

## **SAFE SANCTUARY COMMITTEE**

### **Committee Structure and Operation:**

Three-to four-member committee to include the following:

- Chair of the Committee – to be the Plan administrator. Three-year term.
- Christian Education Committee member – to be responsible for coordinating educational opportunities. Two-year term.
- Records Custodian – to be responsible for the filing and the maintaining of all confidential records. Three-year term.

### **Key Responsibilities:**

- Reviewing the current Plan periodically and implementing needed modifications to the Plan, engaging the congregation as needed in the process.
- Educating the congregation about the Plan and providing copies of the Plan to members.
- Consulting as a committee and with the congregation to help interpret the Safe Sanctuary Plan as unique situations arise.
- Managing a Safe Sanctuary Committee implementation budget.
- Screening for workers and volunteers as identified in the Plan.
- Orientation and training for church members (Pastor, Christian Formation Teachers, Youth Group Leaders, Mentors, Chaperones, Parents, and Other Volunteers working with youth).
- Helping Christian Formation Committee implement the two-adult rule and other classroom needs.
- Maintaining orientation and educational materials about abuse in the church library for families and workers.
- Overseeing the reporting of an incident of child sexual abuse to the state of Ohio and overseeing a church response to any such report.
- Filing and securing until disposal all paperwork related to the implementation of the Plan: background checks; signed worker forms; and reports and records related to an incident (including but not limited to incidence reports; incident meeting notes/correspondence; instructions from Law Enforcement/ Children's Services; insurance claims records and correspondence; and litigation files and associated documents and correspondence) See Appendix 9.1 of the Safe Sanctuary Plan.