

**CINCINNATI FRIENDS MEETING  
VOLUNTEER AGREEMENT**

Cincinnati Friends Meeting of the Religious Society of Friends affirms a sacred and spiritual commitment to the education, care and protection of its members, attenders, and guests.

As active participants in this ministry, volunteers agree to adhere to all policies and guidelines of the Meeting in its relationships with members, attenders, and guests. All volunteers with a leading to work in the ministry of the Meeting, including education and training of children and youth, shall complete the following Volunteer Agreement, with the understanding that the Agreement is a good faith testament and shall be maintained in the permanent files of the Cincinnati Monthly Meeting of the Religious Society of Friends.

I, \_\_\_\_\_, hereby affirm:

\_\_\_\_\_ I have never been convicted of any violent crime or offense, specifically any crime or offense related to children. If any convictions (other than minor traffic offenses) please describe below, including date, type of offense, and disposition.


\_\_\_\_\_ I will inform the Clerk of Ministry & Counsel immediately if I am convicted of any violent crime or offense, or any crime or offense related to children following the initiation of my volunteer service, with the understanding that any volunteer ministry will be immediately terminated.

\_\_\_\_\_ I have been a Meeting member or attender for six months or more, beginning:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_ I will participate in and complete education and training provided by the Meeting as it relates to the education, care, and protection of members, attenders, and guests, including training related to issues of child abuse and neglect and to the care and protection of children.

\_\_\_\_\_ I will immediately (upon occurrence) report to the minister of the Meeting any incidents of child abuse or neglect or inappropriate activity involving any member, attender, or guest that I witness during their participation and/or involvement in the Meeting. The minister shall be responsible for reporting the incident to the appropriate authorities, including parents, the Presiding Clerk of Cincinnati Monthly Meeting, the Clerk of Ministry & Counsel, as well as law enforcement and child protection authorities as necessary. Should the incident involve the minister, the report shall be made to the Presiding Clerk and Clerk of Ministry & Counsel.

\_\_\_\_\_ I will immediately (upon occurrence) report any incidents or suspicions of child abuse or neglect by others or inappropriate activity related to any member, attender, or guest that I become aware of as part of my volunteer ministry, including allegations of abuse and neglect from children. Such concerns shall be reported to the minister of the Meeting for appropriate action.

\_\_\_\_\_ I acknowledge that I have reviewed the stipulations and requirements of this Agreement with a Meeting representative and that my signature herein reflects my affirmation that I will adhere to the stipulations and requirements. I understand that I may withdraw from my volunteer ministry at any time, and that the Meeting may, with sufficient cause, request my withdrawal from such ministry at any time.

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**Volunteer Signature**

**Date**

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**Witness Signature**

**Date**

## **CINCINNATI MONTHLY MEETING OF THE RELIGIOUS SOCIETY OF FRIENDS ABUSE, NEGLECT, AND EXPLOITATION POLICY**

### Policy

The Cincinnati Monthly Meeting of the Religious Society of Friends herein confirms its Quaker tenets that recognize that “God is within” each member, attender, and guest and therefore the Meeting shall act accordingly within those tenets, within policies and guidelines adopted and approved by the Meeting, and within all legal and civil requirements to provide a safe and spiritually nurturing environment, with a particular emphasis on children, youth, and those who may be vulnerable to abuse, neglect, or exploitation.

It shall be the policy of the Meeting that all shall be treated with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, in the manner of Friends.

All Meeting paid personnel and volunteers shall maintain the integrity of the spiritual relationship at all times by adopting and adhering to the following guidelines related to abuse, neglect, and exploitation.

### Guidelines

- All paid personnel shall be required to complete an application for employment, as adopted by the Meeting, including any criminal convictions, and shall provide references. Prior to employment, successful applicants shall complete and sign the Background Inquiry Authorization and successfully pass a background inquiry, including criminal background checks by the Ohio Bureau of Criminal Identification and Investigation (OBCII) (including fingerprinting), and shall provide character and professional references, academic or educational records, and past employment history.
- All paid personnel and volunteers shall be required to notify the Clerk of Ministry & Counsel immediately upon being convicted of any crimes/offenses.
- Volunteers shall read, sign and date the Volunteer Agreement form, as adopted by the Meeting, prior to any volunteer service other than a one-time event, activity, or occasion. The Meeting may, at its discretion, require background inquiries, including successful completion of a background check by OBCII, for any volunteer position.
- Volunteers may not begin service, other than a one-time or occasional event or activity, until such time as they have been a member or attender of the Meeting for a period of not less than six months.
- Volunteers working with children and youth, as well as paid personnel working with children and youth, shall participate in ongoing training related to child abuse and neglect. The Education Committee shall be responsible, along with Ministry & Counsel, for developing and/or scheduling such training, and shall be responsible for assuring that volunteers complete the required training. Copies of training materials, sign-in sheets, and other relevant materials shall be maintained in permanent records in the office.
- The Meeting recommends that volunteers working with children and youth do not work with an individual child or youth in situations where they cannot be observed by others. This includes transporting children and youth to and from meetings and activities.
- Any member, attender, or guest who witnesses a child or youth or other member, attender, or guest being abused within the Meeting or Meeting-related activities or events, shall report the incident or concern immediately to the pastoral minister, who shall report the incident or concern to the Clerk of Ministry & Counsel and to the Presiding Clerk. Should the incident

or concern involve the pastoral minister, it shall be reported immediately to the Clerk of Ministry & Counsel and to the Presiding Clerk.

- Any member, attender or guest who witnesses a child or youth or other member, attender, or guest being abused or who has cause to believe that a child or youth is being abused outside of the Meeting environment shall be encouraged to report the concern immediately to the pastoral minister, to the Presiding Clerk or to the Clerk of Ministry & Counsel. This includes allegations or suspicions of abuse and neglect by family members upon their own family members.
- The Meeting shall provide copies of guidelines to volunteers working with children and youth.
- The Meeting shall include child abuse and neglect educational materials in the office for review and use by all members, attenders, and guests.
- A copy of the Abuse, Neglect, and Exploitation Policy and Guidelines shall be posted in areas where children are involved in spiritual education or other activities. A copy shall also be included in the Meeting's Handbook.

***The Meeting Shall Adhere to the Following Crisis Management Plan***

- Concerns or incidents related to abuse and neglect of children or youth shall be reported upon occurrence to the pastor of the Meeting, unless the concern or incident involves the pastoral minister. At such time, the concern or incident shall be reported to the parents, to the Presiding Clerk of the Meeting, and to the Clerk of Ministry & Counsel.
- The pastoral minister, Presiding Clerk, and/or Clerk of Ministry & Counsel shall be responsible for documenting concerns or incidents and shall take appropriate action to address such, including, but not limited to, calling an emergency meeting of Ministry & Counsel, as well as reporting the concerns or incidents to parents and appropriate law enforcement and child protection officials, as warranted.
- Documented abuse in any form (physical or verbal) by any paid personnel of the Meeting may be grounds for immediate dismissal. Documented abuse in any form (physical or verbal) by any volunteer may result in immediate suspension of the volunteer's activities with children and youth and shall require action as identified by Ministry & Counsel.
- Ministry & Counsel shall address the concern or incident, if founded, with the congregation and shall develop safeguards against a recurrence of such concern or incident.