

SUPPLEMENTS

for the ABUSE PREVENTION AND RESPONSE GUIDE





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SUPPLEMENT 01 Written Applications for Employees and Volunteers

A written application allows you to gain a lot of information about a person in an efficient manner. The application should contain the standard questions necessary to run a background check, including the applicant's:

- Full Name (including middle name)
- · Date of Birth
- Social Security Number
- Current Address
- Current Phone Number
- Email Address

In addition, you should also consider asking questions relevant to the potential employee's job duties or the volunteer's position, including providing information about past employment, past church involvement, and past or present volunteer work. You should also ask for at least two relevant references.

Some additional potential questions (from Caring Well):

- Please provide a short written testimony including what the Lord has done in your life up to this point.
- What Christian accountability do you have in your life?
- How long have you been attending the church?
- Are you in agreement with the church's statement of faith? If not, explain.
- Why do you wish to serve in this role?
- Please list all experience you have working with children/youth. Include any paid positions, babysitting, volunteer positions, summer jobs, camps, or church work.
 Please provide start date, reason for leaving, position and responsibilities, supervisor, and contact information.
- Have you ever been suspended, asked to leave, or fired from a job? Please explain.
- Have you ever been suspended or expelled from high school or college? Please explain. (for youth & young adult workers)

- Have you ever abused alcohol or drugs? If yes, please explain.
- Have you ever been convicted of a crime? Please list dates and nature of offense. Answering "yes" to this question does not automatically disqualify you from service.
- Have you ever been arrested for, charged with, convicted of, or pled guilty or no contest to a crime?
- If yes, please fully explain with dates and nature of the offense. Answering "yes" to this question does not automatically disqualify you from service.
- Have you ever been accused of hurting or abusing a child?
- Have you ever participated in or been accused of abuse or sexual misconduct, including but not limited to conduct involving physical abuse, rape, sexual assault, sexual abuse, or child pornography? If yes, please explain.
- Have ever been named as a defendant in a civil lawsuit Involving allegations of abuse, including but not limited to conduct involving physical abuse, rape, sexual assault, sexual abuse, or child pornography? If yes, please explain fully.
- Have you ever been asked to step down from a position of leadership in a church? Please explain time frame and details.
- Describe an area where you need improvement or is challenging for you in working with children or youth.
- Are you aware of any traits or tendencies you possess that could pose any threat to children, youth, or adults with disabilities?
- Are there any experiences in your life that would make it difficult for you to receive an
 abuse disclosure from a child or student in our ministry? We want to be supportive
 of any child who has the courage to speak with a volunteer leader in our church and
 we want to be sensitive to the leaders for whom it may be emotionally disruptive to
 receive this disclosure.
- What characteristics do you possess that make you a good fit for working with children/ youth?

At the end of the application, you should ask for the applicant's written permission to check all previous employment, other volunteer positions, and references, including references not listed by the applicant.

Some Example Applications:

- Sample Children and Youth Ministry Volunteer Application by Brotherhood Mutual
- Worker Renewal Application: Volunteers and Employees by Brotherhood Mutual
- Example FBC Volunteer Application by Darkness to Light
- Example Short Term Volunteer Application by Darkness to Light

SUPPLEMENT 02 Background Check Guidelines

Background checks must be conducted on all employees and volunteers on a regular interval (or example, every two years). Background checks are critical, but they are never a guarantee that a person is safe. Very few cases of sexual abuse are ever reported or prosecuted, so a background check is not likely to uncover potential bad actors unless they are in the very small minority of perpetrators who have been caught, tried, convicted, and have not pleaded down to a lesser sentence. While it is necessary to complete a background check, it should never be your only screening mechanism.

When choosing a background check provider, it is important to choose a provider that includes the following:

- A social security number verification to validate identity, other names, and develop an address history
- A multi-state or national criminal database search and county criminal search
- A check of the National Registry of Sex Offenders
- The scope of the search should be as far back as the records allow
- The service should provide real-time arrest alerts, which notify you anytime that the person is arrested in the future

The following is a list of service providers whose services are compliant with the above standards:

- MinistrySafe, www.ministrysafe.com, 833-737-7233
- Protect My Ministry (Plus Package), www.protectmyministry.com, 800-319-5581
- Shield Checks, www.shieldscreening.com, 800-260-3738
- Trak-1 Checks, www.track-1.com, 800-600-8999

Do not use the following types of agencies, companies, or individuals to run your checks:

- Local, county, or state law enforcement agencies (they rarely do a national search)
- Budget providers found through a Google search
- Friends or church members who have a connection to law enforcement or who can "get you a deal."

Oklahoma Baptists currently reimburses cooperating churches for the cost associated with a MinistrySafe subscription. To apply for reimbursement, please fill out the reimbursement form located at https://www.oklahomabaptists.org/church-employee-benefit-services/.

In addition to utilizing a background check provider, churches should also check the Southern Baptist Convention "Ministry Check" website (once available) for credible accusations of abuse that may not be revealed through a background check.

Each church should decide beforehand what types of offenses are acceptable and unacceptable for church service and adhere to the same set of policies for each employee and volunteer. The following is an example of Red Flag and Yellow Flag Offenses that could be incorporated into a church's safety policy and practices:

RED FLAG OFFENSES

(person should not be employed by, or allowed to volunteer in, the church)

- Providing alcohol, tobacco, drugs, or pornography to a minor
- Voyeurism (peeping Tom)
- Contributing to the delinquency of a minor
- Criminal solicitation of a minor
- Public Indecency
- Exhibitionism (flashing)
- Assault
- Sexual Assault (or any crime that is sexual in nature)

- Homicide
- False Imprisonment
- Kidnapping
- Injury to a child/elderly individual/ disabled individual
- Abandoning or endangering a child
- Leaving a child in a vehicle
- Matters related to interference with child custody
- Failure to stop or report the aggravated sexual assault of a child

YELLOW FLAG OFFENSES

(do additional screening to determine compatibility with church policy)

- Driving Under the Influence or Driving While Intoxicated
- Possession/Distribution of a Controlled Substance
- Making a firearm accessible to a child
- Theft, including identity theft

SUPPLEMENT 03 Reference Check Guidelines

Reference Check: Reference checks are one of the most important tools when screening for new employees or selecting volunteers. However, references are not helpful unless you follow through and talk to the references. A reference check should always occur prior to hiring or volunteer service.

Consider asking the potential employee or volunteer for a list of current and previous employers, volunteer supervisors, and personal references as part of a written application (see Supplement 01: Written Applications for Employees and Volunteers on page 2) or as a separate document (see sample reference release on page 8).

You should view references as data points that help verify the person is who they say they are and that they do not have any concerning behavior from previous employment or ministry service. Employment references should be verified for accuracy and job performance. Other churches or ministries where the applicant has served should be contacted regarding those positions and the individual's interactions with children, youth, and other vulnerable persons should be discussed. If after checking the provided references you have reservations, consider speaking with someone from a previous church not listed by the potential employee or volunteer as a reference.

REFERENCE CHECKS

Other churches or ministries where the applicant has served should be contacted regarding those positions and the individual's interaction with children and students. It can also be helpful to obtain a reference from a past church, a family member, or at least one person of the opposite sex. Some questions that may be informative interviewing references are as follows:

- Please verify the position, responsibilities, and start and end date of the applicant.
- What was your relationship with the applicant, and how long did you know him/her?
- Please describe the applicant's interaction with children/students.
- Please describe the applicant's interaction with supervisors and those in authority.
- What strengths does the applicant possess in working with children/students?
- What weaknesses or challenges did the applicant have in working with children/ students?
- Have you ever seen the applicant push boundaries or break policies?
- Do you have any hesitancy in recommending this applicant to work with children/ students?
- Would your organization have this person back in the future?

It is crucial to be persistent in following up with references, because some references may be reluctant to share negative information with prospective employers. Follow up with the reference by phone. Be sure to keep a record of the recommendation in a permanent file.

Be sure, when checking references, to note and follow up on discrepancies between information given by an applicant and by references.

Job applicants may sometimes be uncomfortable with their current employer being contacted as they may not want their current employer to know they are looking for another position. If that is the case, you may postpone contacting their current employer, but as the process continues and you seek to hire the applicant, the employer should be contacted for a reference before hiring the individual.

Some employers and organizations may be reluctant to share information about past employees or volunteers out of a fear of liability for defamation. One option for relieving these concerns and ensuring that you receive full, candid information from references about applicants is to ask the applicant to sign a reference release form. This form protects references, past employers, and organizations with which the employer has been involved.

Below is a template release that can be used as a part of your application materials. You should consult with an attorney in your state before using this form, but this form has been reviewed by lawyers from several states.

SAMPLE AUTHORIZATION AND RELEASE FORM

I authorize and request the companies, ministries, and organizations identified on Exhibit A (the Organizations), including any members of the Organizations, to share with [Your Church or Ministry's Name] (the Church) information and opinions of any kind relating to my employment, volunteer work, or other service with the Organizations.

I release the Organizations and their members from any restrictions which might otherwise make the information or opinions confidential or privileged.

I also release the Organizations, their members, and the Church from any liability and any claim for damages I might have because of this request for information and opinions, or because of the information and opinions which are shared because of this request.

I understand that the Church is considering me for a position of ministry. I am giving permission to the Organizations and their members to share information and opinions of a religious and ecclesiastical nature arising out of my previous ministry.

I have read this Authorization and Release Form and had the option and opportunity to consult with my attorney about it. I am signing this Authorization and Release Form willingly and with full understanding that I am waiving some of my legal rights.

Signature of Applicant				
Name of Applicant				
Exhibit A: List of Reference Organizations				
Organization Name Supervisor/Contact Address Email Phone Number				

SUPPLEMENT 04 Interview Guidelines

Interview: An interview is a time to be face to face with the potential employee or volunteer. Direct questions about prior jobs and volunteer service may be helpful. It is also a time for you to educate the applicant about your church, ministry areas, and safety policies and practices. You should ask the potential employee or volunteer if they have any questions or concerns about the safety policies and practices. The applicant's reaction may be a helpful indicator of the level of buy-in the applicant has regarding the safety policies and practices. See Interview Guidelines.

Predators look for soft targets. By addressing the safety policies and practices in an interview, your church will send a clear message about the value the church places on keeping people safe from abuse. At the same time, you are learning more about the potential employee or volunteer and whether they are a good fit from the perspective of beliefs, background, safety, experience, demeanor, and responsibility.

It is best to ask open-ended questions in an interview.

SAMPLE INTERVIEW QUESTIONS

Please consult an employment attorney in your area to review the language of your application and interview questions, as employment laws and regulations vary from state to state. Your church should ensure that your practices do not violate the laws of your jurisdiction.

- What makes you desire to serve with our organization?
 - Be aware of answers that focus on the applicant and what they gain from the situation rather than on serving the children. Answers such as, "Working with children makes me feel fulfilled," may be a red flag. Follow up to see if they have children's interest at heart or if they are seeking to have their own interests fulfilled by working with children.
- Is there an age group of children you prefer to work with? If so, why?

 Are they willing to work with any age group or sex? Do they have a preoccupation with a specific type of child? If they have a specific group in mind, follow up and ask, would you be willing to work with a different age-group?
- What sort of supervisors do you work well with and what sort of supervisors are difficult for you? Do they express a desire for independence and a distaste for oversight?

- Have you reviewed our child protection policies? What did you think of them?

 Applicants who don't believe the policies are necessary or who communicate a hesitancy to abide by the policy may not be child abusers but they are also less likely to be vigilant in keeping children safe.
- Is there anything in your past we should know about as we consider you for this position? Though someone with accusations or criminal behavior in the past may not share, it is helpful to ask and communicates to a past offender that you will be vigilant in protecting the children in your care.
- Would anyone be concerned about you working with children or students? Why or why not? Like the question above, this gives them an opportunity to share concerning information with you, but also communicates you will be vigilant about protecting the children in your care.
- What would you do if a student expressed to you a hesitancy to be around another employee or volunteer or a dislike for that individual?
 - You could use a number of scenarios in place of this one. What you are looking for in offering a scenario like the one above is the applicant's response to potential concerns and awareness of grooming. Children often will make a partial disclosure or make a small comment to see if an adult is safe to disclose the abuse to. A question like this allows you to see how an applicant would respond and to train applicants to recognize grooming or partial disclosures if they do serve with your organization.
- Tell me what you would do in this scenario. We have a policy of avoiding isolation with a child. One day, you walk through the hall and find a child alone with a teacher in a classroom behind a closed door. When you come in, the teacher says that the child was misbehaving and needed to be corrected in private. Nothing appears to be going on that is inappropriate. The teacher says they are ready to rejoin the others. What do you do?

This scenario allows you to observe if the applicant will follow the policies and procedures you have in place. If there is a disregard for observing policies and procedures, that will put children and students in your care at risk.

 You notice bruises up and down the legs of one of your students. When you ask what happened the child gets teary eyed and says his dad whipped him. Under our policies, would you report this to the authorities?

If the candidate says he wouldn't report it right away but would investigate the matter, speak to the father, or otherwise fail to follow your mandated reporting policies, he or she is not a good candidate.

What do you like to do with your free time?

This question allows you to get to know the applicant. Do they have adult friendships? Do they have other interests besides working with youth.

During the interview, it is helpful to have at least two trained personnel interview the applicant. This allows for multiple things to happen at once: asking questions, observing non-verbals, listening to answers, recording responses, and having more than one person's assessment. Watch for inconsistencies or evasive responses in the interview that could indicate defensive behavior or deception.

As either part of the written application or a written portion of the interview, review key parts of your policy, and have the applicant affirm and initial the applicant's commitment to and awareness of policy. Some examples of statements for the applicant to review, initial, and ascribe to are:

I have received and read a copy of [church's] child protection policy;
I will protect children/students and will never engage in any behavior that is dangerous or will harm them physically, emotionally, or spiritually.
I will immediately report any inappropriate behavior that I observe or hear about regarding children/students and violations of the child protection policy.
I will immediately report any known or suspected abuse that I observe or hear about to church leadership and government authorities.
I will abide by all terms of the child protection policy, and if I have any questions, I will ask for clarity.

SUPPLEMENT 05 Internet and Social Media Check Guidelines

In an era in which most people have an online presence, it is helpful to review an applicant's online information for red flags or any content that could indicate improper behavior. A general Google search may yield helpful information. Are there any news articles written that include their name?

By searching the applicant online, you may be able to ascertain what the applicant values, their level of discernment, and how they interact with children. Red flags that are often found on social media are inappropriate pictures, suggestive or even explicit comments, and excessive commenting and interest in children or students by someone older. You may find some of these red flags, or you may come across other information that indicates this person is not a good fit for ministry service.

Some questions to consider:

- Do the applicant's posts contain language/content that would be deemed inappropriate for a volunteer/staff serving with minors in a church setting?
- Who are the applicant's friends? Does that raise a red flag? For example, if the applicant is in his 30's or 40's and a large portion of his friends are young teenage boys, this might be a red flag.
- What sites is the applicant affiliated with? Are the movies, music, and other items of interest on their social media telling in some way?

All of these items provide a profile of the applicant's personal life that help to determine if the applicant is the type of person the church would consider to be a positive influence for minors.

Potential inappropriate social media posts could include:

- Inappropriate pictures
- Suggestive or explicit comments or affiliations
- Language or content that would be deemed inappropriate for service in a church setting

SUPPLEMENT 06 Domestic Violence Safety Plan

1. DANGER ASSESSMENT FOR DOMESTIC VIOLENCE VICTIMS

- Help a domestic violence victim recognize danger.
- Help a victim develop a safety plan for herself and her children.
- If she wants to go to law enforcement, aid her in these efforts (Hambrick, 81).

NOTE: Native Americans in Oklahoma may feel more comfortable reaching out to local tribal law enforcement and programs. The Native Alliance Against Violence has excellent resources and information for contacting tribal domestic violence and sexual assault programs that serve areas across the state.



Created in 2009, the Native Alliance Against Violence

(NAAV), is a nonprofit organization operating as
Oklahoma's only tribal domestic violence and sexual
assault coalition. The NAAV is not a direct service
provider, however we do serve Oklahoma's federally
recognized tribes and their tribal domestic violence
and sexual assault programs.

ENCOURAGE THE VICTIM TO WORK WITH EXPERTS EVEN IF THE EXPERTS AREN'T BELIEVERS. THESE "PERSONS OF PEACE" CAN BE ASSETS, JUST LIKE THE NON-BELIEVERS IN FOREIGN COUNTRIES WHO WORK ALONGSIDE MISSIONARIES (HAMBRICK, 28).

 Local law enforcement: 	
((local phone numbers)
District attorney's office:	
 Abuse advocacy organization 	ations:

If she feels more comfortable working alongside the church, begin with the Danger Assessment below.

FOLLOW THE ACRONYM "DANGEROUS" TO ASSESS FOR COMMON RISK FACTORS OF VIOLENCE IN YOUR LIFE. Below are nine indicators that increase your risk of danger. Check all that apply.

□ Divorce or Separation
☐ A lcohol or Drug Use
■ Narcissistic tendencies or disordered personailty of the abuser
☐ G uns or weapons in the home
■ Entitled attitudes and behaviors
☐ R ebellious - history of being unwilling to obey authority figures
☐ Other history of violent behavior
■ Unstable mental health history
☐ Sucicidal or homicidal threats or history

(This assessment is outlined in more detail in the book, *Becoming a Church that Cares Well for the Abused,* Hambrick, 81).

"[Safety Planning] is essential when physical abuse has occurred—but even if it has not yet happened, plan for a victim's safety. Sin intensifies over time, and controlling people can change their tactics, if needed, to maintain their domination. We do not know when an abuser will become dangerous, so a safety plan is always required."

DARBY STRICKLAND (STRICKLAND, 114)

2. DEVELOPING A SAFETY PLAN FOR DOMESTIC VIOLENCE

- A victim is often struggling with her own feelings about the abuse and may be unwilling to take immediate steps towards safety.
- Abuse tends to escalate in frequency and severity over time.
- When there is a history of physical violence or even threats of violence, no matter the perceived severity, it is important to develop a safety plan with the victim.
- Handle these situations with great care and patience.
- A hasty intervention or pressuring a victim to act can tempt a victim to become defensive of her abuser and even shut out Church Leadership (Hambrick, 87).

A SAFETY PLAN DOES NOT INVOLVE TAKING ANY IMMEDIATE ACTION OTHER THAN PLANNING. Use the following guidelines when coaching a victim through the development of a safety plan.

(These principals come from the *Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services* "Crisis Line Handbook," 10-20).

Be Empowering

Recognize that the victim will ultimately have to implement the safety plan herself.

Be Patient

It is common for it to take months for the abused person to be ready to act.

Be Encouraging

We will serve victims well by locating places in Scripture where God's people fled danger.

Be Resourceful

Remember that an individual usually needs resources beyond what a church can provide.

SAFETY PLAN

This safety plan, provided by Darby Strickland in *Is It Abuse?*, is a practical way for you to stay safe while you remain in your home, as you are planning to leave or asking your spouse to leave, and even afterward.

The plan provides a variety of steps you can take to safeguard yourself and your children. It is important to remember that abuse is unpredictable and planning ahead can be very helpful. As you fill out the form, check the boxes of the steps that you are willing to take and fill in the blanks with the needed information.

The National Domestic Violence Hotline (1-800-799-7233) provides help for victims, their friends, and their families. Use this resource for assistance in safety planning (Strickland, 307-317).

SAFETY PRECAUTIONS TO TAKE WHEN AN ARGUMENT OCCURS AT HOME

Sometimes arguments escalate, and it is hard to predict when violence might start or reoccur. Here are some ways I will protect myself. I do not need to wait until physical violence occurs during an argument in order to take action.

 If an argument with my husband begins, I will attempt to move to a room that does not have weapons and has at least one exit—preferably two. I will avoid rooms such as the kitchen, where there are knives, and enclosed rooms such as bathrooms. Safe rooms that fit these criteria are: 2.
• I will keep my purse and car keys in this location: (one that allows me to grab them and go).
• If I am concerned for my safety, I can leave my home using a door or a window. My way out of my home will be:
If I have to leave my home, I will go to or
• I will remember that I am free to call the police any time I have concerns.
SAFETY PRECAUTIONS TO TAKE IF I REMAIN AT HOME
I will keep my phone charged and accessible.
I will make and hide a spare car key and place it in this location:
I will practice using my chosen escape route.
If my husband uses drugs or alcohol, I can and protect myself and children by while he is using them.
• If I sense that an argument is brewing, I can
• I can tell about the abuse and ask them to call the police if they overhear a fight or violence.
• I will chooseas a code word and let my children, as well as trusted contacts such as: and know that they are to call the police if I use the code word.

SAFETY PRECAUTIONS TO TAKE IF THERE ARE CHILDREN IN THE HOME

• Children are often around and want to help when abuse occurs. Teach them how to get help safely while staying out of harm's way.

- I will teach my children how to call 911 and give the dispatcher our address.
- When I teach my children how to call 911, I will explain that they might need to use the number for help in an emergency—for instance, if Mommy falls and hurts her leg.
- When violence is escalating, I will not go to where my children are.
- I will instruct my children not to get verbally or physically involved in any arguments, fights, or danger. But I will empower them to help me in other ways (such as calling 911 or getting out of harm's way).
- I will remind my children of the code word: ______
 and teach them to call the police and to leave the house when they hear it.
- I will explain to my children that when they leave the house they should go ______ (for example, to a neighbor's mailbox) or should call ______.
- I will help my children practice escaping. We will identify and rehearse how to use a way out of our home, such as a door or a window. Their way out of the home will be . . .
- I will ask my children who they are comfortable talking with for support.
- I will ask my children if they are aware of the abuse.

• I will locate a safe room for the children.

SAFETY PRECAUTIONS TO TAKE WHEN I LEAVE OR PREPARE TO LEAVE

- A victim is in the most danger when she is leaving or planning to leave—so I will need to be careful.
- If it is safe for me to do so, I will begin to gather essential items and documents—making copies if necessary—and can leave them with ______. (See the chart on page 21 for necessary documents.)
- I will begin to establish financial independence by opening a line of credit or a bank account by this date: ______.
- I will keep emergency cash or gift cards on hand and easily accessible.
- I will call the National Domestic Violence Hotline and have them review this safety plan (1-800-799-7233).

• I will keep essential numbers in my phone at all times (see chart) and can give a backup list of these numbers to
• I will keep my phone charged and carry a charger with me.
• I will askif I can stay with them and leave extra belongings with them.
• I will pack an escape bag for my children and me and can keep it hidden in this location:
• I will keep records of the abuse. I can use the DocuSAFE app at www.womenslaw.org/laws/general/restraining-orders .
If I cannot go somewhere that allows me to keep my pets, I can ask to provide for them by
SAFETY PRECAUTIONS TO TAKE WHEN I FLEE DANGER
I will come up with a specific place where I can go.
• I will not tell people where to find me or leave any records about my location.
• I will use cash or gift cards so that my purchases cannot be tracked.
I will get a new cell phone to ensure that I can not be located.
 If I have obtained a Victim's Protective Order (Oklahoma's version of a restraining order) I will tell: 1. My employer: 2. My children's school: 3. My friends: 4. My family members: 5. My neighbors:
 If the Victim's Protective Order is breached, I will call: 1. The police: 2. My attorney: 3. My support person:

• I will work with someone who can help me to see if I have been monitored electronically and will take steps to ensure that I cannot be tracked, stalked, or harassed. (For tips on how to do this and on who can help, visit: www.Techsafety.org).

SAFETY PRECAUTIONS TO TAKE AFTER SEPARATION

- If I remain in my home or a new one, I will need to take steps to secure the home. I will secure my home by:
 - 1. Changing the locks
 - 2. Fortifying the windows
 - 3. Buying surveillance cameras or a security system
 - 4. Adding outdoor lighting
 - 5. Other: _____
- I will tell my neighbors that my husband no longer lives at home and to contact me or the police if they see him around the home.

TECHNOLOGY SAFETY MEASURES

Many victims are monitored or stalked electronically, so I will take the following precautions:

- I will change my passwords and usernames.
- I will make a new email account that does not use my name.
- I will check my devices' privacy settings and confirm that other devices are not connected to mine.
- I will confirm that Bluetooth is turned off when I am not using it.
- I will make sure that there is no monitoring software on my devices.
- I will make sure that I know what each of my apps is and does.
- I will delete any apps that I do not use.
- If I think I am being monitored, I will do the safest thing and get a new device, without linking it to my old account through the cloud.
- I will limit the information that I share about myself online and on social media platforms.

SAFETY PRECAUTIONS TO TAKE IN PUBLIC AND AT WORK

•	During a separation,	victims are	at an incr	reased risk	of experier	icing po	tentially	y life	∋-
	threatening violence	. I will think	about of	ther places	where my	abuser	might 1	try 1	to
	make contact with m	e and will be	e prepare	d.					

I will work with		to think through	how I
can protect myself and kee	p my children safe during a custod	y exchange.	

I will let will ask them to screen my calls or escor-	at work know about my situation and t me to my car.
• I will take a new route home.	
• I will change the stores that I regularly sh	op at (or will shop in a different town).
• If I take public transit, I can deviate from	my usual commute by
STEPS FOR CARING FOR MY EMOTIONAL	AND SPIRITUAL HEALTH
It is equally important to plan for my emo some ways that I might handle the stress.	tional and spiritual health. I will think through es that I am continually facing.
	ı, I can
	and
I can start or continue counseling.	
I can ask God for	
• I can read	·
• I can also	
· · · · · · · · · · · · · · · · · · ·	ion can change over time, it is good for me to will revisit my plan on

THINGS TO TAKE WITH ME WHEN FLEEING ABUSE

DOCUMENTATION

Financial

- Tax documents
- Financial records
- W2s

- Pay stubs
- Working papers
- Bank account information

Medical

- Health insurance cards
- · Immunization records

Personal

- Social Security cards
- Birth certificates
- Car title, registration and insurance documents
- Rental agreement or house deed

- Custody documents
- School records
- Driver's license
- Passports
- Immigration papers
- Pet records

Related to Abuse

- Journals or photo evidence of abuse
- Records of police reports you filed
- Victim's Protective Order

ITEMS

Financial

- Cash
- Prepaid credit cards (untraceable)
- Checks
- Bank or credit cards

Medical

- Medication and prescriptions for you and your children
- Devices such as eyeglasses and hearing aids

Personal

- Car and house keys
- Pet supplies
- Clothing
- Toys and books for kids
- Keepsakes

Related to Abuse

- Prepaid cell phone with new number and contract
- Address book and phone numbers

IMPORTANT PHONE NUMBERS:

Name/ Category

Domestic Hotline

Police

Local Shelter

State registry for VPO's

Work

Work supervisor

Doctor

Attorney

Phone Number

1-800-799-SAFE (7233)

(Safety Plan adapted from Darby Strickland's Is It Abuse?, 301-317).

SUPPLEMENT 07 The Church's Response to Abuse is Grounded in Scripture

When Jesus began his ministry, he read from Isaiah 61 and said that he had come to "proclaim release to the captives" and to "set free the oppressed." It is a clear call of the gospel to care for the oppressed—the victims within our congregations.

"Speak up for those who have no voice; seek justice for those on the verge of destruction."

PROVERBS 31:8

ENDING A VICTIM'S SUFFERING SHOULD ALWAYS BE THE PRIORITY.

A logical response is to address the sin of the abuser if the abuser is part of the congregation. But this presents a challenge in ministry because the sin that results in abuse is often illegal and confronting the abuser can be very dangerous for the victim.

Thankfully, the Bible provides guidance in this area. Matthew 18 explains how to handle "severe sin" within the church body while Romans 13 provides guidance concerning "severe sin" that is also illegal.

Matthew 18:15-17: "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

Romans 13:1-5: "Let everyone be subject to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, whoever rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rulers hold no terror for those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right and you will be commended. For the one in authority is God's servant for your good. But if you do wrong, be afraid, for rulers do not bear the sword for no reason. They are God's servants, agents

of wrath to bring punishment on the wrongdoer. Therefore, it is necessary to submit to the authorities, not only because of possible punishment but also as a matter of conscience."

We are called to let the governing authorities deal with all things "illegal" as the church simultaneously deals with the sin—always taking care to put the safety of the victim first.

"As pastors we must have the humility to recognize the limits of our own callings, competence, and pastoral jurisdiction... We are called to walk with the Lord's people as they navigate these difficult issues, but we are not called to resolve them, to be legal, investigative, or judicial experts."

BRAD HAMBRICK

For more see: Hambrick, Brad. *Becoming a Church that Cares Well for the Abused.* (Tennessee: B&H Publishing Group, 2019), 17-26.

Jesus referred to himself as the "Good Shepherd" who lays down His life for His sheep in **John 10:11**. Jesus then instructed Peter in **John 21:15** to "feed my lambs... take care of my sheep." God's people represent Him, in part, by shepherding one another (**1 Cor. 12; Eph. 4**).

SUPPLEMENT 08 Helpful Definitions

HELPFUL DEFINITIONS:

"Church Leadership" is the term used in this document to refer to the intended audience for these materials and instructions. "Church Leadership," depending on your church's structure, could apply to the following: pastors, directors of various ministries (children's ministry, youth ministry, women's ministry, discipleship ministry, etc.), elders, deacons, or other governing bodies. THE RECOMMENDATION IS TO SHARE THIS MATERIAL WITH ANYONE WITHIN YOUR CONGREGATION THAT MAY RECEIVE A DISCLOSURE OF ABUSE FROM A VICTIM.

"Disclosure" is a term used to describe the action of making a fact known, especially a secret. When an adult or child reports his or her abuse, it is called a disclosure. A disclosure may be intentional, when the victim makes the decision to tell someone about their abuse, or, in the case of children, the disclosure may be accidental. Accidental or unintentional disclosures can manifest through role play, drawings, or a display of sexual behaviors that is inappropriate for the child's developmental age or stage.

"Minor" is the term used to refer to any child, age birth to 18-years old.

"Vulnerable adult" is the term used to refer to any disabled adult, elderly person with limited or impaired decision-making abilities, or adult under the custodial responsibility of another adult.

"Sexual abuse" is an umbrella term that is used to cover the following:

- **Sexual assault:** illegal sexual contact that usually involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent (Merriam-Webster).
 - Sexual assault involving a minor or vulnerable adult includes any sexual activity between an adult and a child/vulnerable adult for the purpose of sexually stimulating the adult, the child or others.
 - Sexual assault may also be committed by/to a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child.
- **Sexual harassment:** uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate.

• **Sexual abuse of power:** when a church leader is abusive *in their role as a pastor or ministry leader*, the power differential between that church member and the church leader makes the consent language of "having an affair" inaccurate in most cases. The more accurate language is "sexualized abuse of power" (Hambrick, 153).

"Domestic abuse" is a term used to describe abuse that occurs in a marriage or intimate relationship when one spouse or partner pursues their own self-interests by seeking to control and dominate the other through a pattern of coercive, controlling, and punishing behaviors.

"Child abuse" is a term defined by Oklahoma statutes as harm or threatened harm to a child's health or welfare by a person responsible for the child, which includes non-accidental physical or mental injury, sexual abuse or neglect.

PHYSICAL ABUSE is non-accidental physical injury to a child.

MENTAL INJURY is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child.

SEXUAL ABUSE, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by/ to a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child.

NEGLECT is the failure of the parent or caretaker to provide a child with the basic needs such as food, clothing, shelter, medical care, protection and supervision.

If you suspect abuse or neglect, take the following action:

Contact the Oklahoma Child Abuse Hotline. 1-800-522-3511

If the child is in imminent danger, contact **911** or local law enforcement.

If reporting in good faith, the reporter will not be held liable.

THREATENED HARM means a substantial risk of harm to the child. It may include acts that express the intention to inflict actual harm presently or in the future.

"Forensic Interviewing" is a term used to describe the means of gathering information from a victim or witness for use in a legal setting, such as a court hearing. It is a key component of many child protective services investigations. The purpose of these interviews is to gather factual information in a legally defensible and developmentally appropriate manner about whether a child (or other person) has been abused. Forensic interviews are conducted by trained professionals, including child welfare caseworkers, law enforcement, and specialized forensic interviewers at children's advocacy centers (CACs).

"Stalking" is the term that refers to the action of willfully, maliciously, and repeatedly following the victim, which causes her to feel frightened, intimidated, threatened, harassed, or molested.

"Harassment" is an action that causes another person distress. This can include following a victim, sending or leaving things at her home or workplace, or calling her in order to cause distress.

"Oklahoma Baptists Abuse Response Team" is a team of professional counselors, social workers, legal advisors, and child-development experts selected from members of the Oklahoma Baptists affiliated churches throughout the state. These professionals are appointed and have volunteered to serve on this team for a period of two years. The response team will assist church leadership in caring for the victim(s), providing advice and resources as necessary.

SUPPLEMENT 09 Profile of a Victim

A victim is any oppressed individual who is subject to abuse. For the purposes of this document, we will refer to the victim with a female pronoun, understanding that this could apply to men as well.

The statistics on domestic abuse are staggering, and sadly, do not change within the context of the church. According to the National Center for Prevention and Control's Division of Violence Prevention, 1 IN 4 WOMEN experience severe physical violence from an intimate partner. While both men and women experience domestic violence, 85% ARE WOMEN.

RESEARCH SHOWS THAT ONLY 3-9% OF ABUSE REPORTS ARE FALSE.

"Bear in mind that false accusations are incredibly rare, and if you fail to heed this warning, you will not only do incredible damage to the survivor, but may in fact facilitate the abuse of others yet unharmed."

RACHEL DENHOLLANDER

- A victim is often disoriented, fearful and shamed.
- A victim has endured significant trauma and is often facing extreme self-doubt.
- A victim is terrified that the pastor won't believe her.
- Often, a victim discloses very little at first to determine if the pastor is a "safe person."
- A victim can seem mentally unstable.



SUPPLEMENT 10 Profile of an Abuser

In a church context, **WE OFTEN KNOW THE ACCUSED ABUSER**. It is essential to know that abusers are deceptive and master manipulators. Often their own spouses fail to recognize that what is being done to them is abuse. We cannot rely on outward appearances or what we think we know about someone.



(Chart and information on abusers adapted from Darby Strickland's Is It Abuse?).

Psalm 10:2-6 explains the heart of the abuser:

"In his arrogance the wicked man hunts down the weak, who are caught in the schemes he devises.

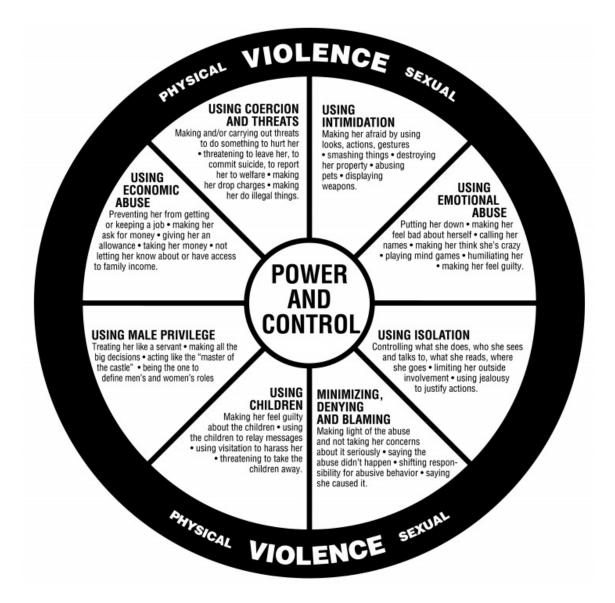
He boasts about the cravings of his heart; he blesses the greedy and reviles the Lord.

In his pride the wicked man does not seek him; in all his thoughts there is no room for God.

His ways are always prosperous; your laws are rejected by[b] him; he sneers at all his enemies.

He says to himself, "Nothing will ever shake me."

He swears, "No one will ever do me harm."



(Power and Control Wheel provided by Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services).

A SPECIAL NOTE ON ABUSERS WHO ARE MEMBERS OF THE CHURCH

- Statistics show that abusers are often well-liked and more often believed than the victim.
- Church support and pastoral care often rally around the abuser.
- An abuser is often an exemplary member.
- If abuser is married, he is often working hard to reconcile his marriage while the victim may be resisting efforts towards restoration.
- Many times, the abuser immediately and sorrowfully repents.
- Church leaders and/or the church body may prematurely accept the abuser's repentance without seeing its fruits.

NOTE: It is important to remember NOT to prioritize reconciliation over the well-being of the victim.

RED AND YELLOW FLAGS INDICATING ABUSE:

Abuse tactics and offenses are varied and can take many different forms and degrees of severity. The following list of offenses is meant to serve as a "Red or Yellow Flag" of potential abuse. The list is thorough but not exhaustive ("Camper Safety." Oklahoma Baptists. Accessed September 1, 2022. https://www.oklahomabaptists.org/youth/fallscreek/camper-safety/).

RED FLAG OFFENSES

- Providing alcohol/tobacco/drugs/ pornography to a minor
- Voyeurism (peeping Tom)
- Contributing to the delinquency of a minor
- Criminal solicitation of a minor
- Public Indecency
- Exhibitionism (flashing)
- Assault
- Sexual Assault (or any crime that is sexual in nature)

- Homicide
- False Imprisonment
- Kidnapping
- Injury to a child/elderly individual/ disabled individual
- Abandoning or endangering a child
- · Leaving a child in a vehicle
- Matters related to interference with child custody
- Failure to stop or report the aggravated sexual assault of a child

YELLOW FLAG OFFENSES

Any of the following felony or misdemeanor offenses within the last 10 years.

- Driving Under the Influence or Driving While Intoxicated
- Possession/Distribution of a Controlled Substance
- Making a firearm accessible to a child
- Theft, including identity theft

SUPPLEMENT 11 Meeting with the Alleged Abuser

- If possible, the church leadership should meet immediately with the alleged abuser of a minor.
- Conversely, church leadership should allow an able-bodied adult victim to decide if the church leadership will meet with her or his alleged abuser.
- Listen to the alleged abuser's version of events in a caring, respectful, and thorough manner.
- Take notes of every meeting.
- If the victim is a minor or vulnerable adult, remove the alleged abuser from access to children, vulnerable adults, and the church premises until the investigation is complete.
- If the victim is an able-bodied adult and he/she has a VPO in place, remove the alleged abuser from the church premises regardless of the presence or absence of the victim. (For example, the abuser should not be allowed to attend a men's Bible study at the church even if the victim is not currently present at the church facility. We must maintain the local church as a refuge for victims, and to this end, if the legal authorities have deemed the abuser a threat, church leadership should treat him as such until proven otherwise.)
- Consider taking "church" to the abuser.
- Have the abuser sign a written agreement documenting expectations, or the refusal to sign should be documented.
- If the legal process would be impeded by these pastoral care efforts, the church will postpone these steps until it would no longer interfere with needed legal procedures.

"If the alleged offender is someone in our faith community... we must review the available information regarding the allegation, and be prepared to take immediate and well-reasoned precautionary measures to protect children and anyone else who may be a target of such abuse. Doing so is not casting "judgment", it is simply being responsible. It is never a rush to judgment to fall on the side of safety when it comes to protecting the vulnerable."

BOZ TCHIVIDJIAN

"There is NO GRACE in leaving another in the prison of practiced sin, justified by deceptions. We become complicit in their spiritual suicide. So Diane, what are we to do? Do we leave the abuser in their sin and keep them away from the church? No, to the first question. Yes, to the second. BRING THE CHURCH TO THE ABUSER. I have worked with churches who have done this. A group of committed and mature adults meet once a week with the abuser and listen to the sermon, discuss it, check in, not only about actions and choices but also about thoughts and impulses. They sing and they pray. There are to be NO children in the house – ever."

DIANE LANGBERG

SUPPLEMENT 12 Guiding Principles of Victim Advocacy

Often abuse victims and abusers will talk to church leaders first because of a pre-existing relationship of trust. We want to be good stewards of that trust.

We recognize that as pastors preach about holiness and sin, justice, and perfect love, a pastor's response to abuse will become intertwined with a victim's understanding of the gospel.

To foster continued trust and honor the victim's courage to come forward, we must handle disclosures of abuse with great care. It is so important to believe the victim. WE TAKE THE POSTURE OF 1 CORINTHIANS 13:7 "LOVE BELIEVES ALL THINGS" UNTIL THERE IS EVIDENCE TO THE CONTRARY.

BEGIN WITH THE FIVE GUIDING PRINCIPALS OF VICTIM ADVOCACY:

SAFETY FIRST

Attending to victim's immediate safety is the priority.

"DO NO HARM"

Ensure that no additional harm comes to the victim, this occurs when we do not believe the victim or imply that the victim is to blame.

EMPOWER

Abuse is
about denying
a victim
power and
control. Allow
the victim
to reclaim
control over
his/her own
decisions,
opinions,
actions, goals,
and future.

TRAUMA INFORMED

Sexual assault and domestic violence are complex traumatic events. Focus on "What has happened to the person?" not "What is wrong with the person?"

CONFIDENTIALITY

Protect
confidentiality,
which is
critically linked
to safety and
justice for the
victim

(This chart is adapted from the "Crisis Line Handbook" provided by the *Centers for Disease Control Prevention of the U.S. Department of Health and Human Services*, 10-22).

THE DO'S AND DON'TS OF VICTIM ADVOCACY

The following "Do's and Don'ts" is not an exhaustive list. We encourage church leaders to do more research regarding these best practices. Further suggested resources can be found in the bibliography section of this work.

FOLLOW BEST PRACTICES IN VICTIM ADVOCACY:

WHAT TO DO

- Listen with compassion, talk little.
- Make sure victim feels heard, believed, and safe.
- Take notes, do not ask for details.
- Explore needed resources, refer them to experts.
- Plan a time to reconnect.

WHAT NOT TO DO

- Do NOT investigate the validity of the claims. Allow experts to determine legitimacy of claims.
- Do NOT engage the abuser. This can be very dangerous for the victim.
- Do NOT make any decisions for the victim.
- Do NOT point out sin or blame the victim in any way.
- Do NOT reframe the situation into "What God is doing."
- Do NOT question children or lead them during a disclosure in any way.

(This chart is adapted from *Becoming a Church that Cares Well for the Abused*, "Lesson 3: Ministry Responsibilities").

SUPPLEMENT 13 Reporting Domestic Violence

FILING A VICTIM PROTECTIVE ORDER (VPO)

- In the state of Oklahoma, a victim of abuse can file for a Victim Protective Order or VPO.
- This is the legal terminology used for what colloquially we often refer to as a "restraining order."
- A VPO can be very helpful in protecting a victim from his or her abuser but may also put that victim in more danger.
- A VPO makes the evidence of the abuse part of the public record.

Encourage the victim to seek the professional advice of a police officer, an abuse advocacy organization, or legal counsel before moving forward with a VPO. Some of these resources are listed in the Appendix "Oklahoma Abuse Advocacy Resources."

VICTIM PROTECTIVE ORDER (VPO)

The following information has been taken from the "Domestic Violence Awareness Guide" provided by the *Oklahoma Department of Human Services Family Support Services Division* ("Domestic Violence Awareness Guide." *Oklahoma Department of Human Services Family Support Services Division*. Accessed September 1, 2022, 53-58. https://www.ok.gov/dac/documents/Domestic%20Violence%20Awareness%20Guide.pdf).

DEFINITION OF A VPO:

- A Victim Protective Order (VPO) is an order of the court on behalf of the victim.
- A VPO orders the abuser to stop hurting, threatening, and harassing the victim.
- In some cases, it may also order the abuser to move out of a home that is shared.

WHO QUALIFIES FOR A VPO:

- VPOs are available to people who have been physically abused, stalked, or threatened with imminent physical harm by a family or household member.
- This includes spouses, ex-spouses, present spouses of ex-spouses, parents, children, people related by blood or marriage, people who live together or used to live together, and people who are the biological parents of a child.

TO OBTAIN A VICTIM PROTECTIVE ORDER:

- The victim needs to fill out a simple petition that is available at the county courthouse.
- She will not need an attorney, and there is no fee to file a petition.
- The judge may order her or the abuser to pay court costs and filing fees later, when the petition is heard.

INFORMATION TO PROVIDE:

- Details about the dates, times and locations of the abuse are necessary.
- Photographs, letters, text messages, voicemails, or doctor's reports.
- If her children have been threatened or abused, she can file a petition for them also.

EMERGENCY TEMPORARY ORDERS

- A victim can ask for an emergency VPO if she is in immediate and present danger of abuse by someone in her household.
- If the danger is not immediate, she will have to wait for the VPO to be issued which can take up to 14 days while she waits for a regular court hearing.
- When a law enforcement officer makes an arrest or is simply called to the scene of a domestic violence event, or at a time when the court is not open for business, the victim can request an emergency temporary order from the officer.
- The officer will provide the petition, ask her to complete and sign it, and then call a judge.
- The judge can issue the order by telephone, and the officer will inform her about whether or not the order is granted.
- Emergency temporary orders are only in effect until the close of next business day, so it is important that the victim go to the courthouse the next day to apply for an exparte and/or a full order.

EX PARTE PROTECTIVE ORDERS

- If the abuse situation puts the victim in immediate and present danger, the victim can ask the court for an emergency ex parte order.
- This differs from an emergency temporary order that is issued by a police officer when the court is not open.
- An ex parte protective order is requested in the presence of a judge before the scheduled hearing.
- Ex parte orders are obtained quickly (within 24 hours, and usually the same day) and do not require the defendant to be present at the hearing before the judge.
- The ex parte order will be in effect only until a full hearing can be held with the defendant present.
- At the ex parte hearing, a date within 10 days will be set for the full hearing.
- If the ex parte protective order is granted, the victim will be given a copy of the order.

SERVING THE VPO:

- The abuser, called "the defendant," must be notified about the protective order before it can go into effect.
- The victim should be sure to bring all of the addresses where the abuser can be found, a description of that person, and information about the abuser's car with her to the courthouse.
- A law enforcement officer will serve (deliver) a copy of the order to the defendant, along with a summons for the defendant to appear in court at the full order hearing.
- The victim needs to check with the court clerk's office to see whether the notification service has been completed.
- If the defendant is difficult to locate, the victim may hire a private process server instead of using a law enforcement officer.
- Within 24 hours after service, a copy of the order will be sent to law enforcement agencies that the victim designates.

FINAL PROTECTIVE ORDERS

- Whether an ex parte order is granted, denied, or not requested, a full hearing will be scheduled within 10 days of a victim's initial filing of a VPO petition.
- At that time, both the victim and the defendant appear before a judge who hears evidence and decides whether or not to issue a final protective order.
- A victim should bring any evidence and witnesses she may have to show that she needs a protective order.
- She should explain to the judge if there are any special arrangements she wants included in the order for example, that the children be picked up for visitation somewhere other than her home.
- It is important for the victim to go to the full hearing, even it is rescheduled several times. If she does not go, the judge may dismiss her case.
- Within 24 hours after a final protective order is issued, a copy will be sent to the law enforcement agencies the victim designates.
- Once a protective order has been issued, it is in effect until modified or rescinded by the court.
- Either the victim or the defendant can file a motion to have the order modified or canceled.
- Any consent agreement to change the order must be approved by a judge, even if both persons have agreed to the change.
- The victim should make several copies of her protective order and keep one with her at all times. She will need the document to show to police whenever necessary.

A VICTIM PROTECTIVE ORDER DOES NOT NECESSARILY COVER THE CHILDREN. THIS WOULD BE SOMETHING THE VICTIM NEEDS TO DISCUSS WITH HER ATTORNEY OR LAW ENFORCEMENT IF THE SAFETY OF THE CHILDREN IS IN QUESTION.

ENFORCEMENT OF THE ORDER

A protection order issued by Oklahoma, or an Indian tribe, is valid and enforceable in any other U.S. state or tribe. Violations of protective orders carry much higher penalties than most assaults. A violation of the order occurs whenever the defendant does something that is strictly prohibited by the order. The victim does not have to wait until physical violence occurs ("Domestic Violence Awareness Guide," 53-58).







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