

# Unity Northwest Church Policies

**SECTION:** 4 - Committees and Task Forces

**TITLE:** D. Youth Education and Family Ministries

1. Known Sex Offender Procedures

**DATE APPROVED/REVISED:** Approved:  
Revised:

**DESCRIPTION:** This policy outlines the actions to take when a know sex offender seeks to attend functions at the church.

## A. Notification

1. In the event that a congregant of Unity Northwest Church becomes aware that a person (or persons) who is a known sex offender is attending or plans to attend our services and/or other church functions and may interact or be near children, it is the member's responsibility to notify either the Senior Minister/Spiritual Leader, Youth Minister/Director or Board Member of this person's presence or possible presence. Once notification has taken place, the following steps will be taken:
  - a. Confirmation (to be done by Minister/Spiritual Leader or Youth Director) of the information and a determination, by checking with police and/or database of whether or not this person may pose a threat. Charges and/or conviction that would indicate a threat include, but are not limited to: rape, assault, endangering the welfare of a child, kidnapping and child molestation.
  - b. After confirmation, the following plan of action will be in affect.
  - c. Said convicted person involved will be informed in writing & copy to police of the plan of action which will also be communicated to the staff by the Senior Minister/Spiritual Leader or a designated member of the church. It is incumbent upon the Church staff to ensure that the plan of action is being followed. If it is not, local authorities will be contacted.

## B. Plan of Action

1. Said person may be on church property only if church staff is notified of said person's intention to attend 24 hours beforehand.
2. Said person may only attend 9:00 a.m. Sunday service and may not attend any other activities or events where children are present.
3. A Board Member or other designated person (cannot be a family member) will meet said person at their vehicle as they arrive on church property and will be their constant companion until said person has left church property. This includes bathrooms, during the service and/or other events, and all other places on church property.
4. The Board Member or other designated person is to write a brief note (need to create a form) such as this: "*I stayed with (name of person) from the moment I met him/her outside on (date) throughout the service, and until I left the building and he/she left church property.*" Then the Board Member or other designated person signs it, gives it to the Senior minister, the Senior

minister keeps it in a file. This note is to be written and filed each time said person in on church property.

5. Said person shall not, under any circumstances, enter the rooms/areas that are designated for use by those under the age of 18.
6. Board members, staff, parents and other church members will be notified, in writing, that a known or convicted sex offender is in our community. They will also receive the church's plan of action.