

## **A Special Thanks**



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For Providing Relevant Materials for this Resource!



Let's work together to keep our kids safe and secure when they are in the care and custody of our children's ministry. Use this resource to inform and guide you as you commit to making your ministry the best it can be!



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Updated August, 2021 —24



# CHURCH GROWTH NEW ENGLAND



## Church Safety and Security

### **Best Practices**



**Emergency Procedures**



**Safety in the Classroom**



**Child Abuse**



**Online Safety and Security**

Updated August, 2021 —1

August, 2021

Dear Church Leader,

Thank you for taking a few moments to review this updated Safety and Security resource. Since most of our local churches have been challenged through the pandemic, we wanted to revisit this booklet and update it with some very important additions in light of what we have been experiencing through Covid-19. We had a small team of volunteers update the information for this tool. We hope this gets you thinking about your ministry context and how it might help you moving forward. It is a guide that will give you best practices and very current information about recommendations for all churches.

Remember, that your insurance company can be a good resource for you as you evaluate and make changes to your safety and security protocols. They might even be able to provide you with an assessment for free. Don't underestimate this tool.

Please gather some of your church leaders and use this as a guide to help you evaluate where you are and what needs attention moving forward. We have provided a page at the end of the resource for you to record what you are doing and some things that you need to consider as you move forward with your ministries to keep everyone safe and secure.

If you would like to train and equip your volunteers about these important safety issues, please consider utilizing the FREE VIDEOS and quizzes that are available to help you certify that your volunteers are up on all the current safety and security protocol. These can be found at [www.bcne.net/safety](http://www.bcne.net/safety).

If we can provide an in-person or online training event on safety and security, please contact me at [scoelho@bcne.net](mailto:scoelho@bcne.net).



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## Links and Helpful Articles

**Great Place to Start:** <http://www.netgrace.org/>

**Mandatory Reporting**

<https://www.childwelfare.gov/pubPDFs/clergymandated.pdf>

**Facts about missing Children**

<http://www.missingkids.org/KeyFacts>

**Resources on Dealing with Sex Offenders**

<http://store.churchlawtodaystore.com/sexofinch.html>

**Quick Start Kit**

<http://store.churchlawtodaystore.com/reducingrisk.html>

**The BEST online videos**

<https://www.kidcheck.com/improving-child-safety-and-security-in-your-organization>

**Background Checks:** <http://securesearchfaith.com/>

<http://protectmyministry.com/>

**Forms and Templates**

<https://www.churchmutual.com/111/Release-Forms,-Applications-and-More>

<http://www.uslegalforms.com/waivers/>

**Very Helpful Articles**

<https://www.vanderbloemen.com/blog/5-ways-to-ensure-your-childrens-ministry-is-safe-and-secure>

<http://childrensministry.com/articles/safety/>

<http://religionnews.com/2014/01/09/startling-statistics/>

<https://www.churchmutual.com/media/safetyResources/files/SafetyTipsSenSubject.pdf>

<http://churchleaders.com/children/childrens-ministry-articles/165440-keep-your-kids-safe-15-church-security-tips.html>

**ChildHelp National Abuse Hotline:**

1.800.4.A.CHILD (1.800.422.4453)



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## **YOUR NEXT STEPS**

**What are your church’s best practices in these safety and security areas?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**How are these being communicated and are they effective in your current context. What adjustments need to be made?**

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## **BEST PRACTICES**

Best Practices are crucial to setting up your ministry for success!



Best Practices keep your kids safe.



Best Practices keep your families engaged.



Best Practices earn the trust of parents as you implement important safety and security standards.



Best Practices give you great experiences with your kids.

### **Best Practice #1:**

#### **Remember the Two Adult Rule**

The two adult rule requires that there must always be two non-related adults present when supervising one or more children or youth.

The purpose of the two adult rule:

Increases accountability ✦ Decreases isolation

### **Best Practice #2: Background Checks**

Churches should do regular background checks and/or CORI checks on all individuals who work with children and youth.

Background checks

- ◆ Provide an extra layer of security
- ◆ Protect the reputation of the church
- ◆ Give parents peace of mind

### **Best Practice #3: Know Your Guidelines**

- ◆ Every church needs their own safety and security guidelines. It is important that you are familiar with your church’s guidelines.
- ◆ Be vigilant and aware of your kids and their surroundings and report anything unusual to your ministry leader.

## **BEST PRACTICES**

### **Best Practice #4: Be On Time**

Being on time ensures that children are never left alone and that someone is there to greet them and get them engaged in learning right away.

- ◆ Plan to arrive 15 minutes early
- ◆ Make intentional time to prayer walk your space and pray for students by name.

### **Best Practice #5:**

#### **Communicating Effectively with Parents**

Parents should be kept in the loop at all times.

Here are some important ways to do this:

- ◆ Give them detailed information about the guidelines for dropping off and picking up their child.
- ◆ Let them know the emergency procedures and how your volunteers will be responding to emergencies.
- ◆ Be ready to answer their questions or guide them to the person(s) who can help.
- ◆ Share positive experiences you have had with their child during class and ways they can continue some of the things their child has learned.
- ◆ Engage parents in helping you to understand behaviors or well-being concerns you are observing. Ask parents how you can help their child in the most effective ways.

### **Best Practice #6:**

#### **Communicating with Your Leader**

Communicating with your leader is crucial to any ministry.

Here are important ways to connect:

- ◆ Contact the appropriate backup volunteer if you are not able to cover your class. Notify your leader.
- ◆ As a servant volunteer, you should be aware and alert at all times. If you see anything concerning, it is important that you report that to your leader as soon as possible.
- ◆ If you find that you are having issues with another volunteer and have tried to work it out through Biblical principles with no positive results, enlist your leader to help.

## **SAFETY AND SECURITY POLICIES**

**Every church and ministry should consider having written safety and security policies. This provides a guide for leaders and volunteers so that they know and understand what is needed to keep congregants safe and secure. Your policies will be unique to your church, ministry and community.**

**Your Safety and Security Guide might include some of these components:**

### **Recruitment/Screening/Hiring Policies for Paid Staff and Volunteers**

Job descriptions / Conduct and expectations / Background checks / Volunteer lists and contact information / Lists of volunteers trained in CPR, first aid, concealed carry, and defibrillator / All doctors, nurses, EMTs, and police in the church / All volunteers with approved background checks

### **Church Programs, Classroom Safety, and Youth Program Guidelines**

Check in-Check out / Adult Supervision in classes, meetings (on and offsite) / Code of Conduct for Protection of Children and Youth / Photography guidelines / Social media guidelines / Touching Rules / Annual Orientation for volunteers

### **Safety procedures**

Fire routes / Severe weather/tornadoes / Bomb Threat / Child Runaway/abduction / Hostage situation / Media Response plan / Check in/out procedures

### **Contact numbers**

Local emergency departments / Insurance Company / Fire Extinguisher company / Background Checks

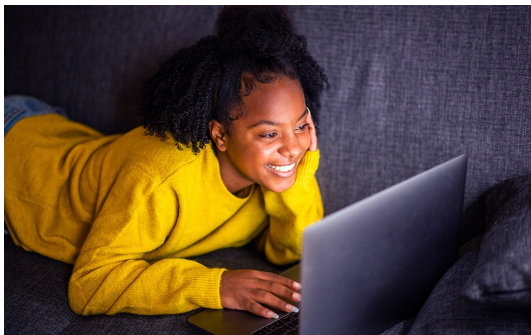
### **Communication Plan**

For parents / For Media



## **ON-LINE SAFETY**

- ◆ Plan and hold digital meetings during normal hours for social or business interaction. Do not conduct meetings or conversations with any young people at a time of day that you would not hold a meeting or programming at your church or home under normal circumstances.
- ◆ Consider where you are in your home before you turn on your camera. Ask yourself: Is this a space I would invite someone into if they were physically in my home?
- ◆ Consider how you are dressed before you turn on your camera. Ask yourself: Would I go out in public to meet with people dressed this way? Would I conduct a meeting at church dressed this way?
- ◆ Keep a record of your online interactions and meetings. Record the date, who was present, purpose of meeting and key topics, and concerns that may need to be followed up. (If participants are comfortable with it, you could record Zoom meetings.)
- ◆ Report any concerns you have from online interactions to your supervisor.
- ◆ Keep parents informed of planned digital discipleship efforts.
- ◆ Just as you would with regular programming, keep parents aware of meeting times, scope and sequence of teaching, expectations, etc.



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## **EMERGENCY PROCEDURES**

**We ALL need to know the emergency procedures!**  
It is vital that all leaders and servant volunteers be trained and equipped in the event of an emergency.

**FACE**  
-the-  
**FACTS**

**30% of all churches experience a threat or other emergency each year.**

✦  
**75% of churches have no safety and security plan in place.**

### **Important Best Practices**

- ◆ Emergency evacuation routes should be posted clearly in every room of the church.
- ◆ Everyone —all leaders, servant volunteers and the congregation should be aware of the designated outside meeting place and the evacuation procedure.
- ◆ Everyone needs to know the address of the church and this should be printed on any emergency posters.
- ◆ Updated child information sheets should be maintained. These sheets should contain emergency contact information and allergy and special needs information about each child.
- ◆ A designated leader/volunteer should be responsible for a binder with all the information sheets, and this should be taken if you ever need to evacuate the church. This provides accountability of the children in their care.

### **Medical Emergencies**

Medical Emergencies could include:

- ◆ Allergic reactions to such things as food or something environmental
- ◆ Bee stings or other bug bites
- ◆ Accidents like falling or slipping
- ◆ A health crisis like a heart episode or stroke

Important Actions to Take:

- ◆ Give first aid if you are able or find someone qualified to give first aid.
- ◆ Call 911 if needed / Know your church address.
- ◆ Have someone meet the medical personnel outside.
- ◆ Notify parents and write a report about the incident.

Updated August, 2021 —5

## **EMERGENCY PROCEDURES**

### **Fire Emergencies**

Know and practice how to evacuate the building safely and quickly. Important actions to take:

- ◆ Call 911 immediately.
- ◆ Know the address of the church so that you can communicate that to the emergency personnel
- ◆ Notify the church leaders and the evacuation process should begin immediately.
- ◆ If the fire can be extinguished quickly and safely, use an approved fire extinguisher utilizing the PASS method, Pull, Aim, Squeeze and Sweep.
- ◆ All leaders, volunteers, parents and visitors should know the designated meeting place where children will be reunited with their parents.
- ◆ If the fire happens during the Worship service, it is imperative that the participants follow the lead of a designated leader who will give information to exit building safely.

### **Violent Incidents**

These incidents might include acts of terrorism, assaults and anti-religious aggression and can occur at any time and with little warning. We need to be ready to act.

Important Actions to Take:

- ◆ Report anything suspicious to church leaders immediately
- ◆ Call 911 and calmly explain the situation and let them guide you in knowing the information they need

### **THREE IMPORTANT ACTION STEPS**

**RUN:** Have an escape route in mind. Leave your belongings behind. Get yourself and your students out quickly. Don't wait! Don't hesitate!

**HIDE:** Hide in an area out of the view of the perpetrator. Block/lock entry doors to your hiding place. Silence your phone.

**FIGHT:** Only as a last resort and if your life is in imminent danger. Attempt to incapacitate the offender. Fight back by throwing items and trying to get away from the violence.

## **ONLINE SAFETY and SECURITY**

Churches and ministries continue to expand the ministry they are doing online. Here are some tips to ensure you are promoting safety and security online.

- ◆ Make sure to communicate with your church that you are videotaping, livestreaming and sharing online. Help congregants know you are doing this to keep everyone connected.
- ◆ When using an online platform for small groups or other meetings, be sure to know the safety features available and utilize them to keep everyone safe. Features may include waiting rooms, passwords, etc.

### **General Safety Guides for Connecting Online**

These guidelines will help to protect both the people you minister to and yourself as you engage in digital interaction:

- ◆ Digital interaction with minors, outside of family and personal social networks, must be for ministry purposes and not personal in nature.
- ◆ When possible have a second adult online with you for all meetings or conversations. If the conversation needs to be private, arrange a mutually agreed upon third party to be involved in the conversation. Explain this to the young person so they understand you are keeping them safe.
- ◆ Do not accept unsolicited video calls from minors when alone. If you must answer an unsolicited call, bring a third party on the screen with you.
- ◆ Please exercise caution in all cases of unsolicited communication, working to ensure that there are appropriate accountability and transparency measures in place.

## CHILD SEXUAL ABUSE

### Important Actions to Prevent Child Sexual Abuse

#### Awareness

reminds us to pay attention to changes in the children, their family and our surroundings.



#### Education

gives us important understanding about this growing and disturbing area of risk for our children and youth.

#### Relationships

are the key to our connection with children and their families and we need to leverage relationships to give us the opportunity to share the love of Christ.



We all play a role in preventing  
**child abuse and neglect.**

## SAFETY IN THE CLASSROOM

### Safety in the Classroom is a Must!

We want parents to know that our servant volunteers are taking good care of their kids and that we have good practices in place to make sure this is happening. We also want to keep our kids healthy and we create an environment that fosters positive learning.

Safety begins with an effective **Check In/Check Out system** that welcomes children and their families when they arrive. It is a system that everyone adheres to at all times. Check In/Check out systems should include:

- ♦ **A CHILD INFORMATION SHEET.** This sheet is vital and includes places for names, address and phone numbers, as well as places for parents to add more descriptions about their child like any allergies, needed routines and other information will help with care. These sheets also indicate who can pick up the child and any other information vital to keeping the child safe and secure. These should be updated regularly (at least annually) and made available to classroom teachers and servant volunteers.
- ♦ **A NAME TAG** will be placed on each child and accompanying documentation (companion label, tag, pager, etc.) will be given to parents/guardians to be used for pick up.
- ♦ Leaders and servant volunteers should also **keep a manual list or computer print out** of all the children checked in so that this information is portable and taken with the teacher in the event of an emergency.

When developing your system, ask the following questions:

- ♦ How will it create a welcoming atmosphere?
- ♦ How can we collect relevant information about the children being left in our care?
- ♦ How will we ensure that we are handing off the children to the teachers/workers in an efficient manner?

## **SAFETY IN THE CLASSROOM**

### **Cleaning Procedures**

Recommendations

from the Center for Disease Prevention and Control (CDC)

Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease especially when done in between each use.

#### **Cleaning vs. Disinfecting should be done together!**

- ◆ **Cleaning**, accomplished with soap or detergent and water, reduces germs, dirt, and impurities from surfaces or objects.
- ◆ **Disinfecting**, accomplished by using chemicals, as directed, on surfaces after they've been properly cleaned, kills (or inactivates) germs on surfaces or objects.

#### **The Cleaning Process**

- ◆ Always wear gloves and be sure that there is adequate ventilation. Hands should be washed after removing gloves.
- ◆ Products should not be used by or near students and should be stored in a secure location away from students' reach and sight.
- ◆ Use an EPA-approved disinfectant (check [epa.gov](http://epa.gov)).
- ◆ Always follow the directions on the label. Check "use sites" and "surface types" to find out where the product can be used. Pay close attention to "precautionary statements."
- ◆ Clean surfaces with soap and water prior to disinfecting.
- ◆ Follow the specified contact time. Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.

**A CLEAN PLACE is  
a SAFE PLACE**

Updated August, 2021 —8

## **CHILD ABUSE**

### **Strategies/Practices to Prevent Abuse**

#### **Two Adult Rule**

requires that there must always be two non-related adults present when supervising one or more children or youth. This will ensure that we are taking every precaution to take care of the kids as well as protect the adults.



#### **6-Month Rule**

would make sure that no one is allowed to serve in children or youth ministry until they have been a member for at least 6 months or an active attender for at least one year.

#### **Background Checks**

for all leaders and volunteers working with children and youth is a must. These background checks do a national database search of over 2.5 billion criminal and sex offender records. Background checks should be done regularly —at least every two or three years. If you live in a state that requires their own background check, like Massachusetts, it is important to make sure that you still get a national check as state checks **ONLY LOOK AT THAT STATE'S COURT RECORDS.**

#### **Volunteer Application Forms**

This application will ask for personal references and a couple of disclaimer questions that seek to put applicants on notice about your seriousness regarding the safety and security of the children in your care. This allows the church to dig a bit deeper and make sure the person is eligible and qualified to work with children and youth.

**Some insurance companies require some of these strategies. Check out the resources that your insurance company offers TODAY!**

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## **CHILD ABUSE**

### **Reporting Abuse**

#### **Who needs to report child abuse incidents or allegations?**

- ◆ The state considers those responsible for reporting as **MANDATORY REPORTERS!** Mandatory reporters are clergy members, including ordained or licensed leaders of any church or religious body, persons performing official duties on behalf of a church or religious body, or persons employed by a religious body to supervise, educate, coach, train, or counsel a child on a regular basis—**this includes everyone working with kids.**
- ◆ If you have suspicion that a child is being abused based on something you have witnessed or a child has told you, it is your responsibility to report it to the authorities. Reasonable suspicion means that you have witnessed physical or behavioral signs of maltreatment, either in a child or a parent/caregiver, or both.

#### **Reporting Numbers for New England States**

**Massachusetts**  
**(800) 792-5200**

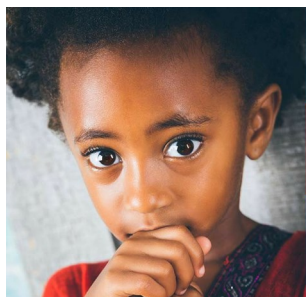
**Maine**  
**(800) 452-1999**

**Connecticut**  
**(800) 842-2288**

**New Hampshire**  
**(603) 271-6562**

**Vermont**  
**(800) 649-5285**

**Rhode Island**  
**(800) 742-4453**



**Your Report Could Save A Life**

## **SAFETY IN THE CLASSROOM**

### **Handwashing Procedures**

Hand hygiene cannot be overemphasized in its effectiveness in controlling the spread of germs. Hands must be washed prior to entering the classroom and frequently throughout the session, (during/after preparing snacks; before/after treating a cut; and after cleaning.

Children must be reminded and guided in hand hygiene (i.e, using restroom, blows his nose or has snack.) Make this a learning experience.

#### **The Handwashing Process:**

1. Wet hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather all parts of the hand —back, between fingers, and under nails.
3. Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse hands well under clean, running water.
5. Dry hands using a clean towel or air dry.



**When water is not available in the classroom,** keep the following guidelines in mind:

- ◆ Hands should still be washed with soap and water prior to entering the classroom. During class time, plan to use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- ◆ Apply the gel product to the palm of one hand (read the label to learn the correct amount).
- ◆ Rub hands together.
- ◆ Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **SAFETY IN THE CLASSROOM**

### **Diapering Procedure**

- ◆ Put on disposable gloves.
- ◆ Place waxed paper on top of clean diaper and slide both under child.
- ◆ Clean the child's diaper area and roll soiled/wet diaper and used moist towelettes into waxed paper.
- ◆ Fasten clean diaper securely.
- ◆ Dispose of soiled items. You can seal soiled items inside glove by placing waxed paper and diaper in palm of one hand. With other hand, pull disposable glove over diaper. Place glove with diaper in gloved hand. Pull other glove over other end of diaper.
- ◆ Wash your hands as well as the child's hands. Clean and disinfect the diaper area.



### **Bathroom Guidelines**

- ◆ No adult should be in a bathroom when a child is.
- ◆ If the child is three years old or under, a female adult volunteer can help a child if needed.
- ◆ The bathroom door should be partially open with another volunteer nearby.



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## **CHILD ABUSE**

### **WARNING SIGNS**

(\*not an exhaustive list)

#### **General Abuse**

- ◆ Withdrawal from friends or usual activities
- ◆ Changes in behavior — such as aggression, anger, hostility or hyperactivity — or changes in school performance
- ◆ Depression, anxiety or unusual fears, or a sudden loss of self-confidence
- ◆ An apparent lack of supervision
- ◆ Frequent absences from school
- ◆ Reluctance to leave school activities, as if he or she doesn't want to go home
- ◆ Attempts at running away
- ◆ Rebellious or defiant behavior
- ◆ Self-harm or attempts at suicide

#### **Sexual Abuse Warning Signs / Younger Children**

- ◆ Has new words for private body parts
- ◆ Asks other children to behave sexually or play sexual games
- ◆ Mimics adult-like sexual behaviors with toys or stuffed animals
- ◆ Wetting and soiling accidents unrelated to toilet training

#### **Sexual Abuse Warning Signs / Teenagers**

- ◆ Self-injury
- ◆ Inadequate personal hygiene
- ◆ Running away from home
- ◆ Depression, anxiety
- ◆ Fear of intimacy or closeness
- ◆ Compulsive eating or dieting



**It is important to remain vigilant to these signs and report concerns immediately!**

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## **CHILD ABUSE**

### **Some Eye-Opening Facts**

- ◆ It's estimated that at least 1 in 7 children in the US has experienced child abuse and/or neglect in the past year.
- ◆ Neglect is the most common form of child abuse, followed by physical abuse, sexual abuse, and psychological abuse.
- ◆ A report of child abuse is made every ten seconds.
- ◆ An estimated 25% of girls and 16% of boys experience sexual abuse before they turn 18 years old. Children are most vulnerable to sexual abuse between the ages of 7 and 13.
- ◆ Despite what children are taught about “stranger danger”, most child victims are abused by someone they know and trust.

### **Definitions of Abuse**

**Abuse** is any action designed to control, intimidate, threaten or injure another person.

**Physical abuse** is any kind of actions that cause physical injury, leave marks, or cause pain.

**Child Sexual Abuse** that is sexual in nature involves the participation of a sexual act with a minor and is exploitative in nature.

**Psychological or Emotional Child Abuse** is any verbal or emotional debasement that is directed towards a minor or a child and will impede the child from maximizing his or her potential and wellbeing.

**Child Neglect** occurs when a minor does not have adequate food, housing, clothes, medical care, or supervision.



## **SAFETY IN THE CLASSROOM**

### **Food Allergies**

It is important to have a food allergy policy: 8% of kids have food allergies and the most prevalent among preschool and elementary children are peanuts and dairy.

### **General Guidelines:**

- ◆ Complete Child Information Sheets to gather information on food allergies and food sensitivities.
- ◆ Because peanut allergies are so prevalent, you might consider being a peanut free zone.
- ◆ If snack is planned for a session, allergy information must be reviewed prior to the session and families notified on arrival regarding what will be served (i.e. a note on the door).
- ◆ Simple snacks are best: cheerios, graham crackers, goldfish, etc. Individually wrapped snacks are best.
- ◆ Remember to follow handwashing procedures and cleaning/disinfecting procedures.
- ◆ Train workers to know the possible problem ingredients in a snack - such as dairy, nuts, etc.

For preschool classes where snacks are routine, consider the following:

- ◆ Snack time should take place at a table. This prevents cross contamination with toys & equipment in the room.
- ◆ Provide a way to clearly identify a child who has allergies. This might be an allergy alert sticker or a piece of masking tape with the information written on it in sharpie.
- ◆ Communicate with families what is being served and that safety hygiene practices are being utilized.





## **SAFETY IN THE CLASSROOM**

### **Wellness Guidelines**

Child Wellness Guidelines help to ensure that parents as well as servant volunteers know and understand the importance of keeping our children healthy. We do this by providing an environment that is free of germs and sickness.

#### **General Guidelines:**

For the comfort of your child & the wellness of all in our classrooms, please do not bring your child to class if he/she has any of the following symptoms:

- ◆ Fever in the previous 24 hours
- ◆ Vomiting or diarrhea
- ◆ Any symptom of a childhood disease such as chicken pox or whooping cough
- ◆ Common cold, from onset through one week
- ◆ Sore throat or ear infection (should be off medication)
- ◆ Any unexplained or contagious rash
- ◆ Head Lice
- ◆ Pinkeye or other eye infection

**For further information review the guidelines for daycare settings established by the American Academy of Pediatrics.**

**POST YOUR WELLNESS POLICY.** It is important that you communicate your wellness policy in a variety of ways including posting it prominently in your childcare space. You might consider putting this policy in your bulletin a few times a year and include it in a **WELCOME PACKET** that you give to all new families that visit your church.



## **Covid-19 Considerations**

### **Things to Consider**

#### **Keep all spaces clean and disinfected**

Covid-19 taught us that we were not very vigilant in keep our spaces clean. It is important that we don't go back to business as usual but keep up the high level of cleaning.

#### **Promote good hygiene and wellness**

Covid-19 reminded us that our hygiene and wellness policies needed to be updated and in some cases put in place as nothing existed. It is wise to have these policies in writing and available for your congregation. Your ministry leaders and volunteers should be trained with these policies and enforce them to ensure the health and welfare of your church.

#### **Use of Masks**

Mask mandates have been relaxed but we are still being encouraged to have unvaccinated individuals continue mask wearing. Some parents feel more comfortable having their children masked and we need to support that. You might want to follow what your local school system and government recommends.

#### **Small Spaces and Ventilation**

Be advised that you should ventilate small spaces as the virus is transmitted through the air. You should keep windows and doors open and install fans and other devices to help increase air flow.

#### **Contact Tracking**

During the height of Covid-19, we were advised to keep track of everyone in our space so that we could inform them if there was a Covid outbreak. This is still a good practice not only for contact tracking but also to help you in keeping track of your congregation for ministry care. Engage someone in your church to take this on as a ministry. Having these numbers will also help you complete your annual reports.