and the Office Administrator.

- a. *Member use*. This term refers to regular church business, ministries of the congregation, or special celebrations. These events are likely to be organized by members or friends of the congregation. When admission is charged, proceeds are donated to the congregation or to a designated charitable cause specified in advance and approved by the Board of Trustees or a designated ministry. *Member use* has priority in space and facility usage.
- b. *Support circles*. This term refers to use of facilities by a community support group that is in a reciprocal relationship with UUCWC (eg, the N.J. Support Group, New Perspectives, Lyme's Disease Support Group), and in which a member of UUCWC is in a leadership role within said support circle. These events are likely to be attended by members, friends, and outside community participants unrelated to the congregation. When admission is charged, the proceeds will be shared between the congregation and support circle, with the percentage to be determined prior to space agreement. *Support circles* do not have the priority of *member use* but are prioritized above *rental use*.
- c. *Rental use*. This term refers to use of facilities not directly affiliated with UUCWC. The public may or may not be invited to such an event. When admission is charged, the proceeds are retained by renter. *Rental Use* of facilities cannot take priority above any other ministry or support ministry, unless space is previously committed by contracted obligation.



## 2. Structure

- a. Member use.
  - i. There is no charge for individuals who have been pledging members or friends for at least 12 months and who wish to use the **sanctuary** for a “life celebration” (wedding, memorial service, dedication), unless a custodial charge is required.
  - ii. For individuals wishing to use the facilities for non-life celebration events, rental rates are applied and discounted 20%.
- b. Support circles use.
  - i. For general building and facility use there is no charge.
  - ii. In the case of a support circle hosting additional groups on behalf of their organization, a rental fee is applied. See *external use*.
- c. External use: Payment of a fee is required. A schedule of rental rates and associated charges will be supplied with a copy of the UUCWC Facilities Usage Policy.
  - i. 50% of the fee must be paid upon signing the contract. The remaining 50% fee must be paid one week prior to the scheduled event.
  - ii. In special circumstances the Minister, or in an emergency, the board president, may choose to waive all or part of a fee, but may not waive the required deposit or custodian fees of \$25/hour.

## PROCEDURES

The draft Rental Policy dated Feb. 4, 2014, becomes an approved procedure.

## APPENDIX

- Rental Policy
- Rules and Guidelines for Renters
- Guidelines and Expectations for In-house Use of Church Kitchen
- Kitchen Policies
- Kitchen Procedures
- Safe Congregations Policy
- Safe Congregations Procedures and appendices
- Rental Application for Use of Facilities
- Check List for Regular Renters
- Single Use Rental Contract

Prepared by Rev. Kim Wildszewski



## **REVISION HISTORY**

**Revised document.** This policy was written and developed in 2002 by the rental coordinator, Jane Shafer, and George Faulkner.

## **BACKGROUND/PURPOSE**

Rental of the building and grounds at UUCWC is an income source for the church. The policy as written ten years ago needs updating as the responsibility, accountability and authority have shifted to include the Rental Coordinator and the Office Administrator.

## **POLICY**

1. The Rental Coordinator has the responsibility, accountability and authority for rental decisions for UUCWC. The Minister with the approval of the Board appoints the Rental Coordinator. The Office Administrator shares the responsibility, accountability and authority for rentals and is authorized to create contracts and enter into contractual agreements with renters on behalf of UUCWC.
2. Rental of the building and grounds may be by any group or individuals, for profit or not for profit, as well as members of the congregation. The philosophy and activities of any renting individual or organization may not be in conflict with the Principles of the Unitarian Universalist Association.
3. If the renting group is a profit-making organization, it should be service-oriented, educational or related to the arts.
4. Members of the church will receive a 20% reduction in all rental costs for personal gatherings,. There is no charge to members for use of the building for weddings commitment ceremonies and funerals.
5. Any advertising done by a renter should include the words, “at the Unitarian Universalist Church at Washington Crossing”.
6. Use of Alcoholic Beverages
  - a. Consumption of alcohol n church premises is limited to wine, beer and champagne.
  - b. Where there are people under the age of 21 present at the event, the bar will be a “tended” bar.
  - c. Serving and consumption of alcohol will always be in compliance with state law.
  - d. No alcohol will be allowing in the Sanctuary, except for ceremonial use.
  - e. No alcohol will be stored on the premises after an event has taken place.
  - f. If the renter is an organization and they have indicated on the Rental Agreement that they will be serving alcohol, the renting organization must



- secure a Certificate of Liability from their insurance company naming UUCWC as the insured.
- g. The policy will be the same for all events held on the premises.
7. All renters must secure a Certificate of Liability from their insurance company naming UUCWC as the insured.
8. Long-term renters will be issued a key to the building, and will submit a \$50 key fee to be held in escrow until the contract is terminated.
9. Use of Church Resources
- a. UUCWC takes a neutral stance regarding non-sponsored programs that are operated by outside enterprises, as long as they do not violate the church's rental policies.
  - b. Congregants who wish to use church resources to promote outside enterprises or entrepreneurial programs will be subject to the same policies and guidelines as non-congregants.
  - c. Solicitations by outside enterprises or entrepreneurial programs are prohibited within the building. Publicity for such programs may not be included in church venues, such as Crossings, Crossings II, church bulletin boards, email distributions or announcements during church services.
10. The Office Administrator has the responsibility, authority and accountability to
- a. Answer initial contacts with potential renters and refer them to the Rental Coordinator if more information is required;
  - b. Send potential renters the Application for Rental (Appendix A)
  - c. Process applications and refer to the Rental Coordinator any negotiable items;
  - d. Create and send the renter a contract for long term or short term use, as required, with any special instructions negotiated by the Rental Coordinator; also schedule the rental on all paper and electronic calendars;
  - e. Process the returned contract and sign as the authorized agent for UUCWC;
  - f. Collect, process and record all rental fees;
  - g. Maintain an electronic log of activities, electronic and paper records of all contracts, and track rental income;
  - h. Create and submit to the Finance Committee a monthly report on rental receipts and projections for the fiscal year.
11. The Rental Coordinator has the responsibility, accountability and authority to:



- a. Represent UUCWC to potential renters as authorized agent;
- b. Negotiate requests for specific accommodations and facilities use on behalf of UUCWC with the renter.
- c. Review all potential rentals with the Office Administrator;
- d. Open and close the building before and after short term rentals, or designate an authorized person to open and close the facilities;
- e. Be on call for any emergencies for any long term renters who have access to the building;

## **GUIDELINES**

## **RULES AND GUIDELINES FOR RENTERS**

### **At the Unitarian Universalist Church at Washington Crossing**

Thank you for choosing our church for your event. We hope you will use our building gently and respectfully, as we do. Please use only the areas or rooms you have contracted for, as we may have other people using the building at the same time. Please review the information below before using our building.

**Room Temperature:** The temperature in any room may be modified as needed though we encourage you to conserve energy by not exceeding the recommended maximum setting for heat and air conditioning. Please read the instructions on each thermostat; do not use the HOLD key, which will override the program. Thermostats need to be reset according to the directions on the thermostat when leaving. The Sanctuary thermostat is located at the rear of the room to your left as you walk in. The Crossings Room thermostat is located on the left wall as you enter from the kitchen. Classroom thermostats are located just inside the door.

**Lights:** Light switches for the Crossings Room are located on the hallway wall opposite the double doors. *Please turn off all lights at the end of your rental event.*

**Furniture:** If you rearrange any furniture, you must return it to its original configuration. Please do not remove any non-folding tables from the classrooms. Extra chairs and tables are located in the Crossings Room closets. Please return these to the closet when done.

**Use of the Sanctuary:** The Sanctuary is a special and sacred part of the church facilities. Food and beverages are **not permitted** in the Sanctuary unless they are directly related to the conduct of ceremonial events. The piano cannot be moved without prior approval.

**Kitchen:** The kitchen is not available for use by a renter using other parts of the building unless specifically included in the contract.

**Bathrooms:** The church has a septic system. Diapers and sanitary products must not be flushed. Please use the containers provided. A diaper changing station is located in the unisex bathroom on the lower level.

**Use of Alcoholic Beverages:** Consumption should be limited to wine, beer and champagne. When individuals under the age of 21 are present, an adult must tend the bar. No alcohol may be consumed in the Sanctuary, except for ceremonial events. No alcohol may be stored on the premises. **Renters who plan to serve alcohol, other than wine, beer, champagne are required to obtain a Certificate of Liability from their insurance company naming UUCWC as insured. Alcohol consumption shall not be the primary purpose of the rental use or event. Serving and consumption of alcohol shall be in compliance with state and local law.**

**Smoking:** The church is a smoke free building; no smoking is permitted indoors at any time. Receptacles for cigarette butts are provided outdoors.

**Leaving the Building:** At the end of your rental, please be sure that all thermostats are reset and when appropriate, windows are closed, and all lights are turned off (including bathrooms). **All areas of use must be returned to its original condition. All chairs in the Sanctuary must be returned to**

**the original layout, and all items on the dais returned to their original positions. If you are the last one(s) out, the door must be locked as you leave. Failure to comply may incur a sexton fee at the rate of \$25 per hour for resetting furniture.**

**Guidelines for Emergencies:** It is important that you and those attending your event are aware of the procedures for responding to an emergency, such as smoke or fire; evacuation routes are posted throughout the Church.

- Before, and at the beginning of your activity, you must review the evacuation route for your area and make sure you know the location the fire extinguishers and the telephone (upstairs church office since cell phones may not always work inside the building).
- **Please advise attendees of the exits nearest the area of activity; remind them that they are to gather by the Church sign on the front lawn near the main road; and no one is to attempt to drive out of the driveway until the Fire Company advises.**
- If you are the one to discover the smoke or fire, in addition to pulling the fire alarm (located near every exit), you are responsible for calling 911 from a place of safety. Please give dispatcher the following information: the Unitarian Universalist Church at Washington Crossing located at 268 Washington Crossing - Pennington Rd, Titusville, NJ.

**\*Emergency Response and Evacuation Requirements and Non-Liability of the church.** The renter has reviewed acknowledges the receipt of these church Rules and Guidelines for Renters, procedures and plans for emergency response actions and emergency evacuations of the church building and has agreed to comply with all guidelines, procedures and plans.

The renter agrees that it shall be solely responsible for the compliance therewith of the employees, guests, invitees, and agents The renter agrees to, on or before the first rental date, to carefully review, inspect and locate evacuation route for the areas being used, and the locations of fire alarms and extinguishers and telephone.

The Renter agrees that the Renter shall be solely liable and the church not liable for any injuries or damages resulting or caused by the failure of the Renter (and its guest invitees, employees and agents) to comply with the provisions of this section.

**Renter acknowledges receipt of the Guidelines and Rules for renter and agrees to abide by the Guidelines and Rules for the Renter as described.**

Signature/Organization \_\_\_\_\_ Date \_\_\_\_\_

Signature of Church Agent \_\_\_\_\_ Date \_\_\_\_\_



## **GUIDELINES AND EXPECTATIONS FOR INHOUSE USE OF CHURCH KITCHEN**

Unitarian Universalist Church at Washington Crossing

### **FOOD/MEAL PREPARATION:**

- Before doing any preparation, all food handlers must wash their hands with warm water for 20 seconds in the designated hand washing sink (one bay of the old 3 bay sink on right side of kitchen).
- Use the old 3 bay sink for food prep (peeling, chopping, rinsing, etc.).
- To avoid cross contamination, use cutting boards as designated for specific use.
- Directions for making coffee are in the black binder marked “Fellowship Hour Instructions” on the microwave near the Fellowship Supplies cabinet. The coffee cart is in the Crossings Room closet, mugs are on the cart. Tea and other supplies are in the Fellowship Hour Supplies cabinet.
- All plates, bowls, cups and saucers are in the Crossings Room closet. These can be transferred to the wheeled cart to move to the tables for set up.
- Serving bowls are in the cabinet to the left of the old sink. Some serving utensils are in the tableware drawer(s).
- Cooking utensils and larger serving utensils are in the plastic bin on the shelves next to the stove.

### **CLEAN UP:**

- Wipe down the stove, oven and grill with vinegar/water solution provided.
- For just a few dishes, use the new, deeper 3 bay sink on the left side of the kitchen. First, scrape all plates clear of food. Fill all 3 bays, and use the 3 step procedure: wash in hot soapy water, rinse in clear hot water, rinse a 2<sup>nd</sup> time in clear hot water.
- For larger amounts of dishes, use the dishwasher. Instructions are posted on the front of the dishwasher. Be sure to scrape plates clean of excess food and spray/rinse them before placing them on the racks.
- Wash all items used – cutting boards, pots and pans, cooking and serving utensils, and all tableware - either in the dishwasher or in the 3 bay sink using the 3 step procedure outlined above.
- Return all clean items to their designated places. Do not leave dishes in the dishwasher or in the sink drainer.
- Clean coffee makers, first emptying the leftover coffee and dumping the grounds in the compost bucket. Return the cleaned coffee makers to the cart and wheel it into the Crossings Room closet.
- If you’ve used the microwaves, check for spillage and clean as needed.
- Wipe down counter tops and work spaces using the marked sanitizing containers under the sink.
- Do not leave any food on the counter or in the refrigerator or freezer unless you label it with date prepared and intended use.
- Check to see if the floor needs sweeping/mopping. Brooms are behind the kitchen door; mops in the Maintenance Closet.

### **WASTE/RECYCLING/COMPOST:**

- Separate all trash. Recyclables are placed in the yellow or green barrels, while regular garbage is placed in the bin lined with a garbage bag. Replacement bags are under the sink on the right side.
- Smaller trash cans may be used in the Crossings Room; bags are under the sink on the right side.
- Place any organic matter other than dairy or meat products in the Compost Bucket in the kitchen.



## **KITCHEN POLICIES**

Unitarian Universalist Church at Washington Crossing

### **GENERAL USE:**

- By the church: Food may be prepared or reheated for consumption at the church or to be distributed to those in need. Food may also be prepared and frozen for later distribution.
- By caterers or other outside groups: Food preparation and serving must conform to the guidelines established in this document.
- All usage is under the direct/indirect supervision of the Kitchen Operation Team (KOT) and includes ServSafe oversight.

### **APPLICATION FOR USE:**

- Anyone wishing to use the kitchen will be required to complete a Kitchen Reservation Form (attached) to be submitted to the Office Administrator with copies to the Rental and KOT Chairs.
- For one time use, the Reservation Form must be submitted at least 7 days prior to anticipated use date.
- For repeated or regular/ongoing use, the Form must be submitted at least one month prior to the first anticipated use.

### **SCHEDULING:**

- A Schedule of Kitchen Use will be maintained by the Office Administrator.
- Church groups will always have priority over outside groups.
- Any revisions in the schedule must be cleared by the Rental and KOT Chairs.

### **EQUIPMENT USE:**

- Stove/oven: Users must thoroughly clean the stove, oven and grill after use. See procedures for instructions. Cleaning supplies will be provided.
- Food Storage: Anything stored in the refrigerator or freezer must be labeled with use and date prepared. Room temperature foods may not be stored for more than one week, and must be labeled, dated and packed in an air-tight container. Any food left in the refrigerator longer than a reasonable time, as determined by the KOT, will be discarded.
- Refrigerator and Freezer: Refrigerator temperature will be maintained at 40 degrees F or below, and freezer temperature at 0 degrees F or below, monitored by the KOT. Any spills shall be immediately cleaned up by users. Thorough cleaning shall occur annually (see Procedures).
- Dishwasher: Run only full loads in the dishwasher. If there are just a few items, they should be washed by hand using the 3-phase process (see Procedures). Dirty dishes may not be left in the dishwasher. After use, the dishwasher must be emptied and clean dishes placed in the designated storage area.
- Cutting boards: To avoid cross-contamination, users will use the boards that are labeled for specific use (vegetables and fruit, meat). Cutting boards should be washed in the dishwasher or hand washed using the 3-phase process (see procedures) after each use and sanitized quarterly (see Procedures).

- Utensils and tableware: All cooking and serving utensils, and all tableware shall thoroughly washed after use either in the dishwasher or by using the three-phase procedure and returned to their storage places.
- Pots and Pans: All pots and pans must be scrubbed after use and returned to their storage place.
- Dishes: All dishes shall be washed, dried and returned to their storage places.
- Coffee Makers: Proper use of coffee makers will be posted. Following use, coffee makers must be emptied of grounds and leftover coffee, thoroughly cleaned and returned to their proper place.
- Microwave Ovens: After use, ovens should be checked for spillage and cleaned as needed. Microwaves will be thoroughly cleaned annually.
- Counter Tops: All counter tops should be cleared and wiped down using the marked sanitizing containers.

**EQUIPMENT MAINTENANCE:**

- The upkeep and maintenance of all kitchen equipment shall be under the direction of the KOT.
- See Procedures for maintenance/upkeep schedule and procedures.

**SERVING FOOD:**

- Hot food should be held at 140 degrees F or warmer; cold food at 40 degrees F or colder.
- When serving at a buffet, food shall be kept hot with chafing dishes, slow cookers or warming trays. Cold food shall be maintained by nesting dishes in bowls of ice, where appropriate.
- Any food left out at room temperature for more than two hours shall be discarded.

**FOOD BROUGHT FROM HOME:**

- Food must be transported in original containers or clean appropriate containers with a cover.
- Hot or cold food shall be transported in an insulated container. Hot food must be maintained at a temperature of 140 degrees F or higher, cold food at temperature of 40 degrees F or lower.

**SAFE FOOD HANDLING GUIDELINES:**

- All users must use the designated hand washing sink to wash hands with warm water and soap for 20 seconds before handling food.
- Gloves shall be worn when preparing food.
- Long hair shall be covered. Disposable hairnets will be provided.
- All fruits and vegetables must be thoroughly washed in the designated sink.
- Where possible, food should be handled by tongs or similar utensils, rather than the hands.

**WASTE/RECYCLING/COMPOST:**

- Trash shall be separated. Recyclables are placed in the yellow or green bins, while regular garbage is placed in the bin lined with a garbage bag. Bags will be provided for garbage.
- Smaller trash cans may be used in the Crossings Room; liner bags will be provided.

- Compost (any organic matter other than dairy or meat products) shall be placed in the Compost Bucket in the kitchen.
- Garbage shall be taken from the kitchen to the dumpster located in the upper parking lot.
- Recyclables need to be removed from the kitchen and placed beside the dumpster.

**PEST CONTROL:**

- The church shall maintain a contract with Cooper Pest Control.
- Inspections shall take place on a monthly basis.

**HOPEWELL TOWNSHIP REQUIREMENTS:**

- Use and maintenance of the kitchen will conform to requirements established in the Hopewell Township General Ordinances. A license will be issued annually by the township, expiring on June 30. Whatever fee is required by the township shall be paid by the church.
- The UUCWC KOT, a subcommittee of the Building Committee, shall oversee the operations of the kitchen. These policies shall be reviewed annually by the KOC.
- A ServSafe Person will be designated and trained, as needed. This person will attend annually a food-handling program offered by the township Health Department, another health department, Mercer County Health Officers Association and/or any other program approved by the State Department of Health and Senior Services. Proof of attendance will be provided at the time of license renewal.
- The ServSafe person will conduct an annual program on the basic principles of proper food handling, storage, preparation and sanitation methods for church kitchen users. Training documentation will be provided by Hopewell Township at the time of license renewal.
- Potable water reports will be provided to the Hopewell Township Health Department on a quarterly basis by the Building Committee Chair.
- Septic tank and grease tank pump out and maintenance reports will be submitted annually by the KOT at the time of license renewal.
- Hand washing signs will be posted in all toilet facilities and in areas of food preparation, providing information on acceptable hand washing procedures.
- The Hopewell Township Department of Health will conduct an annual Health Inspection of the kitchen; the KOT will assure that we are in compliance.
- The Building Committee will assure that fire safety inspections occur on a regular basis, as contracted with FyrFighter. The KOT will assure that the kitchen is in compliance.

## **KITCHEN PROCEDURES**

Unitarian Universalist Church at Washington Crossing

### **UPKEEP AND REPAIR OF KITCHEN APPLIANCES AND EQUIPMENT**

- The upkeep and repair of kitchen appliances and equipment shall be the responsibility of the KOT.
- Cleaning will take place according to the schedule below.
- Repairs will occur as needed.

### **CLEANING SCHEDULE:**

- A chart will be posted in the kitchen, with columns to indicate date that procedure was completed.

|                      |                           |
|----------------------|---------------------------|
| Floors               | After use/at least weekly |
| Refrigerator/Freezer | Quarterly                 |
| Cutting Boards       | Monthly                   |
| Microwaves           | Annually                  |
| Knife sharpening     | Quarterly                 |
| Dishwasher           | After each use            |
| Stove/Grill          | Semi-annually             |
| Stove Hood           | Semi-annually             |

- Repairs to appliances and other kitchen equipment will take place as needed.

### **CLEANING PROCEDURES:**

#### **Floors**

- Floors shall be swept and mopped after every use.
- A commercial floor cleaning solution shall be used.

#### **Refrigerator and Freezer**

- Both shall be thoroughly cleaned internally with vinegar / water / baking soda solution quarterly.
- The coils will be cleaned with a commercial Coil Cleaner and the Fans will be dusted and wiped down.
- No scrubbing sponges, steel wool or abrasive cleaners should be used in the refrigerator as scratches or divots can harbor bacteria.
- Any food not labeled or used within the appropriate time as determined by the KOT shall be discarded.
- Refrigerator temperature will be maintained at 40 degrees F or below, and freezer temperature at 0 degrees F or below, monitored by the KOT. Any spills shall be immediately cleaned up by users. Thorough cleaning shall occur quarterly.

#### **Cutting boards**

- All cutting boards shall be sanitized monthly using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 2 gallons of water.

### **Microwave Ovens**

- Microwaves shall be wiped clean after each use and sanitized monthly using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 2 gallons of water.

### **Utensils**

- Knives: Knives shall be sharpened quarterly.

### **Sinks**

- All sinks shall be cleaned after every use using soft cleanser.

### **Dishwasher**

- Only authorized cleaning agents will be used in the dishwasher. The KOT will assure that a supply is on hand.
- The food catch tray must be emptied and cleaned after every use.

**Stove/Grill – Regular Use:** Users must thoroughly clean the stove, oven and grill after use. The procedures are as follows:

- Stove
  - Wipe down the grills using the Vinegar/water solution.
  - Wipe down any spillage inside the stove using the Vinegar/water solution
- Oven
  - Wipe down any spillage inside oven.
  - Wipe down oven door inside and out.
- Grill:
  1. Step 1 - Start by shutting off the grill and scraping the debris on the surface into the collection bin using the provided grill scraper.
  2. Step 2 - Remove the grease trap and debris collection bin and wash them in the commercial dishwasher. Check the flue and grease drain area for burnt debris and clogs and remove them as well.
  3. Step 3 - Turn the grill heat back on. Use pour about 2 cups of grill cleaner onto grill top while still hot. Use the supplied grill brick and brush and work the solution into the surface in a circular motion. Multiple applications typically works better than using more of the cleaner than directed for the first use.
  4. Step 4- Squeegee the surface of the griddle to remove the dissolved grease and cleaner, then wipe down the entire grill with a dust-free kitchen towel. Grill squeegees are made of heat resistant neoprene and have longer handles to reach to the back of the griddle.
  5. Step 5- Return grease and debris traps once they come out of the dishwasher.

### **Stove/Grill – Semi-annual Cleaning**

- Stove, oven and grill shall be thoroughly cleaned semi-annually.
  - Stove: Clean as usual for normal use. Remove and clean knobs, and after shutting off gas to the stove, thoroughly clean around pilot lights with grease cutting vinegar solution.

- Oven: Using eco-friendly oven cleaner, follow instructions for full oven cleaning.
- Grill: See above Grill Cleaning.

### **Stove Hood – Semi-Annual Cleaning**

- Remove filters from hood area and clean using the following method:
- Using Commercial dish soap, plastic scrubber pads, Commercial degreaser, rubber gloves, follow these steps:
  1. Step 1: Cover your equipment below the filters with drop cloths, trash bags or another disposable cover. Dust and other particles may fall out of the hood frames when you remove the filters, so protect your equipment from dirt contamination.
  2. Step 2: Remove your filters by sliding the first filter up in the frame until the bottom of the filter comes out of the frame. The filters aren't attached in the frame, but only sitting on top of it. Slide the filter up, lever the bottom of the filter out of the frame and pull the rest of the filter outside of the hood frame.
  3. Step 3: Soak the filters in a sink with hot water above 100 degrees F and commercial degreaser. Your degreaser package will have instructions on diluting the solution to a safe level. Use rubber gloves when working with commercial degreaser, as it can be a skin irritant. Soak the filters for half hour or more, up to overnight.
  4. Step 4: Scrub the soaked filters with plastic scrub pads to remove baked-on grease. The grease adds a golden patina to the filters. Scrub the gold away until you have the original stainless steel silver color left.
  5. Step 5: Rinse the scrubbed filters using a spray attachment to remove all of the degreaser from the filters. Keep spraying until the water runs clear from the bottom of the filters.
  6. Step 6: Soak the filters in a solution of water and commercial dish detergent. Follow the package directions on your detergent to achieve the proper solution strength. Soak the filters for at least 10 minutes.
  7. Step 7: Rinse the filters using a sprayer attachment at full strength. Make sure that all soap residue has washed out of the filter material. Stand the filters on a counter after they have been rinsed and allow them to air dry before returning them to the hoods. The filters have a small hole near the bottom at one side to help remove water. Place that side of the filter at the bottom to help drain the filter.



## **REVISION HISTORY**

**New document adopted April 10, 2013.** This policy was developed on the recommendation of the Safe Congregation Task Force, which had the following members: Steve Fishbein, Stephanie Golski, Lori Linskey, Regina Podhorin Zilinski, Robin Pugh, Dan Tuft.

## **BACKGROUND/PURPOSE**

This Safe Congregation Policy (“SCP”) is intended to protect the physical, sexual, and emotional well-being of all who come to UUCWC, especially children and youth, and in particular those involved in our Religious Education programs. It is the intention of this religious community to create an environment that encourages spiritual growth through the promotion of a safe environment in which its members can explore, experience and express what in life that they find meaningful.

As Unitarian Universalists, we strive to value the "inherent worth and dignity of every person." Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination’s purposes and principles. However, when any person’s physical, sexual, emotional well-being, or freedom to safely express their beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly. Thus, we are inspired to create a safe and nurturing environment that protects both children and adults from harm and promotes their spiritual growth while they are a part of our community.

We believe a Safe Congregation is a place free from all actions, verbal or otherwise, that degrade, threaten, scare, or harm other persons. Our children, youth, and vulnerable adults are especially entitled to be safeguarded from perceived, threatened, or actual harm. This "Safe Congregation Policy” establishes responsibility, authority, and accountability for making our faith community a Safe Congregation.

## **POLICY**

### **1. Overall Responsibility, Authority, and Accountability**

- (a) In consultation with the Safe Congregation Team (“SCT”), the Director of Lifespan Religious Education (“DLRE”) has the responsibility and authority to administer this policy as it pertains to those involved in Religious Education for Children and Youth and in Adult Religious Education. The DLRE is accountable to the Minister.
- (b) In consultation with SCT, the Minister has the responsibility and authority to administer this policy in other areas of congregational life. The Minister is accountable to the Board of Trustees (“Board”).
- (c) The SCT, in cooperation with the DLRE and the Minister (who are members of the SCT), has the responsibility and authority for monitoring the implementation of this policy and for responding to incidents. The SCT, with the advice and consent of the DLRE and the Minister, has the responsibility and authority to create written Procedures implementing this policy and to amend existing written Procedures. The SCT is accountable to the Minister (unless the Minister has a conflict of interest, in which case the SCT is accountable to the Board President).



- (d) Written Procedures initially created for implementation of this policy must be presented to the Board for approval within [three] months of the policy's approval by the Board.
- (e) All members of the congregation are required to adhere to this policy in their dealings with other members, friends, visitors, and children and youth.

## **2. The Safe Congregation Team**

- (a) The Safe Congregation Team comprises the following members:
  - i. Minister (permanent member).
  - ii. DLRE (permanent member).
  - iii. One member of the Committee on Ministry ("COM"), who is trained in the Covenant of Right Relations and conflict resolution, appointed by COM.
  - iv. One member of the Board appointed by the Board.
  - v. Chair of the Committee on Religious Education for Children and Youth ("RE Committee") or another representative from the RE Committee appointed by the RE Committee.
  - vi. Chair of the Committee on Adult Religious Education ("ARE Committee") or another representative from the ARE Committee appointed by the ARE Committee.
  - vii. One at-large member, who has been a member of the Congregation for at least six months and who has experience in a field such as law, criminal justice, violence prevention, or child protective services, appointed by the other members of the SCT.
- (b) The SCT must meet at least annually to ensure all aspects of the policy are being implemented and maintained.
- (c) The SCT must respond to any incident relating to the emotional or physical safety of a person in our church, or to provide guidance/assistance to clergy, staff, and volunteers.
- (d) The SCT is responsible for ensuring all UUCWC staff as well as volunteers who work with children, youth, and vulnerable adults receive appropriate training regarding this policy and Safe Congregation practices specified in SCT's written Procedures.
- (e) One appointed SCT member, selected by the SCT, is to chair the SCT.
- (f) Appointed members serve a three -year term (or for as long as they continue to serve on the appointing body, whichever is shorter). If a position on the SCT becomes vacant, the appointing body is responsible for making a new appointment to fill the vacancy.
- (g) All members of the SCT are required to sign a confidentiality agreement with respect to concerns or incidents brought to the SCT for consideration.

## **GUIDELINES**

This policy should be implemented in a way that promotes most effectively the well-being of the most vulnerable members of the UUCWC community.





**PROCEDURE under the SAFE CONGREGATION POLICY**

**REVISION HISTORY**

**This is a new document adopted 08-12-13.** This Procedure was proposed by the Safe Congregation Task Force, discussed within the congregation, and approved by the Board. The Safe Congregation Team (“SCT”), established by the Safe Congregation Policy, has continuing responsibility and authority for amendments to this Procedure and for creating additional written Procedures to implement the Safe Congregation Policy.

**BACKGROUND/PURPOSE**

This Procedure implements the Safe Congregation Policy.

**PROCEDURE**

**I. Definitions**

- (a) Covenant of Right Relations. This policy is established as a responsibility of congregational life at UUCWC. All members of the congregation have a responsibility to protect the safety of all who come to UUCWC and to adhere to our Covenant of Right Relations:  
<http://www.uucwc.org/what-we-believe/>
- (b) Applicable New Jersey Regulations.
  - i. Megan’s Law: [http://www.nj.gov/njsp/spoff/megans\\_law.html](http://www.nj.gov/njsp/spoff/megans_law.html)
  - ii. Sex Offender Registry: [http://www.njsp.org/info/reg\\_sexoffend.html](http://www.njsp.org/info/reg_sexoffend.html)
  - iii. Child Abuse Reporting Requirements: <http://www.nj.gov/dcf/reporting/links/>
  - iv. Sexual Assault Statute Summary N.J.S.A. 2C:14 et al: <http://www.njcasa.org/sexual-violence-nj/new-jersey-law>
- (c) Background Check.
  - i. For residents of New Jersey, “background check means one of the following background checks available in the state of New Jersey:  
[http://www.state.nj.us/njsp/about/serv\\_chrc.html#background](http://www.state.nj.us/njsp/about/serv_chrc.html#background).
  - ii. For residents of Pennsylvania, “background check” means a background check available in the State of Pennsylvania:  
<http://www.portal.state.pa.us/portal/server.pt?open=512&objID=4451&PageID=458621&mode=2>.
  - iii. UUCWC require an initial background check in a volunteer’s state of residence for all volunteers who are Regularly Scheduled to work with children.
  - iv. All staff who are Regularly Scheduled to work with children are required to have a full state fingerprint check.
  - v. See below for more information on requirements for background checks.



- (d) Regularly Scheduled means scheduled to work or volunteer with children or youth more than 5 times per year.
- (e) Active Participant means a person who regularly attends Sunday services and who volunteers in ways that enhance congregational life and the congregation's social justice outreach.
- (f) Transfer (from another UU congregation) means someone who has been a member and Active Participant in another UU congregation within the prior six months for a period of at least one year.

## II. Mandatory Safety Procedures for Children and Youth

### A. Background checks and safety policies

1. A person who is Regularly Scheduled to work or volunteer with children and youth, including volunteers and employees, adults and youth, must complete and sign a Screening Form (Appendix A) (including social security number, driver's license number, two personal references) and a Code of Ethics Form (Appendix B).
2. Applicants who answer "yes" to any of the child abuse or sexual misconduct questions (Questions B, C & D) on the Screening Form are subject to further review by the SCT. This may result in the development of a limited contact agreement for this individual.
3. Applicants who answer "yes" to Question A on the Screening Form must be invited to talk with the DLRE and Minister before eligibility is determined.
4. All persons Regularly Scheduled to work or volunteer with children and youth must agree to submit to an initial criminal background check. Subsequent random checks will be conducted annually.
  - (a) Information obtained through the screening, reference check and background check must be kept in confidence, unless otherwise required by law. Only members of the SCT are to have access to these forms, which will be kept in paper format in a dedicated, locked filing cabinet in the office of the DLRE. Only the DLRE and the Chair of the SCT will have keys to this cabinet. These forms must be kept for four years or as long as the individual is in regular contact with children at UUCWC.
  - (b) A background check that reveals a criminal, child abuse, or sexually-related offense will serve to initiate a discussion with the SCT and may result in the restriction or termination of employment or exclusion of the person in question from work with children and youth or other individuals. See **Appendix F** for Procedures for responding to offenses revealed by background checks and **Appendix G** for Procedures on involvement of convicted sex offenders in our congregation.
  - (c) The SCT must review the process of maintaining these sensitive files annually to ensure the highest standards of confidentiality are being maintained.

### B. Supervision of Children and Youth

1. An adult may not teach religious education classes or lead other children or youth activities unless that individual has been active in the congregation for at least six months or that



individual has been an Active Participant in another Unitarian Universalist congregation for at least one year. A volunteer who Transfers from another UU congregation may teach without having been active at UUCWC for six months provided the volunteer has a letter of introduction from the former Minister or DLRE.

2. Staff or volunteers are required to be at least five years older than the age group with whom they are to work.
3. There must be at least two adults present in all youth activities regardless of how many children are present on a given day. One of the two must have a completed and cleared background check.
4. Children under age nine may not be left unsupervised at any time. Parents must supervise their children when they are not in a class or in another supervised RE or Music program event. Parents (not teachers or volunteers) are responsible for their children before the service begins and after the service and the RE program ends.
5. Children in the nursery and in the first floor RE classes must be picked up from their classrooms by a parent or guardian.
6. Parents and guardians are welcome to attend their child's religious education class at any time.
7. PreK-1<sup>st</sup> grade – All children under the age of seven must have a "bathroom buddy" (another child) when using the rest room and must be accompanied by an adult. Nonfamily adults cannot escort a child under the age of seven alone to the rest room.
8. During church services or RE classes on Sunday mornings, children must have a parent or guardian on the premises unless prior arrangements have been made with the DLRE or other designated religious education leader and a signed permission slip is submitted naming an adult who is *in loco parentis* for the morning.
9. The DLRE or the "DLRE of the Day" (an assigned member of the RE Committee) must be present every Sunday. The DLRE or DLRE of the Day must do a walk through of all RE spaces several times during each session to check that two teachers are in each RE class.
10. This section is to be made into a handout that is given to all parents.

### **C. Sleepover Guidelines**

1. Adults who are volunteers supervising youth or child sleepovers must be members or active friends of this congregation for at least six months.
2. There must be a minimum of two adults present at youth or child sleepovers. Both adults must have completed and cleared the Background Check. There must also be a minimum ratio of one adult to five children or one adult to ten youth.
3. During sleepovers at the church, all outside doors must be locked against entry once the last child/youth has arrived and remain locked until parents arrive for pick-up in the morning.
4. A parent/guardian permission form and Medical Information Form (Appendix D) is required for each child/youth at the sleepover.
5. The adult supervisors must maintain a written list of attendees and emergency contact information for each.



6. During sleeping hours, a supervising adult must make periodic rounds of the entire facility to check for unsafe conditions or inappropriate behavior. In the event of unsafe conditions or inappropriate behavior, the activity in question will first be stopped, and then the other adult leaders will be alerted to the situation.
7. No youth or child is permitted to sleep in a room or area alone or with only one other person. Participants are permitted to sleep only in designated areas.
8. A lock-in or sleepover means that the children/youth are to remain on the premises during all times from the scheduled start to the scheduled end of the event. Exceptions may be made in medical or personal situations with parents/guardians permission or upon need for emergency medical services. A participant who needs to leave before the scheduled end of the event must have the need documented, either on the permission slip in advance or if the need arises during the sleepover, by a method deemed sufficient by leaders. Release of the participant is permitted only to a parent, guardian, responsible person identified in writing by a parent or guardian, or to emergency medical services personnel.
9. The parent or guardian of a youth or child who will be dropped off after the start of the event must notify the adult advisors or other leaders before the event begins so that the participant can be let into the building. A late-arriving participant must submit a permission form and medical registration to a supervising adult upon arrival.
10. No adult is permitted to be alone with a youth or child at anytime unless the adult is the youth or child's parent or guardian.
11. A participant who is a guest of a child or youth in the RE program must be approved by the DLRE in advance and the guest's parents/guardians must submit necessary forms prior to the event.

#### **D. Field Trip Guidelines and Transportation**

1. A signed permission slip (Appendix C) is required for each child/youth being driven, transported by train or plane, or walked to an off-site activity.
2. A minimum of two adults, at least one of whom has a BC, must chaperone a group at an off-site location. (How many adults need BC's?)
3. Drivers designated by the church for UUCWC sponsored events must be members of UUCWC and at least 21 years old with 3 years driving experience.
4. Each driver must show proof of license, registration, and insurance coverage upon request.
5. Each person in the car will have seatbelts and age appropriate seating arranged per airbag safety rules.
6. No driver may consume alcohol or use any form of drug which can affect physical or mental performance before or during the carrying out of his/her duty as driver.
7. One unrelated adult shall never transport one minor. (Two or more unrelated adults may transport one minor, and one adult may transport two or more minors.)
8. The driver must have a signed Permission Slip (Appendix C) for each minor passenger. These completed forms must accompany the minors while they are in the vehicle, and must be available to the chaperones for the duration of the trip.



### **E. Electronic Communications**

Electronic communications among RE Teachers, Advisors, Staff, RE families, and children and youth are encouraged subject to the following restrictions:

1. Electronic Communication between RE Teachers, Youth Advisors, UUCWC staff, and RE families, children and youth are to be used to communicate only facts and information relevant to Religious Education.
2. An electronic communication sent to a child or youth by a UUCWC volunteer or staff member must also be sent simultaneously to the child's or youth's parent/guardian.
3. The use of individual text messaging and Instant Messaging as a means of communicating with elementary and middle school students is prohibited because parents cannot be copied on these types of communications. Group text messages that include all participating children and youth along with other adult supervisors are allowed but should only be used when absolutely necessary.
4. RE Teachers and Staff are not permitted to communicate with elementary or middle school children and youth via social networking sites such as Facebook, even if the child or youth initiates contact.
5. If necessary, Youth Group Leaders and RE Staff members may communicate with high school youth using social networking sites such as Facebook, but we strongly request that adults and high school youth follow these guidelines:
  - (a) If a high school youth invites an adult teacher/advisor/UUCWC staff member to be a "friend" on social media sites such as Facebook, the adult may accept. A teacher/advisor/UUCWC staff member is not permitted to invite a youth to become "friends" on social networking sites such as Facebook.
  - (b) The content of communications between High School Youth and teachers/advisors/RE Staff must be appropriate and consistent with the spirit and letter of this Safe Congregation Policy.
  - (c) Communication between high school youth and teachers/advisors / RE Staff on social media sites should take place on public spaces such as the "wall" on Facebook
  - (d) If a posting on a youth's social networking site raises concerns, or a youth seems to be in any danger, Youth Advisors and Teachers should contact the DLRE or the Minister immediately.

### **F. Concerns about Staff or Volunteers**

1. Circumstances or events may indicate that an adult staff member or volunteer is no longer able to work with children, youth, or vulnerable adults in a safe and reliable way. This may occur if:
  - (a) The person repeatedly fails to follow the guidelines outlined in the preceding sections;
  - (b) New information about the person is returned on a renewal background check;
  - (c) The person's application disclosures are found to be inaccurate;
  - (d) The person's conduct appears inappropriate;



- (e) The person is involved in any other circumstance or event that gives rise to significant concern on the part of a child, youth, parent or guardian, other congregant, staff, or Minister.
2. Anyone who has a concern about an adult who works with children, youth, or vulnerable adults should report the concern to a member of the SCT, using if convenient the confidential Notice of Concern (Appendix E2).
3. A member of the congregation who is **witness** to behavior that violates this policy and puts a child, youth, or vulnerable adult at risk must report their concern to a member of the SCT or the Board President, using the Notice of Concern Report Form (Appendix E2).
4. A church official required by law to report a concern to appropriate state or local authorities must do so, if possible consulting with the Minister and DLRE before making the report.
5. If the SCT (or the DLRE in consultation with the Minister) deems it appropriate to suspend or remove a volunteer from a position or to restrict in any way the volunteer's role with children, youth, or vulnerable adults, the SCT or DLRE may suspend the volunteer pending investigation; the volunteer may be removed only by decision of the SCT. Before removal, the volunteer must be given an opportunity:
  - (a) To know the complaints/allegations against him or her;
  - (b) To know the evidence supporting such complaints/allegations;
  - (c) To have the right to reply to such complaints/allegations.
6. If the suspended or removed volunteer is a minor, all such communications will be made in the presence of the child's parent or guardian.
7. The SCT has the responsibility and authority, after hearing from the suspended volunteer and gathering other relevant information, to decide whether to remove the volunteer from the position or to restrict the volunteer's role with children, youth, or vulnerable adults.
8. The same process applies to removal of a staff member from a role involving children, youth, or vulnerable adults.

### **G. Accident or Injury Involving RE Participants**

1. A first aid kit must be kept in each RE classroom and in the nursery.
2. In case of serious injury, an adult supervisor must call 911 immediately for emergency assistance.
3. In case of a minor injury, an adult supervisor or other qualified person must provide appropriate first aid, the injured participant's parent/guardian notified, and an incident report completed and submitted to the DLRE.
4. If a participant is injured, an adult supervisor must notify the participant's parent or guardian as soon as possible and must submit an Incident Report (Appendix E) to the DLRE
5. The DLRE must retain an Incident Report for four years following the incident.

### **H. RE Fire and Emergency Evacuation Process**



1. In the event of fire or other emergency evacuation, infants and toddlers in the nursery will be picked up by their parents as they come out of the sanctuary and taken to the front lawn by the church sign.
2. In the event of an emergency evacuation, all children in RE Classes will be escorted out of the building by their teachers following posted evacuation routes to the front lawn by the church sign. Parents will meet their children at the sign.
3. A fire drill for religious education classes will be conducted annually.

### **III. Mandatory Procedures for the Safety of Adults**

[To come....]

### **IV. TRAINING ON SAFE CONGREGATION POLICY AND PROCEDURES**

1. Protecting the physical, sexual, and emotional well-being of all who come to UUCWC requires the active involvement of all members/friends/staff of UUCWC. A truly safe congregation includes active bystanders who are educated about prevention and about intervention in instances of power-based personal violence (including child abuse, dating abuse, harassment, intimidation, bullying, and sexual abuse, harassment, or exploitation).
2. Training and education for staff, volunteers, and members is required
  - (a) Regularly Scheduled volunteers/staff are required to have comprehensive training on issues of child abuse, child sexual abuse, and the Safe Congregation policy before beginning work with children. The DLRE is required to arrange this training as needed. The training may include participation in online or face-to-face training.
  - (b) Regularly Scheduled volunteers are required to have an annual refresher training on the Safe Congregation policy and procedures. The refresher training may be conducted by the DLRE or a trained delegate.
  - (c) The SCT must work collaboratively with Adult RE to provide at least annual training opportunities for UUCWC members on their role in the prevention of child abuse, sexual abuse, harassment/intimidation/bullying, cybercrimes and other related issues affecting children and adults. The SCT must work collaboratively with the Worship Associates and Minister to integrate prevention messaging into services from time to time.



**APPENDIX to the PROCEDURE  
under the  
SAFE CONGREGATION POLICY**

- A: Screening Form
- B: Code of Ethics
- C: Permission Slip for Religious Education Field Trip
- D: Medical Information Form
- E1: Incident Report Form – Religious Education
- E2: Confidential Notice of Concern
- F: Guidelines for Response to Background Checks
- G: Limited Access Agreements
- H: Guidelines for Appropriate Affection





**Appendix A**  
**Screening Form for Volunteers and Staff Working with Children and Youth**

Thank you for your interest in working with the children and youth of our congregation. Our congregation takes seriously our responsibility of assuring the safety of children and youth.

Please fill out this form and give it to the Director of Lifespan Religious Education (“DLRE”). This information will be kept under lock and key and access to this information will be restricted to members of the Safe Congregation Committee. These forms will be kept for four years or as long as the individual is in regular contact with children at UUCWC.

Thank you for your support in providing a safe and secure environment for all of the children and youth in our congregation.

NAME: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Have you ever used a different name? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, please list with dates:

Social Security Number: \_\_\_\_\_

Driver’s License Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

How long have you been attending this congregation? \_\_\_\_\_

HOME ADDRESS:

---

Street

---

Town, State, Zip

Number of years at current address: \_\_\_\_\_

If you have not lived at this address for at least 5 years, please list any previous addresses with dates.

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_



Cell phone: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Number of years at current employment \_\_\_\_\_

May we call your current employer for a character reference? \_\_\_\_ yes \_\_\_\_ no

If not, please tell us why.

A. Is there anything that would show up in a criminal background check that we should be aware of? Please explain.

B. Have you ever been accused of any crimes against a person, including rape, incest, and sexual exploitation of a minor, or sexual or physical assault of a minor?

If yes, please provide details:

C. Have you ever resigned from employment or been disciplined or terminated by any employer for reasons related to sexual misconduct or child abuse?

If yes, please provide details:

D. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being trusted with the supervision, guidance, and care of children and youth?

If yes, please provide details:



**Congregation History and Prior Work with Children and Youth**

List UU congregations you have attended during the past five years.

Name of Congregation \_\_\_\_\_

City, State \_\_\_\_\_

When did you attend? \_\_\_\_\_

Please list all previous work involving children and youth (list name, type of work performed, and supervisor).

Please list two references who are not relatives who are familiar with your work and character as it pertains to your experience with children and youth. If possible, provide references that have known you for at least 3 years.

1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship to You: \_\_\_\_\_

I authorize the congregation to contact references and other congregations/institutions to obtain information about my background regarding my character and fitness for work with children and youth as well as to conduct a criminal background check. I authorize references to provide such information about me. I hereby release and hold harmless from liability any person or organization that provides information. I also agree to hold harmless this congregation, its trustees, employees and volunteers.

Further, I understand that a member of the staff may check the sex offender registry, the Child Abuse Record Information (CARI) and/or contact the local police for more information about my background.

This information will be available only to those responsible for screening staff or volunteers or participating in a response team, or as required by law.

*I attest that the above information is true and correct.*

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Appendix B  
Code of Ethics for Adults and Older Youth  
Working with Children and Youth**

**Based on the Code of Ethics by the UUA for People Working with Children and Youth**  
UUCWC is a spiritual community that takes seriously its responsibility to provide a safe and nurturing environment for everyone who participates in our congregation, placing a special emphasis on meeting the unique needs of children, youth and vulnerable adults.

UUCWC's Safe Congregation Policy is intended to help create and support this safe and nurturing environment. A Safe Congregation provides an environment in which we may each deepen our acceptance and understanding of one another, and in which personal transformation and spiritual growth are encouraged and supported in an atmosphere of civility, mutual respect, trust and kindness.

Our commitment to creating a Safe Congregation is grounded firmly in our seven principles, and especially in our abiding belief in the inherent worth and dignity of every person. We affirm the right of each person who participates in our congregation to seek and find spiritual, emotional and physical safety and acceptance at UUCWC. This includes safety from physical, sexual and emotional abuse.

Adults and older youth who are in leadership in our congregation play a key role in creating a safe congregation at UUCWC. The relationship between young people and their leaders must be one of mutual respect that in all ways reflects our belief in the inherent worth and dignity of all people.

By signing this code of ethics, I, \_\_\_\_\_, agree that I will strive to support the children, youth and vulnerable adults with whom I work by treating them with respect, kindness and acceptance. Because all those involved suffer damaging effects when leaders become sexually involved with young persons in their care, I will refrain from engaging in sexual, seductive, or erotic behavior with children and youth in the community. Neither shall I sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

*I have received information about, and agree to abide by, the UUCWC Safe Congregation Policy. By signing this, I am agreeing to conduct myself in accordance with this code. I understand that appropriate action will be taken if this code is violated.*

Date \_\_\_\_\_ Signed \_\_\_\_\_



**Affirmation Concerning Criminal Activity**

I affirm that I have never been accused of, convicted of, or pled guilty to any sexual crime. I also have not pled guilty to a lesser charge after having been charged with a sexual crime. I have never engaged in any form of child abuse, including sexual abuse. I have never been determined to have engaged in any sexual offenses in any civil, administrative, or ecclesiastical forum or other forum.

If there are any facts or circumstances in my background that call into question my being entrusted with the supervision, guidance, and care of children, youth, or vulnerable adults, I have met to review this information confidentially with the Minister and the Religious Educator.

Further, I agree to notify the Minister and the Director of Religious Education immediately should I be accused of sexual abuse, sexual offenses, sexual harassment, or other sexual improprieties in the time that I am working with children and youth in this congregation.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_



**Appendix C  
Permission Slip for Religious Education Field Trip**

Class or Group:

Destination:

Date:

Activity:

Purpose:

Departure Time:

From:

Return Time

To:

Type of Transport:

Primary Adult Contact:

.....  
(Tear along dotted line and return lower section)

\_\_\_\_\_ has my permission to participate in  
(Print child's name)

Event: \_\_\_\_\_ on Date \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature                      Printed Name                      Date

**EMERGENCY MEDICAL RELEASE FORM**

In consideration of Unitarian Universalist Church at Washington Crossing (UUCWC) organizing certain activities and events and allowing my child to participate in such activities and events, neither my child nor I (nor his/her other parent(s) or guardian(s) or our respective heirs, successors, executors, administrators, or assigns) will hold UUCWC or its agents responsible nor institute any suit for any damage, loss or injury that may be sustained as a result of my child's participation in the activity identified on this page. I give my permission for emergency medical treatment of my child.

\_\_\_\_\_  
(Print Child Name)

\_\_\_\_\_  
Parent/Guardian Signature                      Printed Name                      Date

*Where can we reach you or another responsible person in case of emergency during this event?*

Name \_\_\_\_\_ Phone 1 \_\_\_\_\_ Phone 2 \_\_\_\_\_

*For prompt emergency medical care of your child:*

DOCTOR'S NAME \_\_\_\_\_ Phone \_\_\_\_\_

INSURANCE Policy numbers \_\_\_\_\_

MEDICATION(S) /ALLERGIES/CONDITIONS (use reverse if needed):



**Appendix D  
Medical Information Form**

Name of Doctor: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Dentist/Orthodontist \_\_\_\_\_

Phone: \_\_\_\_\_

Do you carry medical/hospital Insurance? YES NO

Name of parent/person with insurance policy:

\_\_\_\_\_

Health Insurance Agency Name \_\_\_\_\_

Policy # \_\_\_\_\_ Group Number \_\_\_\_\_

Medications being currently taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allergies/Medical Conditions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Last Tetanus Shot: \_\_\_\_\_

Is there anything else a treating physician would need to know about your child?

**Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



**Appendix E1 – Religious Education  
UUCWC Incident Report**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**a. Who was involved?** \_\_\_\_\_

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

**b. What happened?** \_\_\_\_\_

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

**c. Who witnessed the incident?** \_\_\_\_\_

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

**d. When was it brought to your attention?** \_\_\_\_\_

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

**e. Were there any visible injuries?**

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

**f. Who treated the injuries?** \_\_\_\_\_

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

**g. Were the parents/guardians notified?** \_\_\_\_\_

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

\_\_\_\_\_  
**Teacher Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**DLRE Signature**





**Appendix E2  
CONFIDENTIAL NOTICE OF CONCERN**

Individual(s) of Concern:

Date of occurrence:

Time of occurrence:

Type of Concern:

Inappropriate behavior with a child or youth

Policy violation with a child or youth

Possible risk of abuse

Other concern, please describe:

Describe the situation: What happened, where it happened, when it happened, who was involved, who was present and who was notified?

If reported to the State, what was their recommendation about investigating? Attach additional sheets if needed.

Has this situation ever occurred previously? Attach additional sheets if needed.

What action was taken? How was the situation handled, who was involved, who was questioned, were police called? Attach additional sheets if needed.

What is the follow-up plan? Does anyone else need to be notified? Will the situation need monitoring?

Would you like someone to call you to discuss this situation? Attach additional sheets if needed.

Submitted by (please print):

Telephone number:

Location and address:

Signature:

Date:

*Once this report is completed, please submit it immediately to the Minister, DRE, a member of the Safe Congregation Team, or the Board President.*

Reviewed by:

Date:

## **Appendix F**

### **Background Checks: Guidelines for Response**

Each adult who participates in our UUCWC community has worth and dignity. Thus, each instance where a past conviction is revealed by a Background Check (“BC”) will be carefully considered by the DLRE and Minister, or Safe Congregation Committee (“SCT”). For each instance that is considered, members of The SCT will sign a confidentiality agreement related to the particular incident. These records will be kept in a dedicated, locked filing cabinet in the office of the DLRE.

The SCT will strive to follow the following guidelines with compassion, care and confidentiality for all concerned:

- Any applicant whose CBC report indicates “no record” shall be considered eligible for further consideration for the staff or volunteer position for which they have applied.
- Any applicant whose CBC report indicates a record of sex offenses or crimes against children will be denied further consideration, and indefinitely restricted from staff or volunteer positions working with children and youth at UUCWC. Reports may be retained in a permanent, confidential personnel file.
- Applicants who answer “yes” to any of the criminal record questions on the Screening Form must talk with the DLRE and minister before eligibility is determined. The DLRE and Minister shall present the facts and circumstances of the applicant’s admission to the SCT . When appropriate, the identity of the individual will be protected by the DLRE and Minister.
- Any CBC report that indicates a criminal record not previously reported on the screening form will be subject to further review by the SCT.

#### **Confidentiality of Criminal Records and Implications for Membership**

- Authorization forms for background checks will be kept strictly confidential. Only members of the SCT will have access to these forms, which will be kept in paper format in a dedicated, locked filing cabinet in the office of the DLRE. These forms will be kept for four years or as long as the individual is in regular contact with children at UUCWC.
- Staff applications are subject to personnel policies as established by the Board of Trustees.
- Applications and BC records for volunteer or staff positions, regardless of the subsequent employment status of the applicant, shall not be used to assess or evaluate an individual’s membership in the congregation, whether the membership is new or continuing, except as outlined in the following section.
- Any applicant whose BC report indicates a record of sex offenses or crimes against children may be subject to a limited access agreement at the discretion of the SCT, in accordance with UUCWC’s relevant policy (See Appendix G) and subject to approval by the Board of Trustees. The process of determining the appropriateness of limited access restrictions will remain confidential, although the imposition of such an agreement is subject to required notifications as outlined in UUCWC’s Policy (See Appendix G).

## **Appendix G**

### **The UUCWC Safety Policy of Limited Access**

It is the intention of this religious community to create an environment that encourages spiritual growth through the promotion of a safe environment in which its members can explore, experience and express what in life that they find meaningful.

As Unitarian Universalists, we strive to value the "inherent worth and dignity of every person." Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles. However, when any person's physical, sexual, emotional well-being, or freedom to safely express their beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly. Thus, we are compelled to create a safe and nurturing environment that protects both children and adults from harm and promotes their spiritual growth while they are a part of our community.

We offer this policy and Limited Access Agreement as a means of meeting these objectives: (1) protecting the physical, emotional and spiritual growth of children and youth and (2) meeting the ministry needs of individuals.

#### **Discovery of Need for Limited Access Agreement**

There are basically three ways in which it may become known within UUCWC that a person has a "prior safety offense" (see list below). In general, when it becomes known, the Minister (or designated staff) and the Safe Congregation Team will meet to determine if it is safe for this person to attend UUCWC and then will decide on a Limited Access agreement for the individual if appropriate. The committee will additionally consult with outside authorities as appropriate.

1. *Self-Disclosure.* A person may initiate the sharing of information that they have committed such an offense, or are in deferred adjudication, or have been accused, to the minister and/or a member of UUCWC, or the Safe Congregation Team. When this becomes known to the Minister (or designated staff) or the SCT through such self-disclosure a Limited Access Agreement shall be agreed upon in order to ensure everyone's safety and security. The committee may consult with outside authorities as well as treatment providers.
2. *Background Check.* An individual may be 'found out' through a reference and/or background check requirement for anyone having regular contact/interaction with children and youth, through information that is in the public domain, or by recognition by another member of the church community. The Minister, or designated staff, and the SCT will meet with the person and either enter a Limited Access Agreement or request that the person not participate in UUCWC or be on its property.
3. *Accusation.* A person may be accused of having committed a listed offense either within the UUCWC or in the community at large. In such cases the Minister, or designated staff, along with the SCT will meet with the person and secure a Limited Access Agreement (see sample with introduction below) to be in effect while an investigation is completed regarding the accusation(s). If a person accused of a listed offense has abided respectfully by the Limited Access Agreement, and is later proven not guilty, the Limited Access Agreement may be voided at the discretion of the Safe Congregation Team.

## **List of Safety Offenses (Disqualifying Offenses)**

*If a person knows of or suspects a disqualifying offense, that person should inform the Minister.*

In accordance with NJ Law NJSA I5A (New Jersey Nonprofit Corporation Law), the Unitarian Universalist Church at Washington Crossing declares the following as disqualifying offenses:

- Sexual assault
- Murder
- Aggravated assault
- Aggravated criminal sexual contact
- Aiding suicide of a child or youth
- Stalking
- Kidnapping
- Criminal restraint of a child or youth
- False imprisonment of a child or youth
- Luring or enticing a child or youth by various means
- Promotion of prostitution of a child or youth
- Sexual contact with a child
- Statutory rape
- Endangering the welfare of a child or youth
- Child neglect, cruelty, abandonment, or endangerment
- Contributing to the delinquency of a child or youth
- Indecent exposure
- Involvement in pornography of minors
- Other offenses may be added to the screening criteria, and thus result in disqualification, at the discretion of Safe Congregation Team if they feel that an offense not listed above could compromise the safety of children or youth.

If individuals who have committed disqualifying offenses as named above do not agree to the Limited Access Agreement or fail to comply with the agreement, they will no longer be permitted to attend any events or visit the property of the Unitarian Universalist Church at Washington Crossing.

A sample Limited Access Agreement follows.

## **UUCWC Limited Access Agreement**

The Safe Congregation Team has the authority to establish a Limited Access Agreement similar to the following. The Safe Congregation Team may add or change items based on the circumstances of an individual's crime(s)/allegations and activities in which the individual seeks to participate.

### **Sample Introductions**

“Designated accompanying adults” are individuals approved by the Safe Congregation Team who are familiar with this Covenant and the reasons for it. They will, respectfully and unobtrusively, accompany you while you are on church property.

### **Introductory paragraph in cases of allegation:**

A serious complaint or allegation, now under review, has been made about you to the SCT. We are responsible for maintaining the safety and security of everyone in this community. While this complaint is being investigated, in order to protect the children and youth in our programs from potential risk, and in order to protect you from further suspicion, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. This is a routine safety precaution, activated without prejudice toward particular individuals or circumstances. This document will be made known to the Minister, the DLRE and the members of SCT and may be made known to law enforcement and others as legally required. It will be kept in a locked file in the office.

### **Introductory paragraph in cases of prior history of safety offense:**

UUCWC affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, based on your background, we have concerns about your contact with children and youth in our congregation. We are responsible for the safety and security of everyone in this community. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our children and youth and to assure that you will not be subject to future accusations. Within these guidelines, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised

## **UUCWC Sample Limited Access Agreement**

I agree to arrange for a designated adult to accompany me at any events at church where children or youth may be present. This includes Coffee Hour, the annual Church Picnic, and any other events determined by the Safe Congregation Team.

In the event I wish to attend a function or activity at the church, it is my responsibility to arrange to be accompanied by a designated accompanying adult. If none of the currently designated individuals are available, I may ask the Senior Minister to designate someone for purposes of attending the particular function or activity.

I agree never to be in the building or on church property without a designated accompanying adult during a time when the Senior Minister and/or the professional with responsibility for Religious Education have required a designated accompanying adult.

I will refrain from all contact (physical or verbal) with children and youth while on church property or at church sponsored events. If a child/youth approaches me within the church property or at a church related event, I will politely and immediately excuse myself from the situation.

I will not volunteer in any way in the Children/Youth Religious Education program.

I will avoid all spaces in the church where children are present, including but not limited to Religious Education classrooms, youth rooms and the nursery. Exceptions may be made for congregation wide events such as worship and coffee hour as long as a designated accompanying adult is present.

I will not volunteer to chaperone or work with children in the music program of the church.

I will not volunteer to chaperone any trip with children or youth.

I agree that I will not obtain, possess, or borrow keys to the church building.

The Church will attempt to keep this matter confidential to the extent possible, but, as part of this agreement, I agree that the Church may reveal my history and the existence of this Limited Access Agreement to any persons/positions as deemed necessary by the minister and SCT, and I have no expectation of privacy of this information.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future church functions and church property and notification to law enforcement may be done as appropriate and legally required.

I understand that this contract will be reviewed regularly every six months and will remain for an indefinite period.

|                                 |       |
|---------------------------------|-------|
| _____                           | _____ |
| Signature                       | Date  |
| _____                           | _____ |
| Witness                         | Date  |
| _____                           | _____ |
| Minister                        | Date  |
| _____                           | _____ |
| Director of Religious Education | Date  |
| _____                           | _____ |
| Board President                 | Date  |

# AUTHORIZATION OF BACKGROUND CHECK

Applies to Current Volunteers as of [DATE]

## UNITARIAN UNIVERSALIST CHURCH AT WASHINGTON CROSSING

Name: \_\_\_\_\_

Other (last) Names Used: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Please list any other residences from the last eight years (use back if needed): \_\_\_\_\_

Social Security Number \_\_\_\_\_

Gender (Optional) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**I hereby authorize the Unitarian Universalist Church at Washington Crossing to conduct a criminal background check. I understand that this is standard procedure and is for the benefit and safety of the children in our care. I understand that information obtained because of this background check will be handled with respect and confidentiality as much as is possible.**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **APPENDIX H**

### **GUIDELINES FOR APPROPRIATE AFFECTION**

UUCWC is committed to creating and promoting a positive, nurturing environment for our children's and youth ministries that protect our children and youth from abuse and our Church Personnel/Volunteers from misunderstandings. When creating safe boundaries for children and youth, it is important to establish what types of affection are appropriate and inappropriate; otherwise that decision is left to each individual. Stating which behaviors are appropriate and inappropriate allows us all to comfortably show positive affection in ministry, and yet identify individuals who are not maintaining safe boundaries with children or youth. These Guidelines are based, in large part, on avoiding behaviors known to be used by child molesters to groom children or youth and their parents for future abuse. The following guidelines are to be carefully followed by all staff/volunteers working around or with children or youth.

1. Love and affection are part of church life and ministry. There are many ways to demonstrate affection while maintaining positive and safe boundaries with children and youth. **POSITIVE and APPROPRIATE** forms of affection are listed below:

- Brief hugs.
- Pats on the shoulder or back.
- Handshakes.
- "High-fives" and hand slapping.
- Verbal praise.
- Touching hands, faces, shoulders and arms of children or youth.
- Arms around shoulders.
- Holding hands while walking with small children.
- Sitting beside small children.
- Kneeling or bending down for hugs with small children.
- Holding hands during prayer.
- Pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian communities).

2. The following forms of affection are considered **INAPPROPRIATE** with children and youth in ministry settings because many of them are the behaviors that child molesters use to groom children or youth and their parents for later molestation or can be, in and of themselves, sexual abuse.

- Inappropriate or lengthy embraces.
- Kisses on the mouth.
- Holding children over three years old on the lap.
- Touching bottoms, chests or genital areas other than for appropriate diapering or toileting of infants and toddlers.





- Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
- Occupying a bed with a child or youth
- Touching knees or legs of children or youth.
- Wrestling with children or youth.
- Tickling children or youth.
- Piggyback rides.
- Any type of massage given by a child or youth to an adult.
- Any type of massage given by an adult to a child or youth.
- Any form of unwanted affection.
- Comments or compliments (spoken, written, or electronic) that relate to physique or body development. Examples would be, "You sure are developing" or "You look really hot in those jeans."
- Snapping bras or giving wedgies or similar touch of underwear, whether or not it is covered by other clothing.
- Giving gifts or money to individual children or youth.
- Private meals with individual children or youth.

**UNITARIAN UNIVERSALIST CHURCH AT WASHINGTON CROSSING**  
**268 Washington Crossing-Pennington Road**  
**Titusville, NJ 08650**

**RENTAL APPLICATION FOR USE OF CHURCH FACILITIES**

**Please complete the following information. A Rental Contract will be created based on this information and mailed to you for your review and signature.**

**Name of person/organization** \_\_\_\_\_

**Mailing address of person/organization** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone/Fax numbers** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Name of contact person if different from above** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone/Fax numbers** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**1) Date(s) of Rental**

**A – One time use only** \_\_\_\_\_

**B - Multiple dates from July 1- June 30.** If more than 5-6 dates, just attach a Schedule for the classes, meetings, or concerts.

\_\_\_\_\_

**2) Time of the class, meeting, event** \_\_\_\_\_

**3) At what time will Renter access the building?** \_\_\_\_\_ **Leave the building?** \_\_\_\_\_

**4) Facilities requested (Check all that apply)**

**Sanctuary** \_\_\_\_\_ **Crossings Room** \_\_\_\_\_ **Classroom(s) #** \_\_\_\_\_ **Kitchen** \_\_\_\_\_

**5) Special equipment requested (Check all that apply.)** There is an additional charge for these. **Microphones/Sound System** \_\_\_\_\_ **Piano** \_\_\_\_\_

**6) Expected number of attendees: Adults** \_\_\_\_\_ **Children** \_\_\_\_\_

**7) Please give a brief description of your event, class, and meeting.**

(over)

8) Will you be serving alcohol at any of the scheduled use dates? \_\_\_\_\_

**Note:** If you are serving anything besides wine, beer, or champagne and individuals under the age of 21 are attending, you are required to have someone tending the bar. Organizations are required to have a Certificate of Liability from their insurance company naming UUCWC as the additional insured. Serving of alcohol must be in compliance with state and local law.

9) At any of the scheduled dates will you be doing fundraising for a non-church enterprise? \_\_\_\_\_

10) Special conditions or notes \_\_\_\_\_

11) **Rental rate and payment** - The amount for the rental will be based on the rooms requested for use, and the days and times of the rental. When the Rental Contract, which will be sent to you upon receipt of this application, is signed by the renter and returned, a deposit of 50% of the total amount should be returned with the agreement. If there are any questions about the amount, please contact the Rental Coordinator before returning this Application. This deposit is non-refundable. The balance will be due at least one week before the event.

12) Signature of person completing this Application \_\_\_\_\_

**If you would prefer to meet to review the application before we draw up a Rental Contract, please contact the church office to schedule a meeting. If you are designated as a non-profit organization, please enclose a copy of the document that says you are a non-profit organization.**

**CONDITIONS FOR RENTERS USING THE FACILITIES  
SEVERAL TIMES DURING THE YEAR.**

**The church operates on a July 1 - June 30 fiscal year.** This Contract will be reviewed at the beginning of each fiscal year. If there are any planned increases in the rates, the renter will be advised of those before meeting to review the Contract. Payment will be made on a schedule agreed to by the Renter and the Rental Coordinator.

The Renter may be required to provide a current copy of the Certificate for Liability Insurance at the time the Rental Agreement is signed, that includes UUCWC as the Additional Insured.

**Please return this application to: [uucwc@uucwc.org](mailto:uucwc@uucwc.org) or mail to:**

**Susan Irgang**

**Office Administrator**

**Unitarian Universalist Church at Washington Crossing**

**268 Washington Crossing-Pennington Rd**

**Titusville, NJ 08560**

|  |
|--|
| <p style="text-align: center;"><b>CHECK LIST FOR REGULAR RENTERS</b><br/><b>(Groups using the building more than one time)</b></p> |
|--|

The terms of the contract state that the Renter is responsible for the cleaning of the rented spaces and returning anything that has been moved to its usual place and arrangement. Though some details are included in the Rules and Guidelines as part of the contract, this checklist is provided to guide your cleaning up after an event of all rooms used. When the cleanup is completed, the responsible person should initial this list and place it in the Rental mailbox in the church office. Thank you for your cooperation.

**Sanctuary**

- \_\_\_\_\_ Chairs to be returned to their original position, as noted on chart posted in room at back of Sanctuary.
- \_\_\_\_\_ Vacuum rug if necessary (vacuum cleaner in upstairs janitor closet)
- \_\_\_\_\_ Podium, metal stand for Chalice on the dais, and furniture on the dais and in the room returned to original places.
- \_\_\_\_\_ Piano – Lid and top of the piano are closed and the cover in place.
- \_\_\_\_\_ Sound system –The sound cart is turned off and all microphones, lavalieres, etc., returned to the drawers.
- \_\_\_\_\_ All lights are turned off.
- \_\_\_\_\_ Room is picked up - with all paper, candles, or other items brought in for the gathering removed from the room.
- \_\_\_\_\_ Fire door into the room at the back of the Sanctuary is closed
- \_\_\_\_\_ Thermostat is turned back to the correct setting following directions on thermostat
- \_\_\_\_\_ Small door on the side of the Sanctuary is closed tightly
- \_\_\_\_\_ Doors to the lobby are closed
- \_\_\_\_\_ Any decorations are to be removed unless otherwise arranged; leaving flowers is acceptable
- \_\_\_\_\_ Hymnal cart, is removed, is to be returned to the back of the Sanctuary

**Lobby and Nursery**

- \_\_\_\_\_ Display tables to be cleaned off and usual pamphlets and materials returned as found. No new material may be left without office approval.
- \_\_\_\_\_ Furniture or church displays, if moved, are to be returned to where they were
- \_\_\_\_\_ Vacuum rug if necessary (vacuum cleaner in upstairs janitor closet)
- \_\_\_\_\_ Nursery is straightened up and supplies are put away
- \_\_\_\_\_ Trash bags taken to dumpster

## Classrooms

- \_\_\_\_\_ Furniture returned to configuration prior to your use
- \_\_\_\_\_ Extinguish candles and turn off lights
- \_\_\_\_\_ Supplies used are removed and trash is placed in dumpster
- \_\_\_\_\_ Doors and windows are closed before you leave
- \_\_\_\_\_ Thermostat - set at correct setting (see note on thermostat)

## Crossings Room

- \_\_\_\_\_ Tables and Chairs to be pushed/lined up along the sides of the room
- \_\_\_\_\_ Chairs taken from classrooms on lower level must be returned
- \_\_\_\_\_ Sweep floor if necessary
- \_\_\_\_\_ Trash bags taken to dumpster at far right corner of parking lot
- \_\_\_\_\_ Cans and bottles put into recycling cans in kitchen
- \_\_\_\_\_ Lights turned off
- \_\_\_\_\_ Reset thermostat per instructions
- \_\_\_\_\_ Make sure outside door is closed and locked
- \_\_\_\_\_ Make sure Crossings Room doors to hall are closed, as required by the Fire Department.

## Restrooms and Hallways

\_\_\_\_\_ Lights are turned out in areas used. If you are the last group out please make sure to turn out all the lights in the restrooms and hallways.

### **AS YOU LEAVE THE BUILDING**

- **ALL LIGHTS UPSTAIRS AND DOWNSTAIR TURNED OFF, INCLUDING RESTROOMS**
- **THERMOSTAT RESET PER DIRECTIONS**
- **ALL ROOM DOORS ARE CLOSED**
- **FIRE DOORS IN HALLWAYS ARE OPEN**
- **FROM DOOR AND CROSSING ROOM DOOR IS LOCKED**