

Acton Congregational Church Volunteer Behavior Policy

In the event that a staff member has reasonable cause to believe that a volunteer in any church-related activity has engaged in behavior which may have a negative impact on the physical, emotional or spiritual well-being of any participant in a church-related activity, the staff member should document those reasons in an Incident Report. The staff member should consult with one of the ministers and the chairperson of the Safe Church Committee. The Safe Church Committee will review the Incident Report, investigate the matter and decide what action should be taken, if any. The Senior Minister will be kept informed of all developments. If the Safe Church Committee determines that a volunteer should be asked to leave his or her position, a representative of the Committee will meet with the volunteer and inform him or her of the decision. The staff member and minister may also be present at the meeting.

The staff member, minister and Safe Church Committee chairperson should develop a plan to communicate the decision to those within the congregation who need to know the information.

The incident reports will be kept in a locked file maintained by the Church Administrator.