Safe Sanctuaries Policy and Minimum Standards
(adopted at the 2016 Annual Conference Session)
Digital/On-Line Ministry Addendum

Digital/On-Line Ministry includes, but is not limited to, video conferencing, teleconferencing, chat rooms, private/group messaging, web sites, and all social media platforms.

DIGITAL/ON-LINE MINISTRY guidelines include:

1. <u>Church "Admin" on Ministry Accounts</u>. There shall always be two, unrelated authority figures with administrator rights on any account that is posting official ministry content.

2. <u>Church-Sponsored programs/events/broadcasts</u>.

a. Where there is no real-time interaction between viewers (e.g., a video posted but not broadcast live) the two adult rule applies in that there shall always be two, unrelated authority figures with administrator rights on any account that is posting official ministry content.

b. Where there is real-time interaction between viewers, there shall be two, unrelated authority figures in attendance wherever the real-time interaction is happening (chat room, etc.).

c. The church programs/events/broadcasts shall be initiated from official church accounts rather than personal accounts. Two authority figures shall be included.

3. <u>Friending/Online Social Connections</u>.

a. Digital/on-line media accounts shall be set up as ministry accounts and shall have two authority figures as administrators.

b. Ministry leaders involved with children, youth, or at-risk or vulnerable adults shall never initiate a "friend request" on personal accounts. Parents of children, youth, or at-risk or vulnerable adults may request to be a friend on a personal account of a ministry leader.

c. The connections and all shared information on these sites shall only be ministry related and that information includes but is not limited to: GIFs, videos, and photographs.

4. <u>Video Conferencing</u>.

a. There shall always be two unrelated authority figures present in any video conference.

b. When possible, a waiting room shall be employed for participants to ensure that two authority figures are present before students enter the video conference.

c. When breakout rooms are employed one authority figure shall function as a floater (refer to II. B. 5) when it is possible to "float" between rooms.

d. When an authority figure is available in the house of a participating student, their presence in the room with the student can count toward the two-adult rule.

5. <u>Private Text Messaging</u>.

a. Private text messaging is allowed. When possible, it shall be shifted to a group text that shall include two authority figures.

b. No messaging shall take place on a platform where messages automatically disappear.

c. Authority figures shall not delete history or chat logs from a messaging platform for 30 days.

6. <u>One on One Video Calls</u>.

a. One on one video calls shall not take place.

b. When a child, youth, or at-risk or vulnerable adult initiates a video call the authority figure is to deny the call and move the conversation to a group video platform, text, or audio call.

c. If and when video calls are unavoidable, due to medical emergency, the authority figure shall involve another authority figure as quickly as possible.

d. A parent present with the child, youth, or at-risk or vulnerable adult when the call is initiated shall serve as the second authority figure.

7. <u>Apps with disappearing message capability</u> shall not be used.

8. <u>Best Practices of Video Conferencing</u>.

a. If using video conferences, one must be sure to understand how the conference works. Most have tutorials to help the leader understand controls and abilities of the software being used.

b. The parent shall be notified of the conference and give permission for their child, youth, or at-risk or vulnerable adult to participate.

c. At least two authority figures shall be on the video at all times.

d. Passwords and waiting rooms shall be used.

e. Parents are always welcome to attend conference videos.

f. All chats shall be open to all participates. No private messages. Turn off peer-to-peer chat so all chat occurs between all participants.

g. Limit screen sharing to hosts only.