

LACC Above Suspicion Policy

(Revised 10/16/17; Edited 6/8/2022)

Purpose

1. To provide a safe and caring environment for youth and adults in all LACC programs.
2. To protect both salaried and volunteer staff from situations that potentially could occur in any program, including camps, trips, outings, and other events, where there is potential for being accused of abuse.

Policy Segments

1. Volunteers, as well as salaried staff, shall be screened prior to being selected to serve in a volunteer or salaried role working with minors at LACC. Screening must include personal interview by the committee or ministry where the assistance will be provided by the volunteer. Additional screening can include police background checks, and/or letters of recommendation, as defined in LACC Volunteer Policy/Enrollment Form.
2. In order to be qualified to work with youth, a volunteer must have been a member of LACC for at least six months
3. Anyone who has not met the six-month membership requirement or is a nonmember cannot provide direct supervision for events and activities involving youth, but may serve along with a qualified volunteer.
4. Prior to the beginning of any event, all staff, including teen volunteers, shall receive information and instruction necessary to be made fully aware of the potential liability risk in the following areas: sexual harassment, child molestation, one-on-one situations, physical, mental, and sexual abuse.
5. Volunteers on the sex offender register are not allowed one to one supervision with any children except their own.
6. LACC Personnel committee will sponsor an annual training on potential liability risks stated in the Above Suspicion Policy. These training sessions generally will be conducted in January of each year.
7. Each youth who participates in a ministry in LACC, must have a completed health form on file in the church administration office. These forms shall be updated yearly or sooner if changes occur. It is recommended that each sponsor of a youth program maintain a copy of the health form in their own records. Once the program is complete, the youth sponsor is required to return the health form copies to the administrative office for shredding.
8. Trips/events off church grounds: A copy of the health form and written consent from a parent/guardian will be required for all activities sponsored for youth off the LACC grounds.
9. Room supervision on trips: Youth in ALL rooms utilized for lodging shall be supervised and it is recommended that the following options be used:


- a. Generally, NO adults will stay in rooms/tents/campers with youth, however, supervision must be provided by adults or teen counselors in a nearby room
 - b. In situations where it is necessary for adults to stay in the room with youth, there will be at least two or more adults.
 - c. One teen counselor may be in a room with at least two other youth.
 - d. Adults will provide guidance and support for teen counselors.
10. It is recognized that there will be occasions where one-on-one situations are unavoidable. ALL staff, both salaried and volunteer, should, whenever possible, avoid such situations with youth.

The "Above Suspicion Policy" will apply for all activities and events conducted at or sponsored by LACC.

Loudon Avenue Christian Church Volunteer Policy

1. All members are considered volunteers who have been asked to perform a specific duty.
2. Volunteers that will have direct supervision or interactions with children under 18 are considered Youth Volunteers.
3. The General Board and the Senior Pastor shall be informed of the names of the following volunteers i.e. Church School teachers, groups and or ministries which meet on a regular basis, committee chairs/ members and van drivers etc,
4. Volunteers are expected to follow established guidelines of the position they hold.
5. Volunteers working with youth must complete a volunteer form, and indicate and indicate any prior or pending charges, as well as complaints about child neglect or abuse.
6. Volunteers working with youth and willing to assist for more than a one-time event must have a background check prior to volunteering at any further events.
7. Volunteers on the sex offender register are not allowed one to one supervision with any children except their own.
8. Failure to follow job guidelines may lead to the volunteer being released from that position by the auxiliary chair.
9. The auxiliary chair shall advise the Senior Pastor and the General Board when a volunteer vacates a position.
10. The Senior Pastor and the General Board reserve the right to ask an auxiliary chair to vacate their position.
11. All volunteers shall complete a volunteer enrollment form. The following groups will be required to have a form on file: Usher leaders, Youth Choir leaders, Church School staff, VBS staff, vehicle drivers, committee chairs, Christina Education Staff, and all members volunteering with a church ministry
12. The coordination of the volunteer program including the maintenance of the volunteer forms shall be the responsibility of the Personnel committee.

13. Forms shall be reviewed and updated yearly.



Loudon Avenue Christian Church
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Rev. Anthony L. Holmes, Sr., Pastor

August 20, 2018

Priscilla Casey - Ushers

RE: LACC Annual Background Checks

According to our "LACC Above Suspicion Policy" all LACC staff and volunteers must go through an annual screening process which includes a background check. Loudon Avenue Christian Church secured the on-line services of Protect My Ministry to conduct our annual background checks. NOTE: There is no cost to individuals to complete the background check and individual background check information will be kept confidential. Please follow the instructions listed below and have each Usher complete their background check not later than **September 20, 2018**.

I will let you know when all Ushers have completed their check. If any background check comes back with information that prohibits volunteering at LACC, I will speak with that person one on one. If someone in your ministry does not have a computer or request help with this process, ask them to contact the Church Secretary during church office hours for assistance.

Instructions for Protect My Ministry Background Check

1. Go to LACC website loudonavenuecc.org
2. Click the Links in the upper right-hand corner
3. Click on Protect My Ministry Application
4. Fill in the required information
5. Click on Continue
6. Click on Agree under "Disclosure and Authorization- Background Investigation"
7. Fill in the required information
8. Click on Release my Application

NOTE: The entire background check must be completed

*If the entire process is not completed, I will not be able to order the individual background check. Please contact me at (540)761-1488 or ewharris5@gmail.com. If you have any questions about this request. Thank you for your assistance.

E. Wayne Harris
E. Wayne Harris, Member
LACC Personnel Committee
Copy to: Pastor Holmes
Church Secretary

Loudon Avenue Christian Church Personnel Manual



Developed by the
Personnel Committee
Loudon Avenue Christian Church
730 Loudon Avenue N. W.
Roanoke, Virginia 24016

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LACC Mission Statement

Loudon Avenue Christian Church's vision will become a reality through individual and collective commitment to daily prayer, study, praise, obedience, and faithful stewardship that demonstrates our love of Jesus the Christ. We will demonstrate these fruits in the following ways:

Living a Christ-centered life so that others will see the goodness of the Lord in us.

Accepting our mission of witness and service to mankind within the church and through out the community.

Creating, sustaining, and expanding ministries to address members and community needs and concerns.

Compassionately and courageously welcome, embrace and include all individuals into the Loudon Avenue Christian Church family.

LACC Personnel Committee Mission Statement

The personnel committee responsibilities include developing policies and procedures related to managing human resources for the church. The committee has the dual role of assisting the Senior Pastor in human resource management and functioning as an employee advocate.

Responsibilities include but not limited to:

- ❖ Assisting the Senior Pastor in hiring and terminations
- ❖ Assisting the Senior Pastor in employee appraisals
- ❖ Creating and interpreting policies and procedures
- ❖ Making recommendations on salaries and yearly salary increases
- ❖ Writing job descriptions and specifications

The committee will consist of the Senior Pastor, a chairperson, and four members with human resource management experience. The chairperson position will rotate on a yearly basis between members of the committee.

Loudon Avenue Christian Church

Organizational Chart

